



**Joomla**  
Content Management System

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## About the Tutorial

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Joomla is an open source Content Management System (CMS), which is used to build websites and online applications. It is free and extendable which is separated into front-end templates and back-end templates (administrator). Joomla is developed using PHP, Object Oriented Programming, software design patterns and MySQL (used for storing the data).

This tutorial will teach you the basics of Joomla using which you can create websites with ease. The tutorial is divided into sections such as Joomla Basics, Joomla Menus, Joomla Modules, Joomla Global Settings, and Joomla Advanced. Each of these sections contain related topics with screenshots explaining the Joomla admin screens.

## Audience

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This tutorial has been prepared for anyone who has a basic knowledge of HTML and CSS and has an urge to develop websites. After completing this tutorial you will find yourself at a moderate level of expertise in developing websites using Joomla.

## Prerequisites

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Before you start proceeding with this tutorial, we are assuming that you are already aware about the basics of HTML and CSS. If you are not well aware of these concepts, then we will suggest you to go through our short tutorials on HTML and CSS.

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## Part 1: Joomla Basics

# 1. INTRODUCTION

Joomla is an open source **Content Management System (CMS)**, which is used to build websites and online applications. It is free and extendable which is separated into front-end and back-end templates (administrator). Joomla is developed using PHP, Object Oriented Programming, software design patterns and MySQL (used for storing the data).

## What is Content Management System (CMS)?

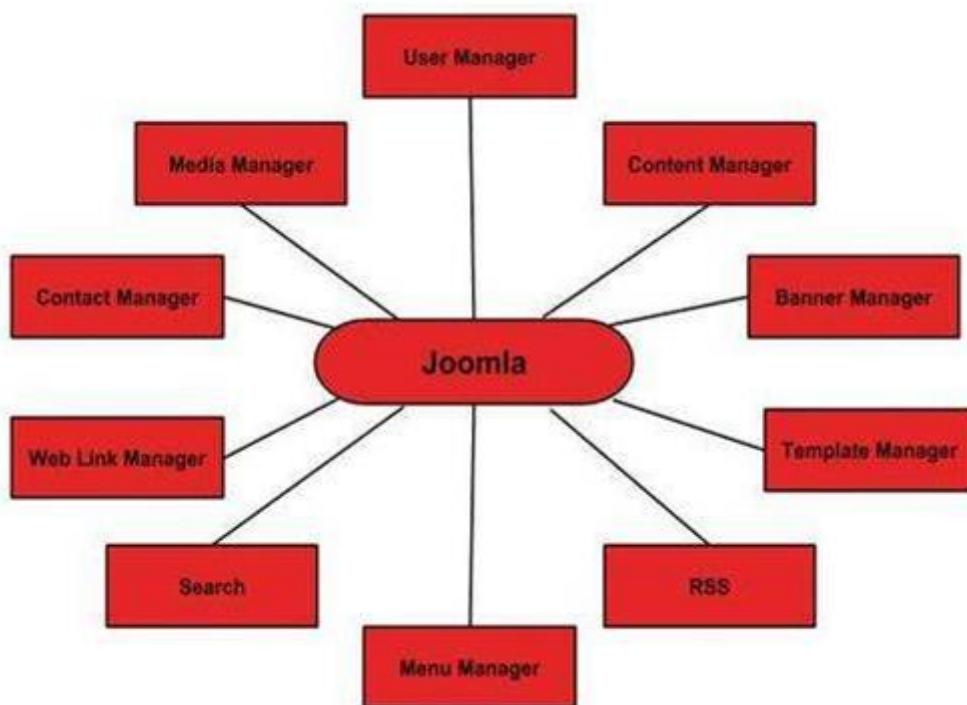
The **Content Management System (CMS)** is a software which keeps track of the entire data (such as text, photos, music, documents, etc.) which will be available on your website. It helps in editing, publishing and modifying the content of the website.

## History

Joomla is based on **Mambo** CMS which was developed by an Australian company in 2001 and initially released on *August 17, 2005*. The official version of Joomla 1.0 was released on *September 22, 2005*.

## Features

Joomla has its own powerful built-in features (core features).



- **User Manager:** It allows managing the user information such as permission to edit, access, publish, create or delete the user, change the password and languages. The main part of the user manager is *Authentication*.
- **Content Manager:** It allows managing the content using WYSIWYG editor to create or edit the content in a very simple way.
- **Banner Manager:** It is used to add or edit the banners on the website.
- **Template Manager:** It manages the designs that are used on the website. The templates can be implemented without changing the content structure within a few seconds.
- **Media Manager:** It is the tool for managing the media files and folder in which you can easily upload, organize and manage your media files into your article editor tool.
- **Contact Manager:** It allows to add contacts, managing the contact information of the particular users.
- **Web Link Manager:** The link resource is provided for user of the site and can be sorted into categories.
- **Search:** It allows users to search the appropriate information on the site. You can use smart indexing, advanced search options, auto suggest searches to make Joomla search best.
- **Menu Manager:** It allows to create menus and menu items and can be managed subsequently. You can put menu in any style and in multiple places.
- **RSS:** It stands for Really Simple Syndication, which helps your site contents and RSS files to be automatically updated.

## **Advantages**

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- It is an open source platform and available for free.
- Joomla is designed to be easy to install and set up even if you're not an advanced user.
- Since Joomla is so easy to use, as a web designer or developer, you can quickly build sites for your clients. With minimal instructions to the clients, clients can easily manage their sites on their own.
- It is very easy to edit the content as it uses WYSIWYG editor (**What You See Is What You Get** is a user interface that allows the user to directly manipulate the layout of the document without having a layout command).
- It ensures the safety of data content and doesn't allow anyone to edit the data.
- By default, Joomla is compatible with all browsers.

- The templates are very flexible to use.
- Media files can be uploaded easily in the article editor tool.
- Provides easy menu creation tool.

## Disadvantages

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- It gives compatibility problem while installing several modules, extensions and plugins simultaneously.
- Plugins and modules are not free in Joomla.
- Development is too difficult to handle when you want to change the layout.
- Joomla is not much SEO (Search Engine Optimization) friendly.
- It makes website heavy to load and run.

## Real World Examples of What Joomla Can Create?

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- Corporate web sites or portals
- Corporate intranets and extranets
- Online magazines, newspapers, and publications
- E-commerce and online reservations
- Government applications
- Small business web sites
- Non-profit and organizational web sites
- Community-based portals
- School and religious web sites
- Personal or family homepages

## 2. INSTALLATION

### System Requirements for Joomla 3.x

- **Database:** MySQL 5.1 +
- **Web Server:**
  - WAMP (Windows)
  - LAMP (Linux)
  - XAMP (Multi-platform)
  - MAMP (Macintosh)
  - Nginx
  - Microsoft IIS
- **Operating System:** Cross-platform
- **Browser Support:** IE (Internet Explorer 7), Firefox, Google chrome
- **SSL (Secure Socket Layer):** A valid security certificate is required for HTTPS
- **PHP Compatibility:** PHP 5.4+ or PHP 5.3.10+

### Download Joomla

When you open the link <http://www.joomla.org/download.html>, you will get to see a screen as below:

The screenshot shows the Joomla! 3 download page. At the top, it says "Download Joomla! 3". Below that, there are two main buttons: a green one on the left labeled "Download Joomla! 3.4.1" with the subtitle "English (UK), 3.4.1 Full Package, ZIP" and a blue one on the right labeled "Upgrade Packages" with the subtitle "Joomla! 3 Upgrade Packages". Below these buttons, there is a section titled "Alternative download location" with the text: "The latest version of Joomla! is 3.4 and includes the latest and greatest features from the developers supporting Joomla!. Please see the latest release announcement for more information.".

Download the Joomla zip file from the official site or if you want to update the files of your previous version, then click on Upgrade Package option.

## Create Store Database

- Joomla requires MySQL database. So create a new empty database and user/password (for e.g. User as "root" and password as "root" or else you can set as per your convenience) for Joomla.
- After following the above step, you can continue with the installation process.

## Set Up Wizard

It's very easy to set up Joomla into your system. The following steps describe how to set up Joomla locally on your system.

**Step (1):** Extract the downloaded Joomla folder and upload it on your web server or localhost.

**Step (2):** Open your browser and navigate to your Joomla file path, then you will get the first screen of the Joomla installer as shown in the following screen. In our case the path is **localhost/< Your\_joomla\_folder >**.



The screenshot shows the Joomla! setup interface. At the top, there's a navigation bar with tabs: Configuration (selected), Database, and Overview. Below the tabs, a language selection dropdown is set to English (United States). On the right side of the header, there's a blue 'Next' button with a white arrow icon, which is circled in red.

**Main Configuration**

Site Name *	Tutorials Point	Admin Email *	abc@email.com
Enter the name of your Joomla site.		Enter an email address. This will be the email address of the Web site Super Administrator.	
Description:	<input type="text"/> Enter a description of the overall Web site that is to be used by search engines. Generally, a maximum of 20 words is optimal.		
Admin Username *	Tutorials		
Set the username for your Super Administrator account.			
Admin Password *	<input type="password"/>		
Set the password for your Super Administrator account and confirm it in the field below.			
Confirm Admin Password *	<input type="password"/>		
Site Offline	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Set the site frontend offline when installation is completed. The site can be set online later on through the Global Configuration.			

It contains the following fields:

- **Site Name:** Enter the name of the site which you are going to create in Joomla.
- **Description:** Add a small description about your site.
- **Admin Email:** Enter your email address which helps to recover our password or any update.
- **Admin Username:** Enter the username as per your choice while logging into Joomla.
- **Admin Password:** Enter password to protect your site.
- **Site Offline:** It specifies whether your site should be offline or online after completion of installation by clicking on Yes/No.

After filling all the information, click on the Next button.

**Step (3):** Here, you have to enter the information about the MYSQL database as seen in the screen below.

The screenshot shows the Joomla Database Configuration step. The page title is "Database Configuration". The "Database Type" dropdown is set to "MySQL". The "Host Name" field contains "localhost". The "Username" field contains "root". The "Password" field is empty. The "Database Name" field contains "joomla". The "Table Prefix" field contains "wp\_". At the bottom, there are "Backup" and "Remove" buttons for old database processes. A note says: "Any existing backup tables from former Joomla! installations will be replaced". The "Next" button is highlighted with a red oval.

- **Database Type:** Select your database type. By default it will be MySQL.
- **Host Name:** Write the host name, by default it will be localhost.
- **Username:** Enter the user name of your MySQL database.

- **Password:** Enter the password which you had set for MySQL Database.
- **Database Name:** Enter the database name which you have created in MySQL database for Joomla.
- **Table Prefix:** It is used to add prefix in the database tables which helps to run multiple sites on the same database. It takes the default value.
- **Old Database Process:** It gives two options **Backup** or **Remove**. If you had already created a database then you can either remove it or select the backup option to create a backup of your whole database information.

After filling all information, click on Next button.

**Step (4):** In this step, you will be on last page of the installation process.

Joomla!® is free software released under the GNU General Public License.

Configuration   Database   Overview

### Finalisation

← Previous   → Install

Install Sample Data

- None (Required for basic native multilingual site creation)
- Blog English (GB) Sample Data
- Brochure English (GB) Sample Data
- Default: English (GB) Sample Data
- Learn Joomla! English (GB) Sample Data
- Test English (GB) Sample Data

Installing sample data is strongly recommended for beginners.  
This will install sample content that is included in the Joomla! installation package.

### Overview

Email Configuration   Yes   No

Send configuration settings to [rushabh@tekbudscloud.com](mailto:rushabh@tekbudscloud.com) by email after installation.

### Main Configuration

Site Name	tekbuds
Site Offline	No
Admin Email	<a href="mailto:rushabh@tekbudscloud.com">rushabh@tekbudscloud.com</a>
Admin Username	admin
Admin Password	***

### Database Configuration

Database Type	mysql
Host Name	localhost
Username	root
Password	***
Database Name	joomla

Here you can view all the information added to Joomla.

Choose **Default English (GB) Sample Data** as an example to build your website and click on **Install** button.

**Step (5):** Next, you can see that Joomla starts the installation process on your machine.



**Step (6):** After a few minutes, after installation is successful and you will get a screen of the Joomla web installer as shown below.



Next, click on the "Remove installation folder" button which will help you to protect your site, so that no other person can re-install your site.

**Note:** If your installation gets stuck and does not get completed for more than an hour, then do some changes as shown below.

Go to Joomla folder -> installation -> sql folder -> mysql folder  
 Open joomla.sql file and find the following term:  
 "ENGINE=InnoDB". Replace this term with "ENGINE=MyIsam" and save the file.

Before MySQL 5.5.5, MyISAM is the default storage engine. (The default was changed to InnoDB in MySQL 5.5.5.)

Then your installation will begin.

## Admin Panel

After installing Joomla you are able to login to your Joomla Admin Panel as described below:

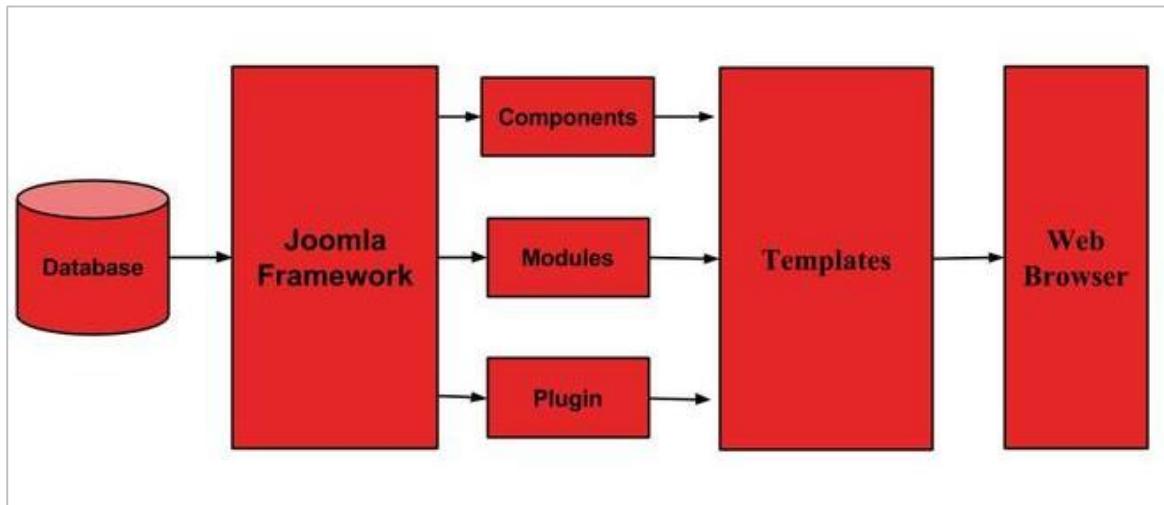
**Step (1):** To access Joomla administrative panel, open the browser and type the URL as **http://localhost/<Your\_joomla\_folder>/administrator/index.php**, then you will get the screen as shown below:



**Step (2):** Enter the username and password which you had mentioned during installation as shown in the step 3 of Set Up Wizard section and click on the login button.

### 3. ARCHITECTURE

Joomla is a Model-View-Controller web application. In this chapter, we are going to discuss about the architectural style of Joomla. The following diagram shows the architecture of Joomla.



The architecture of Joomla contains following layers:

- Database
- Joomla Framework
- Components
- Modules
- Plugin
- Templates
- Web Server

**Database:** Database is a collection of data and can be stored, manipulated and organized in a particular manner. The database stores the user information, content and many more required data of the site. It is used to store the administrative information to manage the Joomla site. Using Joomla database layer, it ensures maximum flexibility and compatibility for extension.

**Joomla Framework:** Framework is a collection of open source software, where the Joomla CMS is built. It is developed for more flexibility and breaks the framework into single modular packages which helps each package to develop more easily.

**Components:** Components are considered as mini applications. It consists of two parts i.e. *Administrator* and *Site*. Whenever a page gets loaded, component is been called to render the body of main page. The Administrator part manages different aspects of the component and the site part helps in rendering the pages when request is made by site visitor. Components are main functional unit of Joomla.

**Modules:** Modules is an extension which is used to render the pages in Joomla. It is also used to display the new data from the component. It frequently looks like boxes such as login module. In Joomla administrator the modules are managed by the module manager. It displays the new content and images when module is linked to Joomla components.

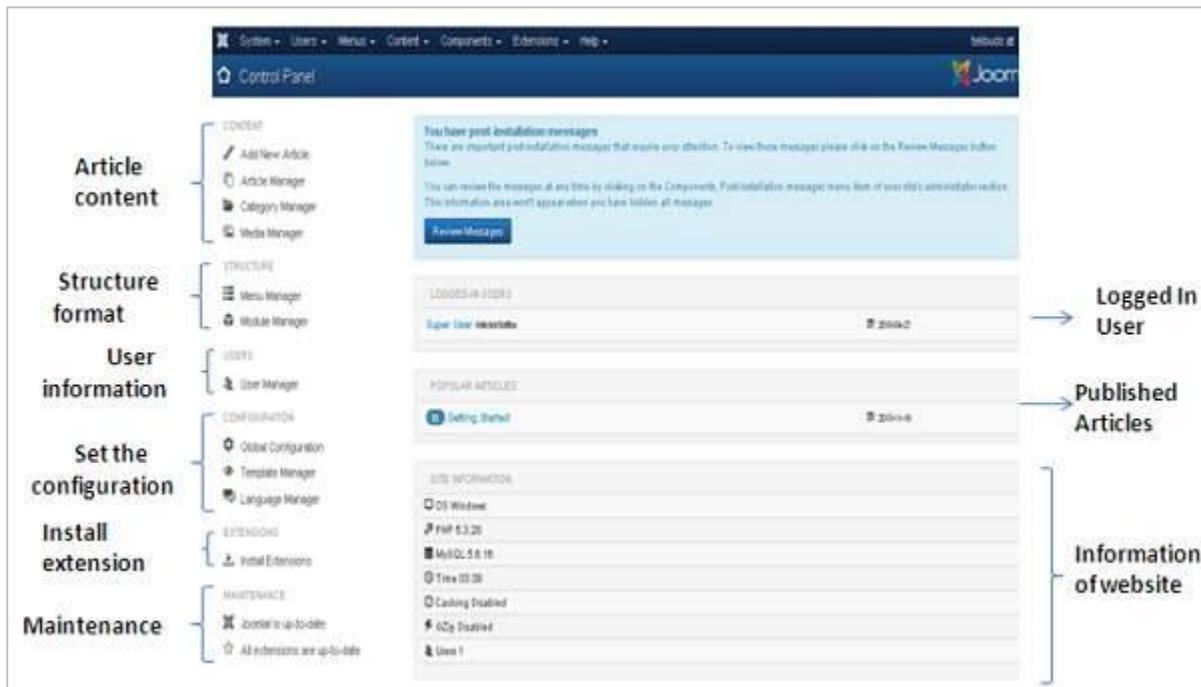
**Plugin:** This is also a kind of Joomla extension, it is very flexible and powerful for extending the framework. It contains a bit of codes that is used to execute the particular event trigger. It is commonly used to format the output of a component or module when a page is built. The plugin function which are associated with event are executed in a sequence when a particular event occurs.

**Templates:** Template determines the look of the Joomla website. There are two types of templates used i.e. **Front-end** and **Back-end**. The Back-end template is used to control the functions by the administrator whereas the Front-end template is a way to present the website to users. Templates are easy to build or customize your site. It provides maximum flexibility to style your site.

**Web Browser:** It is a server where the user interacts. It delivers the web pages to the client. The HTTP (Hyper Text Transfer Protocol) is used to communicate between the client and the server.

## 4. CONTROL PANEL

The **Control Panel** provides default features and functions of Joomla to access through clickable icons, menu bar etc. When you login to the Joomla administrative panel, you will get the screen as shown below. Important icons of control panel and their functions are marked in the following screen:



### Article Content

There are four icons under the **CONTENT** section as shown below:

- **Add New Article:** It creates a new article page.
- **Article Manager:** It manages all your present articles.
- **Category Manager:** It creates new categories and helps in publishing/unpublishing the categories.
- **Media Manager:** It manages the files by uploading various new files or deleting the existing ones on your web server.

## Structure Format

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In **STRUCTURE** section, there are two groups of icons:

- **Menu Manager:** Menu manager allows creating custom menus for your website and navigating through your website.
- **Module Manager:** It manages the modules such as location and function of modules that are installed on site.

## User Information

---

Under **USERS** section, there is one icon located:

- **User Manager:** It manages the user information, which allows creating or deleting the user, changing passwords, time and languages. You can also assign the user to *User Groups*.

## Set the configuration

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Three icons are located under the **CONFIGURATION** section as given below:

- **Global Configuration:** This is an important part in the Joomla back-end. Any changes made in this configuration, will affect the entire website.
- **Template Manager:** It manages the templates used in the website.
- **Language Manager:** It manages installed language by setting the default language for your site.

## Install Extension

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There are many Extensions available in Joomla. You can install different types of extensions to extend the functionality of the site.

## Maintenance

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In **MAINTENANCE** section, there are two icons located:

- **Joomla is up-to-date:** It views the current update status of the Joomla installation.
- **All extensions are up-to-date:** It views the current update status of the Joomla extension.

## Logged-In User

---

It shows the administrator name who has logged in to the Joomla site.

## Published Articles

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It shows the published articles and also shows the present article, that you have published.

## Information of Sites

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It displays the details of the site such as OS name, version of PHP and MySQL etc. and also shows the number of users that are using this site.

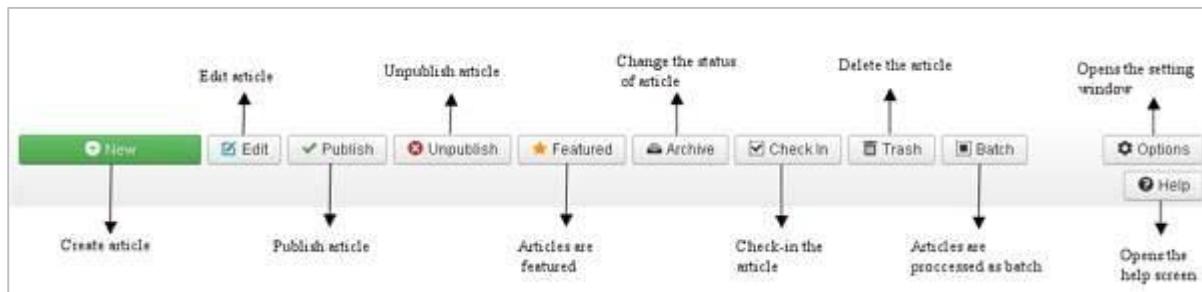
## 5. TOOLBAR

In this chapter we will study about the various **toolbar** options in Joomla. Given below is a list of toolbars:

- Article Manager Toolbar
- Category Manager Toolbar
- Media Manager Toolbar
- Menu Manager Toolbar
- Module Manager Toolbar
- User Manager Toolbar
- Global Configuration Toolbar
- Template Manager Toolbar

### Article Manager Toolbar

Click on **Content --> Article Manager** in Joomla administrator control panel. In Article Manager, you can create the standard pages that consist of images, text and hyperlinks. The following figure depicts the Article Manager Toolbar.

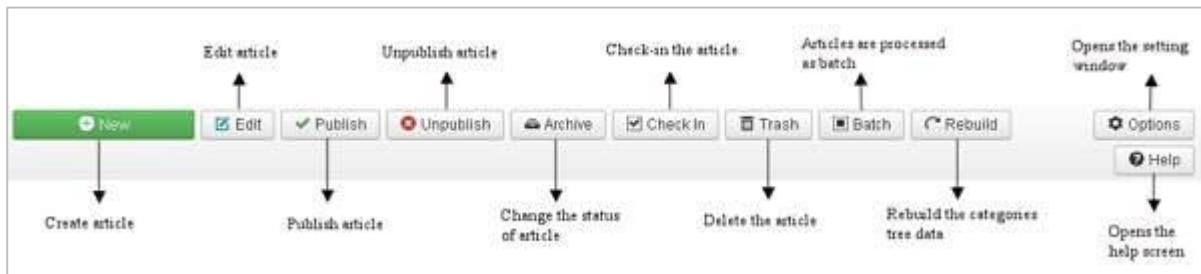


- **New:** Create a new article.
- **Edit:** Edit any specific article.
- **Publish:** Publish the article to the user on the website.
- **Unpublish:** Unpublish the article to the user on the website.
- **Featured:** Selected article is featured. Multiple articles can also be featured.
- **Archive:** It can change the status of the articles to published or unpublished by selecting archived in the select status filter.
- **Check In:** Check-in the selected article. Multiple articles can be checked-in.

- **Trash:** Delete the selected article permanently.
- **Batch:** Selected articles are processed by batch.
- **Help:** Help button is used to open the help screen.
- **Option:** It opens the setting window where you can change the setting of the articles.

## Category Manager Toolbar

Click on **Content --> Category Manager** in Joomla administrator control panel. It manages to create categorize the articles which allows to group your content better. The following figure depicts the Category Manager Toolbar.



- **New:** Add a new category.
- **Edit:** Edits an existing category.
- **Publish:** Publish the categories to the user on the website.
- **Unpublish:** Unpublish the categories to the user on the website.
- **Archive:** It can change the status of the categories to published or unpublished by selecting archived in the select status filter.
- **Check In:** Check-in the particular selected category. Multiple categories can be checked-in.
- **Trash:** Delete the selected category permanently.
- **Batch:** Selected categories are processed by batch.
- **Rebuild:** It is used to rebuild the categories tree data.
- **Help:** Help button is used to open the help screen.
- **Option:** It opens the setting window where you can change the setting of the articles.

## Media Manager Toolbar

Click on **Content --> Media Manager** in Joomla administrator control panel. It manages the files by uploading a new file or deleting the existing ones on your web server. Given below is a snapshot of the Media Manager Toolbar.



- **Upload:** Upload images from your system.
- **Create New Folder:** Create a new folder on Joomla server.
- **Delete:** Deletes the selected item/images permanently.
- **Help:** This opens the help screen.
- **Option:** It opens the setting window where you can change the setting of the articles.

## Menu Manager Toolbar

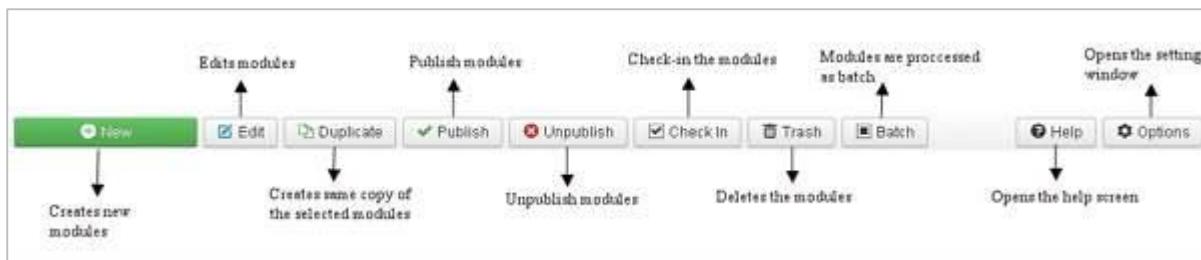
Click on **Menus --> Menu Manager** in Joomla administrator control panel. It manages the menu items. Here new menus are created, deleted or menus are managed subsequently. Given below is a snapshot of the Menu Manager Toolbar.



- **New:** It creates a new menu item.
- **Edit:** Edits the selected menu item.
- **Delete:** Deletes the selected menu item permanently.
- **Rebuild:** It rebuilds or refreshes the relevant menu items present.
- **Help:** Help button is used to open the help screen.
- **Option:** It opens the setting window where you can change the setting of the articles.

## Module Manager Toolbar

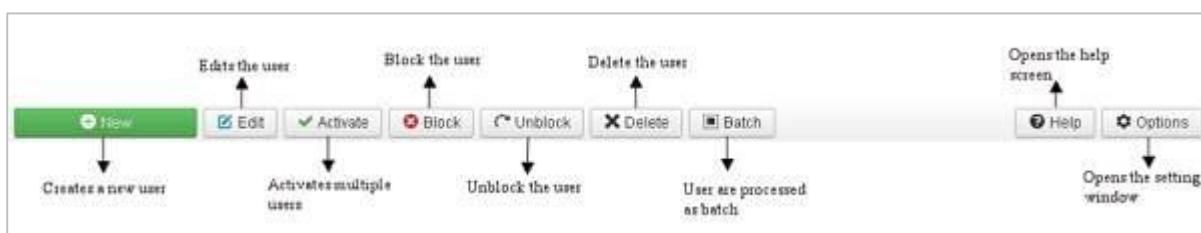
Click on **Extension --> Module Manager** in Joomla administrator control panel. It manages the modules location and functions that are installed. The following figure depicts the Module Manager Toolbar.



- **New**: It creates new modules.
- **Edit**: It edits the selected modules.
- **Duplicate**: A copy of the selected module can be created using this button.
- **Publish**: Publish the selected modules to the user on the website.
- **Unpublish**: Unpublish the selected modules to the user on the website.
- **Check In**: Check-in the particular selected modules. Multiple modules can be checked in.
- **Trash**: Delete the selected modules permanently.
- **Batch**: Selected modules are processed by batch.
- **Help**: Help button is used to open the help screen.
- **Option**: It opens the setting window where you can change the setting of the articles.

## User Manager Toolbar

Click on **Users --> User Manager** in Joomla administrator control panel. It manages all the user information such as Username, Email, Last Visit Date and Registration Date. Given below is the snapshot of the User Manager Toolbar.



- **New**: It creates a new user.
- **Edit**: It edits the selected user.
- **Activate**: It activates multiple users.
- **Block**: It blocks the selected user.
- **Unblock**: It unblocks the selected users.

- **Delete:** It deletes the particular users.
- **Batch:** Selected users are processed as a batch.
- **Help:** Help button is used to open the help screen.
- **Option:** It opens the setting window where you can change the setting of the articles.

## Global Configuration Toolbar

Click on **System --> Global Configuration** in Joomla administrator control panel. It manages the global setting of the Joomla site. Given below is a snapshot of the Global Configuration Toolbar.



- **Save:** Saves the configuration and stays on the same screen.
- **Save & Close:** Saves the configuration and closes the screen.
- **Cancel:** Cancels the configuration changes and returns to the previous screen without saving.
- **Help:** Help button is used to open the help screen.

## Template Manager Toolbar

Click on **Extension --> Template Manager** in Joomla administrator control panel. It manages the templates that you use in the website. The following picture shows the Template Manager Toolbar.



- **Default:** Sets the particular selected style as default.
- **Edit:** Edits the template pages.
- **Duplicate:** Creates a duplicate template.
- **Delete:** Deletes the template.

- **Help:** Help button is used to open the help screen.
- **Option:** It opens the setting window where you can change the setting of the articles.

## Language Manager Toolbar

Click on **Extension --> Language Manager** in Joomla administrator control panel. It manages the languages that you use in the website. The following picture shows the Language Manager Toolbar.



- **Default:** Sets the particular selected language as default.
- **Install Language:** Install the required language.
- **Help:** Help button is used to open the help screen.
- **Option:** It opens the setting window where you can change the setting of the articles.

## 6. MENUS

Menu manager allows creating custom menus for your website and allows navigation through your website.

**Step (1):** Click on **Menus -> Menu Manager** in Joomla administrator, you will get the following screen:

The screenshot shows the Joomla administrator interface with the 'Menu Manager: Menus' page selected. At the top, there are buttons for 'New', 'Edit', 'Delete', and 'Rebuild'. Below this is a search bar and a dropdown for item count (set to 20). The main area displays two menu items: 'Main Menu' (published, ID 1) and 'User Menu' (published, ID 6). Each menu item has columns for Title, Published, Unpublished, Trashed, and Linked Modules. A red box highlights the 'Menus' tab in the left sidebar.

You can see the menu and menu items point to logical page on the website.

**Step (2):** To add a new menu to your website, go to **Menus -> Menu Manager -> Add New Menu** as shown in the following screen:

The screenshot shows the Joomla administrator interface with the 'Menu Manager: Menus' page selected. The 'Menus' tab is active in the left sidebar. A dropdown menu is open under the 'Menu Manager' button, showing 'Add New Menu' as the selected option. The main area displays the same two menus as the previous screenshot: 'Main Menu' and 'User Menu'. A red box highlights the 'Add New Menu' option in the dropdown menu.

After clicking on **Add New Menu**, you will get the screen as shown below. Here you can create a new menu.

The screenshot shows the Joomla administrator interface with the title "Menu Manager: Add Menu". It includes fields for "Title", "Menu type", and "Description", along with buttons for "Save", "Save & Close", "Save & New", and "Cancel".

- **Title:** Title of the menu.
- **Menu Type:** Type of menu.
- **Description:** Brief description about the menu.

**Step (3):** To create a new menu item, go to **Menus -> Name of the Menu -> Add New Menu Item** as shown in the following screen:

Title	Published	Unpublished
Main Menu (Menu type: mainmenu)	1	0
User Menu (Menu type: usermenu)	6	0

You can also add new menu item via *User Menu*. All the steps described below applies to menu item creation via this method.

When you open the page of a New Menu Item, you will get the following screen:

Menu Manager: New Menu Item

Save Save & Close Save & New Cancel

Menu Title:  Alias: Auto-generate from title

Details Link Type Page Display Metadata Module Assignment

Menu Item Type \*  Menu Location \*

Link

Target Window Parent Parent Item

Template Style - Use Default - Menu Item Root

Ordering Ordering will be available after saving

There are two main sections under New Menu Item:

- **Menu Title:** It displays the title of the menu item in the menu.
- **Alias:** It is used as SEF url. Joomla will automatically fill the value of the title. It will produce UTF-8 aliases; it does not allow spaces and underscores.

There are some tabs present while creating menu items as shown in the following screen:

## Details

The *Details* tab in *Add New Menu Item*, is as shown below:

Menu Manager: New Menu Item

Save Save & Close Save & New Cancel

Menu Title:  Alias: Auto-generate from title

Details Link Type Page Display Metadata Module Assignment

Menu Item Type \*  Menu Location \*

Link

Target Window Parent Parent Item

Template Style - Use Default - Menu Item Root

Ordering Ordering will be available after saving

Status Published

Default Page Yes No

Access Public

Language All

Note

It contains the following options:

- **Menu Item Type:** It specifies the type of menu item such as articles, tags, web links, system links, contacts etc.
- **Link:** It determines the link in the menu.
- **Target Window:** It provides three options: *Parent*, *New Window with Navigation* and *New without Navigation* which targets the browser window when a menu item is clicked.
- **Template Style:** You can select a template style for your website by clicking dropdown menu which gives *Beez3 - Default* and *protostar - Default* styles or provides default templates for your website.
- **Menu Location:** It specifies which menu link will appear; either the *Main Menu* or *User Menu*.
- **Parent Item:** This helps you select a parent item by selecting either *Menu Item Root* or *Home*.
- **Status:** It displays the status of the article. Status such as *Published*, *Unpublished* and *Trashed*.
- **Default Page:** It provides Yes or No options to set the menu item as default or home page of the site.
- **Access:** Only the selected option from this dropdown list such as *Guest*, *Public*, *Super Users*, *Registered* and *Special* can view the site.
- **Language:** It specifies the language of the site. It provides either *ALL* or *English (UK)* options.
- **Note:** It is used to enter the text information.

## Link Type

---

The next tab is *Link Type* in *Add New Menu Item*, as shown below:

The screenshot shows the Joomla 'Menu Manager: New Menu Item' interface. At the top, there are four buttons: 'Save' (green), 'Save & Close' (light green), 'Save & New' (blue), and 'Cancel' (red). Below these are fields for 'Menu Title' and 'Alias'. A 'Link Type' tab is currently selected, showing fields for 'Link Title Attribute', 'Link CSS Style', 'Link Image' (with a file selection button and 'Select' and 'X' buttons), and 'Add Menu Title' (with 'Yes' and 'No' buttons). Other tabs visible include 'Details', 'Page Display', 'Metadata', and 'Module Assignment'.

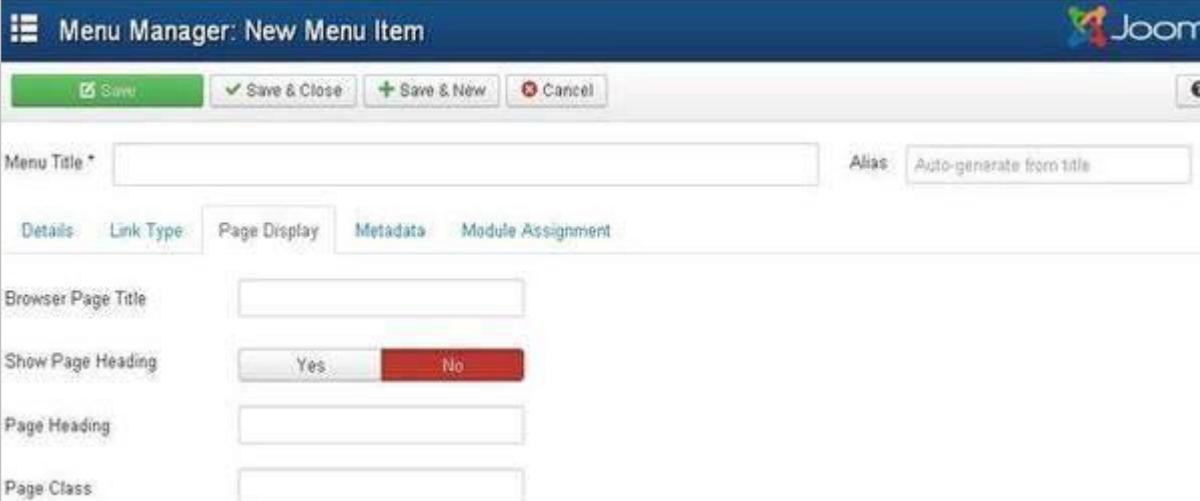
- **Link Title Attribute:** It specifies a description for the title attribute of the given hyperlink.

- **Link CSS Style:** It applies a custom CSS style to the hyperlink.
- **Link Image:** It uses an image to be used with hyperlink.
- **Add Menu Title:** It provides Yes or No options and adds the menu title next to the image. The default is Yes.

## Page Display

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The next tab *Page Display* in *Add New Menu Item*, is as shown below:



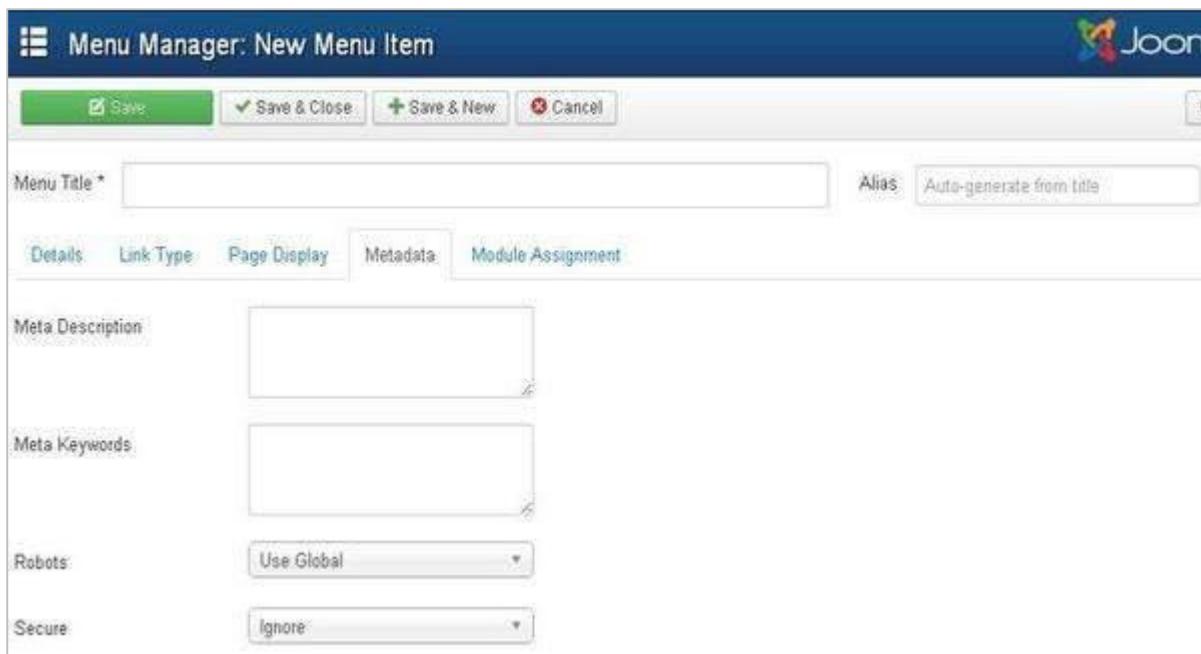
The screenshot shows the Joomla Menu Manager interface for adding a new menu item. The title bar says "Menu Manager: New Menu Item". Below it are four buttons: "Save" (green), "Save & Close" (light green), "Save & New" (light blue), and "Cancel" (red). The main area has a "Menu Title" input field and an "Alias" dropdown set to "Auto-generate from title". There are four tabs at the top: "Details" (selected), "Link Type", "Page Display" (which is active and highlighted in blue), and "Metadata". Under "Page Display", there are four fields: "Browser Page Title" (empty), "Show Page Heading" with a "Yes" button (highlighted in green) and a "No" button (highlighted in red), "Page Heading" (empty), and "Page Class" (empty). At the bottom right of the dialog is a "Close" button.

- **Browser Page Title:** It specifies the description of the browser page title.
- **Show Page Heading:** It provides Yes or No option which hides or shows the page title in the page heading.
- **Page Heading:** It specifies the text for the page heading.
- **Page Class:** It defines the optional CSS class to styling the elements in the page.

## Metadata

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The next tab *Metadata* in *Add New Menu Item*, is as shown below:

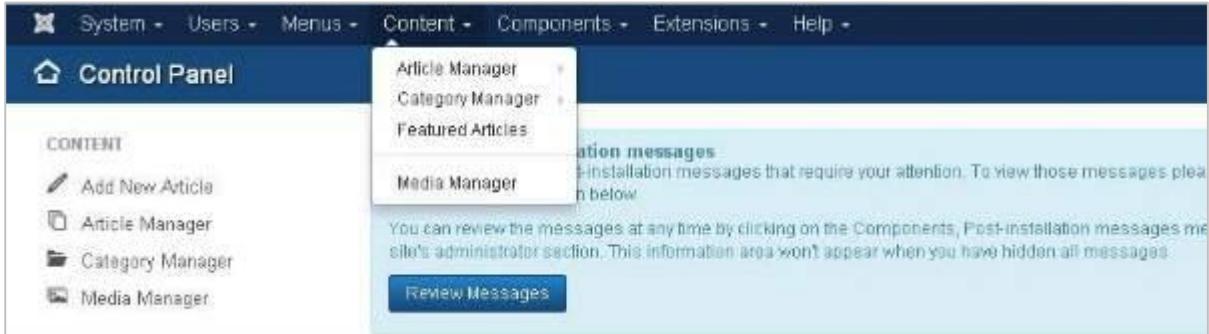


It contains following options as described below:

- **Meta Description:** It is used as an optional paragraph which includes a description of the page and is displayed in the results of the search engines.
- **Meta Keywords:** These are the optional keywords to be used in the html page.
- **Robots:** It specifies robot instructions such as *use Global, Index, Follow, No Index, No follow*.
- **Secure:** It defines whether link must use SSL or Secure Site URL. It provides three options such as *Off, On* and *Ignore*.

# 7. CONTENT MENU

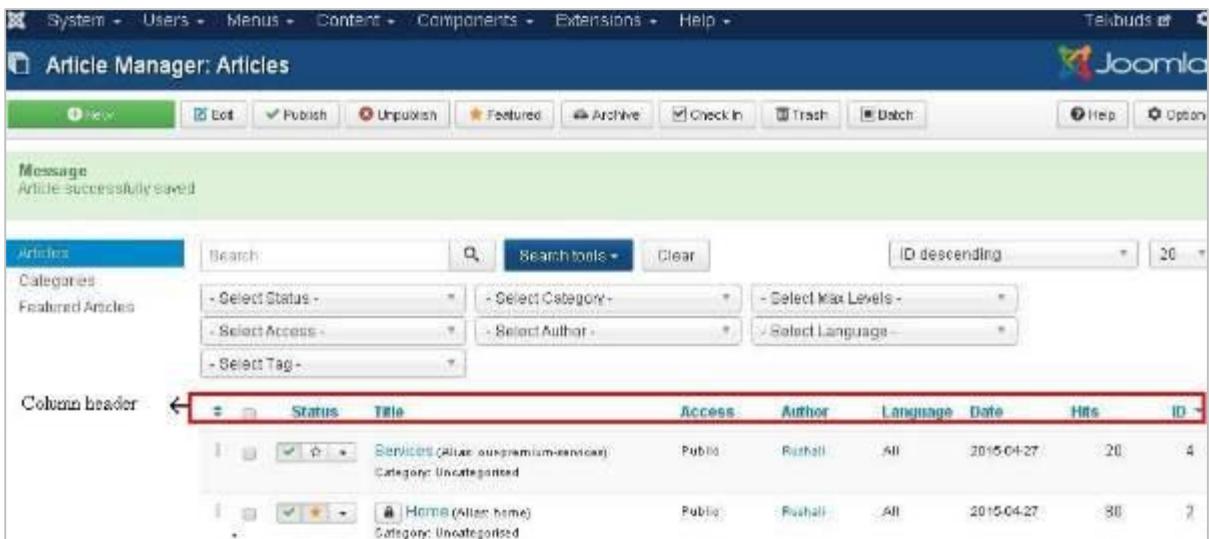
In this chapter, we will study about menus present under the Joomla *content*. A drop-down menu is displayed when you click on **Content Menu**.



The screenshot shows the Joomla Control Panel. The top navigation bar includes links for System, Users, Menus, Content, Components, Extensions, and Help. The 'Content' menu is expanded, showing options for Article Manager, Category Manager, Featured Articles, and Media Manager. Below the menu, there is a message area with a 'Review Messages' button.

## Article Manager

In Article Manager, you can create the standard pages that consist of images, text and hyperlinks. Click on **Content->Article Manager** menu on Joomla administrative panel, you will get the following screen:



The screenshot shows the Joomla Article Manager interface. The top navigation bar includes links for System, Users, Menus, Content, Components, Extensions, and Help. The title bar says 'Article Manager: Articles'. Below the title bar, there is a toolbar with buttons for New, Edit, Publish, Unpublish, Featured, Archive, Check In, Trash, Batch, Help, and Options. A message box at the top left says 'Article successfully saved'. The main area has search and filter tools for Articles, Categories, Featured Articles, Status, Access, Author, Max Levels, and Language. A table lists articles with columns for Status, Title, Access, Author, Language, Date, Hits, and ID. The first two articles listed are 'Services' and 'Home'.

Status	Title	Access	Author	Language	Date	Hits	ID
Published	Services (Alias: premium-services)	Public	Rushali	All	2015-04-27	20	4
Published	Home (Alias: home)	Public	Rushali	All	2015-04-27	38	2

Here, we have mentioned the details about the column header present on the Article Manager page.

- **Checkbox:** It is used to select one or more items.
- **Status:** Specifies the status of the page or article, i.e. Publish/Unpublish/Archive/trashed.
- **Title:** Specifies the name of the title that will be displayed in the menu.
- **Access:** Specifies the access level, i.e. public or private.

- **Author:** This is the author name who has created that particular item.
- **Language:** Specifies the item language used.
- **Date:** Specifies the article creation date.
- **Hits:** Specifies the number of times the item was viewed.
- **ID:** It is the unique identification number assigned to the items automatically.

Let us learn about the **Search** box in the article manager page which is used to search the items very easily.

The screenshot shows the Joomla Article Manager search toolbar. It includes a 'Search' input field with a magnifying glass icon, a 'Search tools' dropdown, a 'Clear' button, an 'Ordering descending' dropdown, and a '20' dropdown for item count. Below these are six dropdown menus: 'Select Status', 'Select Category', 'Select Max Levels', 'Select Access', 'Select Author', and 'Select Language'. There is also a 'Select Tag' dropdown at the bottom left.

Here you can search the item in the article manager page by selecting any of these: **Select Status, Select category, Select Max Levels, Select Access, Select Author, Select language or Select Tag.**

We will study about **Article Manager Toolbar** in detail in the chapter [Joomla Toolbar](#).

## Add New Article

---

Click on **Content-->Article Manager-->Add New Article** menu on the Joomla administrative panel, then you will get the following screen. The same page can be viewed when you click on **Category Manager --> Add New Category**

The screenshot shows the 'Article Manager: Add New Article' form. At the top are buttons for 'Save', 'Save & Close', 'Save & New', and 'Cancel'. Below is a 'Title' input field and an 'Alias' dropdown set to 'Auto-generate from title'. The main area has tabs for 'Content', 'Publishing', 'Images and links', 'Options', 'Configure Edit Screen', and 'Permissions'. On the left is a rich text editor toolbar. To the right are several configuration groups: 'Category' (set to 'Uncategorized'), 'Tags' (button 'Select some options'), 'Status' (set to 'Published'), 'Featured' (checkbox 'Yes' checked), 'Access' (dropdown 'Public'), 'Language' (dropdown 'All'), and a 'Version Note' text area.

Here you can create your article or web page by specifying the title in **Title** bar and we can add or write content in the **content** tab. We will study about this in detail in the chapter [Joomla Adding Content](#).

## Category Manager

Category Manager is used to create categories for the articles which allows grouping your content better. Click on **Content --> Category Manager** menu on the Joomla administrative panel, then you will get the following screen image:

The screenshot shows the Joomla administrative interface with the 'Category Manager: Articles' menu selected. The main area displays a list of categories. A red box highlights the first category in the list, 'Uncategorized (2 items recognized)'. Below the list, a 'Column Header' section is shown with columns for Status, Title, Access, Language, and ID. A yellow arrow points from the text 'Column Header' to this section.

We will study about **Category Manager Toolbar** in detail in the chapter [Joomla Toolbar](#).

Here, we have mentioned the details about the column header present on the Category Manager page.

- Checkbox:** It is used to select one or more category items by clicking on the box.
- Status:** Specifies the status of the category i.e. Publish/Unpublish.
- Title:** Specifies the name of the title in the category.
- Access:** Specifies the access level, i.e. Public or Private.
- Language:** Specifies the item language used.
- ID:** It is the unique identification number assigned to the items automatically.

## Featured Article

Click on **Content --> Featured Manager** menu on the Joomla administrative panel, then you will get the following screen:

The screenshot shows the Joomla administrative interface with the 'Article Manager: Featured Articles' menu selected. The main area displays a list of articles. A red circle highlights the star icon next to the first article, 'Home Category Uncategorized'. Below the list, a 'Column Header' section is shown with columns for Status, Title, Ordering, Access, Author, Language, Date, and ID.

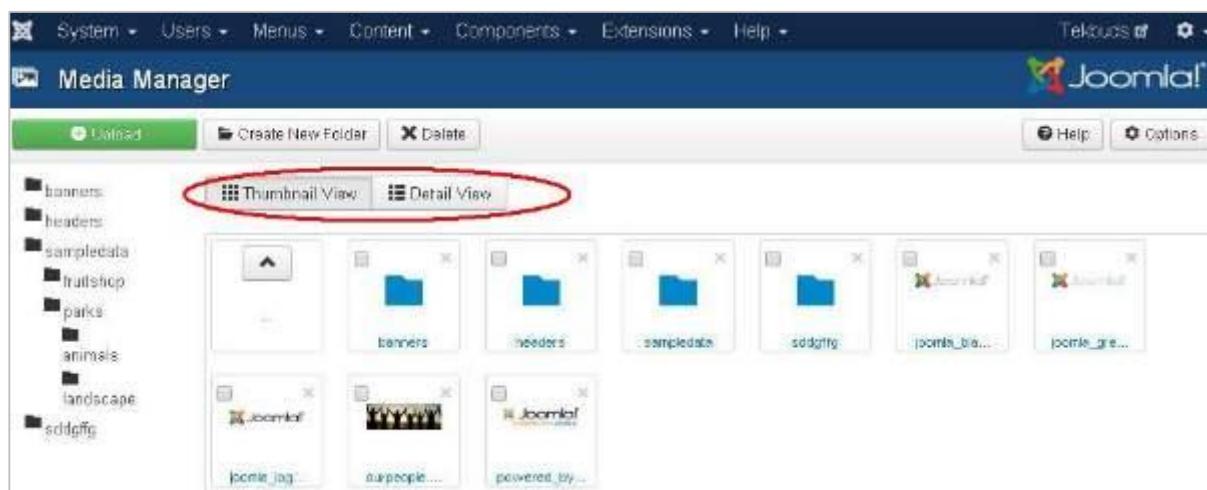
Here the yellow star mark indicates the article is featured. The star mark is present next to each article for featured articles.

Here, we have mentioned the details about the column header present in the *Featured Article* page.

- **Checkbox:** It is used to select one or more items by clicking on the box.
- **Status:** Specifies the status of the page or article, i.e. Publish/Unpublish.
- **Title:** Specifies the name of the title that displays in the menu.
- **Ordering:** Specifies the order of item creation.
- **Access:** Specifies the access level, i.e. public or private.
- **Author:** Describes the author name who has created that particular item.
- **Language:** Specifies the item language used.
- **Date:** Specifies the date of the article it was created on.
- **ID:** It is the unique identification number assigned to the items automatically.

## Media Manager

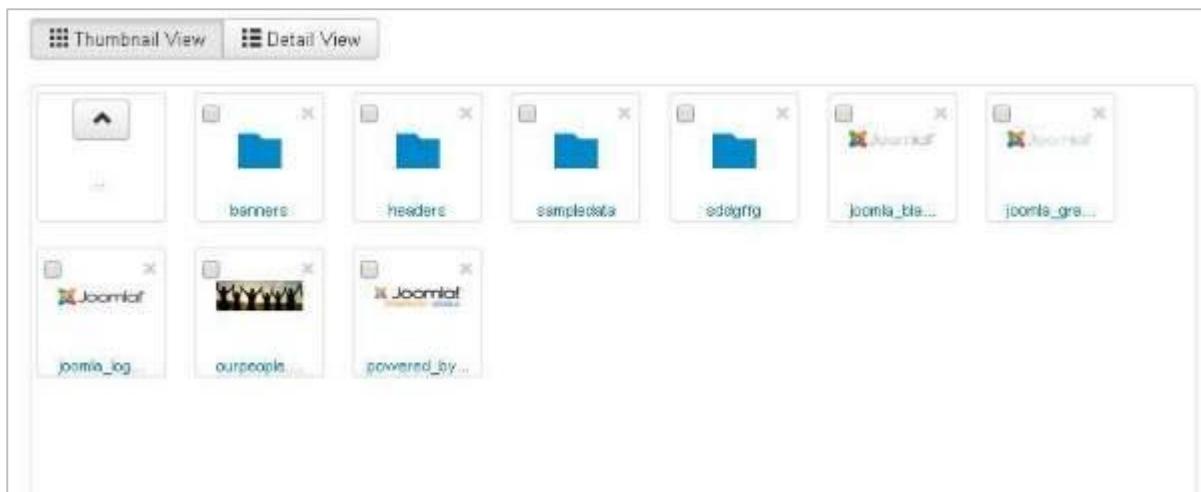
You can manage your media files by uploading a new file or deleting the existing ones using media manager. Click on **Content-->Media Manager** menu on the Joomla administrative panel, then you will get the following screen:



We will study about **Media Manager Toolbar** in detail in the chapter [Joomla Toolbar](#).

## Thumbnail View

Thumbnail view contains previews of images and icons of sub-folder. When we click on **Thumbnail View** then the media manager will look like as shown below.



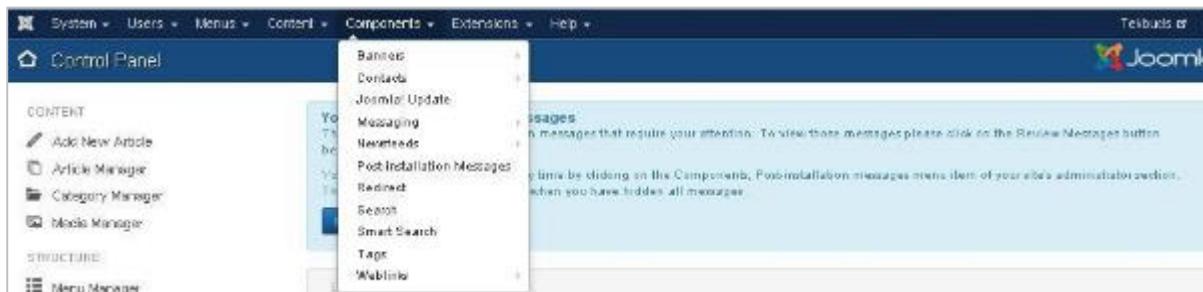
## Detail View

Detail view contains the file details. In the detail view, the file information such as dimension and file size are displayed. When we click on the **Detail View** then the media manager will look like as shown below.

Preview	Image Name	Dimensions (px)	File size	Delete
...				X <input type="checkbox"/>
banners				X <input type="checkbox"/>
headers				X <input type="checkbox"/>
sampledata				X <input type="checkbox"/>
sddgffg				X <input type="checkbox"/>
--- joomla_black.gif		225 x 50	3.66 kb	X <input type="checkbox"/>
--- joomla_green.gif		225 x 50	3.07 kb	X <input type="checkbox"/>
--- joomla_logo_black.jpg		350 x 71	6.3 kb	X <input type="checkbox"/>
--- ourpeople.jpg		1400 x 500	425.17 kb	X <input type="checkbox"/>
--- powered_by.png		150 x 35	2.26 kb	X <input type="checkbox"/>

# 8. COMPONENTS MENU

In this chapter, we will study about Components Menu in Joomla. Click on **Components Menu**, a dropdown menu as shown below will be displayed.



## Banners

**Components --> Banners** are used to set up the banners on the website. When you click on Banners, you see a submenu as shown below:

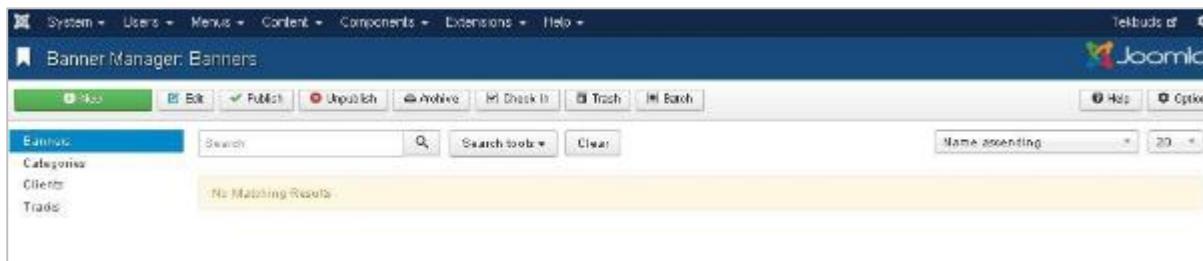


Let us study each of the submenu as follows:

## Banners

It is used to edit or add banners in the Joomla website to display.

Click **Components --> Banners --> Banners**, a screen as shown below will get displayed.



We will study about **Adding Banners** in detail in the chapter [Joomla - Adding Banners](#).

## Categories

With Category Manager you can create new banner categories or edit the existing banner categories.

Click **Components --> Banners--> Categories**, a screen as shown below will get displayed.

Banners	Search	Access	Language	ID
<b>Categories</b>	Status	Uncategorised (Alias: uncategorised)	Public	All
Clients	Specifies the status of the category i.e. Publish/Unpublish.	Specifies the access level, i.e. public or private.	Specifies the language used.	Specifies the assigned unique identification number.
Tracks	Select one or more category items.	Specifies the status of the category i.e. Publish/Unpublish.	Specifies the language used.	Specifies the assigned unique identification number.

You can study more about **Category Manager Toolbar** in detail in the chapter [Joomla Toolbar](#).

Below, we have mentioned the details about the column header present under the Category Manager - Banner page.

- **Checkbox:** It is used to select one or more category items by clicking on the box.
- **Status:** Specifies the status of the category i.e. Publish/Unpublish.
- **Title:** Specifies the name of the title in the category.
- **Access:** Specifies the access level, i.e. public or private.
- **Language:** Specifies the item language used.
- **ID:** It is the unique identification number assigned to the items automatically.

The **Search** box in the Category manager - Banners page is used to search the category items very easily.

You can search the item in the article manager page by selecting any of the following ways i.e. through **Select Status, Select Max Levels, Select Access, Select language or Select Tag**.

## Clients

With Client Manager you can create a new client banner or edit the existing ones.

Click **Components --> Banners --> Clients**, a screen as shown below will get displayed.

Banners	Search	Clear	Name ascending	20		
<input type="checkbox"/>	Status	Client	Contact	Banners	Purchase Type	ID
Select one or more clients	Specify the status	Specifies the name of the client	Tutorials Point	Specifies contact information	Specifies the number of banners defined	Purchasing the banners i.e. yearly or monthly
			Tutorials Point	0	Default (Monthly)	Assigned unique identification number

Below, we have mentioned the details about the column header present in the Banner Manager: Clients page.

- **Checkbox:** It is used to select one or more clients by clicking on the box.
- **Status:** Specifies the status of the category i.e. Publish/Unpublish.
- **Client:** Specifies the name of the Banner clients.
- **Contact:** Specifies Contact information of the client.
- **Banners:** Specifies the number of banners defined for this client.
- **Purchase Type:** It indicates how the clients are purchasing the banners i.e. Yearly or Monthly. By default it is monthly.
- **ID:** It is the unique identification number assigned to the items automatically.

The **Search** box in the Banner Manager: Clients page is used to search the client items very easily.

You can search the item on the Client Banners page by selecting the **Status** or **Type**.

## Tracks

In Tracks, you can view the tracking information for a list of existing banners.

Click **Components --> Banners--> Tracks**, a screen as shown below will get displayed.

Banners	Export	Delete Tracks	Name	Ascending	20
<input type="checkbox"/>	Begin date:	End date:			
	2015-07-06				
Tracks	No Matching Results				
	Specify the date to begin tracking	Specify the end date of tracking			

The **Begin Date** and **End date** is used to track the information of the banner within a particular period (For instance, consider begin date as 2015-07-06 and end date as 2015-07-10, within this period of time the banner information will get tracked).

## TOOLBARS

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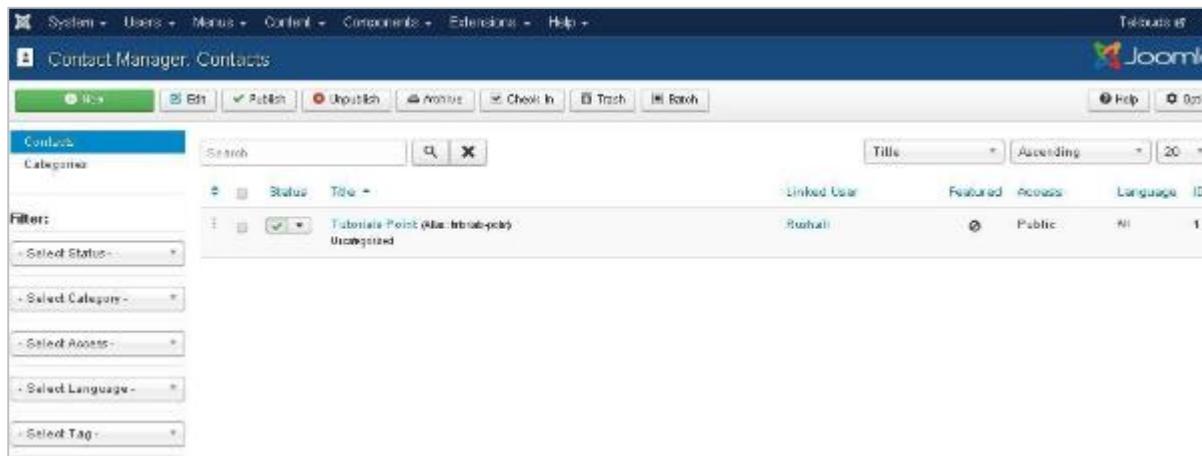
- **Export:** It exports the banner tracking information in the CSV file.
- **Delete Tracks:** Deletes the information of the selected tracks.

## Contacts

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It adds contact information of client on Joomla site such as name, address, telephone number, email etc.

Click **Components --> Contacts --> Contacts**, a screen as shown below will get displayed.



The screenshot shows the Joomla Contact Manager interface. At the top, there's a navigation bar with links like System, Users, Menus, Content, Components, Extensions, and Help. Below the navigation is a toolbar with buttons for New, Edit, Publish, Unpublish, Remove, Check In, Trash, and Batch. The main area has a title 'Contact Manager: Contacts' and a sub-section 'Contact Categories'. On the left, there are filter dropdowns for Status, Category, Access, Language, and Tag. The right side displays a table with one row of data. The table columns are Title, Linked User, Featured, Access, Language, and ID. The single row shows 'Tutorial Point (http://tutorials-point.com)' under 'Title', 'Rushali' under 'Linked User', 'Unpublished' under 'Status', 'Public' under 'Access', 'All' under 'Language', and '1' under 'ID'.

We will study about *Adding Contacts* in detail in the chapter [Joomla - Adding Contacts](#).

## Joomla Update

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It specifies the Joomla latest version which is being used.

Click **Components --> Joomla! Update**, a screen as shown below will get displayed.

The screenshot shows the Joomla! Update interface. At the top, there's a navigation bar with links for System, Users, Menus, Content, Components, Extensions, and Help. Below that is a header bar with the title 'Joomla! Update' and a 'Purge Cache' button. The main content area displays the message 'No updates available' and a note stating 'You already have the latest Joomla! version, 3.3.3.'

## Messaging

**Components --> Messaging** allows sending and reading messages in Joomla. When you click on Messaging, you see a submenu as shown below.

The screenshot shows the Joomla Control Panel. The left sidebar has sections for CONTENT (Add New Article, Article Manager, Category Manager, Media Manager) and STRUCTURE (Menu Manager, Module Manager). The right sidebar shows a message about new private messages. The top navigation bar has a 'Components' dropdown, which is currently open, showing a submenu with options like Banners, Contacts, EJB - Easy Joomla Backup, Joomla! Update, Messaging (which is highlighted), Newsfeeds, Post-installation Messages, Redirect, Search, Smart Search, Tags, and Weblinks. A tooltip for the 'Messaging' option provides instructions: 'New Private Message' and 'Read Private Messages'. The status bar at the bottom right shows the date '2015-07-06'.

## New Private Message

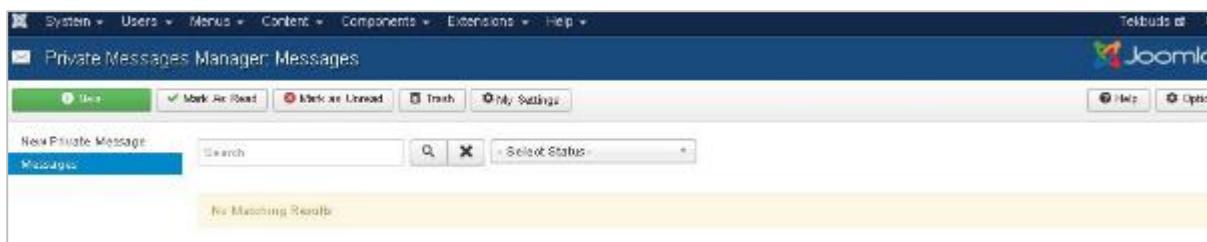
It is used to send messages to the other backend of Joomla site. You can read, write or delete the messages.

Click **Components --> Messaging --> New Private Message**, a New Private Message page opens up. We will study about **Private Message** in detail in the chapter [Joomla - Private Messages](#).

## Read Private Messages

In this section, you can read all the private messages.

Click on **Components --> Messaging --> Read Private Message**, a screen as shown below will get displayed.



## TOOLBARS

---

Below, we have mentioned details about the toolbars present in Read Private Message.

- **New:** Creates a new message.
- **Mark as Read:** Marks the messages as read from this section.
- **Mark as Unread:** It marks the messages which have not been read yet.
- **Trash:** It deletes the messages permanently.
- **My Settings:** It is used to set the messages i.e. Lock the inbox, email a new message and auto-purge the message.

## Newsfeeds

---

It allows adding news feed on your Joomla site from other sites.

Click **Components --> Newsfeeds --> Feeds**, a Newsfeeds page will open. We will study about **Newsfeeds** in detail in the chapter [Joomla - Adding News Feed](#).

## Post-installation Messages

---

It allows reviewing actionable messages after installation.

Click **Components --> Post Installation Messages**, a screen as shown below will get displayed.

The screenshot shows the Joomla administrator dashboard. On the left, under 'Post-installation Messages for Joomla!', it says 'Two Factor Authentication is available'. It provides instructions on how to enable it, mentioning a built-in plugin, availability for all users, configuration in User Details, and a note that it's for Backend usage only. Buttons for 'Enable two factor authentication' and 'Hide this message' are present. Below this, a 'Welcome to Joomla!' message is shown with a 'Hide this message' button. On the right, a 'Release news (from Joomla.org)' sidebar displays the 'Joomla! 3.4.1 Released' announcement, featuring a blue header with 'Release News' and 'Download' and 'Demo' buttons. The main content area shows the release details, a summary of changes (including Backend file editing, improved front-end module editing, and security improvements), and a hexagonal diagram of features. A note at the bottom states: 'The Joomla Project and the Production Leadership Team are proud to announce the release of Joomla 3.4.1. This is a maintenance release for the 3.x series of Joomla and addresses issues introduced in 3.4.0 with including certain extensions and content languages updates.' Below the sidebar, the footer includes links for Multilingual, Status, View Site, Updates, Admin, Log out, and Joomla! 3.4.1 — 2015.

Here it delivers messages after successful installation of Joomla extension or core.

## Redirect

Redirect Manager is used to redirect the URLs that do not exist on the website with web pages that are working.

Click **Components --> Redirect**, a screen as shown below will get displayed.

The screenshot shows the 'Redirect Manager: Links' component in the Joomla administrator. The top navigation bar includes 'System', 'Users', 'Menus', 'Content', 'Components', 'Extensions', and 'Help'. The title bar says 'Redirect Manager: Links'. Below the title are buttons for 'New', 'Edit', 'Enable', 'Disable', 'Archive', and 'Trash'. A 'Filter' section with a 'Search' input field and a status dropdown is also present. The main area displays a table of redirects:

Expired URL	New URL	Referring Page	Created Date	404 Hits	ID
<a href="http://www.tutorialspoint.com/joomla/">www.tutorialspoint.com/joomla/</a>	<a href="http://www.tutorialspoint.com/joomla/joomla_components_menu.htm">www.tutorialspoint.com/joomla/joomla_components_menu.htm</a>		2015-07-06	0	1

Annotations explain the columns: 'Select one or more items' points to the checkbox column; 'URL is redirected towards the website' points to the 'Expired URL' column; 'Redirects the designation URL' points to the 'New URL' column; 'Redirects the referring web pages' points to the 'Referring Page' column; 'Specifies URL created date' points to the 'Created Date' column; and 'Assigned unique identification' points to the 'ID' column. A note above the table states: 'The pages were not forwarded after making number of request: 20'.

The details about the column header present in the Redirect Manager page are mentioned below.

- **Checkbox:** It is used to select one or more items by clicking on the box.

- **Expired URL:** The URL is redirected towards the website.
- **New URL:** Redirects the designated URL.
- **Referring Page:** Redirects the referring web pages.
- **Created Date:** Specifies the date the URL was created.
- **404 Hits:** The pages were not forwarded after making the number of requests.
- **ID:** It is the unique identification number assigned to the items automatically.

## TOOLBARS

---

Below, we have mentioned details about the toolbars present on Redirect page.

- **New:** Creates a new Redirect URL.
- **Edit:** Edits the selected redirect.
- **Enable:** It makes available the selected redirect to use.
- **Disable:** It makes unavailable the selected redirect to use.
- **Archive:** It can change the status of the selected redirect to published or unpublished by selecting archived in the select status filter.
- **Trash:** It changes the status of the selected redirect to trash.

## Search

---

Search Manager allows you to see how many searches were done for each key combination and what was the result for each search.

Click **Components --> Search**, a screen as shown below will get displayed.



## Smart Search

---

It enhances site search.

Click **Components --> Smart Search**, a screen as shown below will get displayed.

Status	Title	Type	Last Updated
<input checked="" type="checkbox"/>	About index.php?option=com_content&view=article&id=1	Article	2015-05-25
<input checked="" type="checkbox"/>	Getting Started index.php?option=com_content&view=article&id=1	Article	2015-05-25
<input checked="" type="checkbox"/>	Home index.php?option=com_content&view=article&id=2	Article	2015-05-25
<input checked="" type="checkbox"/>	Joomla index.php?option=com_tags&view=tag&id=2	Tag	2015-05-25
<input checked="" type="checkbox"/>	Services index.php?option=com_content&view=article&id=4	Article	2015-05-25
<input checked="" type="checkbox"/>	Success index.php?option=com_tags&view=tag&id=3	Tag	2015-05-25
<input checked="" type="checkbox"/>	Tutorials Point index.php?option=com_contact&view=contact&id=1	Contact	2015-05-25
<input checked="" type="checkbox"/>	Uncategorised index.php?option=com_content&view=category&id=2	Category	2015-05-25
<input checked="" type="checkbox"/>	Uncategorised index.php?option=com_banners&view=category&id=3	Category	2015-05-25
<input checked="" type="checkbox"/>	Uncategorised index.php?option=com_contact&view=category&id=4	Category	2015-05-25
<input checked="" type="checkbox"/>	Uncategorised index.php?option=com_newsfeed&view=category&id=5	Category	2015-05-25

Below, we have mentioned the details about the column header present in the Smart Search page.

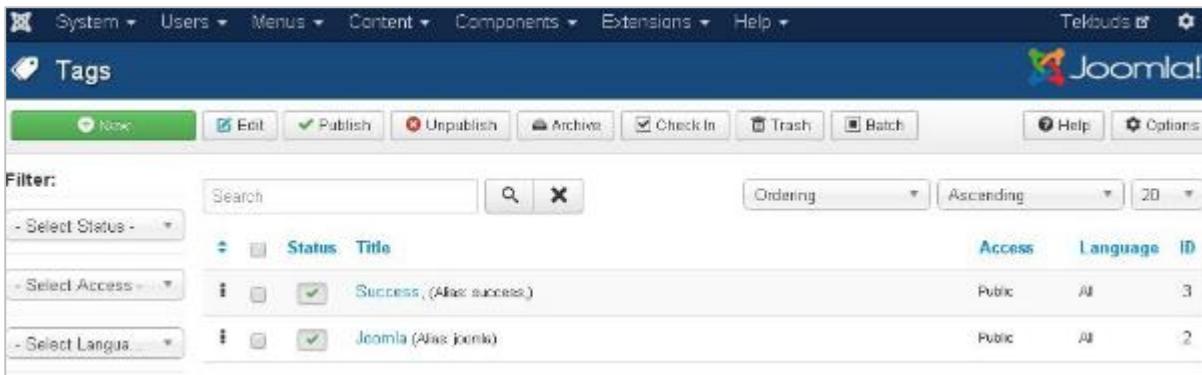
- Checkbox:** It is used to select one or more items by clicking on the box.
- Status:** Specifies the status of the items i.e. Publish/Unpublish.
- Title:** Specifies the name of the title.
- Type:** Specifies the type of the page i.e. Article or Tag.
- Last Updated:** Specifies the date of the last modification.

## Tags

---

It is used to display the list of the tagged pages.

Click **Components --> Tags**, a screen as shown below will get displayed.



The screenshot shows the Joomla Tags management screen. At the top, there's a toolbar with buttons for New, Edit, Publish, Unpublish, Archive, Check In, Trash, and Batch. Below the toolbar is a Filter section with dropdowns for Status, Access, and Language, and a search bar. The main area displays a table with two rows of data:

	Status	Title	Access	Language	ID
	<input checked="" type="checkbox"/>	Success (Alias: success)	Public	All	3
	<input checked="" type="checkbox"/>	Joomla (Alias: joomla)	Public	All	2

## Weblinks

---

The link resource is provided very easily for user of the site and can be sorted into categories. It is used to add, edit or delete the links to other website on your Joomla.

Click **Components --> Weblinks --> Links**, Weblinks page will get open. We will study about **Weblinks** in detail in the chapter [Joomla - Adding Web Links](#).

# 9. EXTENSIONS MENU

In this chapter, we will study about Extensions Menu in Joomla. Click on **Extensions**, a dropdown menu as shown below will be displayed:

The screenshot shows the Joomla Control Panel. The top navigation bar includes links for System, Users, Menus, Content, Components, Extensions, Help, and a user account (Tekbuds). The Extensions menu is open, displaying sub-options: Extension Manager, Module Manager, Plugin Manager, Template Manager, and Language Manager. A message box on the left side of the screen says "You have post-installation messages" and provides instructions for reviewing messages. The right side of the message box contains some text about components and post-installation messages.

## Extension Manager

Extension Manager is used to extend the functionality of Joomla website.

Click **Extensions --> Extension Manager**, a screen as shown below will get displayed.

The screenshot shows the "Extension Manager: Install" screen. The top navigation bar includes links for System, Users, Menus, Content, Components, Extensions, Help, and Options. The main menu on the left has "Install" selected. A message box on the right says "Joomla! Extensions Directory (JED) now available with Install from Web on this page. By clicking "Add Install from Web tab" below, you agree to the JED Terms of Service and all applicable third party license terms." Below this is a button labeled "Add "Install from Web" tab". At the bottom of the screen are three tabs: "Upload Package File", "Install from Directory", and "Install from URL". Below these tabs is a section titled "Upload & Install Joomla Extension" with a file input field labeled "Extension package file" and a "Choose File" button. A "No file chosen" message is displayed next to the input field. At the bottom is a blue "Upload & Install" button.

You can study more about **Extension Manager** in the chapter [Joomla - Extension Manager](#).

## Module Manager

It manages the modules that are installed on the site i.e. the location and function of modules.

Click **Extensions --> Module Manager**, a screen as shown below will get displayed.

The screenshot shows the Joomla Module Manager interface. At the top, there are buttons for New, Edit, Duplicate, Publish, Unpublish, Check In, Trash, and Batch. Below the toolbar, there's a search bar and filters for Site, Status, Title, Position, Type, Pages, Access, Language, and ID. The main table lists various modules:

Status	Title	Position	Type	Pages	Access	Language	ID
<input checked="" type="checkbox"/>	OS Donate	None	OS Donate	None	Public	All	94
<input checked="" type="checkbox"/>	Search	position-0	Search	None	Public	All	93
<input checked="" type="checkbox"/>	Main Menu	position-1	Menu	All	Public	All	1
<input checked="" type="checkbox"/>	Breadcrumbs	position-2	Breadcrumbs	All	Public	All	17
<input checked="" type="checkbox"/>	Image Module	position-3	Custom HTML	All	Public	All	92
<input checked="" type="checkbox"/>	Latest Articles	position-7	Latest News	All	Public	All	90
<input checked="" type="checkbox"/>	Popular Tags	position-7	Popular Tags	All	Public	All	87
<input checked="" type="checkbox"/>	User Menu	position-7	Menu	All	Public	All	91

You will study more about **Module Manager** in the chapters under section Joomla Modules.

## Plugin Manager

It manages the Joomla plugins and allows to enable/disable or edit the details of plugins.

Click **Extensions --> Plugin Manager**, a screen as shown below will get displayed.

The screenshot shows the Joomla Plugin Manager interface. At the top, there are buttons for Edit, Enable, Disable, and Check In. Below the toolbar, there's a search bar and filters for Status, Plugin Name, Type, Element, Access, and ID. The main table lists various plugins:

Status	Plugin Name	Type	Element	Access	ID
<input checked="" type="checkbox"/>	Authentication - Joomla	authentication	joomla	Public	401
<input checked="" type="checkbox"/>	Authentication - Cookie	authentication	cookie	Public	449
<input checked="" type="checkbox"/>	Authentication - GMail	authentication	gmail	Public	400
<input checked="" type="checkbox"/>	Authentication - LDAP	authentication	ldap	Public	402
<input checked="" type="checkbox"/>	Captcha - ReCaptcha	captcha	recaptcha	Public	439
<input checked="" type="checkbox"/>	Content - Load Modules	content	loadmodule	Public	406
<input checked="" type="checkbox"/>	Content - Joomla	content	joomla	Public	435
<input checked="" type="checkbox"/>	Content - Smart Search	content	finder	Public	441
<input checked="" type="checkbox"/>	Content - Contact	content	contact	Public	403

You can study more about **Plugin Manager** in the chapter [Joomla - Plugin Manager](#).

## Template Manager

It manages the designs that are used in the website. The templates can be implemented without changing the content structure within a few seconds.

Click **Extensions --> Template Manager**, a screen as shown below will be displayed.

The screenshot shows the Joomla Template Manager interface. The top navigation bar includes links for System, Users, Menus, Content, Components, Extensions, Help, and a user account (Tekbuds). The main title is "Template Manager: Styles". Below the title, there are buttons for Default, Edit, Duplicate, and Delete. A search bar and a filter dropdown are also present. The main content area displays a table of styles:

Style	Default	Assigned	Location	Template	ID
Beez3 - Default	<input type="checkbox"/>		Site	Beez3	4
Hathor - Default	<input type="checkbox"/>		Administrator	Hathor	5
isis - Default	<input type="checkbox"/>		Administrator	isis	8
protostar - Default	<input type="checkbox"/>		Site	Protostar	7

You can study more about **Template Manager** in the chapter [Joomla - Template Manager](#).

## Language Manager

This helps you set a default language for your site.

Click **Extensions --> Language Manager**, a screen as shown below will get displayed.

The screenshot shows the Joomla Language Manager interface. The top navigation bar includes links for System, Users, Menus, Content, Components, Extensions, Help, and a user account (Tekbuds). The main title is "Language Manager: Installed Languages". Below the title, there are buttons for Default and Install Language. A sidebar on the left lists categories: Installed - Site, Installed - Administrator, Content, and Overrides. The main content area displays a table of installed languages:

Language	Language Tag	Location	Default	Version	Date	Author	Author Email
English (United Kingdom)	en-GB	Site	<input checked="" type="checkbox"/>	3.3.1	2013-03-07	Joomla Project	admin@joomla.org

You can study more about **Language Manager** in detail in the chapter [Joomla - Language Manager](#).

# 10. HELP MENU

In this chapter, we will study about menus present in the Help Menu in Joomla. Click on **Help**, a dropdown menu as shown below will be displayed.

The screenshot shows the Joomla Control Panel with the 'Help' menu open. The 'Help' menu dropdown contains the following items: Joomla Help, Official Support Forum, Documentation Wiki, Joomla Extensions, Joomla Translations, Joomla Resources, Community Portal, Security Center, Developer Resources, and Joomla Shop. The 'Joomla Help' item is highlighted.

## Joomla Help

This Help page guides the user to create Joomla website.

Click **Help --> Joomla Help**, a screen as shown below will get displayed.

The screenshot shows the 'Joomla! Help' page. The left sidebar contains links for 'Start here', 'Latest Version Check', 'License', 'Glossary', 'ALPHABETICAL INDEX', 'Article Manager: Articles', 'Article Manager: Articles - New/Edit', 'Article Manager: Categories', 'Article Manager: Categories - New/Edit', 'Article Manager: Featured Articles', 'Banner Manager: Banners', 'Banner Manager: Banners - New/Edit', 'Banner Manager: Categories', and 'Banner Manager: Categories - New/Edit'. The main content area has a 'Contents' box listing: 1 Help with Joomla! 3.4, 2 Help Screen Version Notice, 3 Getting started, 4 Further information about Joomla! 3.4, 5 Keeping your website secure, and 6 Further information by reader profile. Below the contents, there are sections for 'Help with Joomla! 3.4', 'Help Screen Version Notice', and 'Getting started'.

## Official Support Forum

Official Support Forum helps in supporting the exchange of ideas and views officially in Joomla.

Click **Help --> Official Support Forum**, a screen as shown below will get displayed.

The screenshot shows the Joomla! Forum interface. At the top, there's a navigation bar with links for Joomla!, About, Community & Support, Extend, Download, and Help. Below the navigation is the main header "The Joomla! Forum TM". On the right side of the header are two buttons: "Download" and "Demo". Underneath the header, there's a menu bar with links for Home, Register, Forum rules, FAQ, The team, and Login. The main content area features a "Joomla Template Generator" box with the subtext "Make Professional Joomla Templates in Minutes, No Technical Skills!" and a large blue "Get Started" button. Below this is the "Board Index" section, which includes a "FORUM" tab, a "TOPICS" tab, a "POSTS" tab, and a "LAST POST" tab. The "Joomla! Announcements" forum is currently selected, displaying several posts. One post by "Joomla! Security Updates" discusses security news and vulnerable extensions. Another post by "yournamadefuk" asks about hair thinning tips. A third post by "General Support Moderators" discusses Joomla! 3.x installation issues. The "Joomla! 3.x - Ask Support Questions Here" forum is also visible, containing posts related to Joomla! 3.x installation and white pages of death.

## Documentation Wiki

The Documentation Wiki is used for formatting the content of articles, cross linking pages and creating the documentation of Wiki template by themselves.

Click **Help --> Documentation Wiki**, a screen as shown below will get displayed.

Joomla! Documentation™

An online collaborative community manual for Joomla! users, developers or anyone interested in learning more about Joomla!. Currently, we have 5,081 articles written, maintained, and translated by our Joomla! community members.

[Learn](#)

[Links](#)

## Joomla Extensions

Joomla extension extends the functionality of Joomla websites. In this Joomla extension page there are many extensions available to apply on Joomla websites.

Click **Help --> Joomla Extensions**, a screen as shown below will get displayed.

The screenshot shows the Joomla! Extensions Directory homepage. At the top, there's a navigation bar with links like 'About', 'Community', 'Support', 'Read', 'Extend', and 'Developers'. Below the navigation is a search bar with placeholder text 'Find extensions...'. To the right of the search bar are buttons for 'Download Joomla!' and 'Demo Joomla!'. The main content area has two sections: 'Find the extension you're looking for' (with a search input and dropdown filters for 'Type', 'Category', 'Compatibility', 'Published', 'Has items', 'Newest first', and 'Score') and 'Browse categories' (with a grid of 20 category cards). Each card includes an icon, the category name, and the total number of extensions. A total count of 9175 extensions is displayed at the top right of the category grid.

## Joomla! Translations

Joomla translations help in translation of language in Joomla core files. It helps in documentation and screens along with other tasks to meet the need of diverse language community.

Click **Help --> Joomla Translations**, a screen as shown below will get displayed.

The screenshot shows the Joomla! Community Portal homepage. In the top left corner, there's a yellow banner with the text "SUPPORT Joomla!" and the Joomla! logo. The top navigation bar includes links for "About", "Community & Support", "Edit", "Download", and a search bar. Below the banner, the main title "The Joomla! Community Portal™" is displayed, along with "Download" and "Demo" buttons. A horizontal menu bar below the title contains links for "Main", "Blog", "JoomlaConnect", "Join-in", "User Groups", "Events", "Translations", "Featured Articles", and "Magazine". On the left sidebar, there are links for "Joomla 1.5 Translations", "Joomla 2.5 Translations", "Joomla 3.x Translations", "Translation Policy", and "Typical Language File Headers". Under "JOOMLA! PRESS BOOKS", there is a thumbnail image of a Joomla! book titled "CHECK OUT Joomla! press". The main content area features a section titled "JOOMLA! TRANSLATIONS" with a timestamp "Saturday, 01 October 2008 07:35". It includes social sharing buttons for Twitter and Facebook, and a count of "260 people like this". Below this, there are three bullet points linking to "Joomla! 3.x Translation Packs", "Joomla! 2.5 Translation Packs", and "Joomla! 1.5 Translation Packs". A note states that Joomla! supports 64 world languages and can be customized per user. At the bottom of the content area, it says "All instructions about Joomla! language packs can be found through the links above."

## Joomla Resources

Joomla Resources help in locating the professional service providers. It helps the users to connect and do many more things in the Joomla CMS.

Click **Help --> Joomla Resources**, a screen as shown below will get displayed.

The screenshot shows the homepage of The Joomla! Resources Directory. At the top, there's a navigation bar with links like 'Joomla!', 'About', 'Community', 'Support', 'Read', 'Extend', and 'Developers'. Below the navigation is the title 'The Joomla! Resources Directory' and two buttons: 'Download Joomla!' and 'Demo Joomla!'. A main menu bar includes 'Home', 'Providers By Category', 'How to Contribute', 'J.R.B. News', and 'Get Listed'. The central feature is a world map where yellow dots represent service providers. Overlaid on the map are search fields for 'Address...', 'And', 'Keyword...', and a dropdown for 'Select radius'. To the right of the map is a 'Category' dropdown menu listing various service types: Creative Strategy, Configuration Support, Consulting, Content development, Design & Development, Extension Developer, Hosting Providers, and Joomla Security. Below the map are sections for 'Random Listings' (with a list of providers) and 'Latest Entries' (with a list of providers). On the right side, there's a sidebar with links for 'Get Listed', 'Approval Process', 'Code of Conduct', 'Terms of Service', 'About the directory', 'Contact the team', and a 'Manage Your Listing' section with login fields for 'Username' and 'Password', and a 'Remember Me' checkbox.

## Community Portal

Community Portal helps in bringing Joomla news from all over the world at one place.

Click **Help --> Community Portal**, a screen as shown below will get displayed.

The Joomla! Community Portal™

[Download](#) [Demo](#)

[Main](#) [Blogs](#) [JoomlaConnect](#) [Join In](#) [User Groups](#) [Events](#) [Translations](#) [Featured Articles](#) [Magazine](#)

### COMMUNITY BLOGS

- [The Marketing Team Needs Your Input!](#)
- [Joomla Leadership Adopts New Structure & Methodology](#)
- [JUG Team restructure](#)
- [Introducing Our Newest Production Leadership Team Member!](#)
- [Introducing Our Newest Marketing Leadership Team Member!](#)
- [Promote Joomla 3.4](#)

### JOOMLA! EVENTS

- [JoomlaDay Brazil 2015](#)
- [JoomlaDay São Paulo, Brazil 2015](#)
- [JoomlaDay Uganda](#)

### QUICK LINKS

- [Download Joomla](#)
- [Joomla Online Demo](#)
- [Site Showcases](#)
- [Joomla Resources Directory](#)
- [Joomla RSS Feeds](#)
- [Joomla FAQs](#)
- [Tips & Tricks](#)
- [Security Checklist](#)
- [Google Summer of Code 2009](#)
- [Google Summer of Code 2012](#)

**#JWC15**

**Featured Articles**

**JOOMLA WORLD CONFERENCE**

Conference & Celebration  
**THIS YEAR WE CELEBRATE 10 YEARS OF JOOMLA!**  
Bangalore, India, 06 - 08 November

## Security Center

Security Center helps in providing a public presence for security issues. It helps to detect a problem or service attack.

Click **Help --> Security Center**, a screen as shown below will get displayed.

The screenshot shows the Joomla! Developer Network security center. At the top, there's a navigation bar with links like 'About', 'Community', 'Support', 'Read', 'Extend', and 'Developers'. Below the navigation is a search bar and two prominent buttons: 'Download Joomla!' and 'Demo Joomla!'. The main content area has a sidebar titled 'Security Centre' with links to report issues for the CMS or framework. The main content area displays a specific security issue report:

**[20140904] - Core - Denial of Service**

A list of details for the issue:

- Project: Joomla!
- SubProject: CMS
- Severity: **Low**
- Versions: 2.5.4 through 2.5.26, 3.2.6 and earlier 3.x versions; 3.3.0 through 3.3.4
- Exploit type: Denial of Service
- Reported Date: 2014-September-24
- Fixed Date: 2014-September-30
- CVE Number: CVE-2014-7220

**Description**

Inadequate checking allowed the potential for a denial of service attack.

**Affected Installs**

Joomla! CMS versions 2.5.4 through 2.5.26, 3.2.5 and earlier 3.x versions; 3.3.0 through 3.3.4

**Solution**

Upgrade to version 2.5.26, 3.2.6, or 3.3.6

**Contact**

The JSST at the Joomla! Security Center.

Reported By: Johannes Dahse

On the right side, there are three boxes: 'Joomla! CMS' (Current Release: JoomlA 3.3.6, View known issues, Development Status), 'Joomla! Framework' (Current Release: 1.1.0, Development Status), and 'Resources' (API, Coding Standards Manual, CMS Code Coverage, Framework Code Coverage, PLT Nomination Form).

## Developer Resources

Developer Resources helps in providing resources for the users who are willing to build or maintain software based on the Joomla platform.

Click **Help --> Developer Resources**, a screen as shown below will get displayed.

The screenshot shows the Joomla! Developer Network homepage. At the top, there's a navigation bar with links for Joomla!, About, Community, Support, Read, Extend, Developers, and a search bar. Below the navigation is a main header with the text "Joomla! Developer Network" and two buttons: "Download Joomla!" and "Demo Joomla!". A secondary navigation bar below the main header includes Home, News, Development Status, CMS, Framework, Tracker, and About.

**Joomla! Developer Network**

There is always a great deal of Joomla! development activity underway and communicating with other developers in the community is essential. This site is a resource for anyone looking to build or maintain software based on the Joomla platform.

**Where to Start**

- Joomla! CMS**
  - Download
  - Documentation
  - Support
  - Report an Issue
  - Volunteer
  - Contribute
  - Extend
  - Roadmap
- Issue Tracker**
  - Review Tracker
  - Volunteer Activity
  - Volunteer
  - Report New Issue
  - Roadmap
- Framework™**
  - Download
  - Documentation
  - Support
  - Report an Issue
  - Contribute
  - Extend
  - Roadmap

**Joomla! CMS**

Current Release: 3.0.1 (RELEASE)

[View known issues](#)

[Development status](#)

Nightly CMS builds for developers are available for download

**Joomla! Framework**

Current Release: 1.1.0

[Development status](#)

**Resources**

- API
- Coding Standards Manual
- CMS Code Coverage
- Framework Code Coverage
- PLT Nomination Form
- Google Summer of Code 2013
- Security Centre
- Report Security Issues
- JoomlaCode Archive

## Joomla Shop

Joomla shop helps the user to shop maximum number of products related to Joomla, when you click on a particular product then you will get the brief description about that product where users can read and buy it.

Click **Help --> Joomla Shop**, a screen as shown below will get displayed.

Joomla! - About - Community - Support - Read - Extend - Developers -

[Download Joomla!](#) [Demo Joomla!](#)

# Joomla! Shop

Look Smart. Get Smart.  
Clothing, books and more  
in the Joomla! Shop.



Home

JOOMLA MERCHANDISE

Women's  
Men's  
Fun Stuff

JOOMLA BOOK STORES

Amazon.com (US)  
Amazon.ca (Canada)  
Amazon.co.uk (UK)  
Amazon.de (Deutschland)  
Amazon.fr (France)

SHOP INFORMATION

Joomla! License

**Joomla! 3.0 – G3T R3ADY!**  
**Get your J! gear here!**  
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## Part 2: Joomla Menus

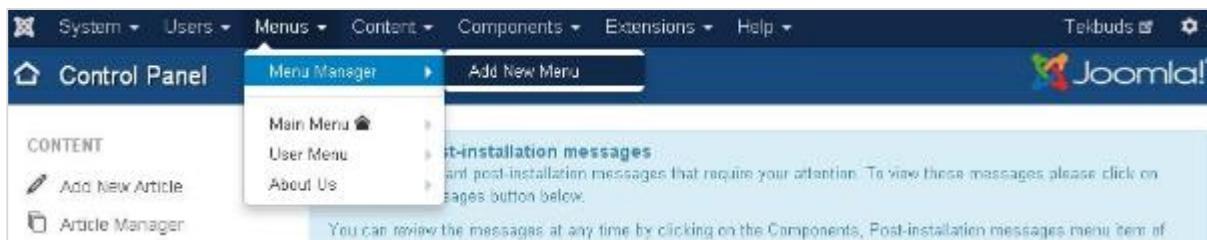
# 11. CREATE MENUS

In this chapter, we will study the step-by-step procedure of how to **Create Menus** in Joomla. Menus are the important part and help to navigate through your website easily.

## Create Menus

Here are a few simple steps to create menus in Joomla.

**Step (1):** Click **Menus --> Menu Manager --> Add New Menu** as shown below.



**Step (2):** After clicking on *Add New Menu*, the **Menu Manager: Add Menu** page will be displayed as shown below. Here, we can add Menu Title (Name), Type and Description as shown.

A screenshot of the 'Menu Manager: Add Menu' form. At the top, there are four buttons: 'Save' (with a checked checkbox), 'Save & Close', 'Save & New', and 'Cancel'. Below that is a section titled 'Menu Details'. It contains three input fields: 'Title' with 'Menu1' entered, 'Menu type' with 'menu1' entered, and 'Description' with 'this is our first menu' entered.

- **Menu Title (Name):** It should indicate the Title (Name) of the menu.
- **Menu Type:** The name of the menu type.
- **Description:** Description about the menu.

**Step (3):** After filling all the information about menu, click on **Save** button. It saves the menu bar you created.

**Step (4):** We can also click on **Save & Close** button. It saves the menu bar and then closes the present screen. Finally, you get the following screen as shown below.

The screenshot shows the Joomla Admin Menu Manager. The top navigation bar includes links for System, Users, Menus, Content, Components, Extensions, and Help. The title 'Menu Manager: Menus' is displayed. Below the title are buttons for 'Edit', 'Delete', and 'Rebuild'. A message 'Menu successfully saved.' is shown. The main area lists 'Menus' under 'Menu Items'. There is a search bar and a dropdown for '20'. The table columns are 'Title', 'Published', 'Unpublished', 'Trashed', 'Linked Modules', and 'ID'. The rows include 'Main Menu' (Menu type: mainmenu), 'User Menu' (Menu type: usermenu), 'About Us' (Menu type: user), and 'Menu' (Menu type: menu). The 'Menu' row is highlighted with a red border.

In this page, you can view the name of the menu you had created in previous step.

**Step (5):** When we click on **Save & New** button, your menu is saved and it opens a new create menu screen as shown below.

The screenshot shows the 'Menu Manager: Add Menu' screen. The top navigation bar is identical to the previous screenshot. The title 'Menu Manager: Add Menu' is displayed. Below the title are buttons for 'Save', 'Save & Close', 'Save & New', and 'Cancel'. A message 'Menu successfully saved.' is shown. The main area has a section titled 'Menu Details'. It contains fields for 'Title \*' (with a red asterisk), 'Menu type \*' (with a red asterisk), and 'Description'. The 'Save & New' button is highlighted with a red border.

**Step (6):** Using **Cancel** button, cancels the create menu action.

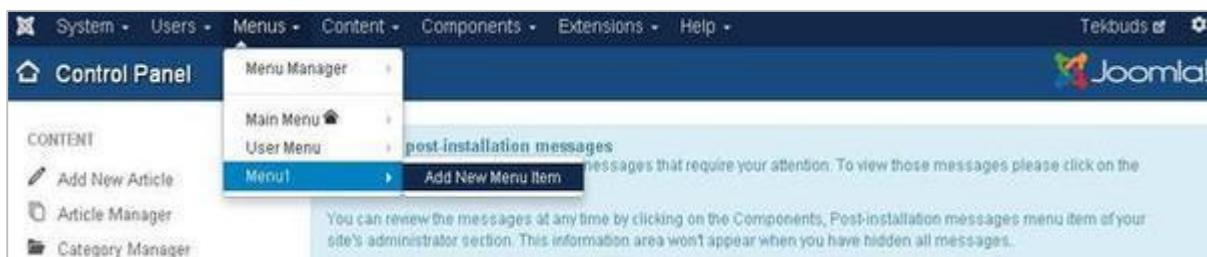
# 12. ADDING MENU ITEMS

In this chapter, we will study the step-by-step procedure of how to **add new menu items** in Joomla. Menu items can be created in the main menu (menu1), which we have already created in chapter [Joomla - Create Menus](#).

## Adding Menu Items

Following are the simple steps to add a menu item in Joomla.

Step (1): Click on Menus --> Menu1 --> Add New Menu Item as shown below.



**Step (2):** After clicking on Add New Menu Item, the **Menu Manager: New Menu Item** page is displayed as shown below.

The screenshot shows the Joomla Menu Manager interface for creating a new menu item. The top navigation bar includes System, Users, Menus, Content, Components, Extensions, and Help. The title bar says "Menu Manager: New Menu Item". Below the title bar are four buttons: Save, Save & Close, Save & New, and Cancel. The main area has a tab navigation bar with "Details" selected, followed by Link Type, Page Display, Metadata, and Module Assignment.

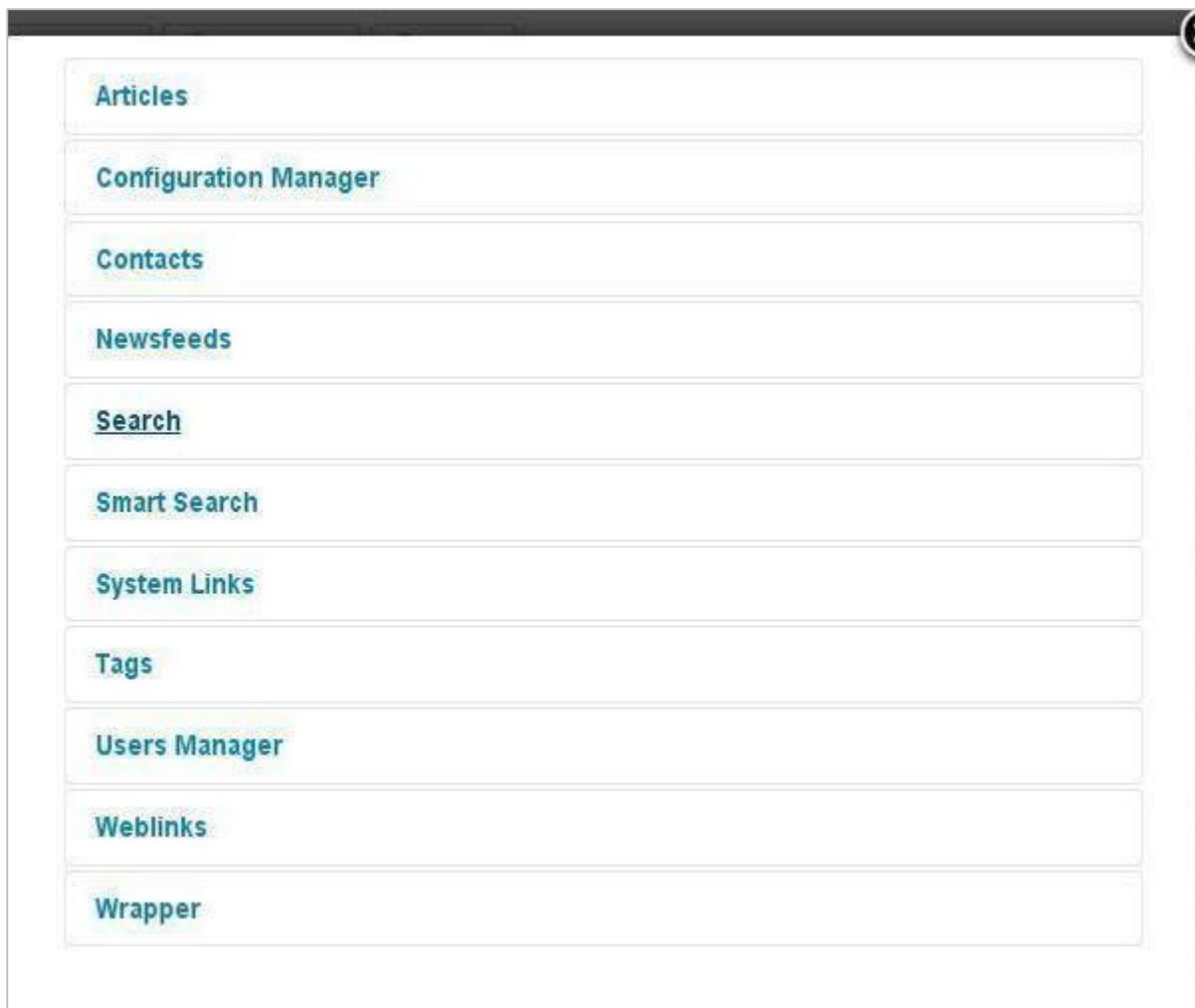
**Details Tab Fields:**

- Menu Title \*: Empty input field.
- Alias: Auto-generate from title (radio button selected).
- Menu Item Type \*: Select button.
- Link: Empty input field.
- Target Window: Parent dropdown.
- Template Style: - Use Default - dropdown.
- Menu Location \*: Main Menu dropdown.
- Parent Item: Menu Item Root dropdown.
- Ordering: Ordering will be available after saving (disabled).
- Status: Published (green button).
- Default Page: Yes (green button).
- Access: Public dropdown.
- Language: All dropdown.
- Note: Empty input field.

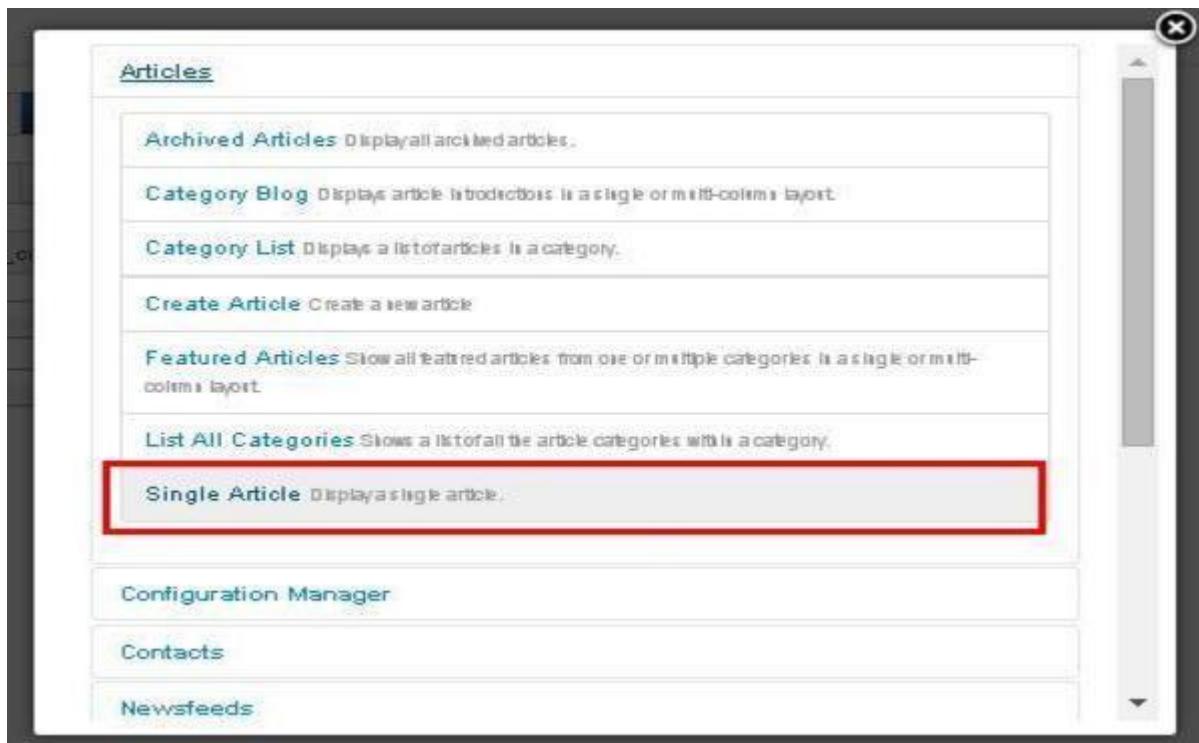
You can view various tabs present in this page. The **Details** tab gets active by default.

There are two main sections under *New Menu Item*:

- **Menu Title:** It displays the title of the menu item.
- **Alias:** It is used as SEF URL. Joomla will automatically fill the value from the title. It will produce UTF-8 aliases, however, it does not allow any spaces and underscores.
- **Menu Item Type:** In Menu item type, it specifies the type of menu item such as articles, tags, web links, system links, contacts etc. Here you can select menu item type by clicking on the **Select** button. By clicking on this button, a screen appears as shown below.



Click on **Articles** menu type, you get following screen. Now select **Single Article** as shown below.



After selecting **Single Article** you will get the following screen.

This screenshot shows the Joomla Menu Manager 'New Menu Item' configuration screen. The 'Menu Item Type' is set to 'Single Article'. Other settings include 'Select Article' (Home), 'Link' (index.php?option=com\_content&task=), 'Target Window' (Parent), and 'Template Style' (- Use Default -). The 'Menu Location' is set to 'Menu1'. The status is 'Published'. There are tabs for Details, Options, Link Type, Page Display, Metadata, and Module Assignment.

- **Select Article:** Selects the article from the list.
- **Link:** Specifies link reference for the menu item.
- **Template Style:** You can select a template style for your website by clicking at the dropdown menu which gives you *Beez3 - Default* and *Protostar - Default* styles or provides default template for your website.

- **Target Window:** It targets the window for menu items such as *Parent*, *New Window With Navigation* and *New Without Navigation*.
- **Menu Location:** It specifies which menu link will appear either *Main Menu* or *User Menu*.
- **Parent Item:** It selects parent item by selecting either *Menu Item Root* or *Home*.
- **Status:** It displays the status of the article such as *Published*, *Unpublished* and *Trashed*.
- **Default Page:** It provides *Yes* or *No* options to set the menu item as default or home page of the site.
- **Access:** It allows access only to selected users from the dropdown list such as *Guest*, *Public*, *Super Users*, *Registered* and *Special* option to view the items
- **Language:** It specifies the language of the site. It provides either *ALL* or *English (UK)* options.
- **Note:** It is used to enter the text information.

After selecting **Menu Item Type** it will generate an **Options** tab automatically.

**Step (3):** When we click on **Options** tab we will get the following screen.

The screenshot shows the Joomla administrator interface with the title 'Menu Manager: New Menu Item'. The top navigation bar includes links for System, Users, Menus, Content, Components, Extensions, and Help. The right side of the header shows the Joomla logo and the text 'Tutorials Point'.

The main content area has a green toolbar with four buttons: 'Save' (with a checkmark), 'Save & Close', 'Save & New', and 'Cancel'. Below the toolbar, there are tabs for 'Details' (selected) and 'Options', along with other tabs for 'Link-Type', 'Page Display', 'Metadata', and 'Module Assignment'. A 'Alias' field is also present.

The 'Options' tab is active, displaying various configuration settings for the menu item. Each setting consists of a label, a 'Use Global' button, and three buttons for 'Show', 'Hide', or another option like 'Yes' or 'No'. The settings include:

- Show Title: Use Global, Show, Hide
- Linked Titles: Use Global, Yes, No
- Show Intro Text: Use Global, Show, Hide
- Position of Article Info: Use Global, Above, Below, Split
- Show Category: Use Global, Show, Hide
- Link Category: Use Global, Yes, No
- Show Parent: Use Global, Show, Hide
- Link Parent: Use Global, Yes, No
- Show Author: Use Global, Show, Hide
- Link Author: Use Global, Yes, No

**Step (4):** Click on **Link Type** tab we will get the following screen.

- **Link Title Attribute:** It specifies description for the title attribute of the given hyperlink.
- **Link CSS Style:** It applies custom CSS style to the hyperlink.
- **Link Image:** It uses an image to be used with hyperlink.
- **Add Menu Title:** It provides Yes or No options and adds the menu title next to the image. The default is Yes.

**Step (5):** Click on **Page Display** tab we will get the following screen.

- **Browser Page Title:** It specifies the description for the browser page title.
- **Show Page Heading:** It provides Yes or No option to show the page heading.
- **Page Heading:** It specifies the text for the page heading.
- **Page Class:** It defines the optional CSS class to style the elements in the page.

**Step (6):** Click on **Metadata** tab we get the screen given below.

The screenshot shows the Joomla 'Menu Manager: New Menu Item' interface. The 'Metadata' tab is active. It includes fields for 'Meta Title' (with an alias dropdown), 'Meta Description', 'Meta Keywords', 'Robots' (set to 'Use Global'), and 'Secure' (set to 'Ignore'). Action buttons at the top include 'Save', 'Save & Close', 'Save & New', and 'Cancel'.

- Meta Description:** It is used as optional paragraph which includes description of the page and displays in the results of the search engines.
- Meta Keywords:** These are the optional keywords to be used in the html page.
- Robots:** It specifies robotic instructions such as *Use Global, Index, Follow, No Index, No follow*.
- Secure:** It defines whether link must use SSL or Secure Site URL. It provides three options such as *Off, On* and *Ignore*.

**Step (7):** The **Module Assignment** controls the module display on the page by assigning modules in menu items.

The screenshot shows the Joomla 'Menu Manager: New Menu Item' interface with the 'Module Assignment' tab selected. It lists various modules and their display settings. The 'Display' column contains checkboxes, all of which are checked ('All') for every module listed.

Module	Display
Main Menu (Public in position-1)	All
Breadcrumbs (Public in position-2)	All
Image Module (Public in position-3)	All
Popular Tags (Public in position-7)	All
Latest Articles (Public in position-7)	All
User Menu (Public in position-7)	All
Login Form (Public in position-7)	All

## Toolbar

---

Below, we have mentioned details of the functions of the toolbar buttons present while *adding menu items*.

- **Save:** Saves your created menu items.
- **Save & Close:** Saves the menu item and closes the current screen.
- **Save & New:** Menu item will get saved and it will open a new *adding menu items* screen.
- **Cancel:** Cancels the current action.

# 13. MODIFY MENU ITEMS

In this chapter we will study the simple steps to **modify menu items** in Joomla. You can learn how to create menu in the chapter [Joomla - Create Menu](#). You can also learn how to add menu items in a menu bar in the chapter [Joomla - Adding Menu Items](#).

**Step (1):** Click on **Menus --> Menu1** (Menu1 was created in the chapter [Joomla - Create Menu](#)) as shown below.

The screenshot shows the Joomla Control Panel. The top navigation bar includes links for System, Users, Menus, Content, Components, Extensions, and Help. Below the navigation is a 'Control Panel' header with a house icon. A dropdown menu labeled 'Menu Manager' is open, showing options for Main Menu, User Menu, and Menu1. The 'Menu1' option is highlighted. A tooltip 'post-installation messages' appears over the 'Menu1' link. A message box in the center of the screen says: 'You can review the messages at any time by clicking on the Components, Post-installation messages menu item of your site's administrator section. This information area won't appear when you have hidden all messages.' It includes a 'Review Messages' button.

**Step (2):** Select a file which you would like to modify by clicking on the checkbox and then click on **Edit** button to open the selected page for editing as shown below.

The screenshot shows the 'Menu Manager: Menu Items' screen. The top navigation bar is identical to the previous screenshot. The main area has a toolbar with buttons for New, Edit (circled in red), Publish, Unpublish, Check In, Trash, Home, Rebuild, and Batch. Below the toolbar, there are filters for Menus (set to 'Menu1'), Search, and Ordering (set to ascending). There are also dropdowns for Status, Max Levels, Access, and Language. The main table lists menu items:

	Status	Title	Home	Access	Language	ID
1	<input checked="" type="checkbox"/>	Service (Alias: service) Articles > Single Article		Public	All	112
2	<input checked="" type="checkbox"/>	TutorialsPoint (Alias: tutorialpoint) Articles > Single Article		Public	All	113

**Step (3):** After clicking on edit button you get the following screen. Here you can modify the file as per your choice.

The screenshot shows the Joomla Menu Manager interface for editing a menu item. The 'Menu Title' is set to 'TutorialsPoint' and the 'Alias' is 'tutorialspoint'. The 'Menu Item Type' is currently set to 'Single Article', indicated by a blue 'Select' button which is circled in red. Below it, the 'Select Article' dropdown is set to 'Home', with an 'Edit' button next to it also circled in red. Other settings visible include the 'Link' (index.php?option=com\_content&...), 'Target Window' (Parent), 'Template Style' (- Use Default -), and various location and status options.

Here you can change the **Menu Item Type** by clicking on the **Select** button and selecting the type of menu. And in **Select Article** by clicking on the **Edit** button you can edit any particular page or article.

Click on the save button to save the changes of the edited file.

# 14. CREATING SUBMENUS

In this chapter, we will study about **Creating Submenus** in Joomla step by step. Submenu is a menu accessed from a general menu, it can be either shown as one menu with more than two levels or as separate menu modules.

## Creating Submenus

Following are the simple steps to create submenus in Joomla.

**Step (1):** Click on **Menus --> Menu Manager** as shown below.

The screenshot shows the Joomla Control Panel interface. At the top, there is a navigation bar with links for System, Users, Menus, Content, Components, Extensions, and Help. The 'Menus' link is highlighted, and a dropdown menu appears, showing 'Main Menu', 'User Menu', and several other menu items. Below the navigation bar, there is a message box stating 'Joomla 3.4.1 is available'. The main content area is divided into sections: CONTENT (Add New Article, Article Manager, Category Manager, Media Manager), STRUCTURE (Menu Manager, Module Manager), USERS (User Manager), CONFIGURATION (Global Configuration, Template Manager, Language Manager), EXTENSIONS (Install Extensions), and MAINTENANCE. On the right side, there are three boxes: 'LOGGED-IN USERS' (Super User Administration, 2015-08-23), 'POPULAR ARTICLES' (Getting Started, 2013-11-16), and 'SITE INFORMATION' (OS Windows, PHP 5.3.28, MySQL 5.6.16, Time 07:42, Caching Disabled).

**Step (2):** After clicking on **Menu Manager** you will get the following screen. Here we have already created a menu as **Menu1** as shown below.

Title	Published	Unpublished	Trashed	Linked Modules	ID
Main Menu (Menu type main-menu)	2	0	0	Modules	1
User Menu (Menu type user-menu)	3	0	0	Modules	2
Menu1 (Menu type menu)	2	0	0	Modules	11
Pets (Menu type main-menu)	2	0	0	Add a module for this menu type.	12

**Step (3):** Click directly on **Menu1** link, you get the following screen.

Status	Title	Home	Access	Language	ID
Published	TutorialsPoint (Alias: tutorialspoint) Articles > Single Article		Public	All	113
Published	Service (Alias: service) Articles > Single Article		Public	All	112

**Step (4):** Create a new article called as **Policy** and later create a menu item called **Policy** as shown below:

The screenshot shows the Joomla Menu Manager interface. A new menu item named 'policy' is being created under 'Menu1'. The 'Service' menu item is currently selected in the dropdown. Other options in the dropdown include 'TutorialsPoint' and 'Additional Service'. The 'Service' item is circled in red.

Follow the same steps to create menu from the chapter [Joomla - Create Menus](#). But here we are creating submenus for **Service** so we have to use **Menu Location** as **Menu1** and Select **Parent Item** as **Service**.

**Step (5):** Click on the button **Save & Close**.

**Step (6):** Repeating step (4) and step (5) we have created one more submenu called **Additional Service**.

**Step (7):** After you have finished creating submenus in menu items, the **Menu Manager: Menu Items** will look like as shown below. We can see that there are two submenus present below the **Service** Menu.

The screenshot shows the Joomla Menu Manager interface. At the top, there's a toolbar with buttons for New, Edit, Publish, Unpublish, Check In, Trash, Home, Rebuild, Batch, and Help. Below the toolbar, a message box says "Message: Menu item successfully saved". The main area has tabs for Menus and Menu Items, with "Menu Items" selected. There are search and filter tools: a dropdown for "Menu", a search bar, a "Search tools" button, a "Clear" button, an "Ordering" dropdown set to "ascending", and a "20" dropdown for item count. Below these are dropdowns for "Select Status", "Select Max Levels", "Select Access", and "Select Language". The main list displays four menu items:

	Status	Title	Home	Access	Language	ID
<input type="checkbox"/>	<input checked="" type="checkbox"/>	TutorialsPoint (Alias: tutospoint) Articles > Single Article		Public	All	113
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Service (Alias: service) Articles > Single Article		Public	All	112
<input type="checkbox"/>	<input checked="" type="checkbox"/>	—Policy (Alias: policy) — Articles > Single Article		Public	All	116
<input type="checkbox"/>	<input checked="" type="checkbox"/>	—Additional Service (Alias: additional-service) — Articles > Single Article		Public	All	117

**Step (8):** Repeating the above steps, we can create many similar submenus for other than service menu also.

## Part 3: Joomla Modules

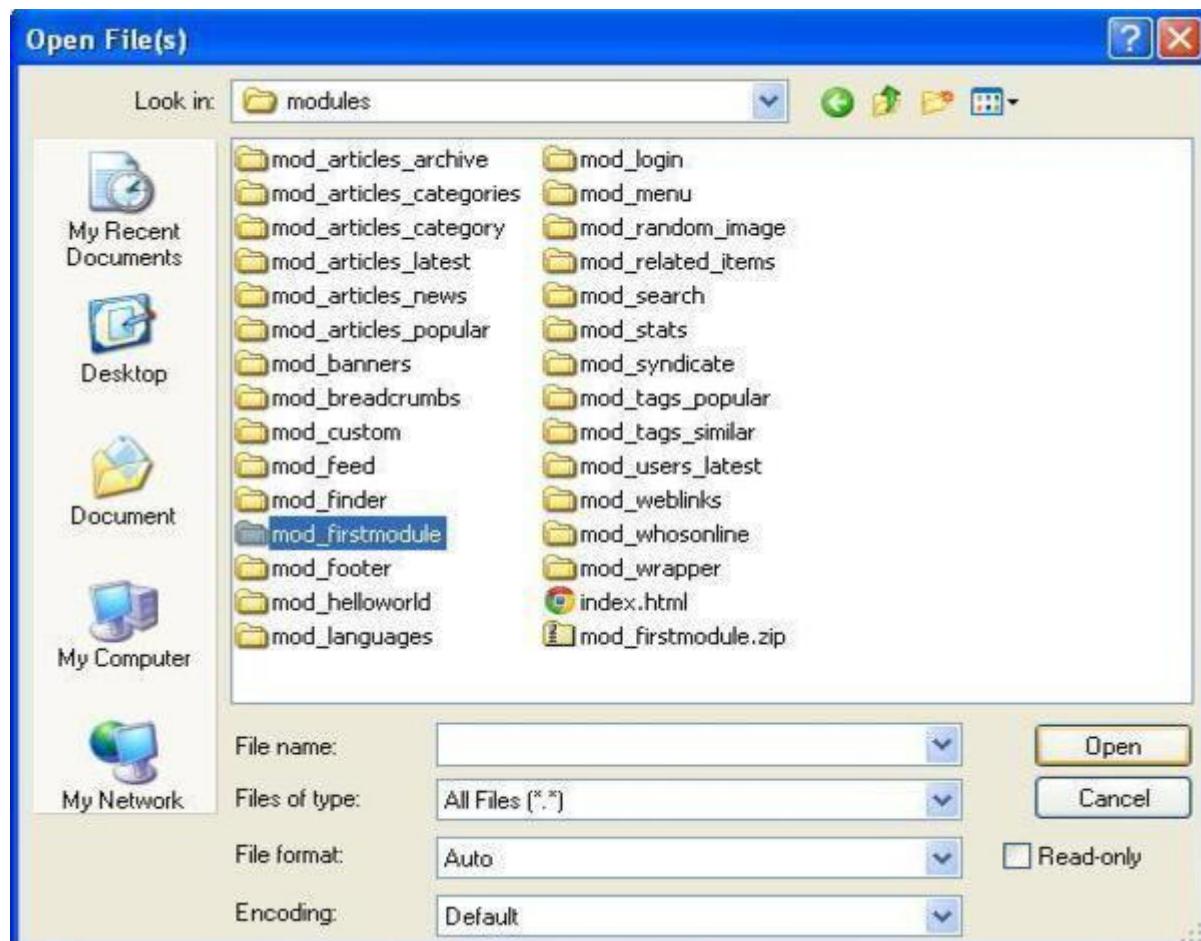
# 15. CREATE MODULES

In this chapter, we will study about **Creating Modules** in Joomla. Modules are the extensions which are flexible and lightweight and useful for page rendering.

## Create Modules

Following are the simple steps to create modules in Joomla.

**Step (1):** Create a folder called **mod\_firstmodule** in your **Joomla --> modules** folder.



**Step (2):** In the **mod\_firstmodule** folder create a file called as "helper.php". This file contains class name as helper, it helps to display the retrieved data in the module output.

### helper.php

```
<?php  
/**
```

```

* Helper class for Hello World! module
*
* @package    Joomla.Tutorials
* @subpackage Modules
*
@link
http://docs.joomla.org/J3.x:Creating_a_simple_module/Developing_a_Basic_Module
* @license      GNU/GPL, see LICENSE.php
* mod_helloworld is free software. This version may have been modified pursuant
* to the GNU General Public License, and as distributed it includes or
* is derivative of works licensed under the GNU General Public License or
* other free or open source software licenses.
*/
class ModHelloWorldHelper
{
    /**
     * Retrieves the hello message
     *
     * @param array $params An object containing the module parameters
     *
     * @access public
     */
    public static function getHello($params)
    {
        return 'Hello, World!';
    }
}
?>

```

**Step (3):** Create a file called as **mod\_helloworld.php**. It is an entry point for the module which performs initialization routines, collects necessary data and displays the module output using template.

### **mod\_helloworld.php**

```

<?php
/**
 * Hello World! Module Entry Point
 *

```

```

* @package      Joomla.Tutorials

* @subpackage   Modules

* @license      GNU/GPL, see LICENSE.php
*
* @link
http://docs.joomla.org/J3.x:Creating_a_simple_module/Developing_a_Basic_Module
* mod_helloworld is free software. This version may have been modified pursuant
* to the GNU General Public License, and as distributed it includes or
* is derivative of works licensed under the GNU General Public License or
* other free or open source software licenses.

*/
// No direct access
defined('_JEXEC') or die;

// Include the syndicate functions only once
require_once dirname(__FILE__) . '/helper.php';

$hello = modHelloWorldHelper::getHello($params);
require JModuleHelper::getLayoutPath('mod_helloworld');
?>

```

**Step (4):** Create a **mod\_helloworld.xml** file. This file contains the information about module. This xml file contains information of files that are to be installed in Joomla for the module.

### mod\_helloworld.xml file

```

<?xml version="1.0" encoding="utf-8"?>
<extension type="module" version="3.1.0" client="site" method="upgrade">
    <name>Hello, World!</name>
    <author>Tutorials Point</author>
    <version>1.0.0</version>
    <description>A simple Hello World! module.</description>
    <files>
        <filename>mod_helloworld.xml</filename>
        <filename module="mod_helloworld">mod_helloworld.php</filename>
        <filename>index.html</filename>
        <filename>helper.php</filename>
    
```

```

<filename>tmpl/default.php</filename>
<filename>tmpl/index.html</filename>
</files>
<config>
</config>
</extension>
```

**Step (5):** Create a simple html file called **index.html**. The purpose of writing this file is that, the created directories should not be browsed. When a user browses into these directories, the index.html file gets displayed. You can even keep this file empty.

### index.html

```

<html>
    <body> Welcome to Tutorials Point!!!! </body>
</html>
```

**Step (6):** Create a folder called as **tmpl**. Place **default.php** file as shown below and index.html (created in step (5)) under **tmpl** folder. The default.php file is a template that displays the module output.

### default.php

```

<?php
/**
 * @package Joomla.Site
 * @subpackage mod_firstmodule
 * @copyright Copyright (C) 2005 - 2012 Open Source Matters, Inc. All rights reserved.
 * @license GNU General Public License version 2 or later; see LICENSE.txt
 */
defined('_JEXEC') or die;
>
<p>Hello World!!!!!!</p>
```

After you have finished creating all these files, compress the complete folder **mod\_firstmodule**.

**Step (7):** Go to **Extension --> Extension Manager** in Joomla administrator and you will get the following screen. Here you can upload and install your created module files i.e. **mod\_firstmodule** folder. Click on **Choose File** and select the created module file (compressed one). Click on **Upload & Install** button to upload the module file.

The screenshot shows the Joomla Extension Manager: Install screen. The 'Install' tab is active. On the left, there's a sidebar with links like System, Users, Menus, Content, Components, Extensions, Help, Extension Manager, Discover, Database, Warnings, and Install languages. The main area has tabs for 'Install from Web', 'Upload Package File' (which is selected), 'Install from Directory', and 'Install from URL'. Below these tabs is a section titled 'Upload & Install Joomla Extension'. It contains a 'Select file' input field with a 'Choose File' button next to it, both of which are circled in red. Below this is a large blue 'Upload & Install' button, also circled in red. A tooltip 'Install the file' points to this button.

**Step (8):** After upload and installation, go to **Module Manager** and click on **New**. There you can view your created module file as shown below.

The screenshot shows the Joomla Module Manager: Modules screen. At the top, there's a 'Cancel' button. The main area is titled 'Select a Module Type:' and lists various module types with their descriptions. One module, 'Hello, World!', is highlighted with a red box. Other modules listed include Archived Articles, Articles - Newsflash, Articles - Related Articles, Articles Categories, Articles Category, Banners, Breadcrumbs, Custom HTML, Feed Display, Footer, Language Switcher, Latest News, and Latest Users.

**Step (9):** You can assign this module similar to the other modules and then publish it.

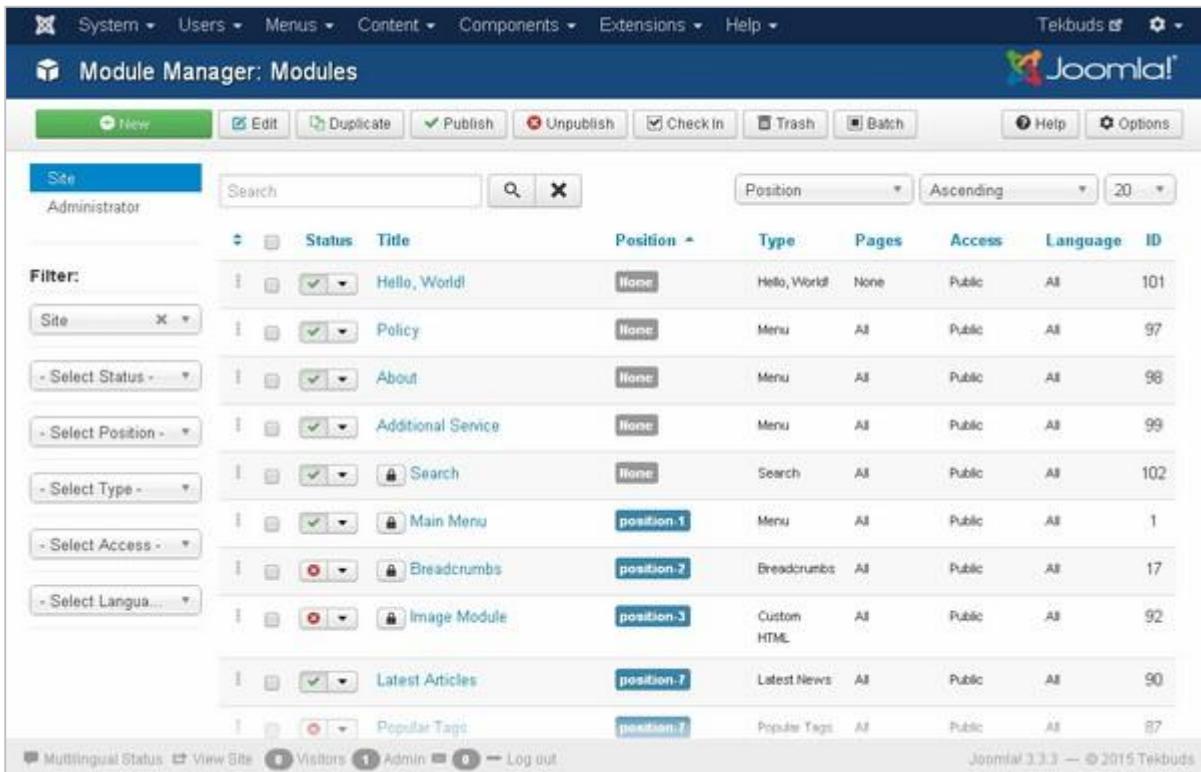
# 16. BREADCRUMB MODULE

In this chapter, we will study about **Breadcrumb Module** in Joomla. A Breadcrumb is used to display the hierarchical representation of the navigation links so that the users can easily understand where they are in the website and allow them to navigate back.

## Breadcrumbs Module

Following are the simple steps to edit an existing Breadcrumb Module in Joomla.

**Step (1):** Click **Extension --> Module Manager** in Joomla administrator. After you click on Module Manager you get the following screen.



The screenshot shows the Joomla! administrator interface with the 'Module Manager: Modules' page open. The top navigation bar includes 'System', 'Users', 'Menus', 'Content', 'Components', 'Extensions', 'Help', and the 'Joomla!' logo. Below the navigation is a toolbar with buttons for 'New', 'Edit', 'Duplicate', 'Publish', 'Unpublish', 'Check In', 'Trash', 'Batch', 'Help', and 'Options'. The main area is titled 'Module Manager: Modules' and shows a table of modules. The table has columns for 'Status', 'Title', 'Position', 'Type', 'Pages', 'Access', 'Language', and 'ID'. A filter section on the left allows filtering by Site, Status, Position, Type, Access, and Language. The 'Breadcrumbs' module is listed with the following details:

Status	Title	Position	Type	Pages	Access	Language	ID
Published	Hello, World!	None	Module	None	Public	All	101
Published	Policy	None	Module	All	Public	All	97
Published	About	None	Module	All	Public	All	98
Published	Additional Service	None	Module	All	Public	All	99
Published	Search	None	Search	All	Public	All	102
Published	Main Menu	position-1	Module	All	Public	All	1
Published	Breadcrumbs	position-2	Breadcrumbs	All	Public	All	17
Published	Image Module	position-3	Custom HTML	All	Public	All	92
Published	Latest Articles	position-7	Latest News	All	Public	All	90
Published	Popular Tags	position-7	Popular Tags	All	Public	All	87

At the bottom of the screen, there are links for 'Multilingual Status', 'View Site', 'Visitors', 'Admin', and 'Log out'. The footer displays 'Joomla 3.3.3 — © 2015 Tekbuds'.

**Step (2):** As shown in the above screen, click on **New** button and the following screen displays. On this page, click on the Breadcrumbs.

**Select a Module Type:**

- Archived Articles** This Module shows a list of the calendar months containing Archived Articles. After you...
- Articles - Newsflash** The Newsflash Module will display a fixed number of articles from a specific category.
- Articles - Related Articles** This Module displays other Articles that are related to the one currently being viewed...
- Articles Categories** This module displays a list of categories from one parent category.
- Articles Category** This module displays a list of articles from one or more categories.
- Banners** The Banner Module displays the active Banners from the Component.
- Breadcrumbs** This Module displays the Breadcrumbs
- Custom HTML** This Module allows you to create your own HTML Module using a WYSIWYG editor.
- Feed Display** This module allows the displaying of a syndicated feed
- Footer** This module shows the Joomla! copyright information.
- Hello, World!** A simple Hello, World! module.
- Language Switcher** This module displays a list of available Content Languages (as defined and published in...
- Latest News** This Module shows a list of the most recently published and current Articles. Some that...

**Step (3):** Next, you see the existing breadcrumbs module as shown below.

**Breadcrumbs**

This Module displays the Breadcrumbs.

Show "You are here"	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Show Home	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Text for Home Entry	<input type="text"/>	
Show Last	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Text Separator	<input type="text"/>	

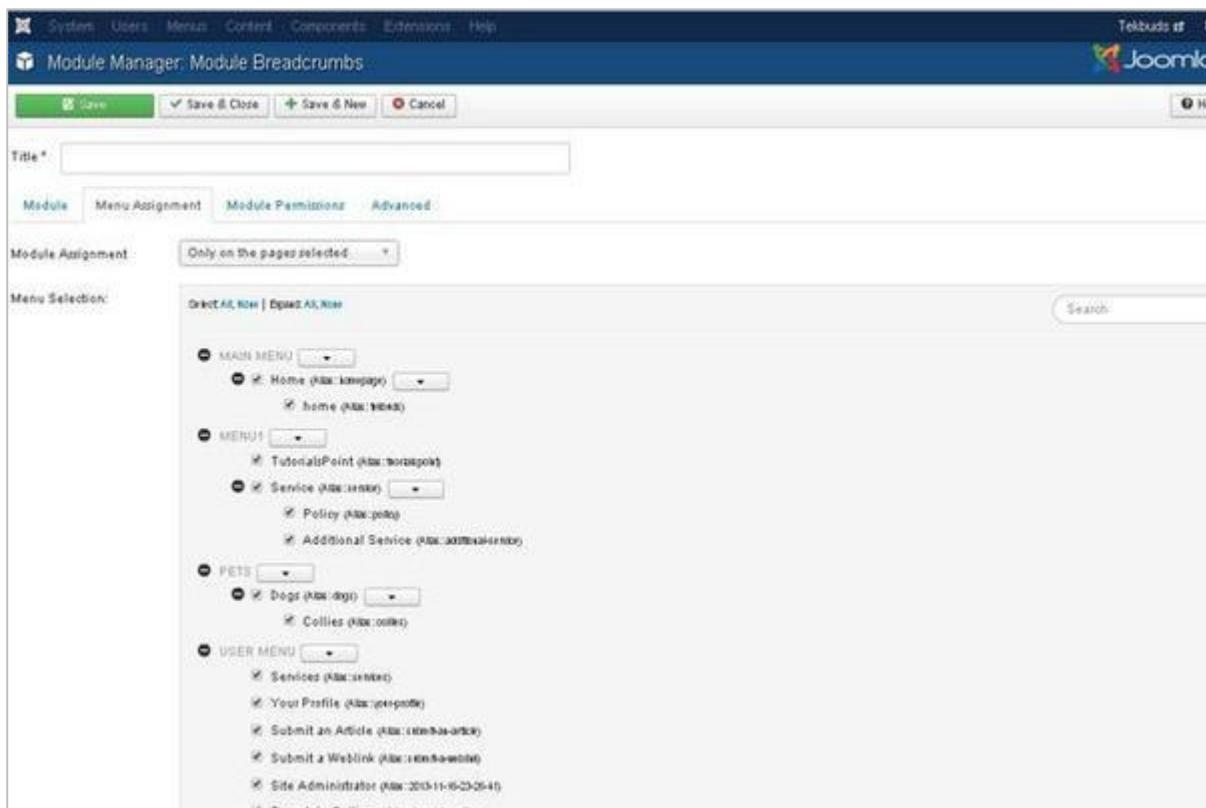
Show Title	<input checked="" type="button"/> Show	<input type="button"/> Hide
Position	<input type="text"/> Type or Select a Position...	
Status	<input checked="" type="button"/> Published	
Start Publishing	<input type="text"/>	
Finish Publishing	<input type="text"/>	
Access	<input type="text"/> Public	
Ordering	<input type="text"/> 1. Hello, World!	
Language	<input type="text"/> All	

By default, the **Module** tab is displayed. The Module displays the breadcrumbs.

Details of the fields present in the **Module Breadcrumbs** page are as follows:

- **Title:** Displays the title of Module
- **Show "You are here":** It will show or hide the text "You are here" in the pathway.
- **Show Home:** Home element will be shown or hidden in the pathway.
- **Text for Home Entry:** Text will be displayed as home entry. The default value is taken from mod\_breadcrumbs.ini language file, when the text field is empty.
- **Show Last:** Last element will be shown or hidden in the pathway.
- **Text Separator:** It separates the text.
- **Show Title:** Displays the title of the module in the front end.
- **Position:** It selects the position of the module to be displayed.
- **Status:** It displays the status of the article such as *Published*, *Unpublished* and *Trashed*.
- **Start Publishing:** It starts publishing on the assigned date and time.
- **Finish Publishing:** It finishes publishing on the assigned date and time.
- **Access:** Only selected users from the dropdown list such as *Guest*, *Public*, *Super Users*, *Registered* and *Special* options are allowed to view the item.
- **Ordering:** Displays the dropdown of all module present in the position.
- **Language:** It specifies the language of the site. It provides either *ALL* or *English (UK)* options.
- **Note:** It is used to enter the text information.

**Step (4):** Click on **Menu Assignment** tab, you will get the screen as shown below.



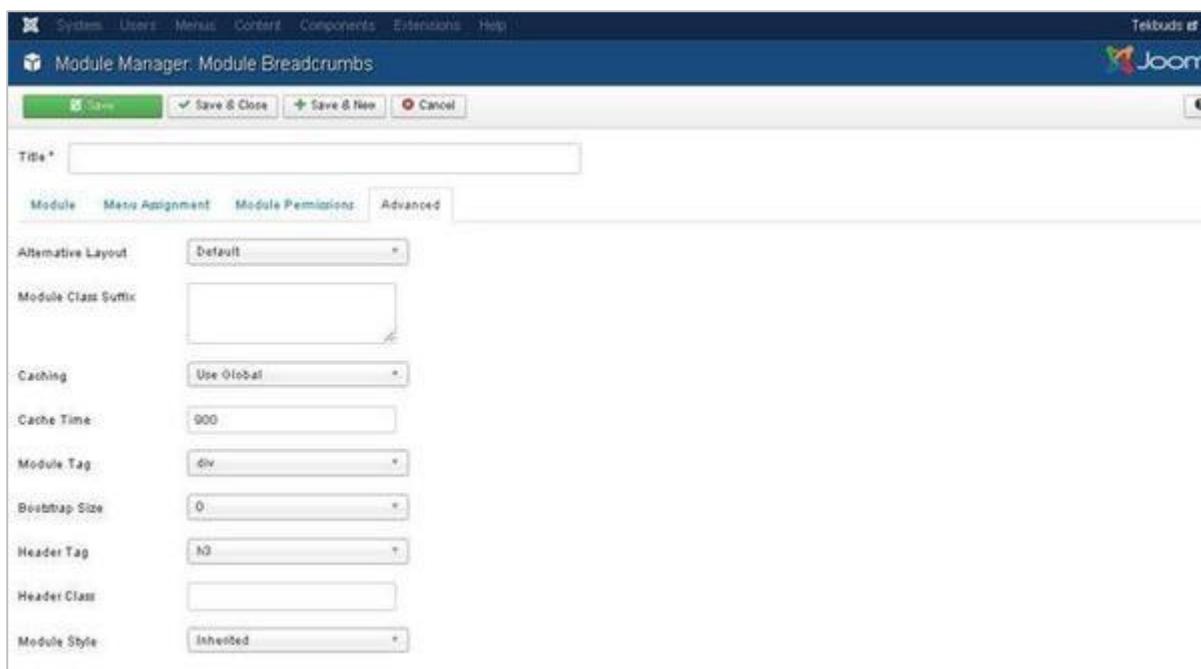
- **Module Assignment:** Select the option to view the item from the dropdown list such as *On All Pages*, *No Pages*, *Only on the pages selected* or *On all pages except those selected*.
- **Menu Selection:** After you select the option **only on the pages selected** or **on all pages except those selected**, it then displays all the menu items present in Joomla. It allows you to assign modules to some and not all pages.

**Step (5):** In **Module Permissions** tab, we can view the three actions. It manages the setting of module permission for the user groups as shown in the following screen.

The screenshot shows the Joomla Module Manager interface for the 'Module Breadcrumbs' configuration. The 'Module Permissions' tab is selected. A note at the top says: 'Manage the permission settings for the user groups below. See notes at the bottom.' Below this is a table with columns: 'Public' (listing user groups from 'Guest' to 'Super User'), 'Action' (listing 'Delete', 'Edit', and 'Edit State'), 'Select New Setting' (dropdown menu), and 'Calculated Setting' (button). For all groups and actions, the 'Inherited' setting is selected, and the calculated setting is 'Not Allowed'. At the bottom of the table, there is a note: '1. If you change the setting, it will apply to this item. Note that: Inherited means that the permissions from global configuration, parent group and category will be used. Denied means that no matter what the global configuration, parent group or category settings are, the group being edited cannot take this action on this item. Allowed means that the group being edited will be able to take this action for this item (but if this is in conflict with the global configuration, parent group or category it will have no impact; a conflict will be indicated by Not Allowed (Locked) under Calculated Settings). 2. If you select a new setting, click Save to refresh the calculated settings.'

- Delete:** It allows users in group to delete the content present in the breadcrumb.
- Edit:** It allows users in group to edit the content present in the breadcrumb.
- Edit State:** It allows users in group to change the state of content present in the breadcrumb.

**Step (6):** The **Advanced** tab is used to do the advanced settings of the breadcrumbs. The advanced tab screen is shown below.



- **Alternative Layout:** Select the layout to be used for this module.
- **Module Class Suffix:** Setting this parameter causes Joomla to either add a new CSS class or modify the existing CSS class for the div element for this specific module.
- **Caching:** Cache the content of the module. **Use Global** is used to cache settings from global configuration. **No Caching** does not cache the module content.
- **Cache Time:** Specifies the time in minutes before the module is re-cached.
- **Module Tag:** Specifies the HTML tag for the modules.
- **Bootstrap Size:** Select width of the module built into bootstrap.
- **Header Tag:** Modules use the HTML header tags.
- **Header Class:** Optional CSS classes are added in the modules header.
- **Module Style:** Overrides the template style for its position.

## Toolbar

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Following are the details about the toolbar function tabs present in breadcrumbs.

- **Save:** Saves your modules.
- **Save & Close:** Saves the modules and will close the current screen.
- **Save & New:** Saves modules and opens a new creating module screen.
- **Cancel :** Cancels the created modules in Joomla.

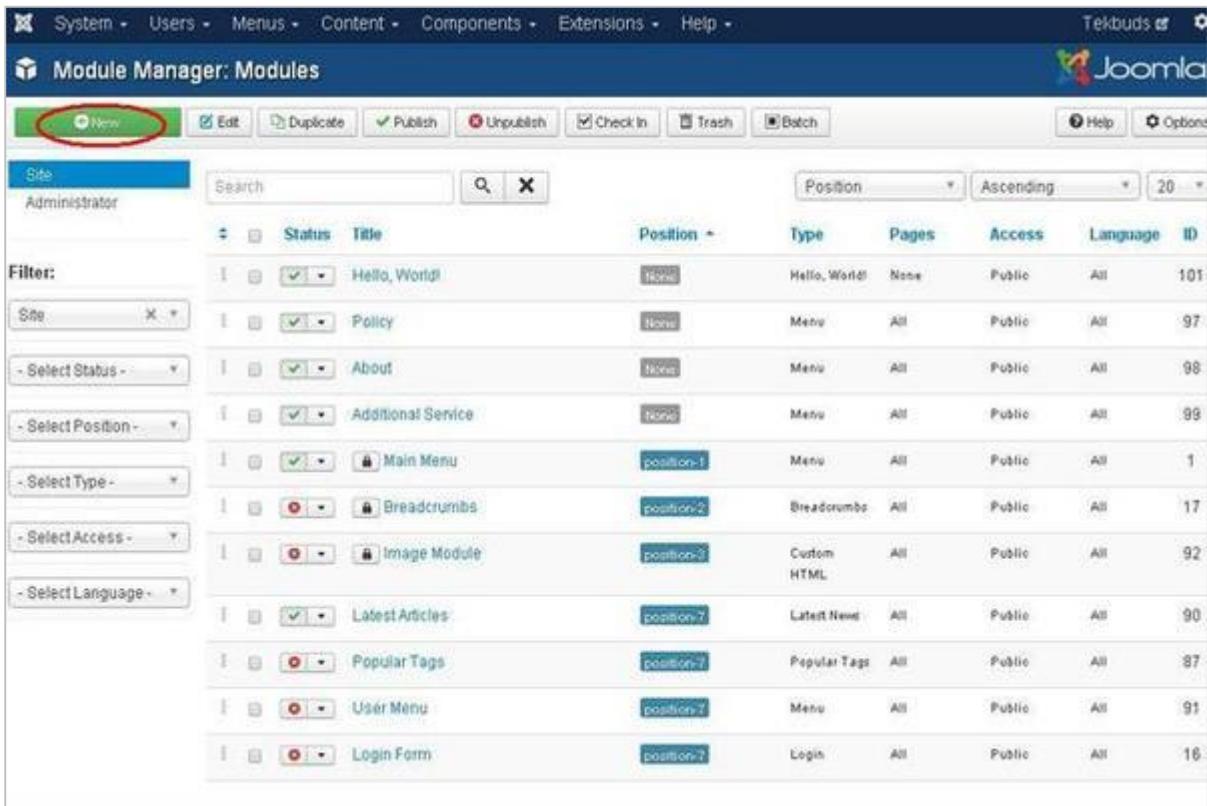
# 17. FEED DISPLAY MODULE

In this chapter, we will study about **Feed Display Module** in Joomla. Feed Display Module is used to show the RSS News Feeds from a website. It is a way to provide user with the updated content from other resources.

## Feed Display Module

Following are the simple steps to add/edit Feed Display Module in Joomla.

**Step (1):** Click **Extension --> Module Manager** in Joomla administrator. You will get the following screen.



The screenshot shows the Joomla administrator interface with the 'Module Manager: Modules' page open. The top navigation bar includes links for System, Users, Menus, Content, Components, Extensions, Help, and the Joomla logo. Below the navigation is a toolbar with buttons for New, Edit, Duplicate, Publish, Unpublish, Check In, Trash, and Batch. A 'Help' and 'Options' button are also present. The main area is titled 'Administrator' and contains a table of existing modules. The table columns are: Status, Title, Position, Type, Pages, Access, Language, and ID. The table data includes various modules like 'Hello, World!', 'Policy', 'About', 'Additional Service', 'Main Menu', 'Breadcrumbs', 'Image Module', 'Latest Articles', 'Popular Tags', 'User Menu', and 'Login Form'. The 'New' button in the toolbar is circled in red.

**Step (2):** Next, click on **New** button and the following screen displays, select module type: *Feed Display*.

**Select a Module Type:**

- Archived Articles** This Module shows a list of the calendar months containing Archived Articles. After you...
- Articles - Newsflash** The Newsflash Module will display a fixed number of articles from a specific category.
- Articles - Related Articles** This Module displays other Articles that are related to the one currently being viewed....
- Articles Categories** This module displays a list of categories from one parent category.
- Articles Category** This module displays a list of articles from one or more categories.
- Banners** The Banner Module displays the active Banners from the Component.
- Breadcrumbs** This Module displays the Breadcrumbs.
- Custom HTML** This Module allows you to create your own HTML Module using a WYSIWYG editor.
- Feed Display** This module allows the displaying of a syndicated feed
- Footer** This module shows the Joomla! copyright information.
- Hello, World!** A simple Hello, World! module.
- Language Switcher** This module displays a list of available Content Languages (as defined and published in...
- Latest News** This Module shows a list of the most recently published and current Articles. Some that...
- Latest Users** This module displays the latest registered users.

**Step (3):** After clicking on **Feed Display**, *Module Feed Display* will be displayed as shown below.

**Title \***

**Module** **Menu Assignment** **Module Permissions** **Advanced**

**Feed Display**

This module allows the displaying of a syndicated feed

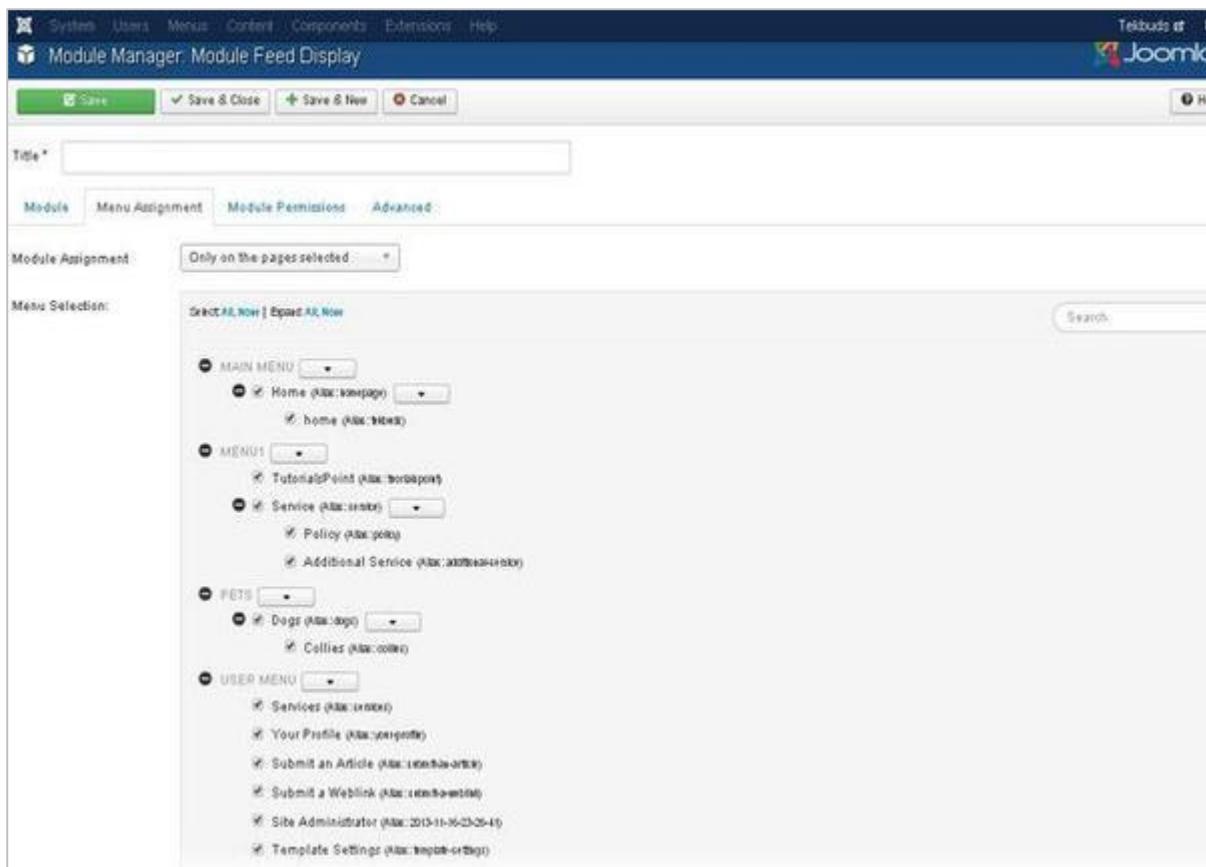
<b>Feed URL *</b>	<input type="text"/>	<b>Show Title</b>	<input checked="" type="button"/> Show <input type="button"/> Hide
<b>RTL Feed</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<b>Position</b>	<input type="text"/> Type or Select a Position
<b>Feed Title</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<b>Status</b>	<input checked="" type="button"/> Published
<b>Feed Description</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<b>Start Publishing</b>	<input type="text"/>
<b>Feed Image</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<b>Finish Publishing</b>	<input type="text"/>
<b>Feed Items</b>	<input type="text"/> 3	<b>Access</b>	<input type="text"/> Public
<b>Item Description</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<b>Ordering</b>	<input type="text"/> 1. Hello, World!
<b>Word Count</b>	<input type="text"/> 0	<b>Language</b>	<input type="text"/> All
		<b>Note</b>	<input type="text"/>

By default, the **Module** tab is displayed. The Module allows you to display the syndicated feed.

Given below are the details of the fields present on the **Module Feed Display** screen:

- **Title :** Displays the title of Module.
- **Feed URL:** Specifies the RSS/RDF/ATOM feed URL.
- **RTL Feed:** Feed is displayed in RTL direction.
- **Feed Title:** Displays the title of news feed.
- **Feed Description:** The entire feed text is shown.
- **Feed Image:** It displays the associated image with the entire feed.
- **Feed Items:** Displays the number of RSS items.
- **Item Description:** Individual RSS items description is displayed.
- **Word Count:** Limits the number of words to be displayed in item description text.
- **Show Title:** Display the title of the module in the front-end.
- **Position:** It will select the position of the module to be displayed.
- **Status:** It displays the status of the article such as *Published*, *Unpublished* and *Trashed*.
- **Start Publishing:** It will publish the feed on the assigned date and time.
- **Finish Publishing:** It will finish publishing on the assigned date and time.
- **Access:** It allows access only to selected users from the dropdown list such as *Guest*, *Public*, *Super Users*, *Registered* and *Special* options to view the items.
- **Ordering:** Displays the dropdown of all modules present in the position.
- **Language:** It specifies the language of the site. It provides either *ALL* or *English (UK)* options.
- **Note:** It is used to enter some information.

**Step (4):** Click on **Menu Assignment** tab, you will get the screen as shown below.



- Module Assignment:** Select the option to view the item from the dropdown list such as *On All Pages*, *No Pages*, *Only on the pages selected* or *On all pages except those selected*.
- Menu Selection:** After selecting the option **only on the pages selected** or **on all pages except those selected**, it will display all menu items present in Joomla. It will allow assigning module to some and not all pages.

**Step (5): Module Permissions** tab has three actions present. It manages the setting of module permissions for the user groups as shown in the following screen.

The screenshot shows the Joomla Module Manager interface for a 'Module Feed Display'. The 'Module Permissions' tab is selected. A table lists permission settings for different user groups. The columns are 'Action', 'Select New Setting', and 'Calculated Setting'. For all groups, the 'Select New Setting' dropdown is set to 'Inherited', and the 'Calculated Setting' is 'Not Allowed'.

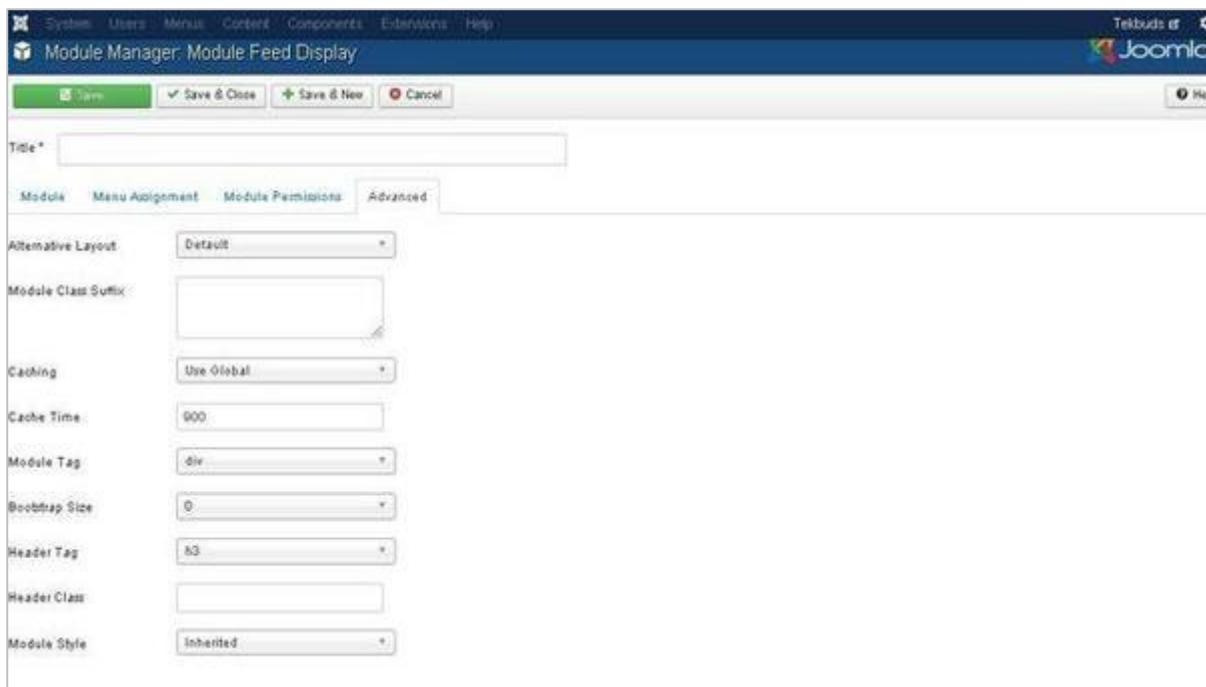
Action	Select New Setting	Calculated Setting
Delete	Inherited	Not Allowed
Edit	Inherited	Not Allowed
Edit State	Inherited	Not Allowed

Notes at the bottom of the screen provide information about setting changes:

- If you change the setting, it will apply to this item. Note that:
  - Inherited** means that the permissions from global configuration, parent group and category will be used.
  - Denied** means that no matter what the global configuration, parent group or category settings are, the group being edited cannot take this action on this item.
  - Allowed** means that the group being edited will be able to take this action on this item (but if this is in conflict with the global configuration, parent group or category it will have no impact; a conflict will be indicated by **Not Allowed (Locked)** under Calculated Setting).
- If you select a new setting, click Save to refresh the calculated settings.

- **Delete:** Allows users in a group to delete the content present in the feed display.
- **Edit:** It allows users in a group to edit the content present in the feed display.
- **Edit State:** It allows users in a group to change the state of content present in the feed display.

**Step (6):** The **Advanced** tab is used to do the advanced settings of the feed display. The advanced tab screen is shown below.



- **Alternative Layout:** Select the layout to be used for this module.
- **Module Class Suffix:** Setting this parameter causes Joomla to either add a new CSS class or modify the existing CSS class for the div element for this specific module.
- **Caching:** Cache the content of the module. **Use Global** is used to cache settings from global configuration. **No Caching** is used whether to cache the content of the module or not.
- **Cache Time:** Specify the time in minutes before the module is re-cached.
- **Module Tag:** Specify the HTML tag for the modules.
- **Bootstrap Size:** Select width of the module built into bootstrap.
- **Header Tag:** Modules uses the HTML header tags.
- **Header Class:** Optional CSS classes are added in the modules header.
- **Module Style:** Overrides the templates style for its position.

## Toolbar

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Following are the details about the toolbar function tabs present in feed display:

- **Save:** Saves your modules.
- **Save & Close:** Saves the modules and closes the current screen.
- **Save & New:** Saves the modules and opens a new creating module screen.

- **Cancel:** Cancels the created modules in Joomla.

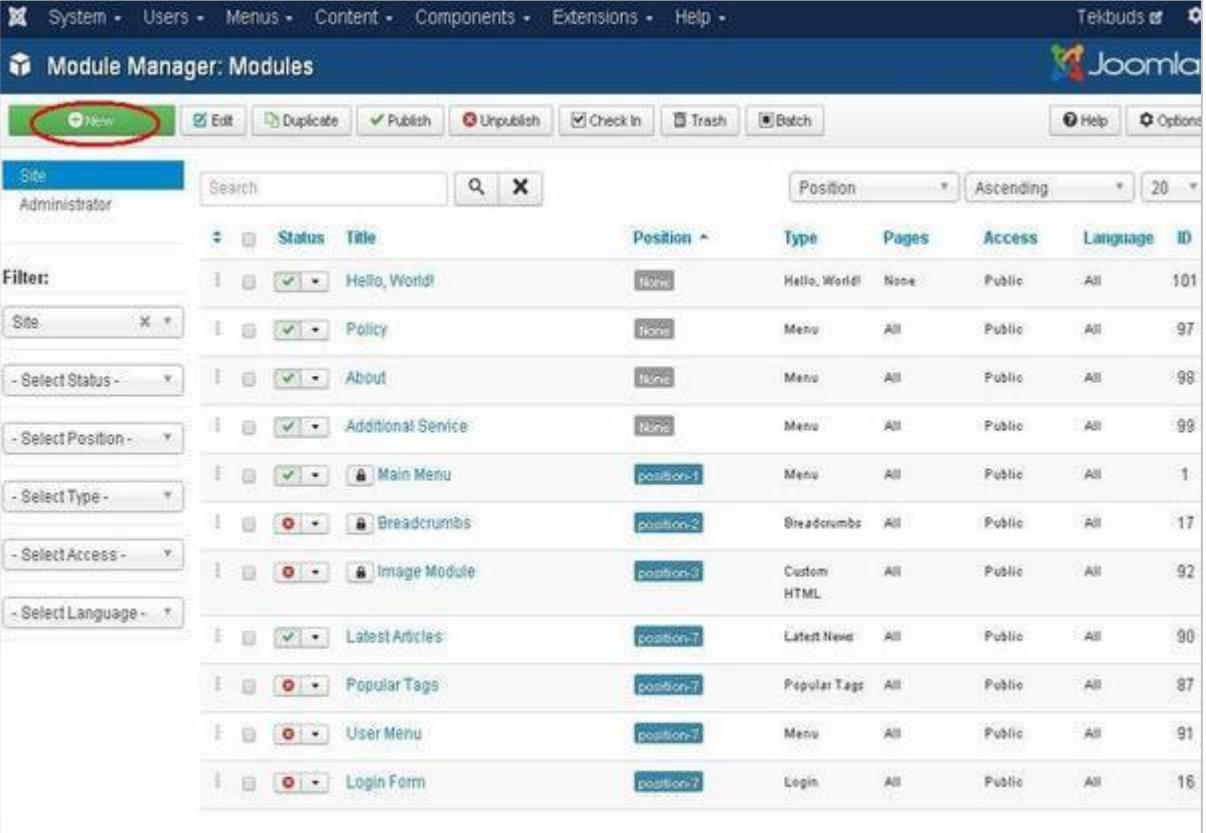
# 18. FOOTER MODULE

In this chapter, we will study about **Footer Module** in Joomla. Footer displays the information of Joomla license and the copyright of the website.

## Footer Module

Following are the simple steps to edit an existing Footer Module in Joomla.

**Step (1):** Click **Extension --> Module Manager** in Joomla administrator. After clicking on Module Manager you will get the following screen.



The screenshot shows the Joomla Module Manager interface. At the top, there's a navigation bar with links like System, Users, Menus, Content, Components, Extensions, Help, and a Joomla logo. Below the navigation is a toolbar with buttons for New, Edit, Duplicate, Publish, Unpublish, Check In, Trash, and Batch. A search bar and filter options are also present. The main area is a table listing various modules. The columns include Site, Status, Title, Position, Type, Pages, Access, Language, and ID. The table lists modules such as Hello, World!, Policy, About, Additional Service, Main Menu, Breadcrumbs, Image Module, Latest Articles, Popular Tags, User Menu, and Login Form. The 'New' button in the toolbar is circled in red.

Site	Status	Title	Position	Type	Pages	Access	Language	ID
Administrator	<input checked="" type="checkbox"/>	Hello, World!	None	Hello, World!	None	Public	All	101
	<input checked="" type="checkbox"/>	Policy	None	Menu	All	Public	All	97
	<input checked="" type="checkbox"/>	About	None	Menu	All	Public	All	98
	<input checked="" type="checkbox"/>	Additional Service	None	Menu	All	Public	All	99
	<input checked="" type="checkbox"/>	Main Menu	position-1	Menu	All	Public	All	1
	<input checked="" type="checkbox"/>	Breadcrumbs	position-2	Breadcrumbs	All	Public	All	17
	<input checked="" type="checkbox"/>	Image Module	position-3	Custom HTML	All	Public	All	92
	<input checked="" type="checkbox"/>	Latest Articles	position-7	Latest News	All	Public	All	90
	<input checked="" type="checkbox"/>	Popular Tags	position-7	Popular Tags	All	Public	All	87
	<input checked="" type="checkbox"/>	User Menu	position-7	Menu	All	Public	All	91
	<input checked="" type="checkbox"/>	Login Form	position-7	Login	All	Public	All	16

**Step (2):** As shown in the screen above, click on **New** button and the following screen will get displayed. Select Module Type as *Footer*.

**Select a Module Type:**

- Archived Articles** This Module shows a list of the calendar months containing Archived Articles. After you...
- Articles - Newsflash** The Newsflash Module will display a fixed number of articles from a specific category.
- Articles - Related Articles** This Module displays other Articles that are related to the one currently being viewed...
- Articles Categories** This module displays a list of categories from one parent category.
- Articles Category** This module displays a list of articles from one or more categories.
- Banners** The Banner Module displays the active Banners from the Component.
- Breadcrumbs** This Module displays the Breadcrumbs
- Custom HTML** This Module allows you to create your own HTML Module using a WYSIWYG editor.
- Feed Display** This module allows the displaying of a syndicated feed
- Footer** This module shows the Joomla! copyright information.
- Hello, World!** A simple Hello, World! module.
- Language Switcher** This module displays a list of available Content Languages (as defined and published in...)
- Latest News** This Module shows a list of the most recently published and owned Articles. Some that...

**Step (3):** After clicking on **Footer**, following Footer module screen is displayed.

The screenshot shows the Joomla Module Manager interface for the 'Footer' module. The 'Module' tab is selected. The configuration fields include:

- Title:** A text input field containing the placeholder 'This module shows the Joomla! copyright information.'
- Show Title:** A button group with 'Show' (green) and 'Hide' (gray) options.
- Position:** A dropdown menu labeled 'Type or Select a Position'.
- Status:** A green button labeled 'Published'.
- Start Publishing:** A date/time input field.
- Finish Publishing:** A date/time input field.
- Access:** A dropdown menu labeled 'Public'.
- Ordering:** A dropdown menu labeled '1. Hello, World!'.
- Language:** A dropdown menu labeled 'All'.
- Note:** An empty text input field.

By default, the **Module** tab is displayed. The Module tab displays the copyright information of Joomla.

Given below is the information about the function tabs displayed on the page.

- **Title:** Displays the title of Module.

Following content is present on the right side of the module tab.

- **Show Title:** Displays the title of the module in the front end.
- **Position:** It selects the position of the module to be displayed.
- **Status:** It displays the status of the article such as *Published*, *Unpublished* and *Trashed*.
- **Start Publishing:** It starts publishing on the assigned date and time.
- **Finish Publishing:** It finishes publishing on the assigned date and time.
- **Access:** It allows only selected users from the dropdown list such as *Guest*, *Public*, *Super Users*, *Registered* and *Special* options to view the items.
- **Ordering:** Displays the dropdown of all modules present in the position.
- **Language:** It specifies the language of the site. It provides either *ALL* or *English (UK)* options.
- **Note:** It is used to enter the text information.

**Step (4):** Click on **Menu Assignment** tab, you will get the screen as shown below.

The screenshot shows the Joomla Module Manager interface. At the top, there's a navigation bar with links for System, Users, Menus, Content, Components, Extensions, and Help. The title bar says "Module Manager: Module Footer". On the right, there's a "Joomla" logo and a "Help" link. The main area has a toolbar with buttons for Save, Save & Close, Save & New, and Cancel. Below the toolbar, there's a "Title" input field and a "Module Assignment" tab which is currently selected. Under "Module Assignment", a dropdown menu is open with the option "Only on the pages selected". Below this, there's a "Menu Selection" section with a "Search" button. The menu structure is displayed in a tree-like list under several categories: MAIN MENU, PETS, and USER MENU. Under MAIN MENU, there are entries for Home (alias: homepage), home (alias: index), TutorialsPoint (alias: tutspoint), Service (alias: intro), Policy (alias: policy), and Additional Service (alias: additional-service). Under PETS, there are entries for Dogs (alias: dogs) and Collies (alias: collies). Under USER MENU, there are entries for Services (alias: services), Your Profile (alias: user-profile), Submit an Article (alias: submit-an-article), and Submit a WebLink (alias: submit-a-wl-link).

- **Module Assignment:** Select the option to view the item from the dropdown list such as *on all pages, no pages, only on the pages selected or on all pages except those selected*.
- **Menu Selection:** After selecting the option **only on the pages selected** or **on all pages except those selected**, it displays all the menu items present in Joomla. It allows you to assign module to some and not all pages.

**Step (5): Module Permissions** tab shows three actions to choose from. It manages the setting of module permission for the user groups as shown in the following screen.

User Group	Action	Setting	Calculated Setting
- Guest	Delete	Inherited	Not Allowed
- Manager	Edit	Inherited	Not Allowed
-- Administrator	Edit State	Inherited	Not Allowed
-- Registered			
-- Author			
-- Editor			
----- Publisher			
- Super Users			

1. If you change the setting, it will apply to this item. Note that:  
 Inherited means that the permissions from global configuration, parent group and category will be used.  
 Denied means that no matter what the global configuration, parent group or category settings are, the group being edited cannot take this action on this item.  
 Allowed means that the group being edited will be able to take this action for this item (but if this is in conflict with the global configuration, parent group or category it will have no impact; a conflict will be indicated by Not Allowed (locked) under Calculated Settings).  
 2. If you select a new setting, click Save to refresh the calculated settings.

Details of the function tabs on the page is given below.

- **Delete:** It allows users in group to delete the content present in the Footer.
- **Edit:** It allows users in group to edit the content present in the Footer.
- **Edit State:** It allows users in group to change the state of content present in the Footer.

**Step (6):** The **Advanced** tab is used to do the advanced settings of the footer. Following screenshot represents the advanced tab.

The screenshot shows the Joomla Module Manager interface for a 'Module Footer' configuration. The 'Advanced' tab is selected. Key settings visible include:

- Alternative Layout:** Default
- Module Class Suffix:** (empty)
- Caching:** Use Global
- Cache Time:** 900
- Module Tag:** div
- Bootstrap Size:** 0
- Header Tag:** h3
- Header Class:** (empty)
- Module Style:** Inherited

- **Alternative Layout:** Selects the layout to be used for this module, which you have already defined as one or more layouts for a module in Joomla or template.
- **Module Class Suffix:** Setting this parameter causes Joomla to either add a new CSS class or modify the existing CSS class for the div element for this specific module.
- **Caching:** Cache the content of the module. **Use Global** is used to cache settings from global configuration. **No Caching** is used whether to cache the content of the module or not.
- **Cache Time:** Specify the time in minutes before the module is re-cached.
- **Module Tag:** Specify the HTML tag for the modules.
- **Bootstrap Size:** Select width of the module built into bootstrap.
- **Header Tag:** Modules uses the HTML header tags.
- **Header Class:** Optional CSS classes are added in the modules header.
- **Module Style:** Overrides the templates style for its position.

## Toolbar

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Following are the details about the toolbar function tabs present in Footer Module:

- **Save:** Saves your modules.
- **Save & Close:** Saves the modules and will close the current screen.
- **Save & New:** Saves modules and opens a new creating module screen.
- **Cancel:** Cancels the created modules in Joomla.

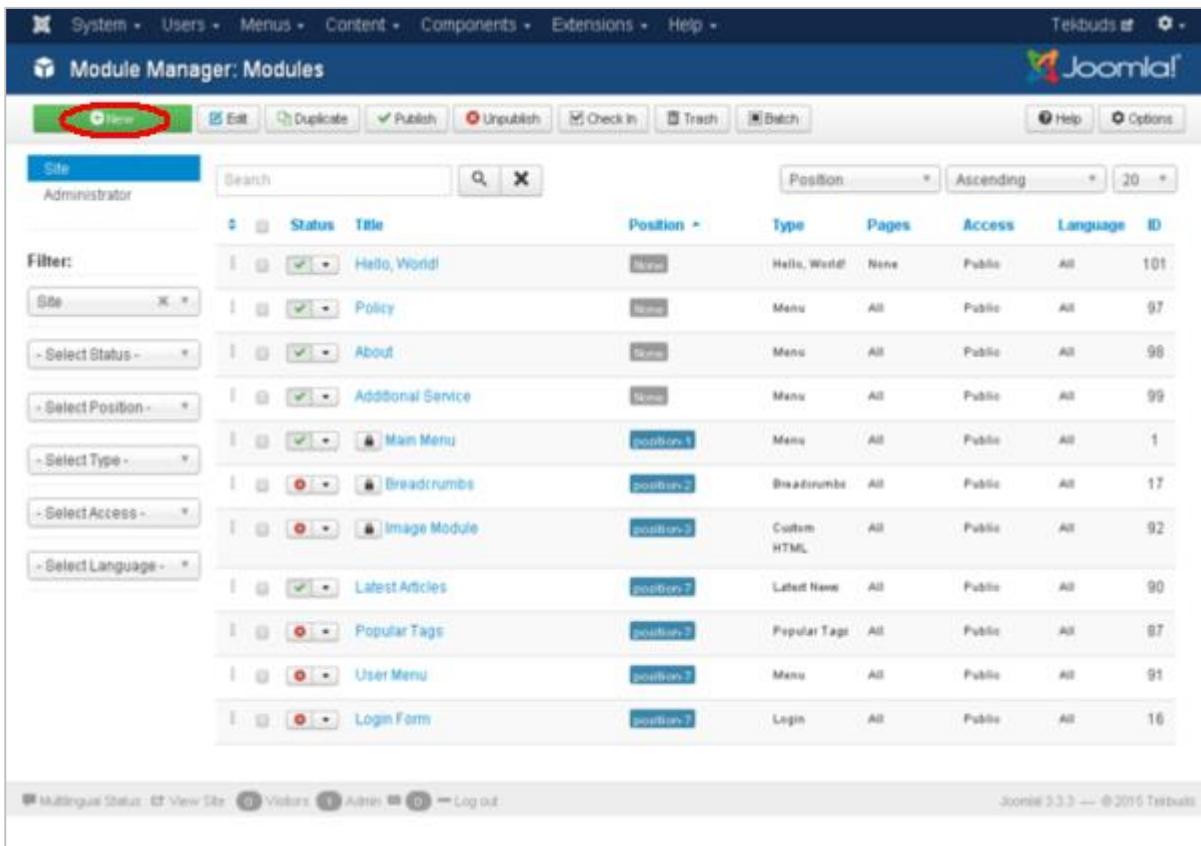
# 19. LATEST NEWS MODULE

In this chapter, we will study about **Latest News Module** in Joomla. Latest News Module is used to display the most recent published article in a list.

## Latest News Module

Following are the simple steps to edit an existing Latest News Module in Joomla.

**Step (1):** Click **Extension --> Module Manager** in Joomla administrator control panel. Following screen will be displayed:



The screenshot shows the Joomla Module Manager interface. At the top, there's a toolbar with buttons for New, Edit, Duplicate, Publish, Unpublish, Check In, Trash, and Batch. The 'New' button is circled in red. Below the toolbar is a search bar and some sorting/filtering options. The main area displays a list of modules. One module, 'Latest Articles', is highlighted with a blue border. The table columns include Site, Status, Title, Position, Type, Pages, Access, Language, and ID. The 'Latest Articles' module has a Position of 'position-2', Type of 'Latest News', and an ID of 90.

Site	Status	Title	Position	Type	Pages	Access	Language	ID
Administrator	<input checked="" type="checkbox"/>	Hello, World!	None	Hello, World!	None	Public	All	101
	<input checked="" type="checkbox"/>	Polity	None	Menu	All	Public	All	97
	<input checked="" type="checkbox"/>	About	None	Menu	All	Public	All	98
	<input checked="" type="checkbox"/>	Additional Service	None	Menu	All	Public	All	99
	<input checked="" type="checkbox"/>	Main Menu	position-1	Menu	All	Public	All	1
	<input checked="" type="checkbox"/>	Breadcrumbs	position-2	Breadcrumbs	All	Public	All	17
	<input checked="" type="checkbox"/>	Image Module	position-3	Custom HTML	All	Public	All	92
	<input checked="" type="checkbox"/>	Latest Articles	position-2	Latest News	All	Public	All	90
	<input checked="" type="checkbox"/>	Popular Tags	position-3	Popular Tags	All	Public	All	87
	<input checked="" type="checkbox"/>	User Menu	position-2	Menu	All	Public	All	91
	<input checked="" type="checkbox"/>	Login Form	position-3	Login	All	Public	All	16

**Step (2):** Click on **New** button, you get a screen as shown below. Now select Module Type **Latest News**.

**Select a Module Type:**

- Archived Articles** This Module shows a list of the calendar months containing Archived Articles. After you...
- Articles - Newsflash** The Newsflash Module will display a fixed number of articles from a specific category.
- Articles - Related Articles** This Module displays other Articles that are related to the one currently being viewed...
- Articles Categories** This module displays a list of categories from one parent category.
- Articles Category** This module displays a list of articles from one or more categories.
- Banners** The Banner Module displays the active Banners from the Component.
- Breadcrumbs** This Module displays the Breadcrumbs
- Custom HTML** This Module allows you to create your own HTML Module using a WYSIWYG editor.
- Feed Display** This module allows the displaying of a syndicated feed
- Footer** This module shows the Joomla! copyright information.
- Hello, World!** A simple Hello, World! module.
- Language Switcher** This module displays a list of available Content Languages (as defined and published in...
- Latest News** This Module shows a list of the most recently published and current Articles. Some that...
- Latest Users** This module displays the latest registered users

**Step (3):** After clicking on **Latest News**, screen displayed is as shown below.

**Module Manager: Module Latest News**

**Latest News**

This Module shows a list of the most recently published and current Articles. Some that are shown may have expired even though they are the most recent.

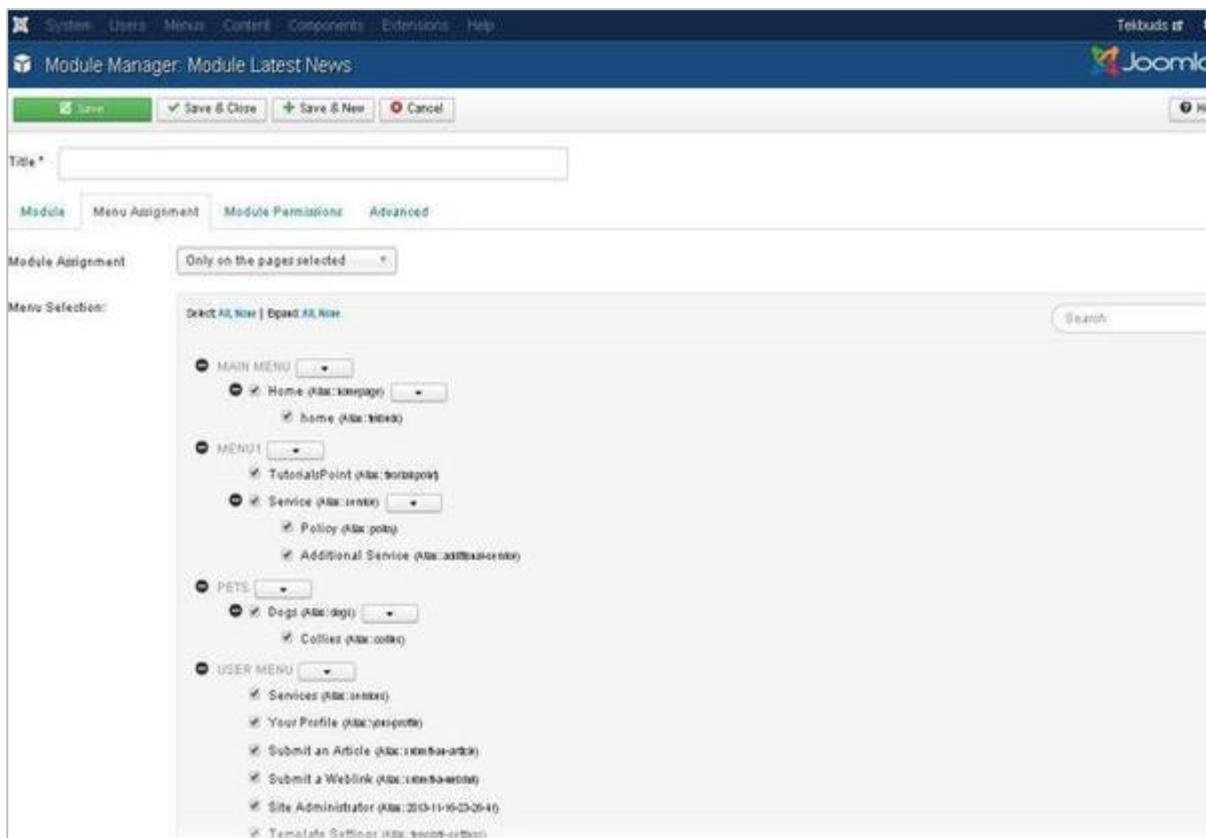
Category	<input type="button" value="All Categories - 5"/>	Show Title	<input type="button" value="Show"/>
Count	5	Position	Type or Select a Position
Featured Articles	Show	Status	<input checked="" type="button" value="Published"/>
Order	Recently Added First	Start Publishing	<input type="button"/>
Authors	Anyone	Finish Publishing	<input type="button"/>
		Access	Public
		Ordering	1, Hello, World!
		Language	All
		Note	

By default, the **Module** tab is displayed. The Module tab displays the Latest News.

Below, we have mentioned the details of the fields present in the Module Latest News page.

- **Title:** Displays the title of Module
- **Category:** Selects category for the article to display.
- **Count:** Specifies the number of articles to be displayed.
- **Featured Articles:** (*Show/Hide/Only show Featured Articles*) The articles can be displayed, hidden or you can only display the featured articles on the front page.
- **Order:** (*Recently Added First/Recently Modified First/Recently Published First/Recently Touched First/Random Articles*) Sets the order of the articles depending on recent activities done for the article.
- **Authors:** (*Anyone/Added or modified by me/Not added or modified by me*) Displays the article based on the author who has added or modified it.
- **Show Title:** Displays the title of the module in the front end.
- **Position:** It selects the position of the module to be displayed.
- **Status:** It displays the status of the article such as *Published, Unpublished* and *Trashed*.
- **Start Publishing:** It starts publishing on the assigned date and time.
- **Finish Publishing:** It finishes publishing on the assigned date and time.
- **Access:** It allows only the selected users from the dropdown list such as *Guest, Public, Super Users, Registered* and *Special options* to view the items.
- **Ordering:** Displays the dropdown of all modules present in the position.
- **Language:** It specifies the language of the site. It provides either *ALL* or *English (UK)* options.
- **Note:** It is used to enter the text information.

**Step (4):** Click on **Menu Assignment** tab, you will get the screen as shown below.



- Module Assignment:** Select the option to view the item from the dropdown list such as *on all pages*, *no pages*, *only on the pages selected* or *on all pages except those selected*.
- Menu Selection:** After selecting the option **only on the pages selected** or **on all pages except those selected**, it displays all the menu items present in Joomla. It allows you to assign module to some and not all pages.

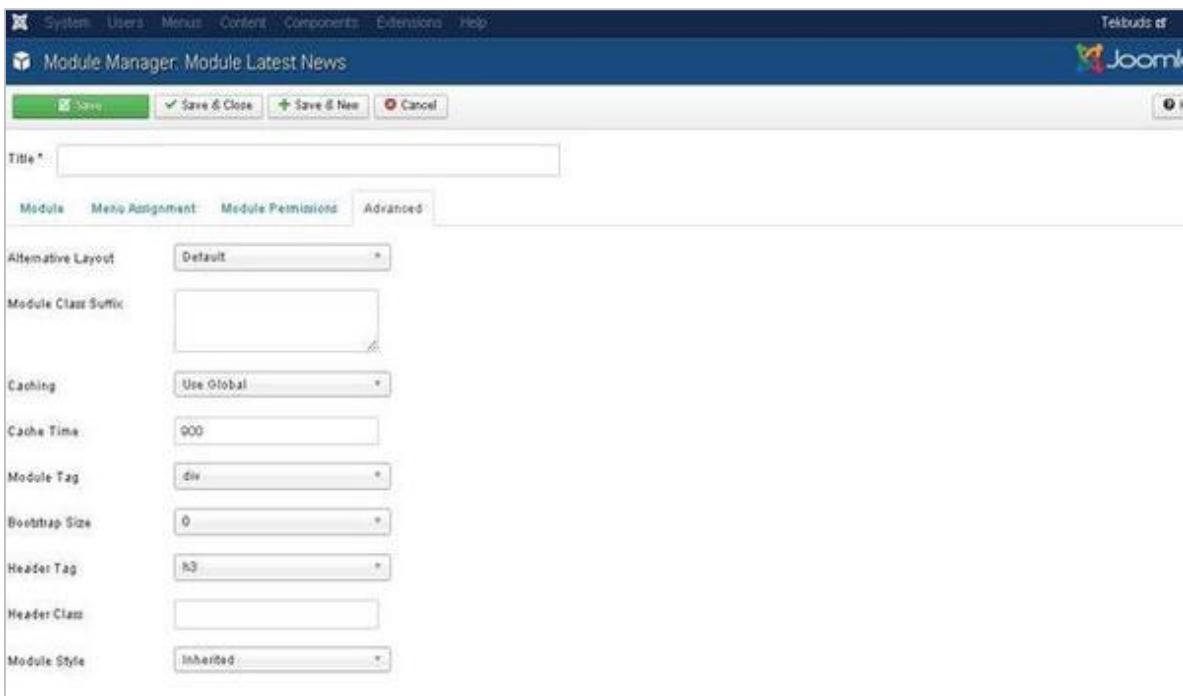
**Step (5): Module Permissions** tab offers three actions to choose from. It manages the setting of module permission for the user groups as shown in the following screen.

Public	Action	Select New Setting <sup>1</sup>	Calculated Setting <sup>2</sup>
- Guest	Delete	Inherited	Not Allowed
- Manager	Edit	Inherited	Not Allowed
- -- Administrator	Edit State	Inherited	Not Allowed
- -- Registered			
- -- Author			
- -- -- Editor			
- ---- Publisher			
- Super User			

1. If you change the setting, it will apply to this item. Note that:  
 Inherited means that the permission from global configuration, parent group and category will be used.  
 Denied means that no matter what the global configuration, parent group or category settings are, the group being edited cannot take this action on this item.  
 Allowed means that the group being edited will be able to take this action on this item (but if this is in conflict with the global configuration, parent group or category it will have no impact; a conflict will be indicated by Not Allowed (Locked) under Calculated Setting).  
 2. If you select a new setting, click Save to refresh the calculated settings.

- Delete:** It allows users in group to delete the content present in the module.
- Edit:** It allows users in group to edit the content present in the module.
- Edit State:** It allows users in group to change the state of content present in the module.

**Step (6):** The **Advanced** tab is used to do the advanced settings of the latest news. The advanced tab screen is shown below.



- **Alternative Layout:** Select the layout to be used for this module, which you have already defined as one or more layouts for a module in Joomla or template.
- **Module Class Suffix:** Setting this parameter causes Joomla to either add a new CSS class or modify the existing CSS class for the div element for this specific module.
- **Caching:** Cache the content of the module. **Use Global** is used to cache settings from global configuration. **No Caching** is used whether to cache the content of the module or not.
- **Cache Time:** Specify the time in minutes before the module is re-cached.
- **Module Tag:** Specify the HTML tag for the modules.
- **Bootstrap Size:** Select width of the module built into bootstrap.
- **Header Tag:** Modules uses the HTML header tags.
- **Header Class:** Optional CSS classes are added in the modules header.
- **Module Style:** Overrides the templates style for its position.

## Toolbar

---

Following are the details about the toolbar function tabs present in Latest News Module.

- **Save:** Saves your modules.
- **Save & Close:** Saves the modules and will close the current screen.
- **Save & New:** Saves the modules and opens a new creating module screen.

- **Cancel:** Cancels the created modules in Joomla.

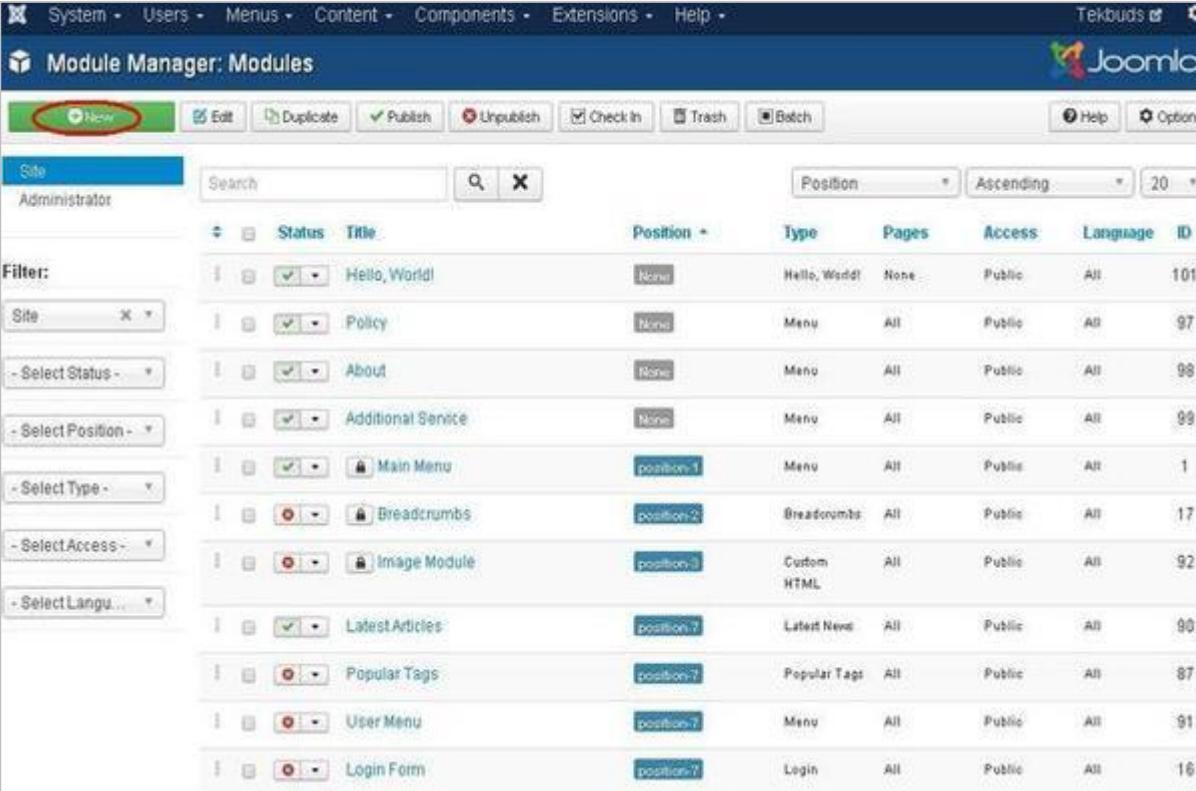
# 20. SEARCH MODULE

In this chapter, we will study about **Search Module** in Joomla. Search Module is used to display a search box, where the user types a particular name to search the website.

## Search Module

Following are the simple steps to edit an existing Search Module in Joomla.

**Step (1):** Click **Extension --> Module Manager** in Joomla administrator control panel, you get the following screen:



The screenshot shows the Joomla Module Manager interface. At the top, there's a navigation bar with links like System, Users, Menus, Content, Components, Extensions, Help, and a Joomla logo. Below the navigation is a toolbar with buttons for New, Edit, Duplicate, Publish, Unpublish, Check In, Trash, and Batch. A help and options button are also present. The main area is titled 'Module Manager: Modules'. It has a search bar and a table with columns for Site, Status, Title, Position, Type, Pages, Access, Language, and ID. A filter sidebar on the left includes fields for Site, Status, Position, Type, Access, and Language. The table lists various modules, such as 'Hello, World!', 'Policy', 'About', 'Additional Service', 'Main Menu', 'Breadcrumbs', 'Image Module', 'Latest Articles', 'Popular Tags', 'User Menu', and 'Login Form'. The 'Main Menu' module is selected, indicated by a blue border around its row. The 'New' button in the toolbar is circled in red.

**Step (2):** Next, click on **New** button and the following screen gets displayed. Next, select Module Type as *Search* on this screen.

This screenshot shows the Joomla Extension Manager interface. The top navigation bar includes 'System', 'Users', 'Menus', 'Content', 'Components', 'Extensions', and 'Help'. A 'Tekbuds' logo is visible in the top right corner. The main content area displays a list of modules:

- Language Switcher**: This module displays a list of available Content Languages (as defined and published in...).
- Latest News**: This Module shows a list of the most recently published and current Articles. Some that...
- Latest Users**: This module displays the latest registered users.
- Login**: This module displays a username and password login form. It also displays a link to...
- Menu**: This module displays a menu on the frontend.
- Most Read Content**: This Module shows a list of the currently published Articles which have the highest...
- Popular Tags**: This Module displays tags used on the site in a list or a cloud layout. Tags can be...
- Random Image**: This Module displays a random image from your chosen directory.
- Search**: **This module will display a search box.**
- Similar Tags**: The Similar Tags Module displays links to other items with similar tags. The closeness...
- Smart Search Module**: This is a search module for the Smart Search system.
- Statistics**: The Statistics Module shows information about your server installation together with...
- Syndication Feeds**: Smart Syndication Module that creates a Syndicated Feed for the page where the Module is...
- Weblinks**: This module displays Web Links from a category defined in the Weblinks component.
- Who's Online**: The Who's Online Module displays the number of Anonymous Users (e.g. Guests) and...

**Step (3):** After clicking on **Search**, the existing Search module displays as shown below.

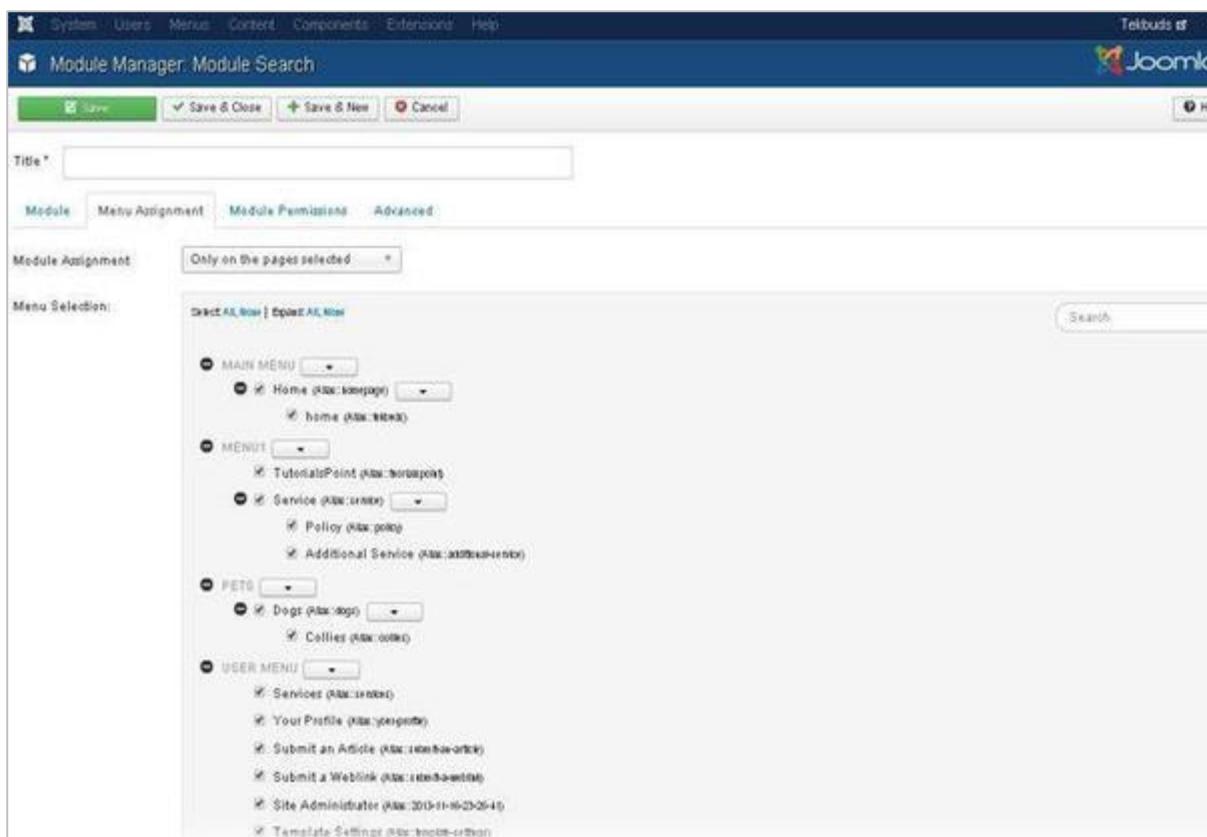
This screenshot shows the Joomla Module Manager for the 'Search' module. The top navigation bar includes 'System', 'Users', 'Menus', 'Content', 'Components', 'Extensions', and 'Help'. The title bar says 'Module Manager: Module Search'. The main interface has tabs for 'Module', 'Menu Assignment', 'Module Permissions', and 'Advanced'. The 'Module' tab is selected. The configuration fields include:

- Title**: A text input field.
- Module**: A tabbed section with 'Search' selected. It contains the following settings:
  - Box Label**: An input field.
  - Box Width**: A dropdown menu set to '20'.
  - Box Text**: An input field.
  - Search Button**: A radio button group with 'Yes' selected.
  - Button Position**: A dropdown menu set to 'Left'.
  - Search Button Image**: A radio button group with 'Yes' selected.
  - Button Text**: An input field.
  - OpenSearch autodiscovery**: A radio button group with 'Yes' selected.
  - OpenSearch title**: An input field.
  - SetItemID**: A dropdown menu set to 'Select a menu item'.
- Show Title**: Buttons for 'Show' and 'Hide'.
- Position**: A dropdown menu set to 'Type or Select a Position'.
- Status**: A dropdown menu set to 'Published'.
- Start Publishing**: A date/time input field.
- Finish Publishing**: A date/time input field.
- Access**: A dropdown menu set to 'Public'.
- Ordering**: A dropdown menu set to 't. Hello, World!'.
- Language**: A dropdown menu set to 'All'.
- Note**: A text input field.

By default, the **Module** tab is displayed. The module displays a search box. Below, we have mentioned the details of the fields present in the **Module** tab.

- **Title:** Displays the title of Module
- **Box Label:** In search box label the text will appear.
- **Box Width:** Sets the width of the search box. By default it is set to 20.
- **Box Text:** Text to view on the search box.
- **Search Button:** Search button is displayed. By default it is set to No.
- **Button Position:** Sets the position of search button such as *Left, Right, Bottom, Top*.
- **Search Button Image:** Insert image as button. The image must be located in the templates/templates name/images/
- **Button Text:** Text to view on search button.
- **OpenSearch autodiscovery:** For site search it adds browser support. By default it is set to Yes.
- **OpenSearch title:** When a site is added as a search provider, the text gets displayed in the supported browser.
- **Set ItemID:** To display the search result, itemID is assigned by selecting menu item.
- **Show Title:** Displays the title of the module in the front end.
- **Position:** It selects the position of the module to be displayed.
- **Status:** It displays the status of the article such as *Published, Unpublished and Trashed*.
- **Start Publishing:** It starts publishing on the assigned date and time.
- **Finish Publishing:** It finishes publishing on the assigned date and time.
- **Access:** It allows access to only selected users from the dropdown list such as *Guest, Public, Super Users, Registered and Special options* to view the items.
- **Ordering:** Displays the dropdown of all modules present in the position.
- **Language:** It specifies the language of the site. It provides either *ALL* or *English (UK)* options.
- **Note:** It is used to enter the text information.

**Step (4):** Click on **Menu Assignment** tab, you will get the screen as shown below.



- **Module Assignment:** Select the option to view the item from the dropdown list such as *on all pages*, *no pages*, *only on the pages selected* or *on all pages except those selected*.
- **Menu Selection:** After selecting the option **only on the pages selected** or **on all pages except those selected**, it displays all the menu items present in Joomla. It allows you to assign module to some and not all pages.

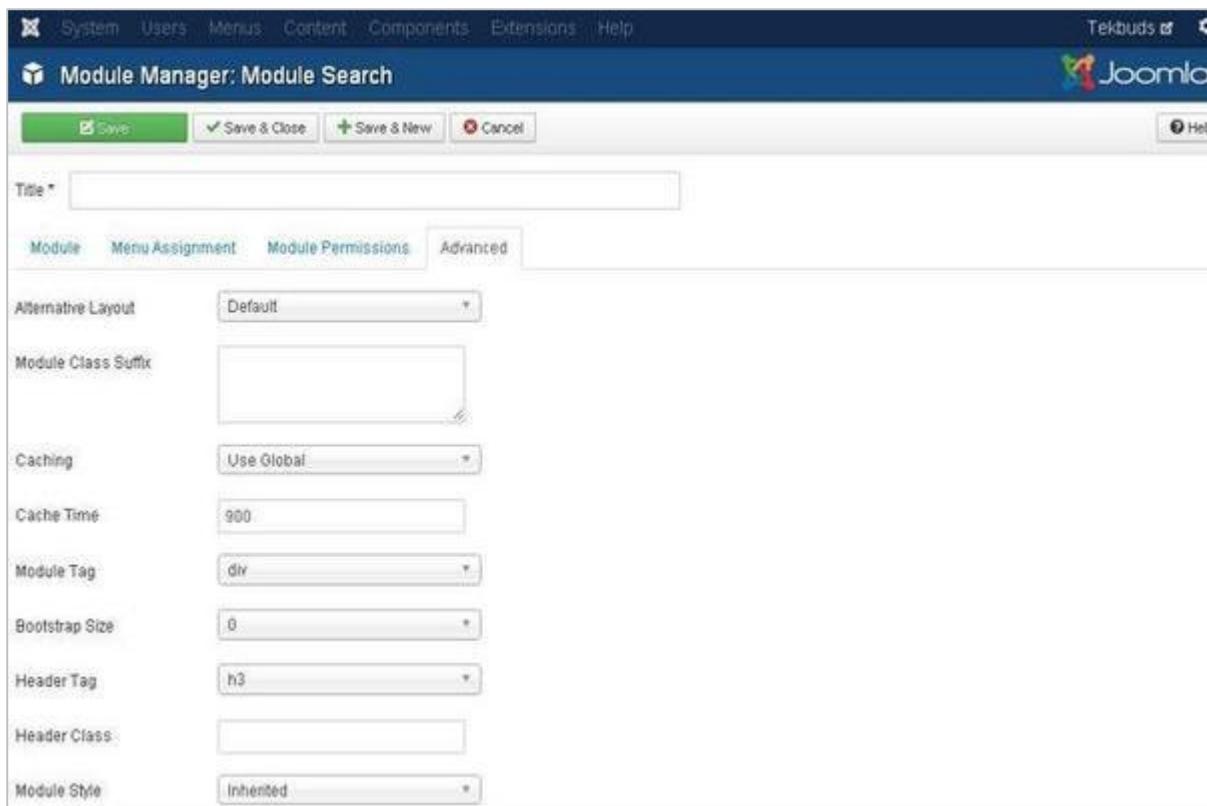
**Step (5): Module Permissions** tab has three actions to choose from. It manages the setting of module permission for the user groups as shown in the following screen.

User Group	Action	Select New Setting	Calculated Setting
- Guest	Delete	Inherited	Not Allowed
- Manager	Edit	Inherited	Not Allowed
-- Administrator	Edit State	Inherited	Not Allowed
-- Registered			
-- Author			
--- Editor			
--- Publisher			
-- Super User			

1. If you change the setting, it will apply to this item. Note that:  
 Inherited means that the permission from global configuration, parent group and category will be used.  
 Denied means that no matter what the global configuration, parent group or category settings are, the group being edited cannot take this action on this item.  
 Allowed means that the group being edited will be able to take this action for this item (but if this is in conflict with the global configuration, parent group or category it will have no impact; a conflict will be indicated by Not Allowed (Locked) under Calculated Settings).  
 2. If you select a new setting, click Save to refresh the calculated settings.

- **Delete:** It allows users in group to delete the content present in the module.
- **Edit:** It allows users in group to edit the content present in the module.
- **Edit State:** It allows users in group to change the state of content present in the module.

**Step (6):** The **Advanced** tab is used to do the advanced settings of the Search. The advanced tab screen is shown below.



- **Alternative Layout:** Select the layout to be used for this module, which you have already defined as one or more layouts for a module in Joomla or template.
- **Module Class Suffix:** Setting this parameter causes Joomla to either add a new CSS class or modify the existing CSS class for the div element for this specific module.
- **Caching:** Cache the content of the module. **Use Global** is used to cache settings from global configuration. **No Caching** is used whether to cache the content of the module or not.
- **Cache Time:** Specify the time in minutes before the module is re-cached.
- **Module Tag:** Specify the HTML tag for the modules.
- **Bootstrap Size:** Select width of the module built into bootstrap.
- **Header Tag:** Modules use the HTML header tags.
- **Header Class:** Optional CSS classes are added in the modules header.
- **Module Style:** Overrides the templates style for its position.

## Toolbar

---

Following are the details about the toolbar function tabs present in Search Module.

- **Save:** Saves your modules.
- **Save & Close:** Saves the modules and will close the current screen.
- **Save & New:** Saves the modules and opens a new creating module screen.
- **Cancel:** Cancels the created modules in Joomla.

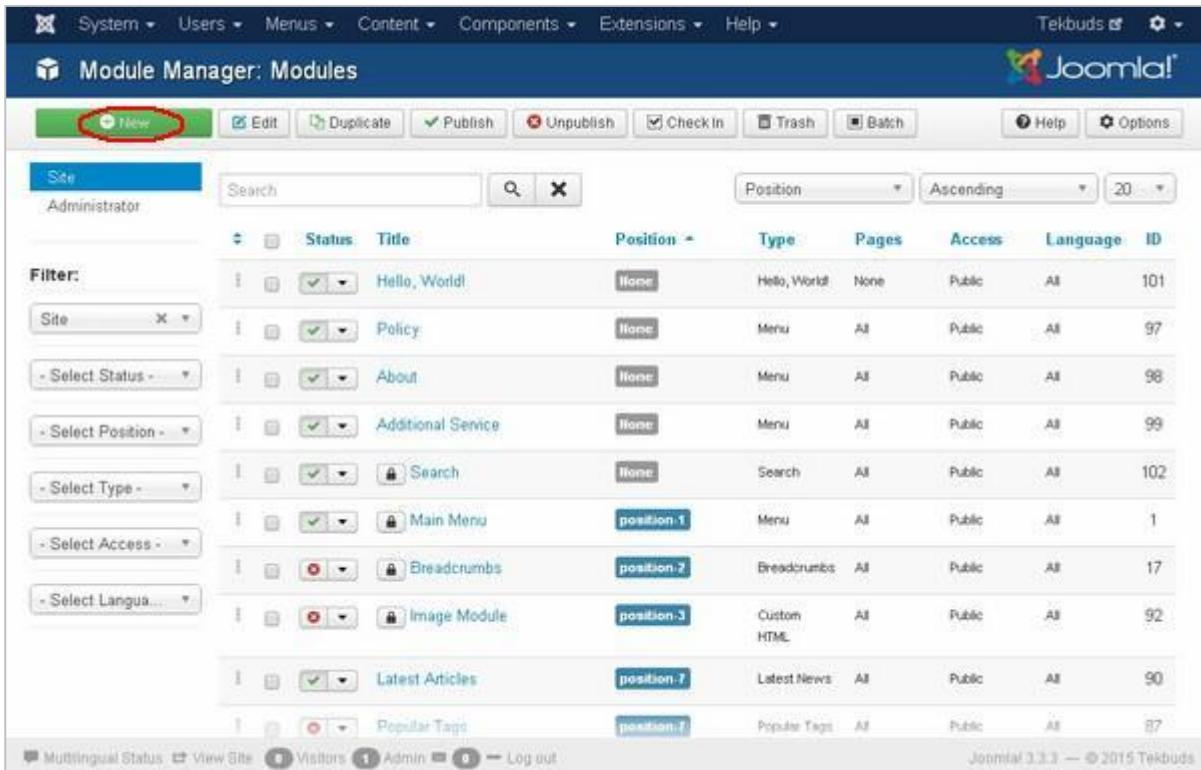
# 21. RANDOM IMAGE MODULE

In this chapter, we will study about **Random Image Module** in Joomla. Random Image Module is used to display the images randomly from the selected directory.

## Random Image Module

Following are the simple steps to edit an existing Random Image Module in Joomla.

**Step (1):** Click **Extension --> Module Manager** in Joomla administrator, the following screen will be displayed:



The screenshot shows the Joomla Module Manager interface. At the top, there's a navigation bar with links like System, Users, Menus, Content, Components, Extensions, Help, and a Joomla logo. Below the navigation is a toolbar with buttons for New, Edit, Duplicate, Publish, Unpublish, Check In, Trash, Batch, Help, and Options. A search bar and filter options are also present. The main area displays a table of existing modules, each with columns for Status, Title, Position, Type, Pages, Access, Language, and ID. One module, 'Image Module', is highlighted with a red circle around its 'position-3' entry. At the bottom of the page, there are multilingual status indicators and a footer with the text 'Joomla 3.3.3 — © 2015 Tekbuds'.

Position	Type	Pages	Access	Language	ID
None	Hello, World!	None	Public	All	101
None	Policy	Menu	Public	All	97
None	About	Menu	Public	All	98
None	Additional Service	Menu	Public	All	99
None	Search	Search	Public	All	102
position-1	Main Menu	Menu	Public	All	1
position-2	Breadcrumbs	Breadcrumbs	Public	All	17
position-3	Image Module	Custom HTML	Public	All	92
position-7	Latest Articles	Latest News	Public	All	90
position-7	Popular Tags	Popular Tags	Public	All	87

**Step (2):** Next, click on **New** button and the following screen gets displayed. Next, click on the Random Image.

The screenshot shows the Joomla Module Manager interface. At the top, there's a navigation bar with links for System, Users, Menus, Content, Components, Extensions, and Help. The title 'Module Manager: Module Random Image' is displayed. Below the title, there are several module descriptions, each with a link to its configuration page. The 'Random Image' module is highlighted with a red border. At the bottom of the list, there are buttons for Save, Save & Close, Save & New, and Cancel.

**Hello, World!** A simple Hello, World module.

**Language Switcher** This module displays a list of available Content Languages (as defined and published in...).

**Latest News** This Module shows a list of the most recently published and current Articles. Sort them by...

**Latest Users** This module displays the latest registered users.

**Login** This module displays a username and password login form. It also displays a link to...

**Menu** This module displays a menu on the frontend.

**Most Read Content** This Module shows a list of the currently published Articles which have the highest...

**Popular Tags** This Module displays tags used on the site in a list or a cloud layout. Tags can be...

**Random Image** This Module displays a random image from your chosen directory.

**Search** This module will display a search box.

**Similar Tags** The Similar Tags Module displays links to other items with similar tags. The closeness...

**Smart Search Module** This is a search module for the Smart Search system.

**Statistics** The Statistics Module shows information about your server installation together with...

**Syndication Feeds** Smart Syndication Module that creates a Syndicated Feed for the page where the Module is...

**Weblinks** This module displays Web Links from a category defined in the Weblinks component.

Multilingual Status: View Site | Visitors | Admin | Log out Joomla 3.3.3 — © 2015 Tekbuds

**Step (3):** After clicking on **Random Image**, the existing Random Image module displays as shown below.

The screenshot shows the configuration screen for the 'Random Image' module. The top navigation bar includes 'System', 'Users', 'Menus', 'Content', 'Components', 'Extensions', 'Help', and the 'Joomla!' logo. Below the title 'Module Manager: Module Random Image', there are tabs for 'Module', 'Menu Assignment', 'Module Permission', and 'Advanced'. The 'Module' tab is selected. On the left, there's a description of the module: 'This Module displays a random image from your chosen directory.' Configuration fields include 'Image Type' (set to 'Jpg'), 'Image Folder' (empty), 'Link' (empty), 'Width (px)' (empty), 'Height (px)' (empty), 'Show Title' (with 'Show' button highlighted), 'Position' (set to 'Type or Select a Position'), 'Status' (set to 'Published'), 'Start Publishing' (empty), 'Finish Publishing' (empty), 'Access' (set to 'Public'), 'Ordering' (set to '1. Hello, World!'), 'Language' (set to 'All'), and 'Note' (empty). At the bottom, there are buttons for 'Save', 'Save & Close', 'Save & New', and 'Cancel'.

Title:

Module **Random Image**

Image Type: Jpg

Image Folder:

Link:

Width (px):

Height (px):

Show Title **Show** Hide

Position: Type or Select a Position

Status: Published

Start Publishing:

Finish Publishing:

Access: Public

Ordering: 1. Hello, World!

Language: All

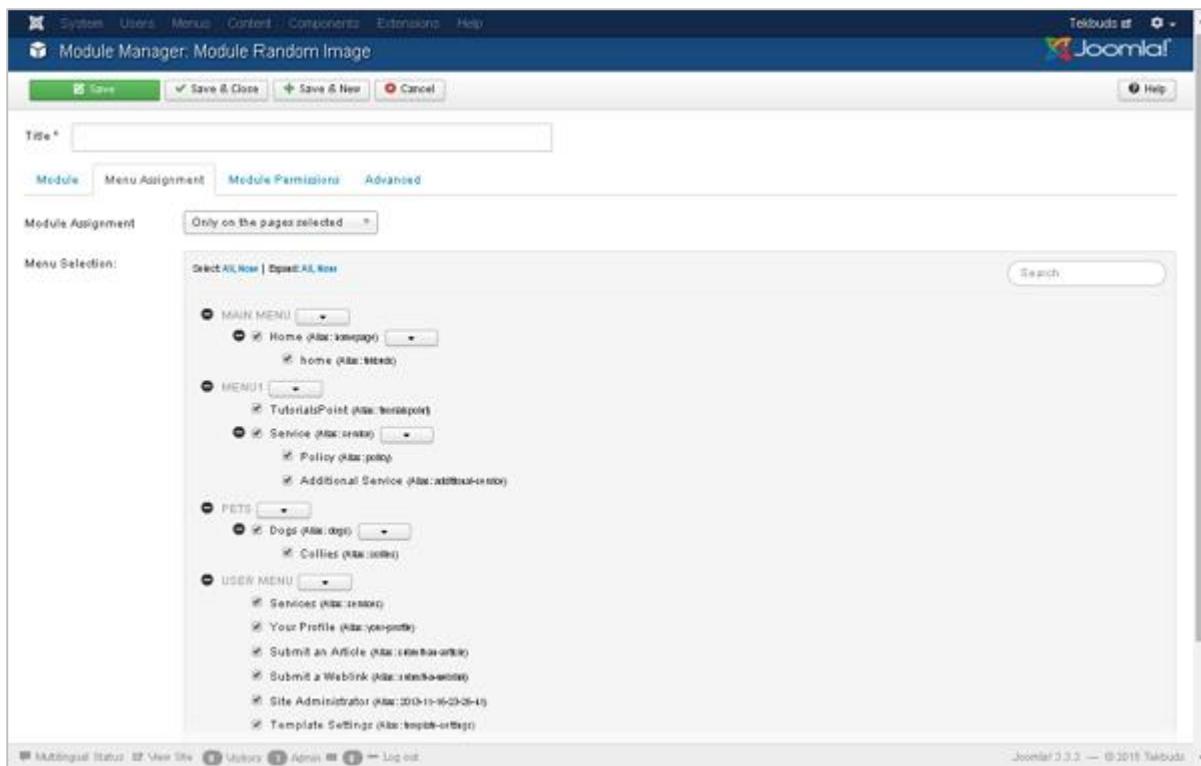
Note:

Multilingual Status: View Site | Visitors | Admin | Log out Joomla 3.3.3 — © 2015 Tekbuds

By default, the Module tab is displayed. Below, we have mentioned the details of the fields present in the Module tab.

- **Title:** Displays the title of Module
- **Image Type:** Displays the image type i.e. png, jpg, .gif etc. By default it is set to jpg.
- **Image Folder:** Defines the path of the image folder which is stored on the server.
- **Link:** When images are clicked, the URL is redirected.
- **Width (px):** Specifies the width of the image in pixels.
- **Height (px):** Specifies the height of the image in pixels.
- **Show Title:** Displays the title of the module in the front end.
- **Position:** It selects the position of the module to be displayed.
- **Status:** It displays the status of the article such as *Published*, *Unpublished* and *Trashed*.
- **Start Publishing:** It starts publishing on the assigned date and time.
- **Finish Publishing:** It finishes publishing on the assigned date and time.
- **Access:** It allows access to only selected users from the dropdown list such as *Guest*, *Public*, *Super Users*, *Registered* and *Special* options to view the items.
- **Ordering:** Displays the dropdown of all modules present in the position.
- **Language:** It specifies the language of the site. It provides either *ALL* or *English (UK)* options.
- **Note:** It is used to enter the text information.

**Step (4):** When we click on **Menu Assignment** tab, you will get the screen as shown below.



- **Module Assignment:** Select the option to view the item from the dropdown list such as *on all pages*, *no pages*, *only on the pages selected* or *on all pages except those selected*.
- **Menu Selection:** After selecting the option **only on the pages selected** or **on all pages except those selected**, it displays all the menu items present in Joomla. It allows you to assign module to some and not all pages.

**Step (5): Module Permissions** tab provides three actions to choose from. It manages the setting of module permission for the user groups as shown in the following screen.

The screenshot shows the Joomla Module Manager interface for the 'Module Random Image'. The top navigation bar includes links for System, Users, Menus, Content, Components, Extensions, and Help. The title of the current module is 'Module Random Image'. Below the title, there are buttons for Save, Save & Close, Save & New, and Cancel.

The main content area has tabs for Module, Menu Assignment, Module Permissions, and Advanced. The 'Module Permissions' tab is active. It displays a table for managing permission settings for user groups. The columns are Public, Action, Select New Setting, and Calculated Setting. The rows list various Joomla user groups:

Public	Action	Select New Setting	Calculated Setting
-- Guest	Delete	Inherited	Not Allowed
-- Manager	Edit	Inherited	Not Allowed
-- Administrator	Edit State	Inherited	Not Allowed
-- Registered			
-- Author			
-- Editor			
-- Publisher			
Super User			

A note at the bottom of the permissions section provides the following information:

- If you change the setting, it will apply to this item. Note that: Inherited means that the permanent item global configuration, parent group or category will be used. Denied means that no matter what the global configuration, parent group or category settings are, the group being edited cannot take this action on this item.
- Allowed means that the group being edited will be able to take this action for this item (but if this is in conflict with the global configuration, parent group or category itself have no impact; a conflict will be indicated by Not Allowed 'Locked' under Calculated Settings).
- If you select a new setting, click Save to refresh the calculated settings.

At the bottom of the screen, there are links for Multilingual Status, Main Site, Logout, Admin, and Log out. The footer indicates Joomla 3.3.3 — © 2015 Tekbuds.

- Delete:** It allows users in group to delete the content present in the module.
- Edit:** It allows users in group to edit the content present in the module.
- Edit State:** It allows users in group to change the state of content present in the module.

**Step (6):** The **Advanced** tab is used to do the advanced settings of the Random Image. The advanced tab screen is shown below.

The screenshot shows the Joomla Module Manager interface for the 'Module Random Image'. The 'Advanced' tab is selected. Key configuration options visible include:

- Alternative Layout:** Set to 'Default'.
- Module Class Suffix:** An empty input field.
- Caching:** Set to 'No caching'.
- Module Tag:** Set to 'div'.
- Bootstrap Size:** Set to '0'.
- Header Tag:** Set to 'h3'.
- Header Class:** An empty input field.
- Module Style:** Set to 'Inherited'.

- **Alternative Layout:** Selects the layout to be used for this module, which you have already defined as one or more layouts for a module in Joomla or template.
- **Module Class Suffix:** Setting this parameter causes Joomla to either add a new CSS class or modify the existing CSS class for the div element for this specific module.
- **Caching:** Caches the content of the module. **Use Global** is used to cache settings from global configuration. **No Caching** is used whether to cache the content of the module or not.
- **Cache Time:** Specifies the time in minutes before the module is re-cached.
- **Module Tag:** Specifies the HTML tag for the modules.
- **Bootstrap Size:** Selects width of the module built into bootstrap.
- **Header Tag:** Modules uses the HTML header tags.
- **Header Class:** Optional CSS classes are added in the modules header.
- **Module Style:** Overrides the templates style for its position.

## Toolbar

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Following are the details about the toolbar function tabs present in Random Image Module.

- **Save:** Saves your modules.
- **Save & Close:** Saves the modules and will close the current screen.
- **Save & New:** Saves the modules and opens a new creating module screen.
- **Cancel:** Cancels the created modules in Joomla.

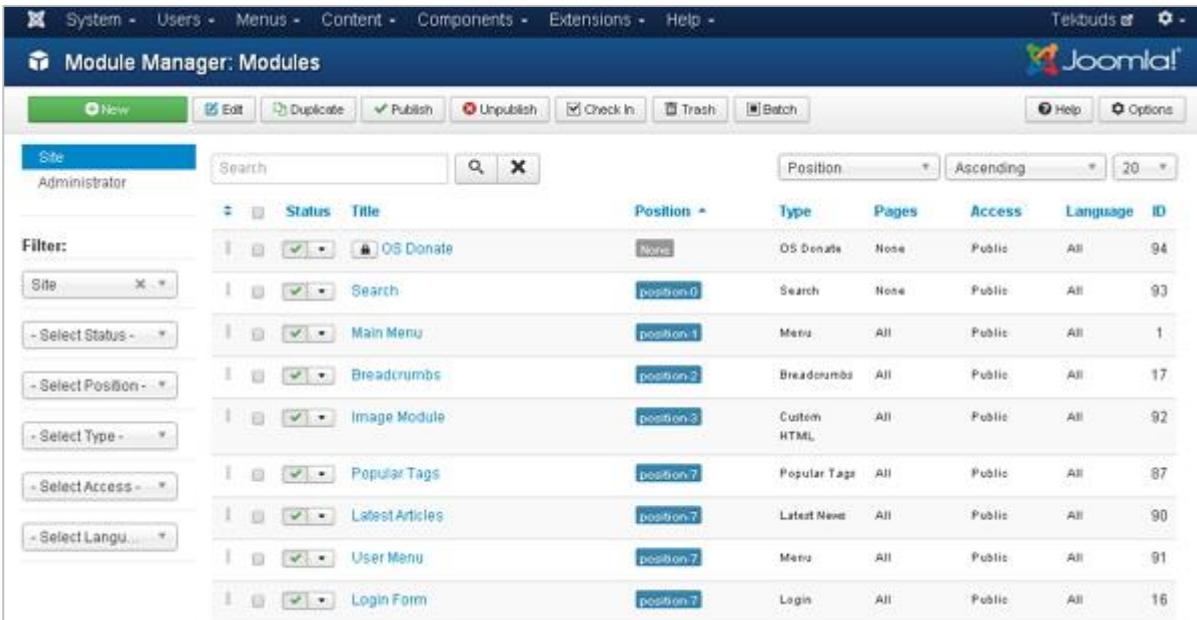
## 22. WHO'S ONLINE MODULE

In this chapter, we will study about **Who's Online Module** in Joomla. This module helps to display the user's information who are accessing the website.

### Who's Online Module

Following are the simple steps to edit an existing Who's Online Module in Joomla.

**Step (1):** Click **Extension --> Module Manager** in Joomla administrator, the following screen will be displayed.



The screenshot shows the Joomla Module Manager interface. The top navigation bar includes links for System, Users, Menus, Content, Components, Extensions, Help, and a search bar. The title bar says "Module Manager: Modules". Below the title bar, there are buttons for New, Edit, Duplicate, Publish, Unpublish, Check In, Trash, and Batch. A toolbar on the right provides Help and Options. The main area displays a table of modules. The columns are: Site (Administrator), Status (checked), Title, Position (dropdown), Type, Pages, Access, Language, and ID. The table lists several modules:

Site	Status	Title	Position	Type	Pages	Access	Language	ID
Administrator	checked	OS Donate	None	OS Donate	None	Public	All	94
Administrator	checked	Search	position:0	Search	None	Public	All	93
Administrator	checked	Main Menu	position:1	Menu	All	Public	All	1
Administrator	checked	Breadcrumbs	position:2	Breadcrumbs	All	Public	All	17
Administrator	checked	Image Module	position:3	Custom HTML	All	Public	All	92
Administrator	checked	Popular Tags	position:7	Popular Tags	All	Public	All	87
Administrator	checked	Latest Articles	position:7	Latest News	All	Public	All	90
Administrator	checked	User Menu	position:7	Menu	All	Public	All	91
Administrator	checked	Login Form	position:7	Login	All	Public	All	16

**Step (2):** Next, click on **New** button and the following screen will get displayed. In this page, click on **Who's Online**.

System ▾ Users ▾ Menus ▾ Content ▾ Components ▾ Extensions ▾ Help ▾

**X Cancel**

**Language Switcher** This module displays a list of available Content Languages (as defined and published in...)

**Latest News** This Module shows a list of the most recently published and current Articles. Some that...

**Latest Users** This module displays the latest registered users.

**Login** This module displays a username and password login form. It also displays a link to...

**Menu** This module displays a menu on the frontend.

**Most Read Content** This Module shows a list of the currently published Articles which have the highest...

**Popular Tags** This Module displays tags used on the site in a list or a cloud layout. Tags can be...

**Random Image** This Module displays a random image from your chosen directory.

**Search** This module will display a search box.

**Similar Tags** The Similar Tags Module displays links to other items with similar tags. The closeness...

**Smart Search Module** This is a search module for the Smart Search system.

**Statistics** The Statistics Module shows information about your server installation together with...

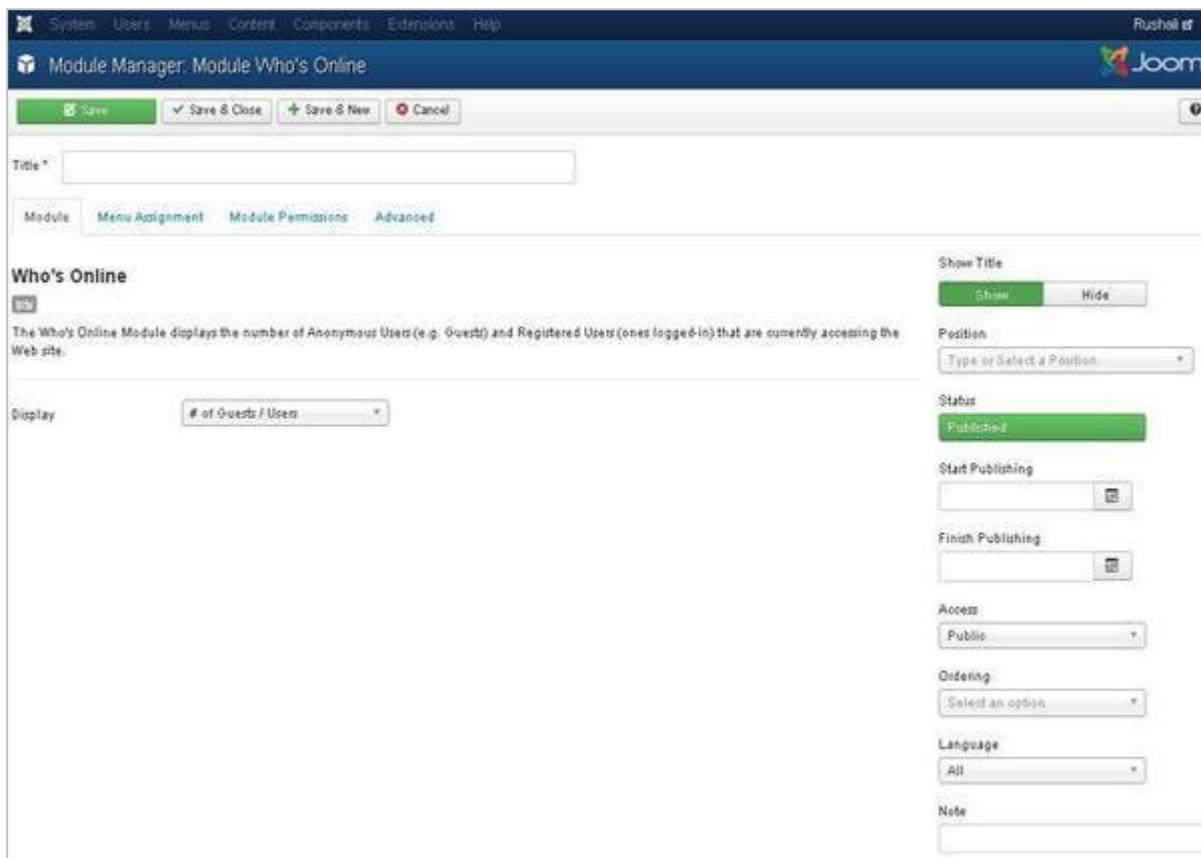
**Syndication Feeds** Smart Syndication Module that creates a Syndicated Feed for the page where the Module is...

**Weblinks** This modules displays Web Links from a category defined in the Weblinks component.

**Who's Online** The Who's Online Module displays the number of Anonymous Users (e.g. Guests) and...

**Wrapper** This Module shows an iframe window to specified location.

**Step (3):** After clicking on **Who's Online**, the existing Who's Online module will get displayed as shown below.



By default, the **Module** tab is displayed. Below, we have mentioned the details of the fields present in the **Module** tab.

- **Title:** Displays the title of Module
- **Display:** Select the following option to be displayed i.e. *#of Guests/Users, Usernames or Both.*

Given below are the details present on the right side of the module tab.

- **Show Title:** Displays the title of the module in the front end.
- **Position:** It will select the position of the module to be displayed.
- **Status:** It displays the status of the article such as *Published, Unpublished* and *Trashed*.
- **Start Publishing:** It will start publishing on the assigned date and time.
- **Finish Publishing:** It will finish publishing at the assigned date and time.
- **Access:** It allows access only to selected users from the dropdown list such as *Guest, Public, Super Users, Registered and Special* options to view the items.
- **Ordering:** Displays the dropdown of all modules present in the position.

- **Language:** It specifies the language of the site. It provides either *ALL* or *English (UK)* options.
- **Note:** It is used to enter the text information.

**Step (4):** When we click on the **Menu Assignment** tab, you will get the screen as shown below.

The screenshot shows the Joomla Module Manager interface. The title bar includes 'System', 'Users', 'Menus', 'Content', 'Components', 'Extensions', and 'Help'. A user 'Rushali' is logged in. The main content area is titled 'Module Manager: Module Who's Online'. Below the title are buttons for 'Save', 'Save & Close', 'Save & New', and 'Cancel'. The 'Module Assignment' tab is selected. Under 'Module Assignment', there is a dropdown menu set to 'Only on the pages selected'. The 'Menu Selection' section contains a 'Select: All, None | Expand: All, None' button and a search bar. It lists two main menu categories: 'MAIN MENU' and 'USER MENU'. Under 'MAIN MENU', 'Home (Alias: homepage)' is checked. Under 'USER MENU', several items are checked: 'Your Profile (Alias: your-profile)', 'Submit an Article (Alias: submit-an-article)', 'Submit a Weblink (Alias: submit-a-web-link)', 'Site Administrator (Alias: 2013-11-16-23-28-41)', 'Template Settings (Alias: template-settings)', and 'Site Settings (Alias: site-settings)'.

- **Module Assignment:** Selects the option to view the item from the dropdown list such as *on all pages*, *no pages*, *only on the pages selected* or *on all pages except those selected*.
- **Menu Selection:** After selecting the option **only on the pages selected** or **on all pages except those selected**, it will display all menu items present in Joomla. It will allow assigning module to some and not all pages.

**Step (5): Module Permissions** tab has three actions to choose from. It manages the setting of module permission for the user groups as shown in the following screen.

**Title:** Who's Online

**Module Permissions**

Manage the permission settings for the user groups below. See notes at the bottom.

User Group	Action	Select New Setting	Calculated Setting
- Guest	Delete	Inherited	NotAllowed
- Manager	Edit	Inherited	NotAllowed
-- Administrator	Edit State	Inherited	NotAllowed
-- Registered			
-- Author			
--- Editor			
---- Publisher			
-- Super User			

1. If you change the setting, it will apply to this item. Note that:  
 'Inherited' means that the permissions from global configuration, parent group and category will be used.  
 'Denied' means that no matter what the global configuration, parent group or category settings are, the group being edited cannot take this action on this item.  
 'Allowed' means that the group being edited will be able to take this action for this item (but if this is in conflict with the global configuration, parent group or category it will have no impact; a conflict will be indicated by 'NotAllowed' (locked) under Calculated Settings).  
 2. If you select a new setting, click Save to refresh the calculated settings.

- **Delete:** It allows users in group to delete the content present in the module.
- **Edit:** It allows users in group to edit the content present in the module.
- **Edit State:** It allows users in the group to change the state of content present in the module.

**Step (6):** The **Advanced** tab is used to do the advanced settings of the Who's Online. The advanced tab screen is shown below.

The screenshot shows the Joomla Module Manager interface for the 'Module Who's Online' module. At the top, there are buttons for Save, Save & Close, Save & New, and Cancel. Below the buttons, there is a 'Title \*' input field which is currently empty. The main configuration area has tabs for Module, Menu Assignment, Module Permissions, and Advanced. The Advanced tab is selected. Under the Advanced tab, there are several settings:

- Alternative Layout:** Set to Default.
- Module Class Suffix:** An empty input field.
- Caching:** Set to No caching.
- Filter groups:** A button with options Yes and No, currently set to Yes.
- Module Tag:** Set to div.
- Bootstrap Size:** Set to 0.
- Header Tag:** Set to h3.
- Header Class:** An empty input field.
- Module Style:** Set to Inherited.

- **Alternative Layout:** Selects the layout to use for this module, which you have already defined as one or more layouts for module in Joomla or template.
- **Module Class Suffix:** Setting this parameter causes Joomla to either add a new CSS class or modify the existing CSS class for the div element for this specific module.
- **Caching:** Caches the content of the module. **Use Global** is used to cache settings from global configuration. **No Caching** is used, whether to cache the content of the module or not.
- **Cache Time:** Specifies the time in minutes before the module is re-cached.
- **Module Tag:** Specifies the HTML tag for the modules.
- **Bootstrap Size:** Selects width of the module built in bootstrap.

- **Header Tag:** Modules uses the HTML header tags.
- **Header Class:** Optional CSS classes are added in the module header.
- **Module Style:** Overrides the template style for its position.

## Toolbar

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Following are the details about the toolbar function tabs present in Who's Online.

- **Save:** Saves your modules.
- **Save & Close:** Saves the modules and will close the current screen.
- **Save & New:** Saves the modules and opens a new creating module screen.
- **Cancel:** Cancels the created modules in Joomla.

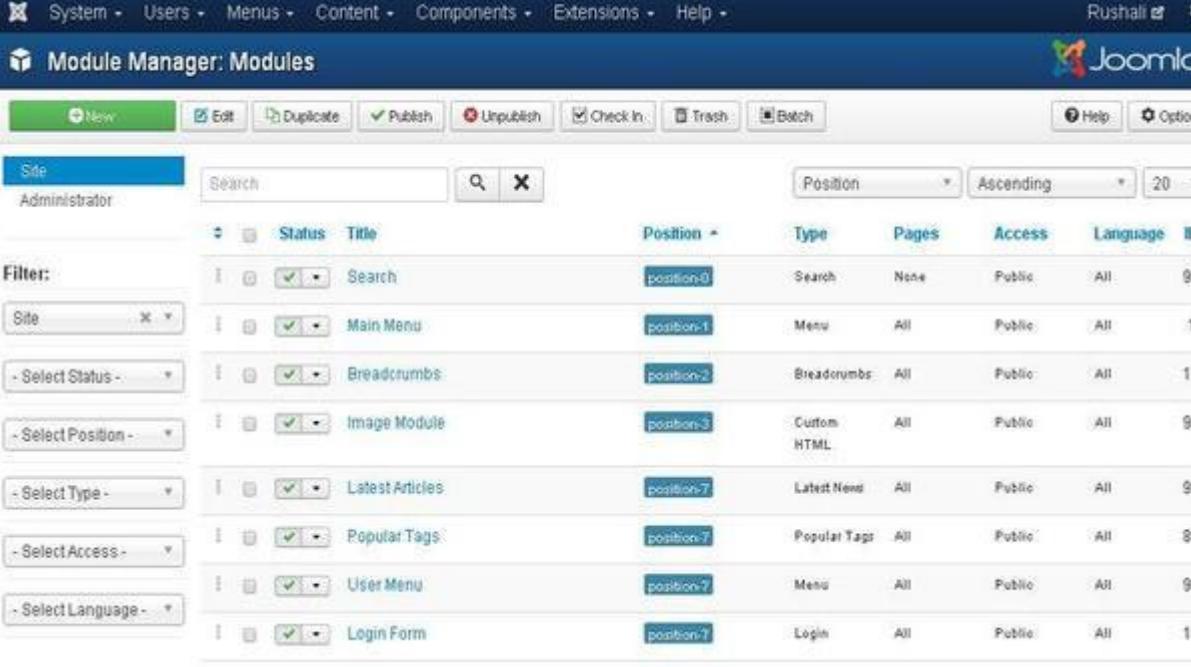
# 23. SYNDICATE MODULE

In this chapter, we will study about **Syndicate Module** in Joomla. Syndicate module helps in creating an RSS Feed link for the page. It allows creating a Newsfeed by the user for the current page.

## Syndicate Module

Following are the simple steps to edit an existing Syndicate Module in Joomla.

**Step (1):** Click **Extension --> Module Manager** in Joomla administrator, the following screen will be displayed.



The screenshot shows the Joomla Module Manager interface. At the top, there's a navigation bar with links like System, Users, Menus, Content, Components, Extensions, Help, and a user icon. Below the navigation is a toolbar with buttons for New, Edit, Duplicate, Publish, Unpublish, Check In, Trash, and Batch. The main area is titled "Module Manager: Modules". On the left, there are filter dropdowns for Site (Administrator), Status (Search, Main Menu, Breadcrumbs, Image Module, Latest Articles, Popular Tags, User Menu, Login Form), Type (Search, Menu, Breadcrumbs, Custom HTML, Latest News, Popular Tags, Menu, Login), Pages (None, All), Access (Public, All), and Language (All). A search bar and a refresh button are also present. The main table lists 10 modules:

ID	Title	Type	Pages	Access	Language
93	Search	Search	None	Public	All
1	Main Menu	Menu	All	Public	All
17	Breadcrumbs	Breadcrumbs	All	Public	All
92	Image Module	Custom HTML	All	Public	All
90	Latest Articles	Latest News	All	Public	All
87	Popular Tags	Popular Tags	All	Public	All
91	User Menu	Menu	All	Public	All
16	Login Form	Login	All	Public	All

**Step (2):** Next, click on **New** button and the following screen will get displayed. On this page, click on the Syndication Feeds.

The screenshot shows the Joomla Extensions Manager interface. At the top, there is a navigation bar with links: System, Users, Menus, Content, Components, Extensions, and Help. Below the navigation bar, there is a search bar with the placeholder text "Search". A "Cancel" button is located in the top-left corner of the main content area. The main content area displays a list of module descriptions. The "Syndication Feeds" module is highlighted with a red border. Other modules listed include Language Switcher, Latest News, Latest Users, Login, Menu, Most Read Content, Popular Tags, Random Image, Search, Similar Tags, Smart Search Module, Statistics, and Weblinks.

Module	Description
Language Switcher	This module displays a list of available Content Languages (as defined and published in...)
Latest News	This Module shows a list of the most recently published and current Articles. Some that...
Latest Users	This module displays the latest registered users
Login	This module displays a username and password login form. It also displays a link to...
Menu	This module displays a menu on the frontend.
Most Read Content	This Module shows a list of the currently published Articles which have the highest...
Popular Tags	This Module displays tags used on the site in a list or a cloud layout. Tags can be...
Random Image	This Module displays a random image from your chosen directory.
Search	This module will display a search box.
Similar Tags	The Similar Tags Module displays links to other items with similar tags. The closeness...
Smart Search Module	This is a search module for the Smart Search system.
Statistics	The Statistics Module shows information about your server installation together with...
Syndication Feeds	Smart Syndication Module that creates a Syndicated Feed for the page where the Module is...
Weblinks	This module displays Web Links from a category defined in the Weblinks component.
Who's Online	The Who's Online Module displays the number of Anonymous Users (e.g. Guests) and...
Wrapper	This Module shows an iframe window to specified location.

**Step (3):** Next, click on **Syndication Feeds**, the existing Syndicate module will get displayed as shown below.

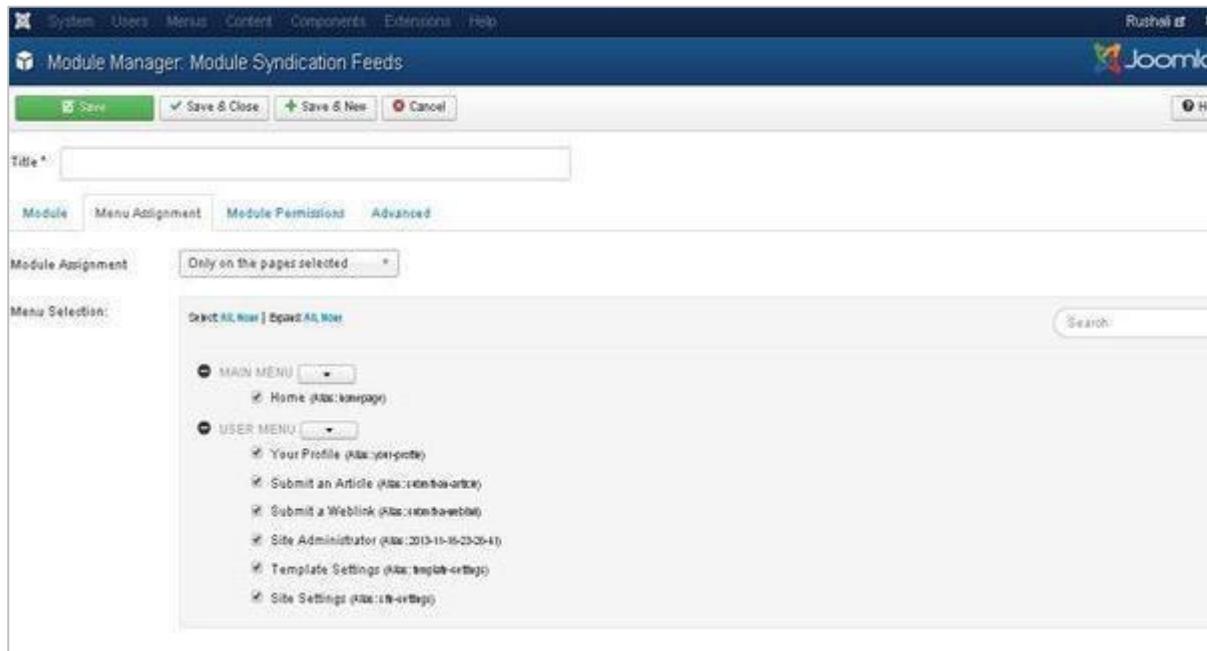
The screenshot shows the Joomla Module Manager interface for the 'Module Syndication Feeds' component. The 'Module' tab is active. In the 'Syndication Feeds' section, the 'Display Text' field is set to 'Yes'. The 'Text' field is empty. The 'Feed Format' is set to 'RSS 2.0'. The 'Show Title' button is set to 'Show'. On the right side, there are global configuration options: 'Position' (set to 'Type or Select a Position'), 'Status' (set to 'Published'), 'Start Publishing' (checkbox checked), 'Finish Publishing' (checkbox checked), 'Access' (set to 'Public'), 'Ordering' (dropdown menu 'Select an option'), 'Language' (set to 'All'), and 'Note' (empty text area).

By default, the **Module** tab is displayed. Below, we have mentioned the details of the fields present in the **Module** tab.

- **Title:** Displays the title of Module.
- **Display Text:** Text gets displayed by selecting option such as Yes or No.
- **Text:** The entered text will get displayed next to the icon when the **Display Text** is set as Yes. If the field is left empty then it will display a default text.
- **Feed Format:** The syndication Feed format is selected i.e. RSS 2.0 or Atom 1.0.
- **Show Title:** Displays the title of the module in the front end.
- **Position:** It will select the position of the module to be displayed.
- **Status:** It displays the status of the article such as *Published*, *Unpublished* and *Trashed*.
- **Start Publishing:** It will start publishing at the assigned date and time.
- **Finish Publishing:** It will finish publishing on the assigned date and time.
- **Access:** It allows access only to selected users from the dropdown list such as *Guest*, *Public*, *Super Users*, *Registered* and *Special* option to view the items.
- **Ordering:** Displays the dropdown of all modules present in the position.

- **Language:** It specifies the language of the site. It provides either *ALL* or *English (UK)* options.
- **Note:** It is used to enter the text information.

**Step (4):** Click on the **Menu Assignment** tab, you will get the screen as shown below.



- **Module Assignment:** Select the option to view the item from the dropdown list such as *on all pages, no pages, only on the pages selected or on all pages except those selected*.
- **Menu Selection:** After selecting the option **only on the pages selected** or **on all pages except those selected**, it will display all menu items present in Joomla. It will allow assigning module to some and not all pages.

**Step (5):** **Module Permissions** tab has three action to choose from. It manages the setting of module permission for the user groups as shown in the following screen.

Public	Action	Select New Setting <sup>1</sup>	Calculated Setting <sup>2</sup>
- Guest	Delete	Inherited	NotAllowed
- Manager	Edit	Inherited	NotAllowed
- - Administrator	Edit State	Inherited	NotAllowed
- - - Registered			
- - - - Author			
- - - - Editor			
- - - - - Publisher			
- - - - - Super Users			

1. If you change the setting, it will apply to this item. Note that:  
 'Inherited' means that the permissions from global configuration, parent group and category will be used.  
 'Denied' means that no matter what the global configuration, parent group or category settings are, the group being edited cannot take this action on this item.  
 'Allowed' means that the group being edited will be able to take this action for this item (but if this is in conflict with the global configuration, parent group or category it will have no impact; a conflict will be indicated by *NotAllowed (Locked)* under Calculated Settings).  
 2. If you select a new setting, click Save to refresh the calculated settings.

- Delete:** It allows users in group to delete the content present in the module.
- Edit:** It allows users in group to edit the content present in the module.
- Edit State:** It allows users in the group to change the state of content present in the module.

**Step (6):** The **Advanced** tab is used to do the advanced settings of the Syndicate. The advanced tab screen is shown below.

The screenshot shows the Joomla Module Manager interface for the 'Module Syndication Feeds' module. The top navigation bar includes links for System, Users, Menus, Content, Components, Extensions, and Help. The title bar says 'Module Manager: Module Syndication Feeds'. On the right, there's a Joomla logo and a user icon labeled 'Rushali'. Below the title bar are buttons for Save, Save & Close, Save & New, and Cancel. The main area contains several configuration fields:

- Title:** A text input field.
- Module:** A tabbed section with tabs for Module, Menu Assignment, Module Permissions, and Advanced. The Advanced tab is selected.
- Alternative Layout:** A dropdown menu set to 'Default'.
- Module Class Suffix:** An empty text input field.
- Caching:** A dropdown menu set to 'No caching'.
- Module Tag:** A dropdown menu set to 'div'.
- Bootstrap Size:** A dropdown menu set to '0'.
- Header Tag:** A dropdown menu set to 'h3'.
- Header Class:** An empty text input field.
- Module Style:** A dropdown menu set to 'Inherited'.

- **Alternative Layout:** Selects the layout to use for this module, which you have already defined as one or more layouts for module in Joomla or template.
- **Module Class Suffix:** Setting this parameter causes Joomla to either add a new CSS class or modify the existing CSS class for the div element for this specific module.
- **Caching:** Caches the content of the module. **Use Global** is used to cache settings from global configuration. **No Caching** is used, whether to cache the content of the module or not.
- **Cache Time:** Specifies the time in minutes before the module is re-cached.
- **Module Tag:** Specifies the HTML tag for the modules.
- **Bootstrap Size:** Selects width of the module built in bootstrap.
- **Header Tag:** Modules uses the HTML header tags.
- **Header Class:** Optional CSS classes are added in the module header.
- **Module Style:** Overrides the template style for its position.

## Toolbar

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Following are the details about the function tabs present on the toolbar of Syndicate module.

- **Save:** Saves your modules.
- **Save & Close:** Saves the modules and will close the current screen.
- **Save & New:** Saves the modules and opens a new creating module screen.
- **Cancel:** Cancels the created modules in Joomla.

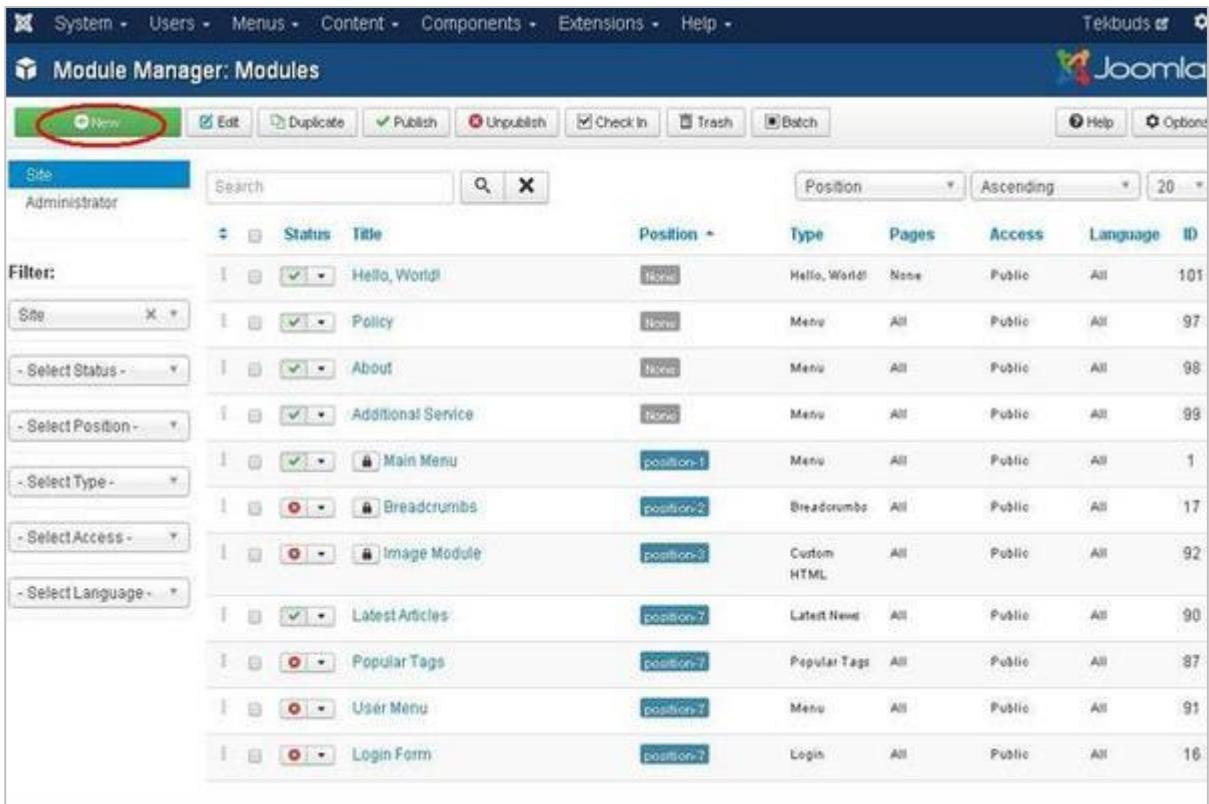
# 24. DONATION MODULE

In this chapter, we will study about **Donation Module** in Joomla.

## Donation Module

Following are the simple steps to edit an existing Donation Module in Joomla.

**Step (1):** Click **Extension --> Module Manager** in Joomla administrator, the following screen will be displayed.



The screenshot shows the Joomla administrator interface with the 'Module Manager: Modules' page open. The top navigation bar includes links for System, Users, Menus, Content, Components, Extensions, Help, and the Joomla logo. Below the navigation is a toolbar with buttons for New, Edit, Duplicate, Publish, Unpublish, Check In, Trash, and Batch. A 'Help' and 'Options' link are also present. The main area displays a table of existing modules. The 'New' button in the toolbar is circled in red. The table columns include Site (Administrator), Status, Title, Position, Type, Pages, Access, Language, and ID. The table lists various modules such as 'Hello, World!', 'Policy', 'About', 'Additional Service', 'Main Menu', 'Breadcrumbs', 'Image Module', 'Latest Articles', 'Popular Tags', 'User Menu', and 'Login Form'. Each row shows its position (e.g., None, position-1, position-2), type (e.g., Hello, World!, Menu, Breadcrumbs, Custom HTML), access level (e.g., All, Public), language (e.g., All, English), and ID (e.g., 101, 97, 98, 99, 1, 17, 92, 90, 87, 91, 16).

**Step (2):** Next, click on **New** button and the following screen will get displayed. Next, click on the **OS Donate**.

The screenshot shows the Joomla Extension Manager interface. At the top, there's a navigation bar with links for System, Users, Menus, Content, Components, Extensions, and Help. A user icon for 'Rushali' is also present. Below the navigation, a search bar contains the text 'OS Donate'. The main area lists various Joomla modules:

- Feed Display**: This module allows the displaying of a syndicated feed.
- Footer**: This module shows the Joomla! copyright information.
- Language Switcher**: This module displays a list of available Content Languages (as defined and published in...).
- Latest News**: This Module shows a list of the most recently published and current Articles. Some that...
- Latest Users**: This module displays the latest registered users.
- Login**: This module displays a username and password login form. It also displays a link to...
- Menu**: This module displays a menu on the frontend.
- Most Read Content**: This Module shows a list of the currently published Articles which have the highest...
- OS Donate**: <h1>OSDonate - Hover your Paypal Donate button with...
- Popular Tags**: This Module displays tags used on the site in a list or a cloud layout. Tags can be...
- Random Image**: This Module displays a random image from your chosen directory.
- Search**: This module will display a search box.
- Similar Tags**: The Similar Tags Module displays links to other items with similar tags. The closeness...
- Smart Search Module**: This is a search module for the Smart Search system.

**Step (3):** After clicking on **OS Donate**, the existing Donate module will get displayed as shown below.

The screenshot shows the Joomla Module Manager for the 'OS Donate' module. The top navigation bar includes links for System, Users, Menus, Content, Components, Extensions, Help, and a Joomla! logo. Below the navigation, there are buttons for Save, Save & Close, Save & New, and Cancel. The main area has tabs for Module, Description, Menu Assignment, Module Permissions, Show/hover options, and Advanced. The 'Description' tab is currently selected.

**Module Details:**

- Title:** OS Donate
- Description:** OSDonate - Hover your Paypal Donate button with style Created by http://www.OSTraining.com. Instructions (for detailed instructions include screenshots, please visit http://www.OSTraining.com). 1) Access Module: Extensions >> Module Manager >>...
- Show full description:**
- Module Class Suffix:**
- Open in new window:**  Yes  No
- Success return page:**
- Cancel return page:**
- Company Logo URL:**
- Paypal button image:**
- Show intro text:**  Yes  No
- Intro text:** Please consider supporting our

**Publishing Options:**

- Show Title:**  Show  Hide
- Type or Select a Position:**
- Status:** Published
- Start Publishing:**
- Finish Publishing:**
- Access:** Public
- Ordering:** 1. OS Donate
- Language:** All
- Note:**

By default, the **Module** tab is displayed. Below, we have mentioned the details of the fields present in the **Module** tab.

- **Title:** Displays the title of Module.
- **Module Class Suffix:** Customized CSS styles are allowed to create on these modules to apply.
- **Open in new window:** Opens a new window after clicking on the PayPal button.
- **Success return page:** Enter the URL of the page where the user will return after donating at PayPal.
- **Cancel return page:** Enter the URL of the page where the user will return after cancelling the PayPal donate.
- **Company Logo URL:** Enter the image path of the company logo.
- **PayPal button image:** Sets the path of PayPal button.
- **Show intro text:** Intro text is shown in the module.
- **Intro text:** Enter the intro text which is displayed in the module.
- **E-Mail/PayPal ID:** Enter PayPal ID or email address.
- **PayPal Description:** Display the brief description of PayPal donation.
- **Currencies:** Allow users to select currencies.
- **PayPal Language:** Set the language for PayPal.
- **Show amount field:** Editable amount field is shown.
- **Amount:** Donation amount is set.
- **Show Title:** Display the title of the module in the front end.
- **Position:** It will select the position of the module to be displayed.
- **Status:** It displays the status of the article such as *Published*, *Unpublished* and *Trashed*.
- **Start Publishing:** It will start publishing on the assigned date and time.
- **Finish Publishing:** It will finish publishing at the assigned date and time.
- **Access:** It allows access only to selected users from the dropdown list such as *Guest*, *Public*, *Super Users*, *Registered* and *Special* option to view the items.
- **Ordering:** Displays the dropdown of all modules present in the position.
- **Language:** It specifies the language of the site. It provides either *ALL* or *English (UK)* options.
- **Note:** It is used to enter the text information.

**Step (4):** In **Description** tab, there is a brief description given about the Donation Module.

The screenshot shows the Joomla Module Manager interface. At the top, there are tabs for System, Users, Menus, Content, Components, Extensions, and Help. A user named 'Rushali' is logged in. The title bar says 'Module Manager: Module OS Donate'. Below the title bar are buttons for Save, Save & Close, Save & New, and Cancel. The main content area has a 'Title' input field. Below it, there are tabs for Module, Description, Menu Assignment, Module Permissions, Sticky hover options, and Advanced. The 'Description' tab is selected. The content under 'Description' is as follows:

**OSDonate - Hover your Paypal Donate button with style**

Created by <http://www.OSTraining.com>. Instructions (for detailed instructions include screenshots, please visit <http://www.OSTraining.com>)

- 1) Access Module: Extensions >> Module Manager >> OSDonate
- 2) Configure Basic Parameters
- 3) Configure Hover Parameters
- 4) Publish/Enable
- 5) Assign to Menu Items
- 6) Save

You can use OSDonate two ways: 1) As a regular module. 2) As a fixed position, hovering/floating module, so that your Paypal Donate button always appears on the screen and never gets scrolled off the screen. This is activated by the Use sticky hover parameter.

**Step (5):** When we click on the **Menu Assignment** tab, you will get the screen as shown below.

The screenshot shows the Joomla Module Manager interface with the 'Description' tab selected in the previous step. Now, the 'Menu Assignment' tab is selected. The main content area includes fields for 'Title' and 'Module Assignment' (set to 'Only on the pages selected'). Below that is a 'Menu Selection' section with a 'Select' dropdown showing 'All, None | Expand All, None' and a 'Search' input field. Under 'MAIN MENU', 'Home (Alias: homepage)' is checked. Under 'USER MENU', several items are checked: 'Your Profile (Alias: your-profile)', 'Submit an Article (Alias: submit-an-article)', 'Submit a Weblink (Alias: submit-a-weblink)', 'Site Administrator (Alias: 2013-11-16-23-26-41)', 'Template Settings (Alias: template-settings)', and 'Site Settings (Alias: site-settings)'.

- **Module Assignment:** Select the option to view the item from the dropdown list such as *on all pages*, *no pages*, *only on the pages selected* or *on all pages except those selected*.
- **Menu Selection:** After selecting the option **only on the pages selected** or **on all pages except those selected**, it will display all menu items present in Joomla. It will allow assigning module to some and not all pages.

**Step (6): Module Permissions** tab shows three action to choose from. It manages the setting of module permissions for the user groups as shown in the following screen.

User Group	Action	Select New Setting	Calculated Setting
- Guest	Delete	Inherited	Not Allowed
- Manager	Edit	Inherited	Not Allowed
-- Administrator	Edit State	Inherited	Not Allowed
- - Registered			
-- Author			
-- - Editor			
-- -- Publisher			

- **Delete:** It allows users in group to delete the content present in the module.
- **Edit:** It allows users in the group to edit the content present in the module.
- **Edit State:** It allows users in group to change the state of content present in the module.

**Step (7):** In **sticky hover options** tab, you can set the options for sticky hover.

The screenshot shows the Joomla administrator interface for managing a module. The top navigation bar includes links for System, Users, Menus, Content, Components, Extensions, and Help. A user named 'Rushali' is logged in. The main content area shows a configuration form for a module. At the top of the form are buttons for Save, Save & Close, Save & New, and Cancel. Below these are tabs: Module, Description, Menu Assignment, Module Permissions, Sticky hover options (which is selected), and Advanced.

**Sticky hover options:**

- Use sticky hover:  Yes  No
- Horizontal Reference Side:  right  left
- Horizontal distance: 0
- Vertical Reference Side:  bottom  top
- Vertical distance: 0
- Font Color: (empty input field)
- Width: 200

- **Use sticky hover:** Sets the position of the module where PayPal button is set constant after scrolling the page.
- **Horizontal Reference Side:** Sets the reference side horizontally on left or right side.
- **Horizontal distance:** Sets the distance horizontally in pixels.
- **Vertical Reference Side:** Sets the reference side vertically on bottom or top.
- **Vertical distance:** Sets the distance vertically in pixels.
- **Font Color:** Enter the font color in hexa value.
- **Width:** Set the width.

**Step (8):** The **Advanced** tab is used to do the advanced settings of the Donation module. The screenshot of **Advanced** tab is as shown below.

- **Module Tag:** Specifies the HTML tag for the modules.
- **Bootstrap Size:** Selects width of the module built in bootstrap.
- **Header Tag:** Modules uses the HTML header tags.
- **Header Class:** Optional CSS classes are added in the module header.
- **Module Style:** Overrides the template style for its position.

## Toolbar

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Following are the details about the function tabs present on the toolbar of Donation Module.

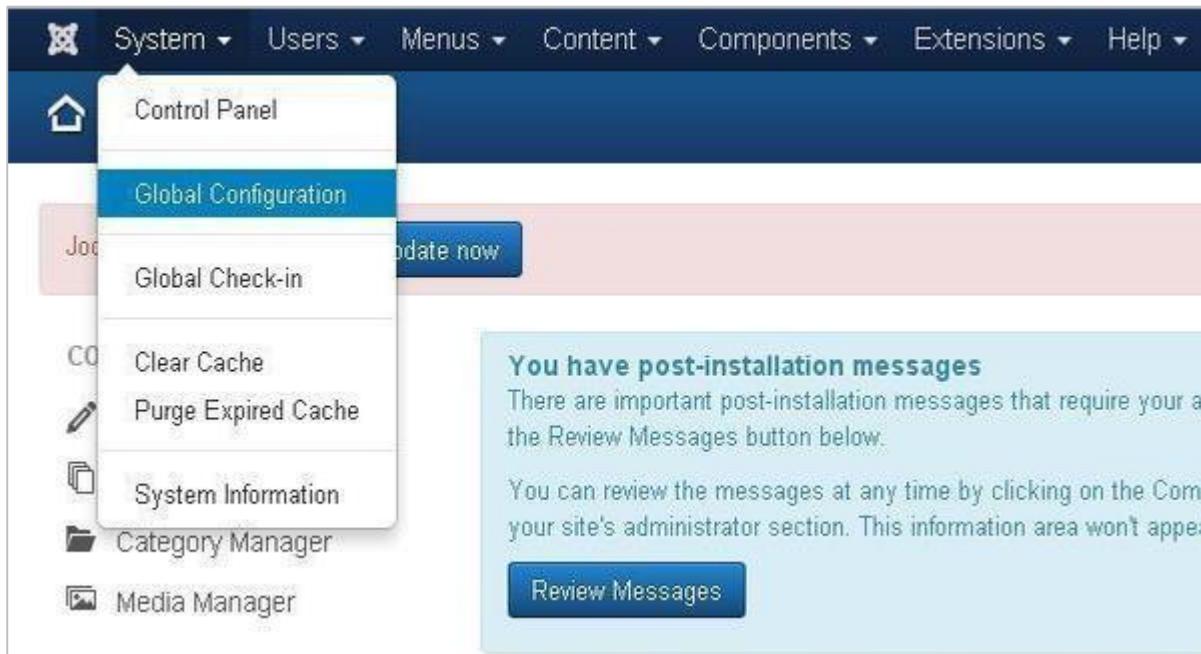
- **Save:** Saves your modules.
- **Save & Close:** Saves the modules and will close the current screen.
- **Save & New:** Saves the modules and opens a new creating module screen.
- **Cancel:** Cancels the created modules in Joomla.

## Part 4: Joomla Global Settings

## 25. SYSTEM SETTINGS

The Global Configuration is used for configuring Joomla site with your personal settings. To access the system settings, just follow the following steps:

**Step (1):** Go to **System --> Global Configuration** as shown in the following screen.



**Step (2):** Under **Global Configuration** section, click on the **System** tab to get **System Settings** as shown in the following screen.

The screenshot shows the Joomla Global Configuration interface. At the top, there are tabs for System, Site, System, Permissions, and Text Filters. The Global Configuration tab is selected. Below the tabs, there are several sections: System Settings, Debug Settings, Cache Settings, and Session Settings. Under System Settings, there are fields for Path to Log Folder (set to C:\Program Files\Ampps\www\Joc) and Help Server (set to English (GB) - Joomla help wiki). Under Cache Settings, there are dropdowns for Cache (set to OFF - Caching disabled), Cache Handler (set to File), and Cache Time (set to 15). Under Session Settings, there are dropdowns for Session Lifetime (set to 15) and Session Handler (set to Database).

Under **System Settings**, you can see there are two options:

- Path to Log Folder:** It gives a path to store the logs by Joomla. This path is automatically set up on Joomla installation and should not be changed.
- Help Server:** It provides help information when the button is clicked. It uses appropriate language for the help service. It uses Joomla main help site by default.

## Debug Settings

**Debug Settings**

Debug System	<input type="button" value="Yes"/>	<input type="button" value="No"/>
Debug Language	<input type="button" value="Yes"/>	<input type="button" value="No"/>

The Debug Settings contain two options:

- **Debug System:** It is a debugging system of Joomla which provides debug information by setting it to "Yes". It provides various forms such as diagnostic information, language translations and SQL errors. The default setting is "No".
- **Debug Language:** It provides debug language translations for Joomla site by setting it to "Yes".

## Cache Settings

**Cache Settings**

Cache *	<input type="button" value="OFF - Caching disabled"/>
Cache Handler	<input type="button" value="File"/>
Cache Time *	15

The Cache Settings contain three options:

- **Cache:** It specifies whether the cache is enabled or not. It reduces the load used by the websites to a web server. The default is "OFF - Caching disabled".
- **Cache Handler:** It provides file-based caching mechanism for cache handling.
- **Cache Time:** It specifies the maximum time for a cache file before it is refreshed. The default cache time is 15 minutes.

## Session Settings

Session Settings

Session Lifetime *	15
Session Handler *	Database

The Session Settings contain two options:

- **Session Lifetime:** It defines the session time for users who remain signed in. The default session is 15 minutes.
- **Session Handler:** It provides session handler which informs how the session should be handled after a user logs into the site. The default setting is "Database".

## Toolbar

Following are the details about the toolbar function tabs:

- **Save:** Saves your setting.
- **Save & Close:** Saves the settings and closes the current screen.
- **Cancel:** Cancels the setting in Joomla.

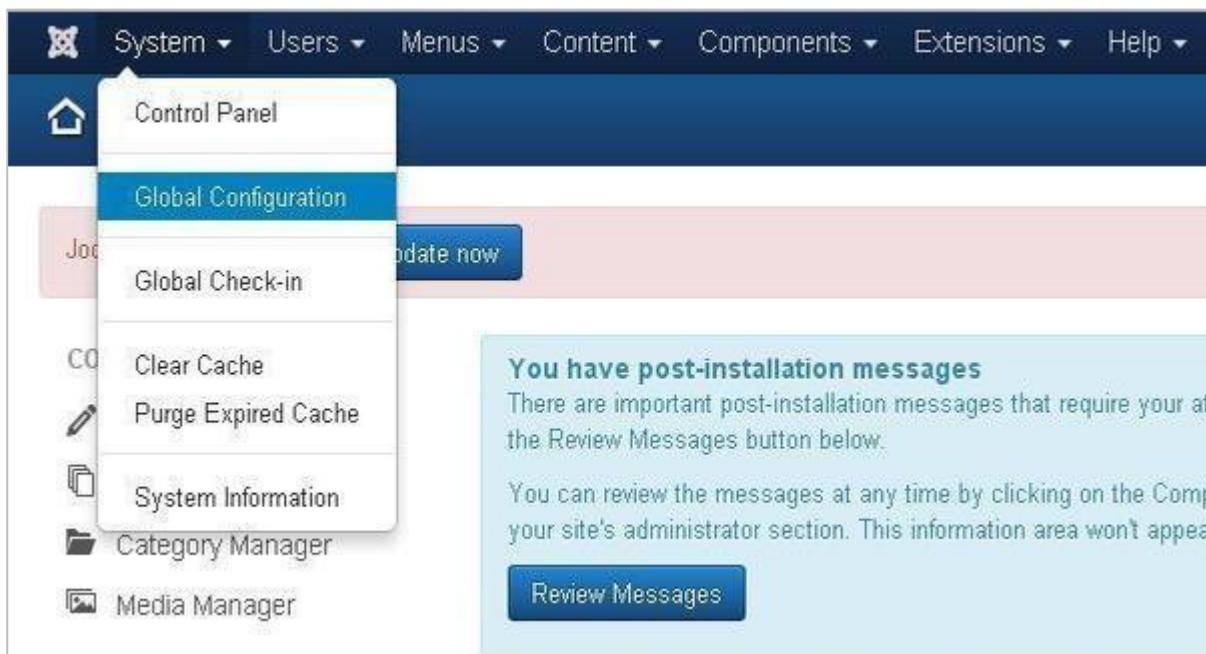
# 26. MEDIA SETTINGS

In this chapter, we will study about **Joomla Media Settings**. Joomla Media Settings help to configure the global media files options such like file format, MIME specifications, upload of files, size of files etc.

## Joomla Media Settings

Following are the simple steps used to set the Joomla media options:

**Step (1):** Go to **System --> Global Configuration** as shown in the following screen.



Click on **Media Manager** in Joomla **Global Configuration**. You will get to see the following screen and fill the fields with appropriate values.

## Media Manager Options

Save  Save & Close  Cancel

	Component	Permissions
SYSTEM		
Global Configuration		
COMPONENT		
Banners	Legal Extensions (File Types)	bmp,csv,doc,gif,ico,jpg,jpeg,odg,odf
Cache Manager	Maximum Size (in MB)	10
Check-in	<b>Warning! Path Folder</b> Changing the default 'Path to files folder' to another folder other than default 'images' may break your links. The 'Path to images' folder has to be the same or a subfolder of 'Path to files'.	
Contacts	Path to files folder	images
Articles	Path to images folder	images
Smart Search		
Installation Manager		
Joomla! Update		
Language Manager		
<b>Media Manager</b>		
Menus Manager	Restrict Uploads	<input checked="" type="button"/> Yes <input type="button"/> No
Messaging	Check MIME Types	<input checked="" type="button"/> Yes <input type="button"/> No
Module Manager	Legal Image Extensions (File Types)	bmp,gif,jpg,png
Newsfeeds	Ignored Extensions	
Plugins Manager	Legal MIME Types	image/jpeg,image/gif,image/png,image/
Post-installation	Illegal MIME Types	text/html
Messages		
Redirect		
Search		
Tags		
Template Manager		
Users Manager		
Weblinks		

Below we have mentioned the details of the fields present in the Joomla Media Settings page:

- **Legal Extensions (File Types):** Provide an extension for the user file uploads which are separated by the **comma (,)**. For example: jpg, png, json....
  - **Maximum Size (in MB):** Maximum size of the file in MB i.e. allowed for an uploading.
  - **Path to files folder:** Provide the path for the file folder i.e. related to the root of the Joomla installation directory.
  - **Path to images folder:** Provide the Path for the image folder i.e. related to the root of the Joomla installation directory.
  - **Restrict Uploads:** It restricts a user to upload the image files, if there is no **Manager Permission if File info or MIME Magic** isn't installed on the server.
  - **Check MIME Types:** MIME Magic or File info is used to verify the MIME types.

- **Legal Image Extensions (File Types):** Check for valid image headers of image files.
- **Ignored Extensions (File types):** Ignores the file types which are specified in this field with comma separated.
- **Legal MIME Types:** Specifies the legal MIME types separated by comma.
- **Illegal MIME Types:** Specifies the illegal MIME types separated by comma.

**Step (2):** Click on **Permission** and select the required options from the dropdown menu.

Group	Action	Select New Setting <sup>1</sup>	Calculated Setting <sup>2</sup>
Public	Configure	Inherited	Not Allowed
Guest	Access Administration Interface	Inherited	Not Allowed
Manager	Create	Inherited	Not Allowed
Administrator	Delete	Inherited	Not Allowed
Registered			
Author			
Editor			
Publisher			
Super Users			

The following steps describe how to change the permissions for the Media Manager component:

**Step (2.1):** You can select the **Title** that is listed in the **Group**, located on the right.

**Step (2.2):** The possible desired **Actions** are:

- **Configure:** Users can configure this component.
- **Access Administration Interface:** Users are able to access the administration interface.
- **Create:** Users can create the content in this component.
- **Delete:** Users can delete any content that is defined in this component.

**Step (2.3):** Select the **Permission** for an **Action** that you want to change:

- **Inherited:** The Global Configuration, Component Configuration, Article Manager Options, or Category permissions are used to inherit for users in this Group.

- **Allowed:** This shows the allowed Users for this Group.
- **Denied:** This shows the denied Users for this Group.

## Toolbar

---

Following are the toolbar options in the media.

- **Save:** Saves your media setting.
- **Save & Close:** Saves the media setting and closes the current screen.
- **Cancel:** Cancels the media setting in Joomla.

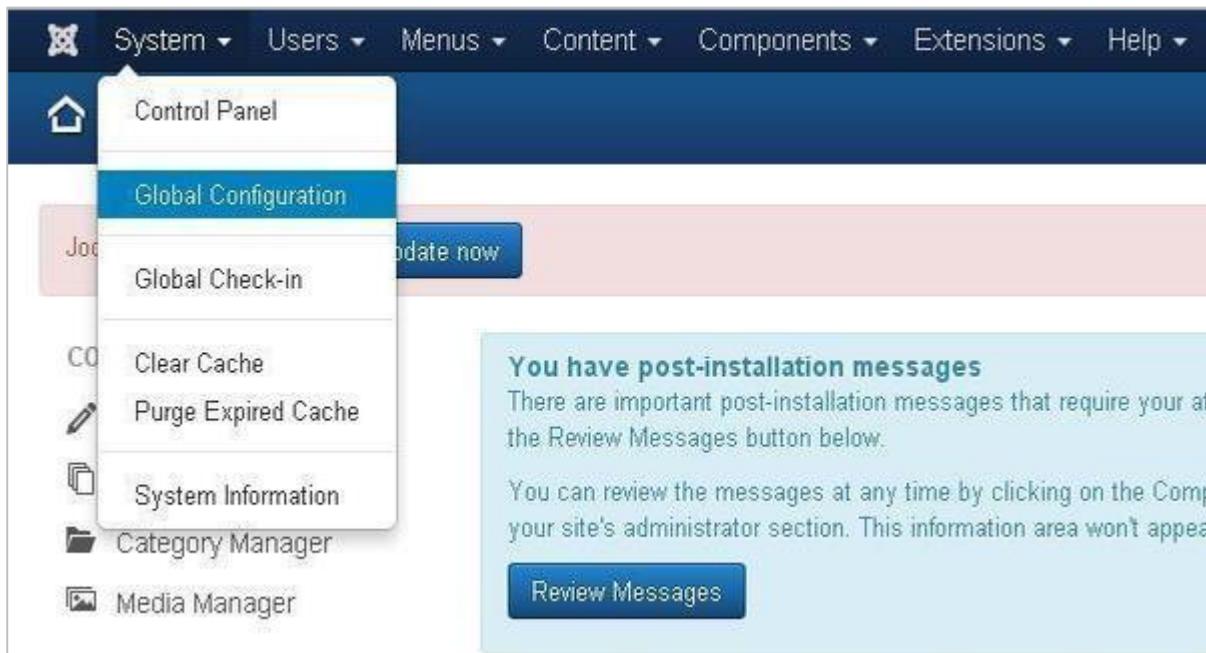
# 27. LANGUAGE MANAGER

In this chapter, we will study about **Joomla Language Manager**. The Joomla language manager option is used to set the Native Title, Language Code, SEF Prefix, and Image Prefixes of the installed or to be installed languages.

## Joomla Language Manager

Following are the simple steps used to set the Joomla language manager.

**Step (1):** Go to **System --> Global Configuration** as shown in the following screen.



Next, click on the **Language Manager** in Joomla **Global Configuration** and you will get the screen as shown below.

The screenshot shows the 'Language Manager Options' page in the Joomla administrator interface. The top navigation bar includes 'Save', 'Save & Close', and 'Cancel'. On the left, a sidebar lists various Joomla components: Global Configuration, Banners, Cache Manager, Check-in, Contacts, Articles, Smart Search, Installation Manager, Joomla! Update, Language Manager (which is selected and highlighted in blue), Media Manager, Menus Manager, Messaging, Modules Manager, Newsfeeds, and Plugins Manager. The main content area is titled 'Permissions' and contains a note: 'Default permissions used for all content in this component. Manage the permission settings for the user groups below. See notes at the bottom.' It shows a table with columns: Action, Select New Setting<sup>1</sup>, and Calculated Setting<sup>2</sup>. The actions listed are Configure, Access Administration Interface, Create, Delete, Edit, and Edit State. The 'Select New Setting' dropdown for most actions is set to 'Inherited', while 'Edit State' is set to 'Not Allowed'. The 'Calculated Setting' column also shows 'Not Allowed' for all rows.

Below we have mentioned the details of the fields present in the Joomla Language Manager page.

- Configure:** Configure the installed language.
- Access Administration Interface:** Users are able to access the administration interface.
- Create:** It creates new languages in the component.
- Delete:** It deletes the created new languages in the component.
- Edit:** It edits an existing language.
- Edit State:** Changes the language state such as Publish, Unpublished, Archive and Trash in the component.

## Toolbar

---

Following are the toolbar options in the Language Manager.

- Save:** Saves your language setting.
- Save & Close:** Saves the language setting and closes the current screen.
- Cancel:** Cancels the language setting in Joomla.

## 28. PRIVATE MESSAGES

The messaging system allows to send messages to the back-end users of Joomla. You can send, read, write and delete messages.

**Step (1):** You can create a new private message as shown in the screen below. Go to **Components --> Messaging --> New Private Message** to write a new private message.

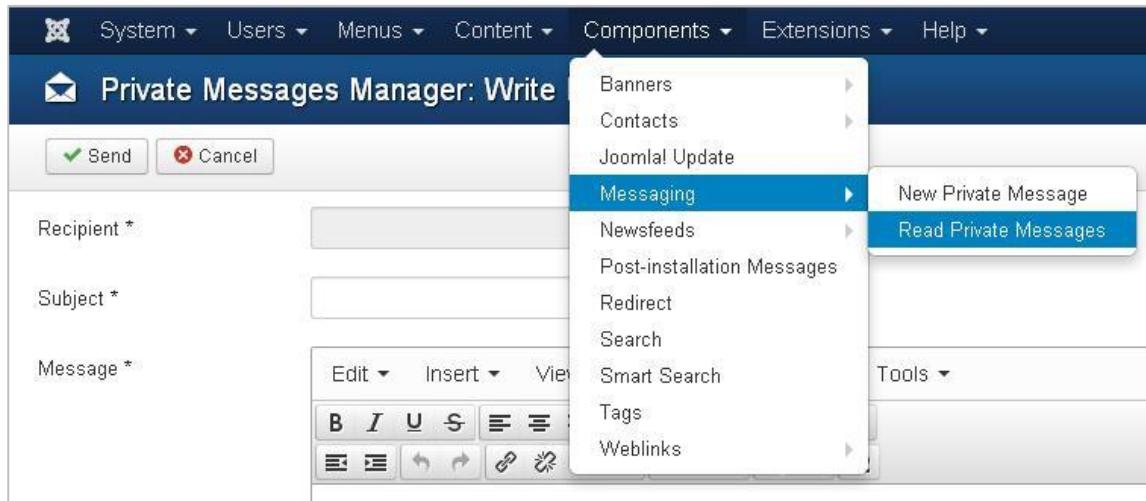
The screenshot shows the Joomla Control Panel. The top navigation bar includes links for System, Users, Menus, Content, Components, Extensions, and Help. A red banner at the top right indicates "Joomla! 3.4.1 is available: Update now". Below the banner, there are sections for CONTENT (Add New Article, Article Manager, Category Manager, Media Manager), STRUCTURE (Menu Manager, Module Manager), and LOGGED-IN USERS (Super User Administration). A central message box says "You have pos..." and "There are important messages in the Review Mess...". The Components menu is open, showing options like Banners, Contacts, Joomla! Update, Messaging (selected), Newsfeeds, Post-installation Messages, Redirect, Search, Smart Search, Tags, and Weblinks. A sub-menu for Messaging shows "New Private Message" and "Read Private Messages".

**Step (2):** When you open the New Private Message, you will get the following screen.

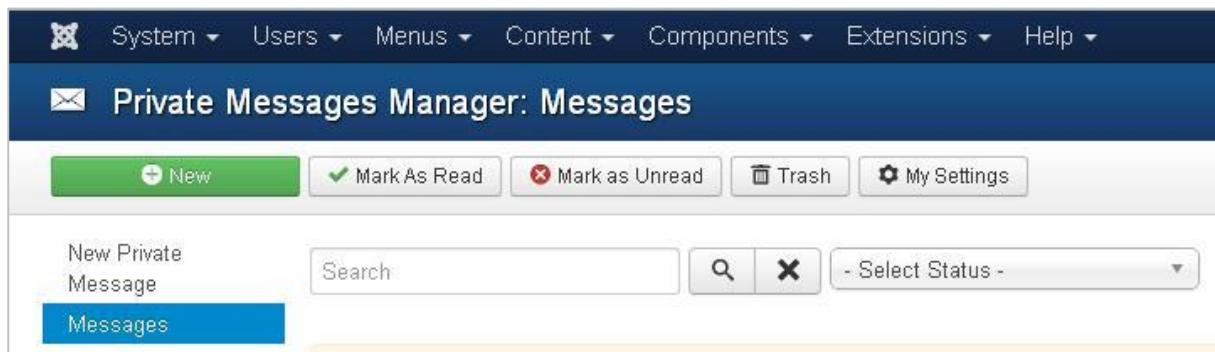
The screenshot shows the "Private Messages Manager: Write Private Message" screen. At the top, there are "Send" and "Cancel" buttons. Below them are fields for "Recipient \*" (with a user icon) and "Subject \*". A large text area for "Message \*" is present with a rich text editor toolbar above it. The toolbar includes buttons for Edit, Insert, View, Format, Table, Tools, and various text and media formatting options like bold, italic, underline, and alignment.

You can select a "Recipient" by clicking on the select user button. Enter a subject in the "Subject" field. Enter your message in the "Message" area. Message area provides an editor kind of interface with options such as bold, italic, heading format, insertion of image, link, table, indentation of text, text alignment, special characters etc.

**Step (3):** If you want to read the private messages, then go to **Components --> Messaging --> Read Private Messages** as shown in the following screen.



When you open the above link, you will get the following screen.



You can filter list of the messages by typing part of the subject in the "Search" box. You can select the status of the message as "Read", Unread" and "Trash" by using the *Select Status* dropdown.

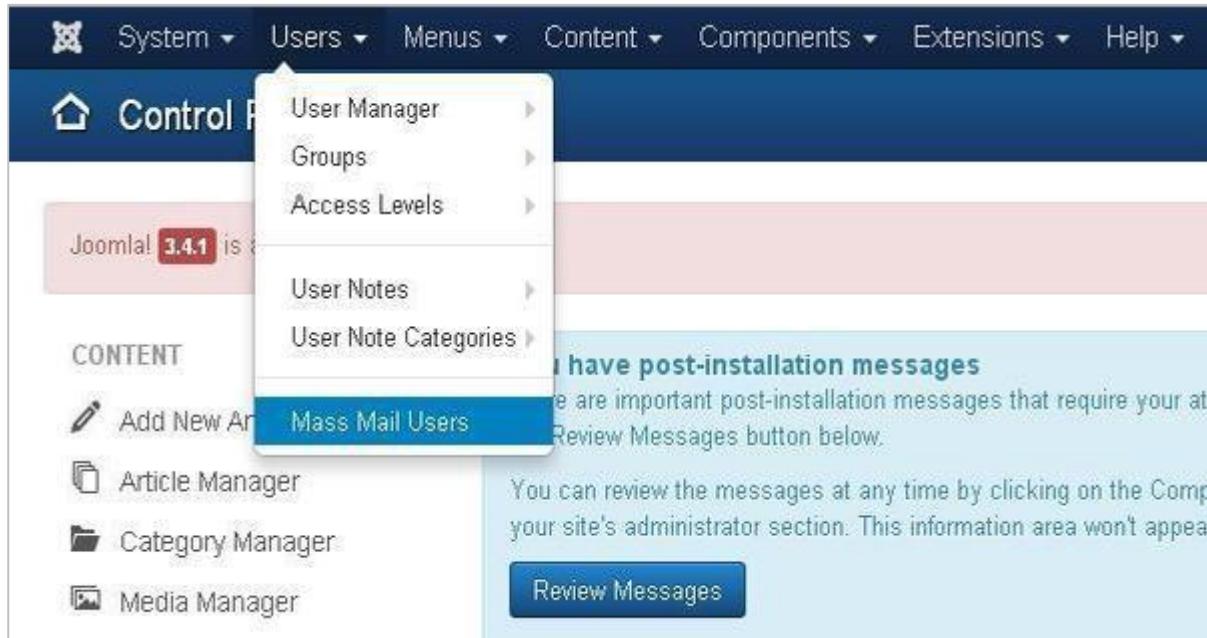
**Step (4):** At the top left, you will see a toolbar that provides following functions:

- **New:** It is used to create a new message.
- **Mark as Read:** It selects the status of message as Read.
- **Mark as Unread:** It selects the status of the message as Unread.
- **Trash:** It is used to delete the message.
- **My Settings:** It provides the pop-up window to change message settings.

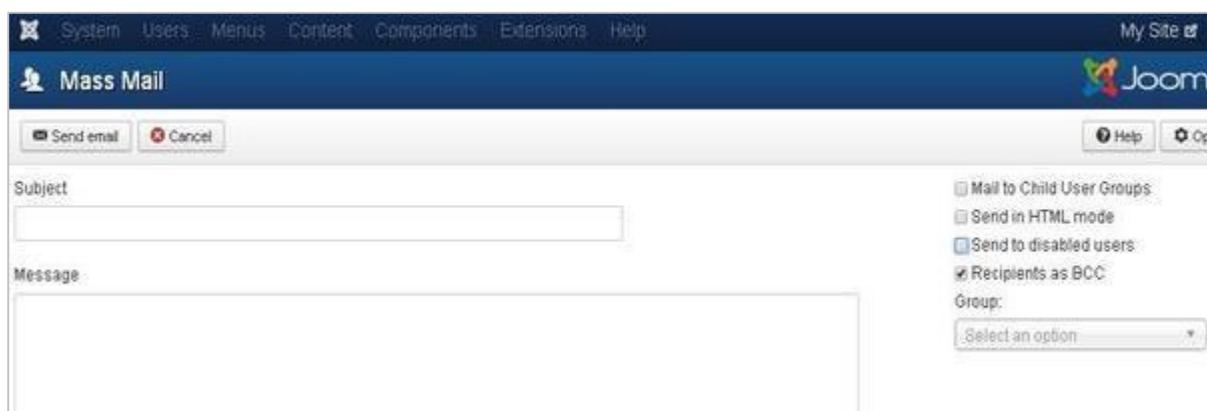
## 29. MASS EMAILING

**Mass Mail** is used for sending emails to the group of registered users. Users can be selected based on groups.

**Step (1):** To use this feature, go to **Users --> Mass Mail Users** as shown in the screen below.



**Step (2):** The following screen shows Mass Mail window.



The Mass Mail window provides following options:

- **Subject:** It is used for the email subject.
- **Message:** It adds the content of the email.

- **Mail to Child User Groups:** It is used to send email to all child groups of the parent group.
- **Send in HTML Mode:** It uses HTML code in the mail.
- **Send to disable users:** Disable users will be included when sending mail, if it is checked.
- **Recipients as Bcc:** It hides the recipient list and adds copy to site mail.
- **Group:** It chooses a group to send the mail to.

At the top left, there's a toolbar with following options:

- **Send Mail:** It is used to send an email once finished editing.
- **Cancel:** It cancels the unsaved edits.

# 30. CACHE MANAGEMENT

In this chapter, we will study about **Joomla Cache Manager**. You can install the cache controller plug-in which helps to improve the performance of Joomla. You can also turn off the cache on the particular pages and component.

## Joomla Cache Management

Following are the simple steps used to set up the Joomla cache manager:

**Step (1):** Click on **Cache Management** in Joomla **Global Configuration**. You will get the screen as shown below.

Action	Select New Setting <sup>1</sup>	Calculated Setting <sup>2</sup>
Configure	Inherited	Not Allowed
Access Administration Interface	Inherited	Not Allowed

Following are the details of the fields present in the Joomla Cache Management page:

- **Configure:** It is used to select the system for which your site should be used for caching. It also caches your PHP opcode.
- **Access Administration Interface:** It allows users to access the administration interface.

## Toolbar

Following are the toolbar options in Cache Management.

- **Save:** Saves your Cache Manager Setting.
- **Save & Close:** Saves the Cache Manager Setting and closes the current screen.
- **Cancel:** Cancels the Cache Manager Setting in Joomla.

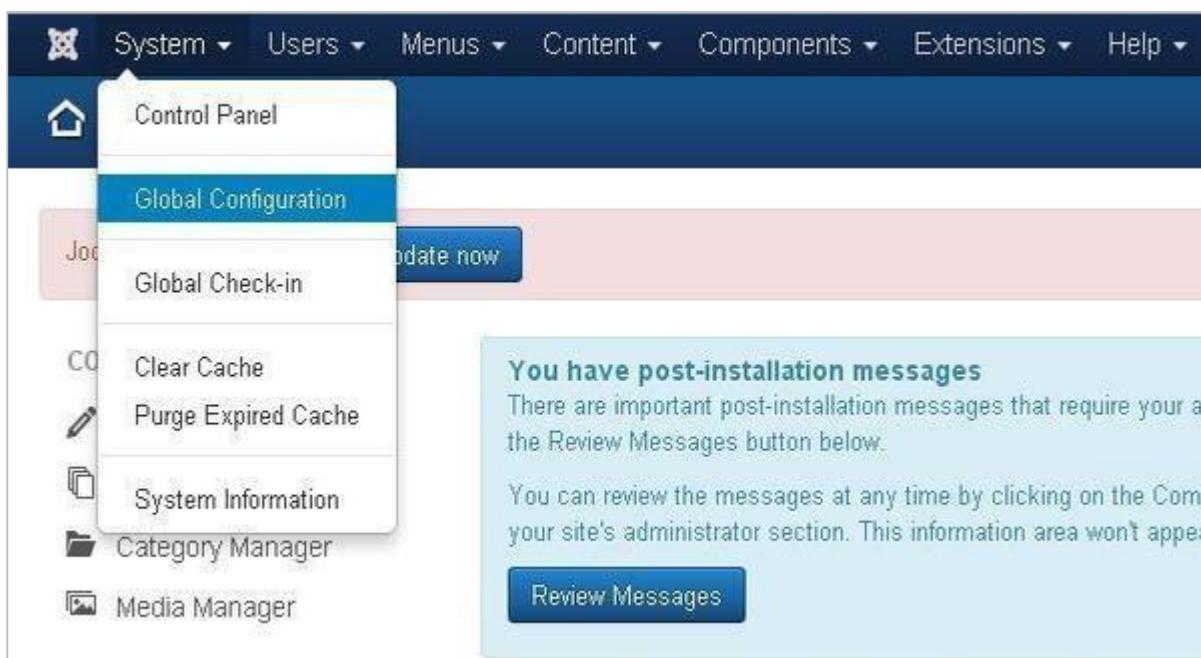
# 31. USERS SETTING

In this chapter, we will study about **Joomla Users Setting**. It gives options on how to configure the new users and provides various options that help restrict new users from providing unwanted details.

## Joomla Users Setting

Following are the simple steps used to set the Joomla users setting.

**Step (1):** Go to **System --> Global Configuration** as shown in the following screen.



Next, click on **Users Manager** in Joomla **Global Configuration**. You will get the screen as shown below and select the fields with appropriate values.

## Users Configuration

Save  Save & Close  Cancel

SYSTEM	Component	User Notes History	Mass Mail	Permissions
Global Configuration				
COMPONENT				
Banners	Allow User Registration	<input checked="" type="button"/> Yes <input type="button"/> No		
Cache Manager	New User Registration Group	- Registered		
Check-in	Guest User Group	- Guest		
Contacts				
Articles	Send Password	<input checked="" type="button"/> Yes <input type="button"/> No		
Smart Search	New User Account Activation	Self		
Installation Manager	Notification Mail to Administrators	<input checked="" type="button"/> Yes <input type="button"/> No		
Joomla! Update				
Language Manager	Captcha	- Use Default-		
Media Manager	Frontend User Parameters	<input checked="" type="button"/> Show <input type="button"/> Hide		
Menus Manager	Frontend Language	<input checked="" type="button"/> Show <input type="button"/> Hide		
Messaging	Change Login Name	<input checked="" type="button"/> Yes <input type="button"/> No		
Module Manager	Maximum Reset Count	10		
Newsfeeds				
Plugins Manager	Time in Hours	1		
Post-installation				
Messages	Minimum Password Length	4		
Redirect				
Search	Password Minimum Integers	0		
Tags	Password Minimum Symbols	0		
Template Manager	Password Upper Case Minimum	0		
<b>Users Manager</b>				
Weblinks				

We can view the different tabs present in the screen shown above. By default, the Component tab is displayed.

Below we have mentioned the details of the fields present in the Component tab.

- **Allow User Registration:** It allows the new user registration and set it to **Yes**.
- **New User Registration Group:** The default group which allows the user to register via front-end.
- **Guest User Group:** Setting up the Guest user.
- **Send Password:** If it is set to **Yes**, password will be mailed to the registered user as a part of registration mail.
- **New User Account Activation:** If it is set to **None** the new user will be registered immediately. If it set to **Self**, the new user gets the activation mail which helps to activate the account themselves.
- **Notification Mail to Administrators:** If it is set **No**, It sends the new user activation mail to the admin.
- **Captcha:** Provides the captcha options to activate the new user.
- **Front-end User Parameters:** It is set to **Show**, the user will be able to modify their language, editor and help websites.
- **Front-end Language:** It is set to **Show**, the language option will appear during the new user registration.
- **Change Login Name:** If it is set to **Yes**, it allows the new user to edit the login name.
- **Maximum Reset Count:** It defines the maximum reset of password for the user and 0 indicates no limits.
- **Time in Hours:** Time for the reset counter in hour.
- **Minimum Password Length:** Specifies the length of the password.
- **Password Minimum Integers:** It specifies the minimum number of integers that must be included in the password entry.
- **Password Minimum Symbols:** It specifies the minimum number of symbols that must be included in the password entry.
- **Password Upper Case Minimum:** It specifies the minimum number of upper case characters that must be included in the password entry.

**Step (2):** The *User Notes History* tab is used to save history of the user notes.

The screenshot shows the Joomla 'Users Configuration' screen under the 'Component' tab. On the left, there's a sidebar with 'Global Configuration' and a list of components: Banners, Cache Manager, and Check-in. The main area has two sections: 'Save History' (with 'Yes' selected) and 'Maximum Versions' (set to 5).

- Save History:** It saves the version history of the component when selected as **Yes**. Otherwise no version history is saved.
- Maximum Versions:** It always saves the maximum number of versions for an item.

**Step (3):** The Mass Mail tab is used to save setting for the mass mail.

The screenshot shows the Joomla 'Users Configuration' screen under the 'Mass Mail' tab. On the left, there's a sidebar with 'Global Configuration' and a list of components: Banners, Cache Manager, Check-in, Contacts, Articles, Smart Search, and Installation Manager. The main area has two fields: 'Subject Prefix' and 'Mailbody Suffix'.

- Subject Prefix:** Automatically text is inserted before the subject of mass mail
- Mailbody Suffix:** Automatically text is inserted after the body of the email.

**Step (4):** In **Permissions** tab, we can view the six actions as can be seen in the screen below. This tab is used to manage the permission settings for the user groups.

The screenshot shows the Joomla! administrator interface under the 'Users Configuration' section. The top navigation bar includes 'System', 'Users', 'Menus', 'Content', 'Components', 'Extensions', and 'Help'. The title bar says 'Users Configuration'. Below the title are buttons for 'Save' (with a checkmark), 'Save & Close', and 'Cancel'. A 'Help' button is also present.

The main area has tabs: 'Component' (selected), 'UserNotes History', 'Mass Mail', and 'Permissions'. On the left, a sidebar lists various Joomla! components: Global Configuration, Banners, Cache Manager, Check-in, Contacts, Articles, Smart Search, Installation Manager, Joomla! Update, Language Manager, Media Manager, Menus Manager, Messaging, Module Manager, Newsfeeds, and Plugins Manager. Each component has a corresponding permission level listed below it: Public, Guest, Manager, Administrator, Registered, Author, Editor, Publisher, and Super Users.

The 'Permissions' table lists actions and their settings:

Action	Select New Setting <sup>1</sup>	Calculated Setting <sup>2</sup>
Configure	Inherited	Not Allowed
Access Administration Interface	Inherited	Not Allowed
Create	Inherited	Not Allowed
Delete	Inherited	Not Allowed
Edit	Inherited	Not Allowed
Edit State	Inherited	Not Allowed

<sup>1</sup> Select New Setting: Inherited  
<sup>2</sup> Calculated Setting: Not Allowed

- **Configure:** It allows users to edit the user option.
- **Access Administration Interface:** It allows users to access the administration interface.
- **Create:** It allows users in group to create the content present in the extension.
- **Delete:** It allows users in group to delete the content present in the extension.
- **Edit:** It allows users in group to edit the content present in the extension.
- **Edit State:** It allows users in group to change the state of content present in the extension.

## Toolbar

---

Following are the toolbar options in the Users Setting.

- **Save:** Saves your user settings.
- **Save & Close:** Saves the user settings and closes the current screen.
- **Cancel:** Cancels the user settings in Joomla.

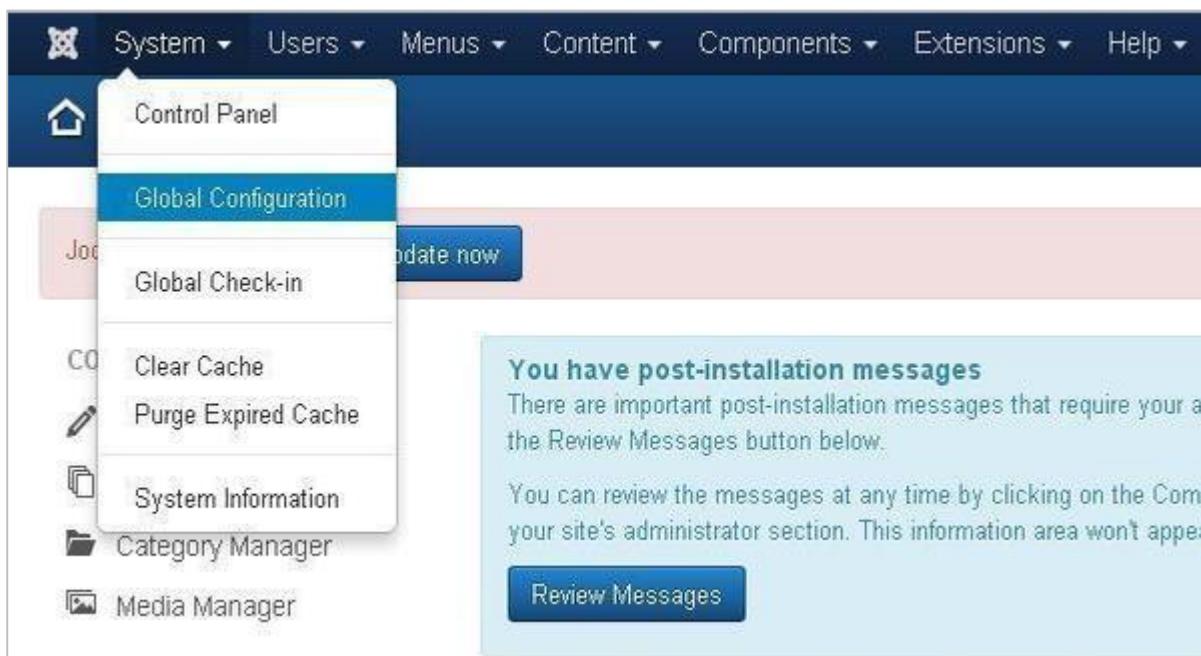
# 32. DEBUG

In this chapter, we will study about **Debug** in Joomla. By enabling the debug mode it helps to troubleshoot the various issues of Joomla. It shows details of how Joomla is rendering Session Data, Profile Information, Memory Usage and Database Queries.

## Joomla Debug

Following are the simple steps used to set the Joomla debug.

**Step (1):** Go to **System --> Global Configuration** as shown in the following screen.



Next, click on the **System** tab in Joomla **Global Configuration** as shown below.

The screenshot shows the Joomla Global Configuration interface. The top navigation bar includes links for System, Users, Menus, Content, Components, Extensions, and Help. Below the navigation is a toolbar with Save, Save & Close, and Cancel buttons. The main content area has tabs for Site, System, Server, Permissions, and Text Filters, with the System tab selected. Under the System tab, there's a 'Global Configuration' sub-tab. On the left, a sidebar lists various components: Banners, Cache Manager, Check-In, Contacts, Articles, Smart Search, Installation Manager, Joomla! Update, Language Manager, Media Manager, Menus Manager, and Messaging. The 'System Settings' section contains fields for 'Path to Log Folder' (C:\Program Files\Ampps\www\joo) and 'Help Server' (English (GB) - Joomla help wiki). The 'Debug Settings' section, highlighted by a red box, contains two sets of buttons: 'Debug System' (Yes or No) and 'Debug Language' (Yes or No).

Below we have mentioned the details of the fields present in the Joomla Debug Setting section.

- **Debug System:** It is a debugging system of Joomla which provides debug information by setting it to "Yes". It provides various forms such as diagnostic information, language translations and SQL errors. The default setting is "No".
- **Debug Language:** It provides debug language translations for Joomla site by setting it to "Yes".

## Toolbar

---

Following are the toolbar options in the debug.

- **Save:** Saves your configuration setting.
- **Save & Close:** Saves the configuration setting and closes the current screen.
- **Cancel:** Cancels the configuration setting in Joomla.

## Part 5: Joomla Advanced

# 33. TEMPLATE MANAGER

In this chapter, we will study about **Template Manager** in Joomla. It manages the various templates that are used in the website. The templates can be used without changing the content structure of the website.

## Template Manager

Following are the simple steps to edit the Template Manager in Joomla.

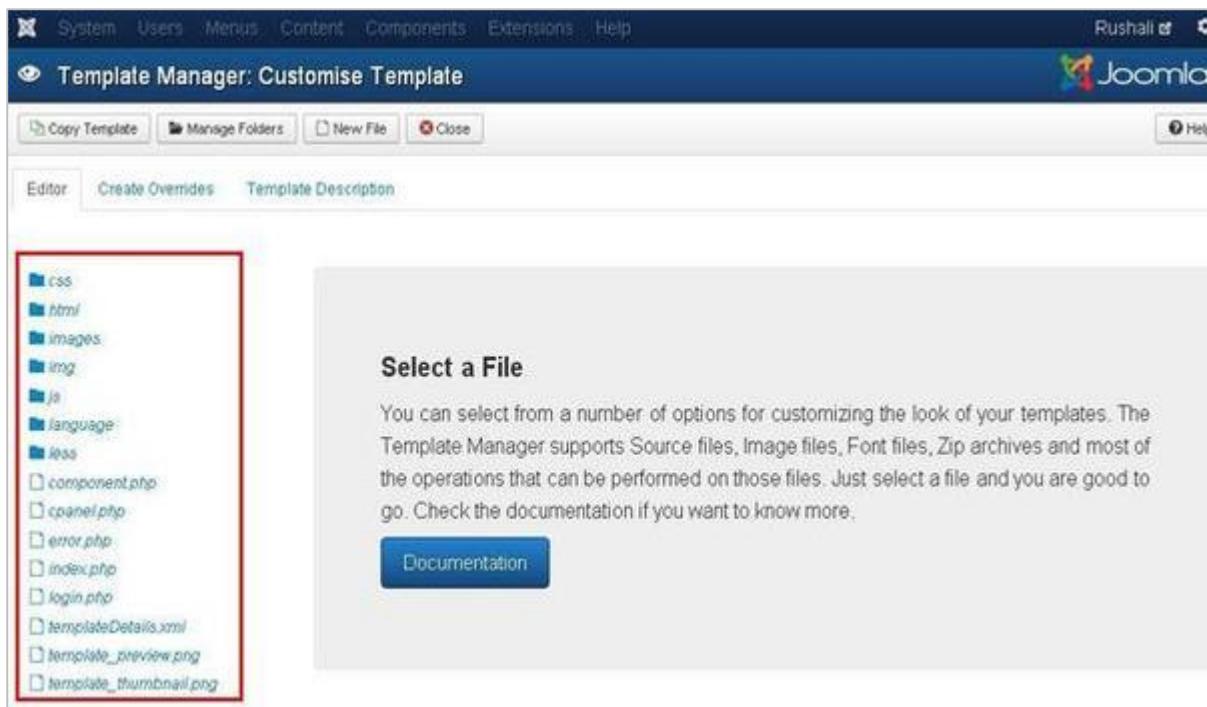
**Step (1):** Click **Extensions --> Template Manager** as shown below.



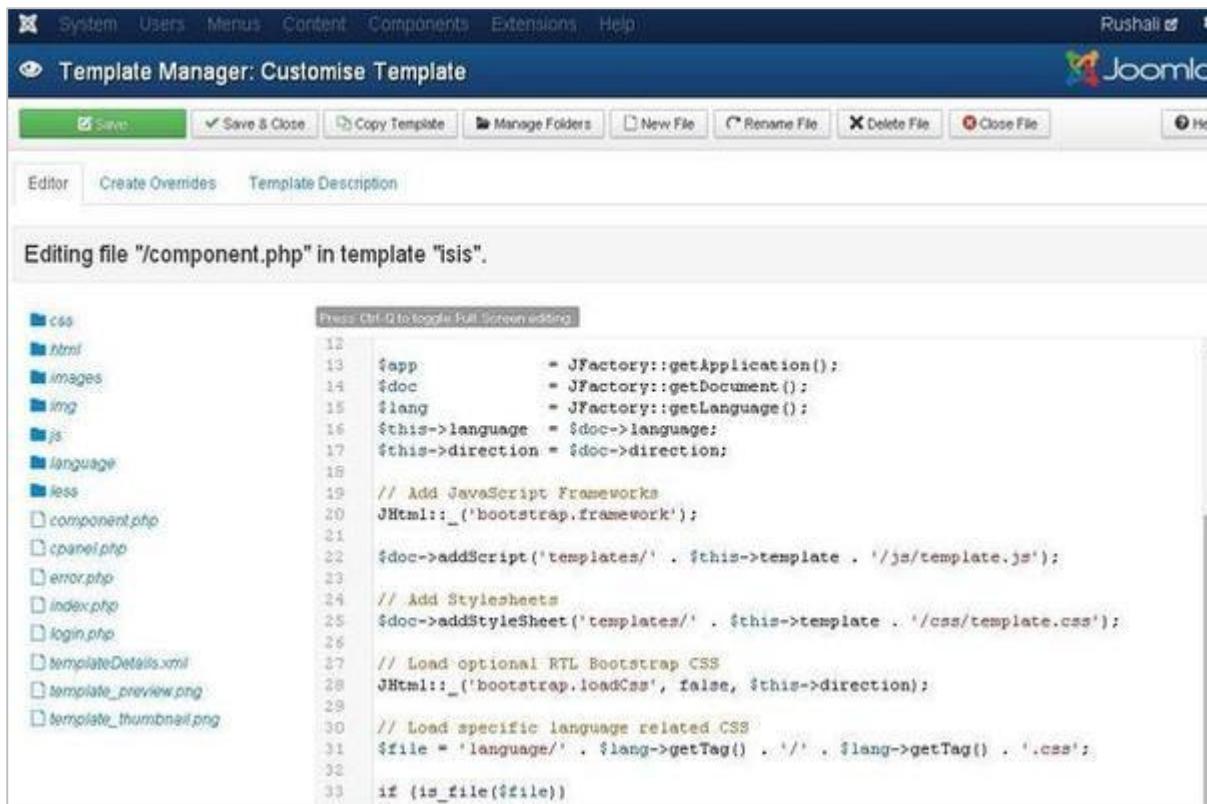
**Step (2): Template Manager: Styles** page get displayed as shown below. Here, you can click directly on any of the templates listed in **Template** column.

Style	Default	Assigned	Location	Template	ID
Beez3 - Default			Site	Beez3	4
Hathor - Default			Administrator	Hathor	5
isis - Default			Administrator	isis	8
protostar - Default			Site	Protostar	7

**Step (3):** After clicking on any one of the above templates you will get the screen as shown below. In the **Editor** tab, template files are listed on the left side of the page as seen in the screenshot below:



**Step (4):** Select any of the files by clicking on it for editing.



**Step (5):** Click on **Create Overrides** tab, you will see the list of **Modules**, **Components**, and **Layouts** present in the template manager as shown below. Here you can easily override the new templates.

The screenshot shows the Joomla Template Manager interface. The top menu bar includes System, Users, Menus, Content, Components, Extensions, and Help. The title bar says "Template Manager: Customise Template". Below the title bar is a toolbar with buttons for Save, Save & Close, Copy Template, Manage Folders, New File, Rename File, Delete File, Close File, and Help. The main content area has three tabs: Editor, Create Overrides, and Template Description. The "Components" tab is selected. It displays a list of components under the "Components" column, including com\_admin, com\_banners, com\_cache, com\_categories, com\_checkin, com\_contact, com\_content, com\_contenthistory, com\_cpanel, com\_finder, com\_installer, com\_joomlaupdate, com\_languages, com\_login, com\_media, and com\_menus. The "Layouts" column lists various layout types: content, edit, editors, form, links, pagination, quickicons, searchtools, sidebars, system, timymce, and toolbar.

**Step (6):** Click on any one component and you will see many sub components present inside it as shown below.

This screenshot is similar to the previous one, showing the Joomla Template Manager. The "Components" tab is selected. In the "Components" column, the "com\_content" item is highlighted with a red box. When "com\_content" is selected, its sub-components are listed in a sub-menu: article, articles, and featured. These sub-components are also enclosed in a red box.

**Step (7):** When you click on any one sub component then you will get the following message.

**Template Manager: Customise Template**

Save  Save & Close  Copy Template  Manage Folders  New File

**Message**  
Override created in \administrator\templates\isis\html\com\_contact\contacts  
Successfully created the override.

Editor Create Overrides Template Description

Modules	Components
mod_custom mod_feed	com_admin com_banners

**Step (8):** You can go back to **Editor** tab to check if override file is available for editing or not as shown below.

**Editing file "/component.php" in template**

Save  Save & Close  Copy Template

Editor Create Overrides Template Description

File structure:

- css
- html
  - com\_contact
  - com\_content
    - article
  - layouts
  - mod\_version
  - editor\_content.css
  - modules.php
  - pagination.php
- images

Code editor:

```

Press Ctrl-Q to toggle
reserv
* $li
*/
define
$app
$doc
$lang
$this-
$this-
...

```

Line numbers: 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18

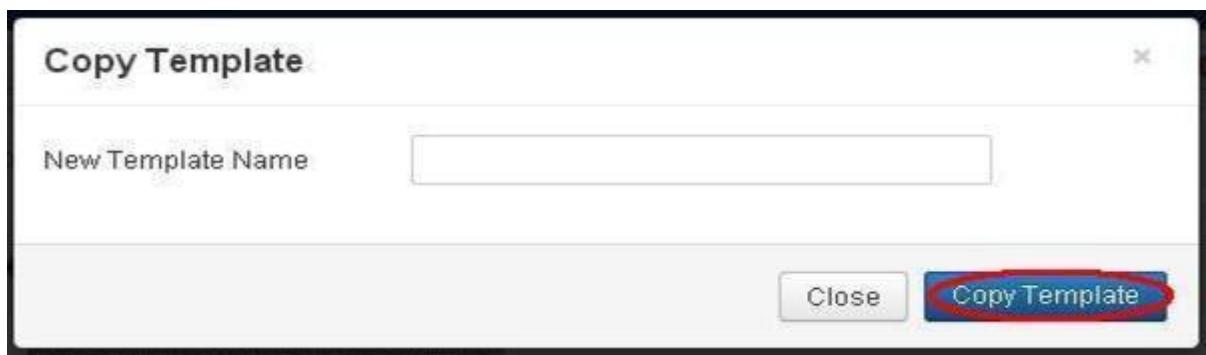
**Step (9):** Click on **Template Description** tab, you will see the detailed description of the selected template as shown below.

The screenshot shows the Joomla Template Manager interface. At the top, there's a toolbar with buttons for Save, Save & Close, Copy Template, Manage Folders, New File, Rename File, Delete File, and Close File. Below the toolbar, tabs for Editor, Create Overrides, and Template Description are visible. The main content area is titled 'Isis' and contains a brief description: 'Continuing the Egyptian god/goddess theme (Khepri from 1.5 and Hathor from 1.6), Isis is the Joomla 3 admin template based on Bootstrap from Twitter and the launch of the Joomla User Interface library (JUI).'. There's also a small thumbnail image of the template's admin interface.

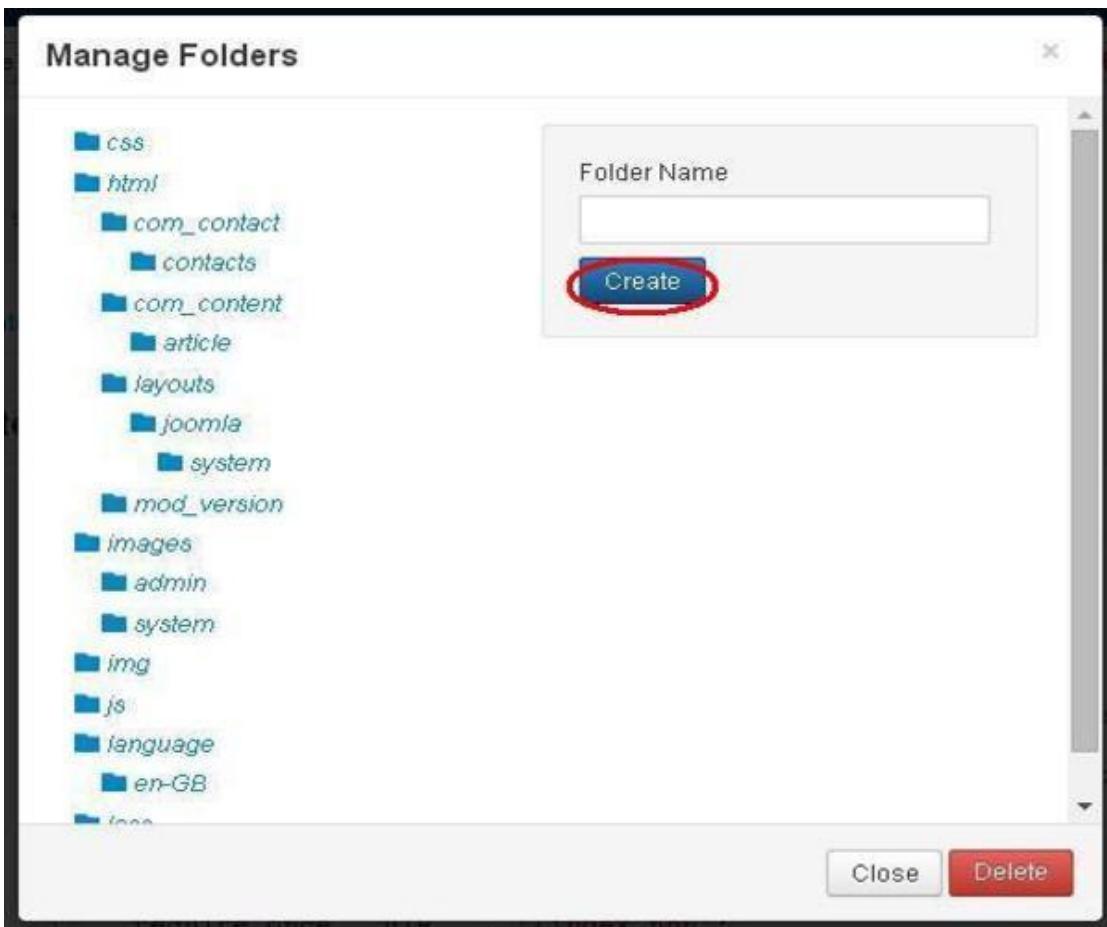
## Toolbar

Following are the toolbar options in the Template Manager.

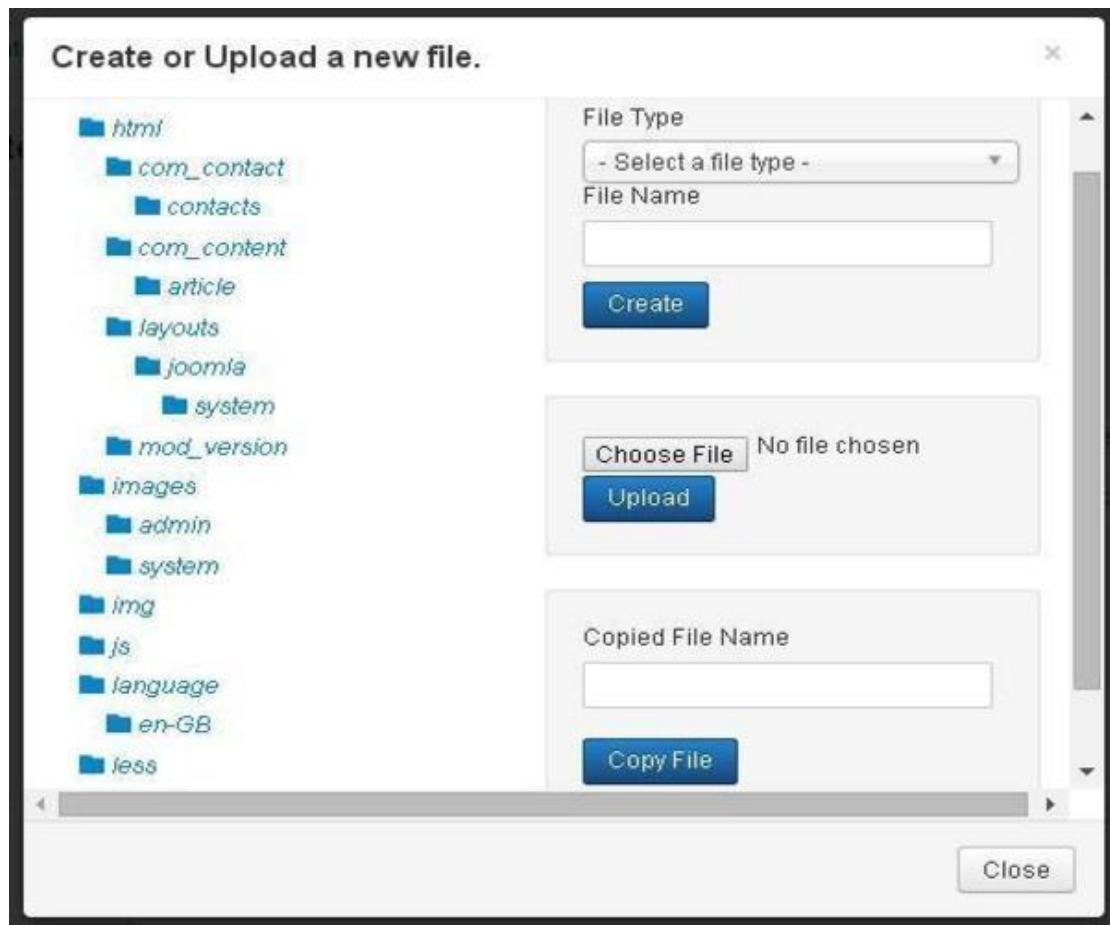
- **Save:** Saves your template manager.
- **Save & Close:** Saves the templates and closes the current screen.
- **Copy Template:** Enter the template name and click on **Copy Template** button. This will copy the template.



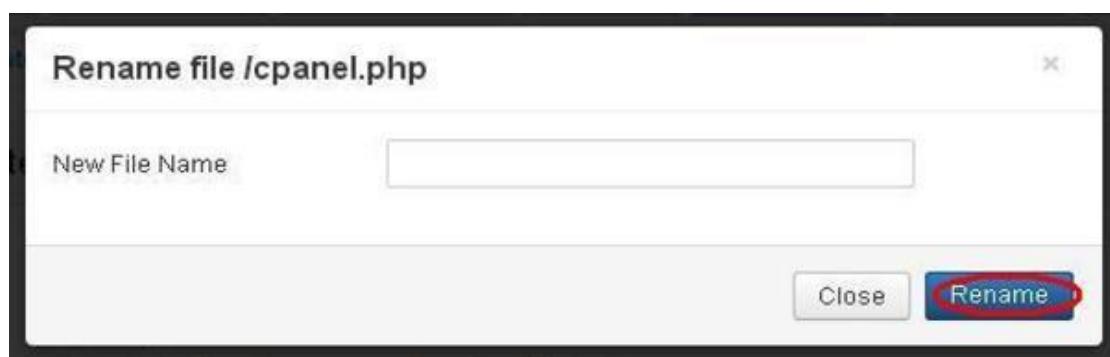
- **Manage Folders:** It creates a new folder inside the template. Enter the folder name in the field and click on **Create** button.



- **New File:** You can select the file type by clicking on the dropdown of **File Type** and enter the name of the file and click on **Create** button. This will create a new file. The second block is used to upload a file directly from your system and the last block is used to copy the file.



- **Rename File:** Enter the new name for the file and click on **Rename** button.



- **Delete File:** Deletes the particular file.
- **Close File:** Closes the current file.

# 34. CUSTOMIZE TEMPLATE

In this chapter, we will study about **Template Customize Manager** in Joomla. The Customize template allows editing or creating new files in the template.

## Customize Template

Following are the simple steps to customize the template in Joomla.

**Step (1):** Click **Extensions --> Template Manager** as shown below.

The screenshot shows the Joomla Control Panel. At the top, the navigation bar includes links for System, Users, Menus, Content, Components, Extensions, Help, and a Control Panel icon. A dropdown menu for 'Extensions' is open, showing options: Extension Manager, Module Manager, Plugin Manager, **Template Manager** (which is highlighted with a blue box), and Language Manager. Below the extensions menu, there is a message box with the title 'You have post-installation messages'. The message content is partially visible, mentioning post-installation messages and review messages. On the left side of the screen, under the 'CONTENT' heading, there are links for Add New Article, Article Manager, Category Manager, and Media Manager. A 'Review Messages' button is located at the bottom of the message box.

**Step (2):** After clicking on **Template Manager**, the **Template Manager: Styles** page will get displayed.

The screenshot shows the 'Template Manager: Styles' page. The top navigation bar is identical to the previous screenshot. Below it, the main title is 'Template Manager: Styles'. There are four tabs at the top: 'Styles' (selected and highlighted in blue), 'Templates' (circled in red), 'Edit', 'Duplicate', and 'Delete'. Below the tabs is a search bar with a 'Filter' dropdown and a 'Q' search icon. A table lists styles, with columns for 'Style', 'Default', 'Assigned', 'Location', and 'Template'. The table shows four entries: Beez3 - Default (Default, Assigned, Site, Beez3), Hathor - Default (Assigned, Administrator, Hathor), Isis - Default (Assigned, Administrator, Isis), and Protostar - Default (Default, Site, Protostar). On the left side, there are filters for 'Select Template' and 'Select Location'.

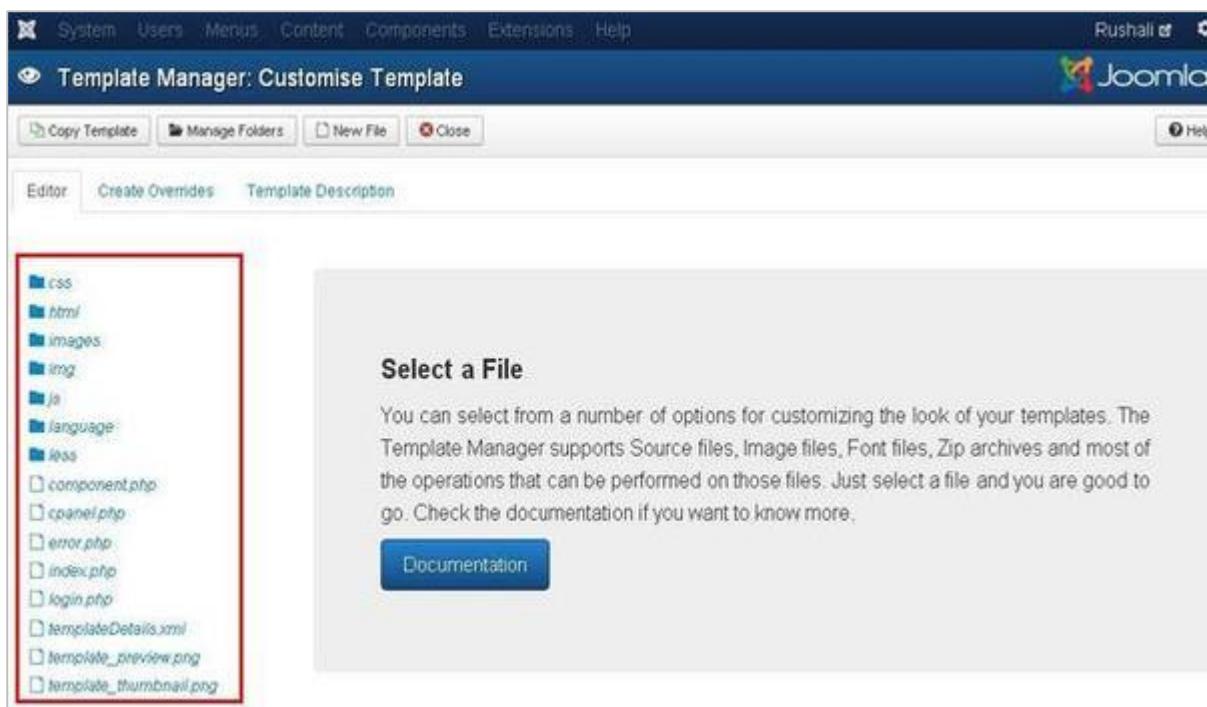
**Step (3):** Next, click on **Templates** as shown above, you will get the following screen. Here select any one of the Templates.

The screenshot shows the Joomla Template Manager interface. At the top, there's a navigation bar with links like System, Users, Menus, Content, Components, Extensions, Help, and a search bar labeled 'Tutorials Point'. Below the navigation is a title bar 'Template Manager: Templates' with a Joomla logo. On the left, there's a sidebar with 'Styles' and a 'Templates' tab (which is selected). A search bar with placeholder text 'Search in template name or folder' and a magnifying glass icon is also present. Under the main content area, there's a table with columns: 'Template', 'Location', 'Version', 'Date', and 'Author'. The table lists four templates:

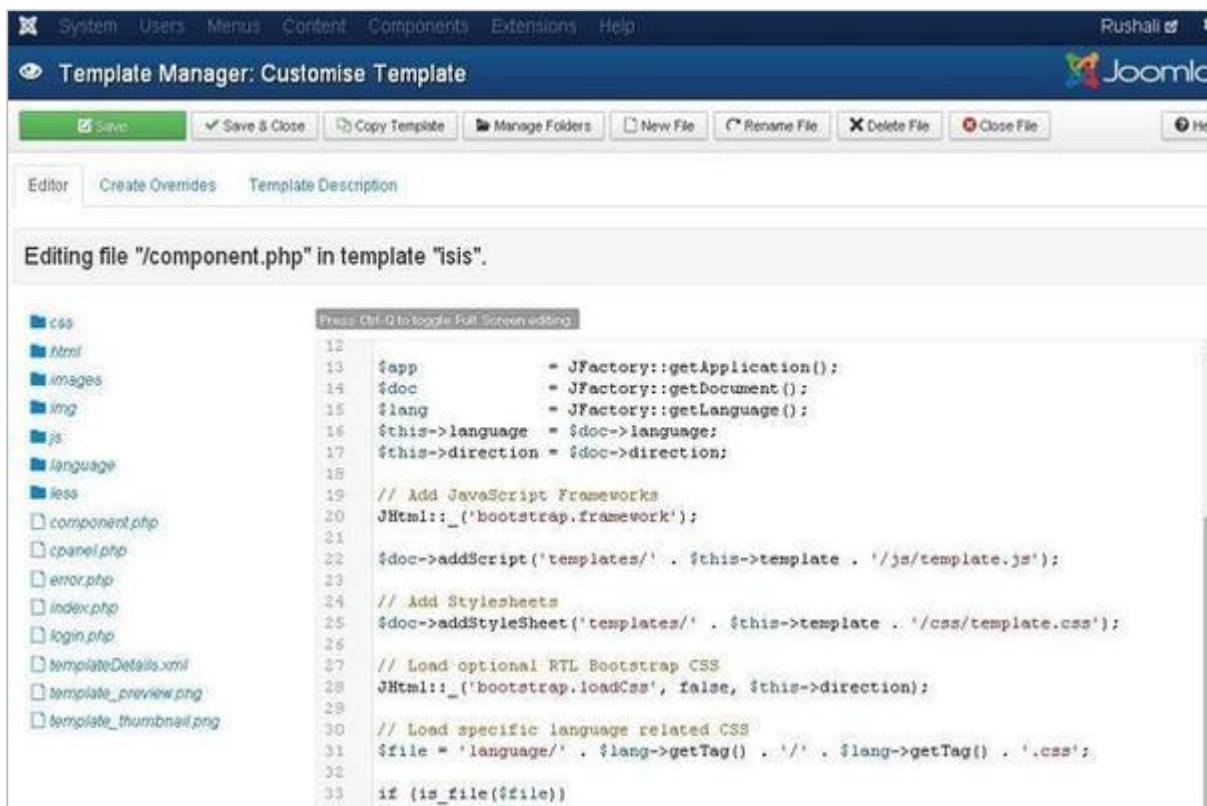
Template	Location	Version	Date	Author
Beez3 Details and Files No preview available. You can enable preview in the options.	Site	3.1.0	25 November 2009	Angie Radke a.radke@der-auftritt.de <a href="http://www.der-auftritt.de">http://www.der-auftritt.de</a>
Hathor Details and Files No preview available for Administrator templates	Administrator	3.0.0	May 2010	Andrea Tarr hathor@tarconsulting.com <a href="http://www.tarconsulting.com">http://www.tarconsulting.com</a>
Isis Details and Files No preview available for Administrator templates	Administrator	1.0	3/30/2012	Kyle Ledbetter admin@joomla.org
Protostar Details and Files No preview available. You can enable preview in the options.	Site	1.0	4/30/2012	Kyle Ledbetter admin@joomla.org

A red circle highlights the 'Isis Details and Files' row.

**Step (4):** After selecting a template, you will get the screen as shown below. In the **Editor** tab, template files are listed on the left side of the page as seen below.



**Step (5):** Select any of the files by clicking on it for editing.



**Step (6):** Click on **Create Overrides** tab, you will see the list of **Modules**, **Components**, and **Layouts** present in the template manager as shown below. Here you can easily override the new templates.

The screenshot shows the Joomla Template Manager interface. The top menu bar includes System, Users, Menus, Content, Components, Extensions, and Help. A user named 'Rushali' is logged in. The main window title is 'Template Manager: Customise Template'. Below the title are several toolbar buttons: Save, Save & Close, Copy Template, Manage Folders, New File, Rename File, Delete File, Close File, and Help. There are three tabs at the top: Editor, Create Overrides, and Template Description. The 'Components' tab is currently selected. The interface is divided into three columns: Modules, Components, and Layouts. The 'Components' column lists various Joomla components: com\_admin, com\_banners, com\_cache, com\_categories, com\_checkin, com\_contact, com\_content, com\_contenthistory, com\_cpanel, com\_finder, com\_installer, com\_joomlaupdate, com\_languages, com\_login, com\_media, and com\_menus. The 'Layouts' column lists various layout types: content, edit, editors, form, links, pagination, quickicons, searchtools, sidebars, system, tinyMCE, and toolbar.

**Step (7):** Click on any one component and you will see many sub-components present inside it as shown below.

This screenshot is similar to the previous one, showing the Joomla Template Manager with the 'Components' tab selected. The 'Components' column now highlights the 'com\_content' component, which has been expanded to show its sub-components: article, articles, and featured. These three items are enclosed in a red rectangular box. The other components listed are com\_admin, com\_banners, com\_cache, com\_categories, com\_checkin, com\_contact, com\_contenthistory, com\_cpanel, com\_finder, com\_installer, com\_joomlaupdate, and com\_languages. The 'Layouts' column remains the same as in the first screenshot.

**Step (8):** When you click on any one sub-component then you will get the following message.

**Template Manager: Customise Template**

Save  Save & Close  Copy Template  Manage Folders  New File

**Message**  
Override created in \administrator\templates\isis\html\com\_contact\contacts  
Successfully created the override.

[Editor](#) [Create Overrides](#) [Template Description](#)

Modules	Components
 mod_custom	 com_admin
 mod_feed	 com_banners

**Step (9):** You can see the overrides file is available for editing or not by going back to the **Editor** tab as shown below.

The screenshot shows the Joomla component editor interface. At the top, there are three buttons: 'Save' (unchecked), 'Save & Close' (checked), and 'Copy Template'. Below the buttons, there are tabs: 'Editor' (selected), 'Create Overrides', and 'Template Description'. The main area is titled 'Editing file "/component.php" in template'. On the left, there is a tree view of files and folders under 'component.php': 'css', 'html' (which contains 'com\_contact' and 'com\_content'), 'layouts', 'mod\_version', 'editor\_content.css' (unchecked), 'modules.php' (unchecked), 'pagination.php' (unchecked), and 'images'. The 'com\_content' folder and its 'article' subfolder are highlighted with a red box. On the right, the code editor shows the PHP code for the component, with line numbers from 7 to 18. The code includes sections for reserved words, defines, and variable substitutions like \$app, \$doc, \$lang, \$this, and \$this.

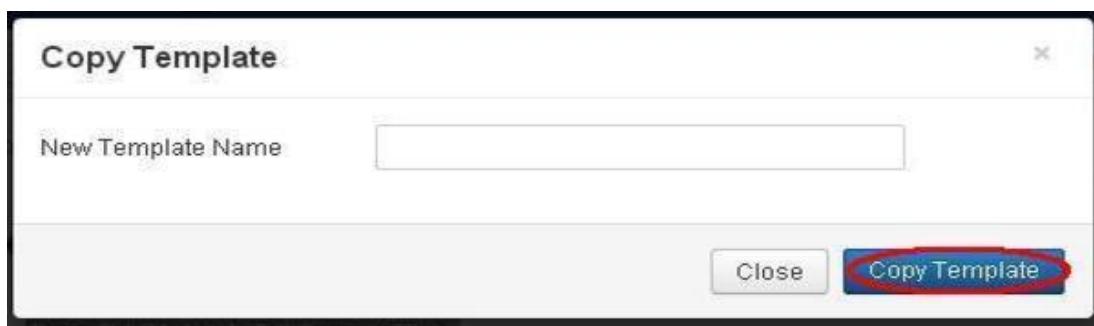
**Step (10):** After clicking on **Template Description** tab, you will see the detail description of the selected template as shown below.

The screenshot shows the Joomla Template Manager interface. At the top, there's a toolbar with buttons for Save, Save & Close, Copy Template, Manage Folders, New File, Rename File, Delete File, and Close File. Below the toolbar, there are tabs for Editor, Create Overrides, and Template Description. The main content area is titled 'Isis' and contains a brief description: 'Continuing the Egyptian god/goddess theme (Khepri from 1.5 and Hathor from 1.6), Isis is the Joomla 3 admin template based on Bootstrap from Twitter and the launch of the Joomla User Interface library (JUI).'. To the left of the text is a small thumbnail image of the 'Isis' template.

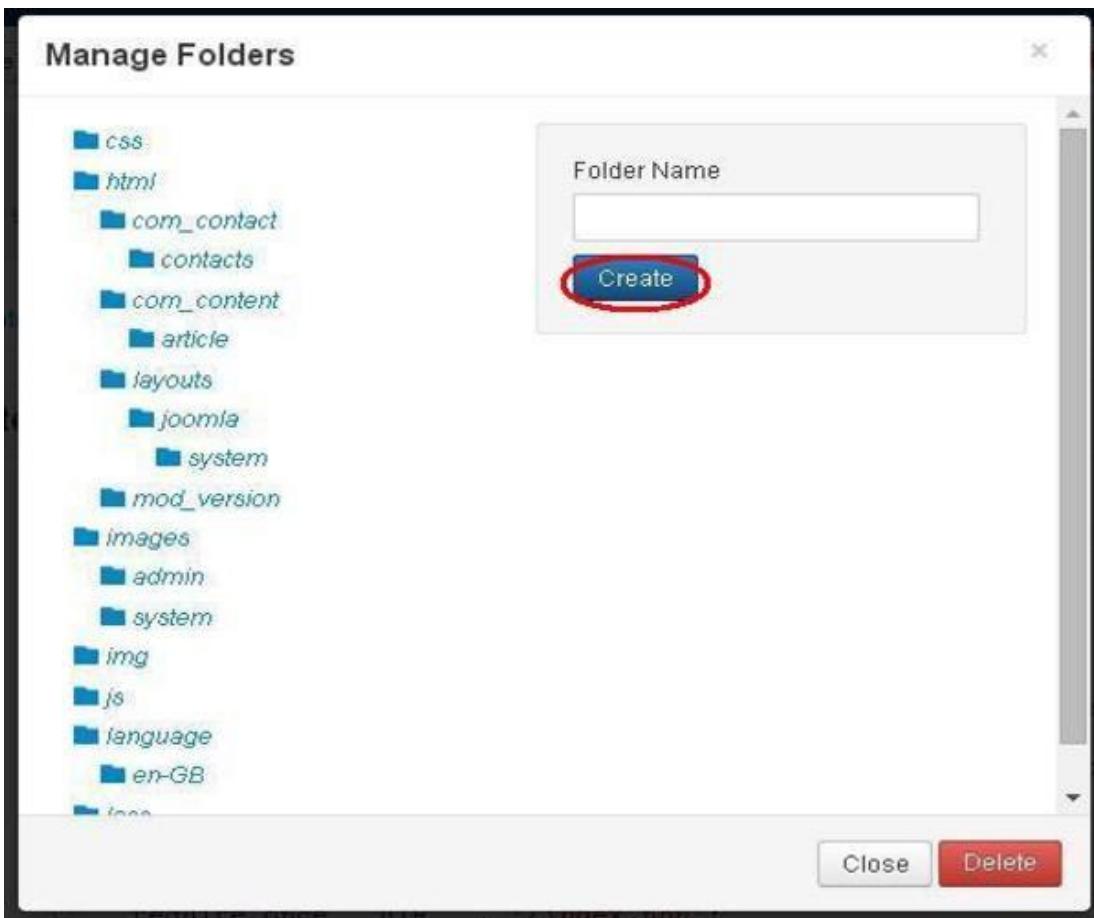
## Toolbar

Below we have mentioned details about the fields on toolbar in the Template Manager.

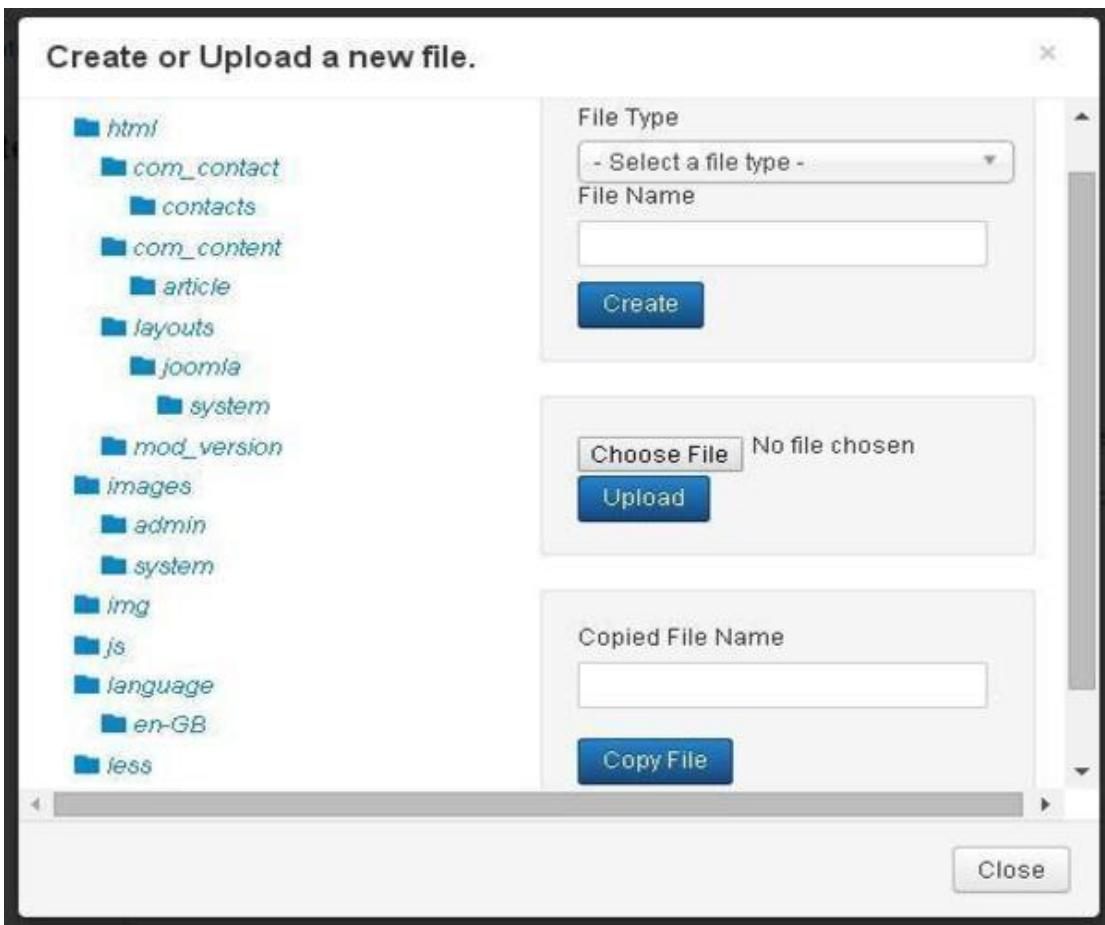
- **Save:** Saves your template manager.
- **Save & Close:** Saves the templates and closes the current screen.
- **Copy Template:** Enter the template name and click on **Copy Template** button which will help you to copy the template.



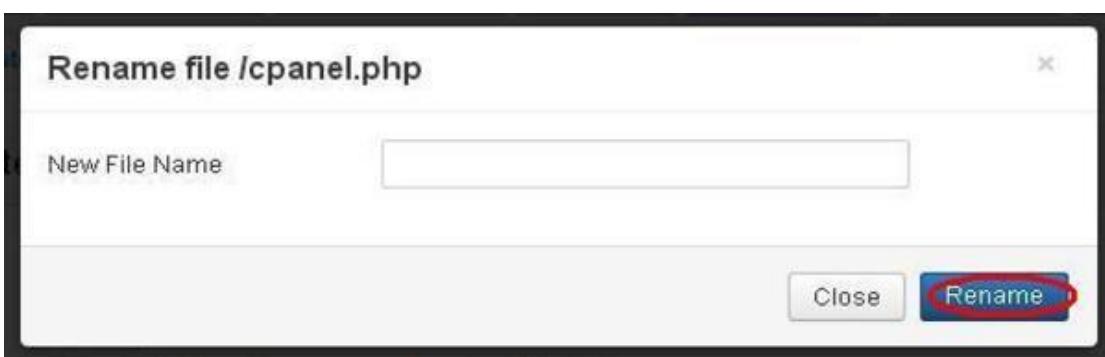
- **Manage Folders:** It creates a new folder inside the template. Write the folder name in the field and click on **Create** button.



- **New File:** You can select the file type by clicking on the dropdown of **File Type** and write the name of the file and click on **Create** button which will create a new file. The second block is used to upload a file directly from your system and the last block is used to copy the file.



- **Rename File:** Enter the new name for the file and click on **Rename** button.



- **Delete File:** Deletes the particular file.
- **Close File:** Closes the current file.

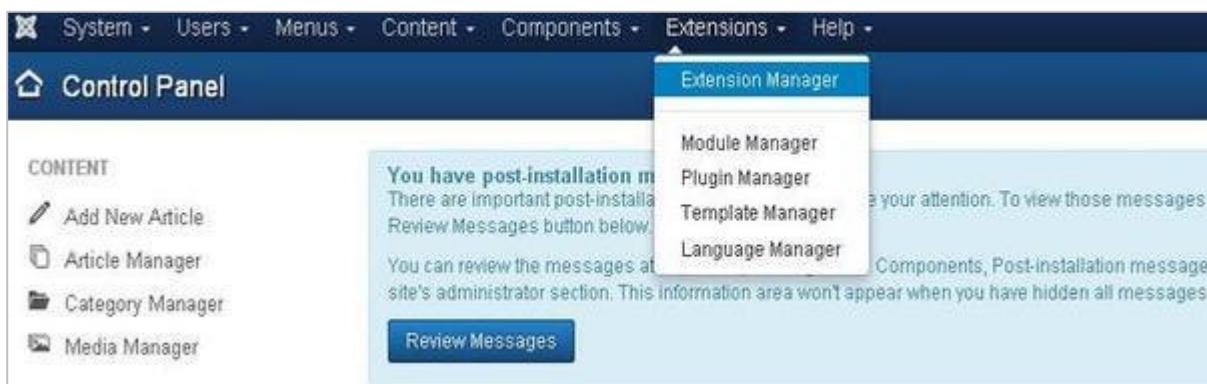
# 35. ADDING TEMPLATE

In this chapter, we will study how to **add / install Template** in Joomla.

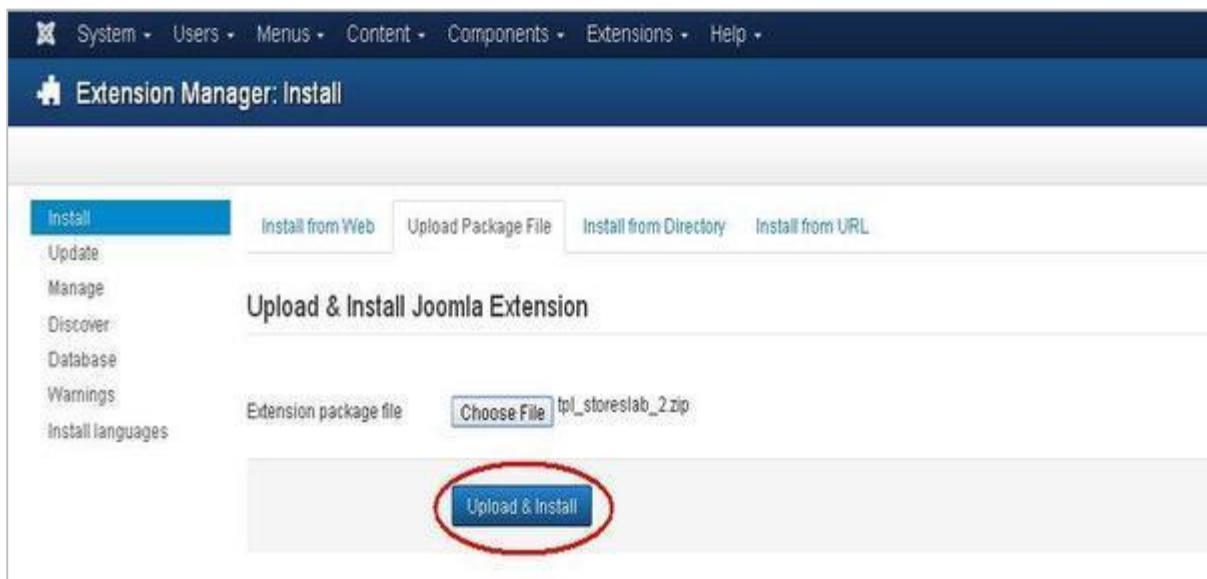
## Adding Template

Following are the simple steps to add / install template in Joomla.

**Step (1):** Click on **Extensions --> Extension Manager** as shown below.



**Step (2):** After clicking on **Extension Manager**, you will get the following screen. Here you can Upload / Install the template file either from the *Web, Package, Directory or URL*. Choose the template file which is available on your system and later click on the **Upload & Install** button.



**Step (3):** After installing the template successfully, you can go to the template manager and see the new installed template present in the list as shown below.

Style	Default	Assigned	Location	Template
Beez3 - Default			Site	Beez3
Hathor - Default			Administrator	Hathor
isis - Default			Administrator	isis
isis - Default			Administrator	isis
protostar - Default			Site	Protostar
<b>Storeslab_2 - Default</b>			Site	<b>Storeslab_2</b>

## Toolbar

---

Following are the options on the toolbar of the Adding Template screen:

- **Default:** Select the default template.
- **Edit:** Select the template for editing.
- **Duplicate:** Duplicate the copy of the selected template.
- **Delete:** Delete the template from Joomla site.

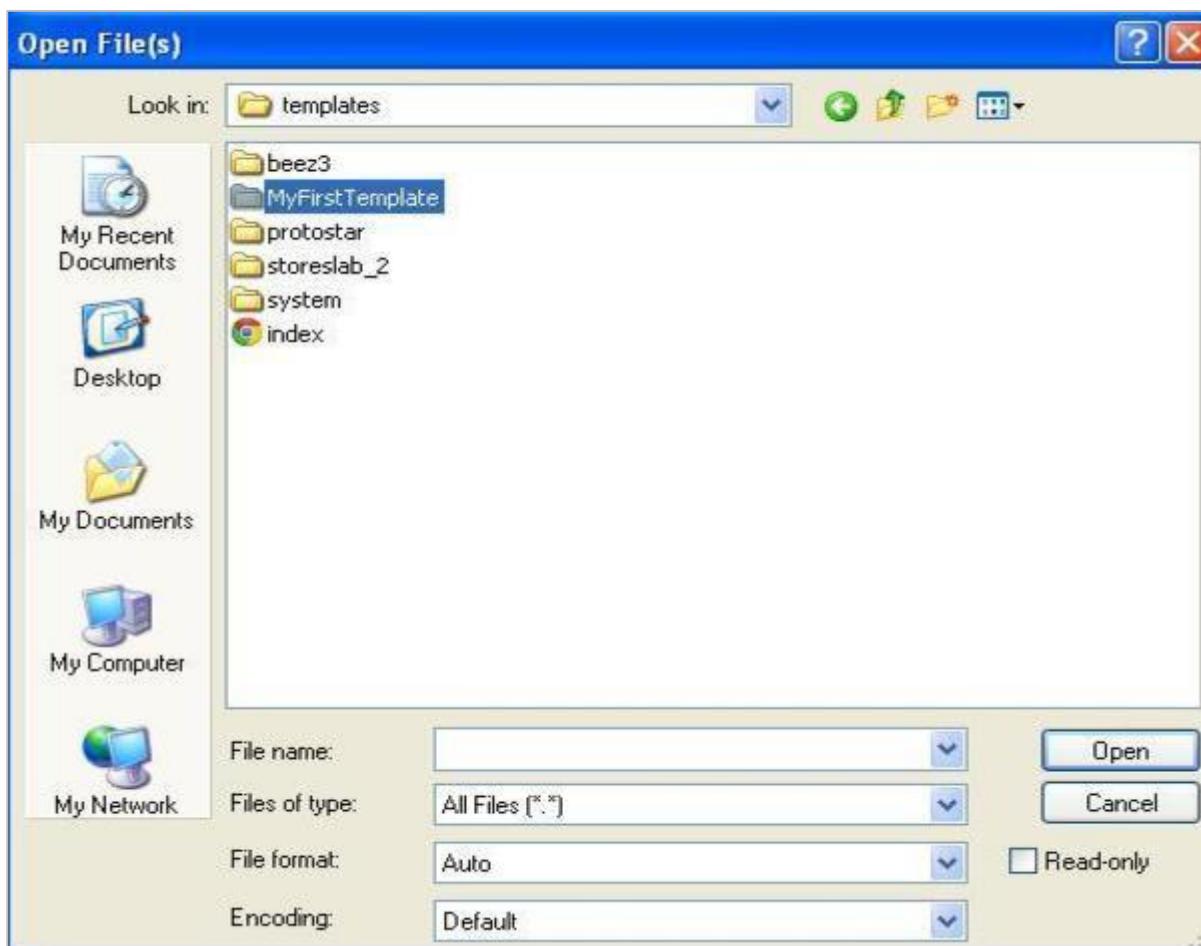
# 36. CREATING TEMPLATE

In this chapter, we will study how to **create a template** in Joomla.

## Creating Templates

Following are the simple steps to create templates in Joomla:

**Step (1):** Create a folder called **MyFirstTemplate** inside your **Joomla --> Templates** folder. Inside **MyFirstTemplate** folder, create 2 more folders named as *images* and *CSS* to save all the images and CSS files.



**Step (2):** Inside **MyFirstTemplate** folder, create a file called as **templateDetails.xml**, without this file the template will not get displayed in Joomla.

## templateDetails.xml

```

<?xml version="1.0" encoding="utf-8"?>
<extension version="3.0" type="template">
    <name>Tutorials Point</name>
    <creationDate>2015-06-13</creationDate>
    <author>Tutorials Point</author>
    <authorEmail>tutorials@example.com</authorEmail>
    <authorUrl>http://www.example.com </authorUrl>
    <copyright>Jack 2015</copyright>
    <license>GNU/GPL</license>
    <version>1.0.2</version>
    <description>My First Template</description>
    <files>
        <filename>index.php</filename>
        <filename>templateDetails.xml</filename>
        <folder>images</folder>
        <folder>css</folder>
    </files>
    <positions>
        <position>breadcrumb</position>
        <position>left</position>
        <position>right</position>
        <position>top</position>
        <position>user1</position>
        <position>user2</position>
        <position>user3</position>
        <position>user4</position>
        <position>footer</position>
    </positions>
</extension>
```

### Details of the code

- **<files>**: It contains the available files and folders in **MyFirstTemplate** folder.
- **<folder>**: It takes the entire available folders in **MyFirstTemplate** folder.

**Step (3):** Create a file called as **index.php**. This helps in executing all the Joomla pages.

## index.php

```
<?php defined( '_JEXEC' ) or die( 'Restricted access' );?>
<!DOCTYPE html>

<html xmlns="http://www.w3.org/1999/xhtml" xml:lang="<?php echo $this->language; ?>" lang="<?php echo $this->language; ?>" >

    <head>                                //head section

        <jdoc:include type="head" />

        <link rel="stylesheet" href="<?php echo $this->baseurl ?>/templates/system/css/system.css" type="text/css" />

        <link rel="stylesheet" href="<?php echo $this->baseurl ?>/templates/system/css/general.css" type="text/css" />

        <link rel="stylesheet" href="<?php echo $this->baseurl ?>/templates/<?php echo $this->template; ?>/css/template.css" type="text/css" />

    </head>

    <body>                                //body section

        <jdoc:include type="modules" name="top" />

        <jdoc:include type="component" />

        <jdoc:include type="modules" name="bottom" />

    </body>

</html>
?>
```

### Details of the code

```
<?php defined( '_JEXEC' ) or die( 'Restricted access' );?>
<!DOCTYPE html>

<html xmlns="http://www.w3.org/1999/xhtml" xml:lang="<?php echo $this->language; ?>" lang="<?php echo $this->language; ?>" >
```

This code is used to tell the browser which type of html page is being used and begins the HTML document by describing the language used in the website.

```
<head>                                //head section

    <jdoc:include type="head" />

    <link rel="stylesheet" href="<?php echo $this->baseurl ?>/templates/system/css/system.css" type="text/css" />

    <link rel="stylesheet" href="<?php echo $this->baseurl ?>/templates/system/css/general.css" type="text/css" />
```

```

<link rel="stylesheet" href="<?php echo $this->baseurl ?>/templates/<?php
echo $this->template; ?>/css/template.css" type="text/css" />
</head>

```

These lines are used to link the various stylesheets for the template in Joomla.

```

<body>                                //body section
    <jdoc:include type="modules" name="top" />
    <jdoc:include type="component" />
    <jdoc:include type="modules" name="bottom" />
</body>

```

Here in the body section, the **jdoc** is used to include the output in Joomla from some parts of Joomla system. The **name="top"** is used to set the menu at the top.

**Step (4):** After creating these two files, login to Joomla and click on **Extension --> Extension Manager** and the following page will get displayed.

The screenshot shows the Joomla Extension Manager interface. The top navigation bar includes links for System, Users, Menus, Content, Components, Extensions (which is currently selected), Help, and Russian. Below the navigation is a blue header bar with the title 'Extension Manager: Install'. On the left, a sidebar menu lists 'Install', 'Update', 'Manage', and 'Discover' (which is circled in red). Other options like Database, Warnings, and Install languages are also listed. The main content area has tabs for 'Install from Web', 'Upload Package File', 'Install from Directory', and 'Install from URL'. A search bar and sorting options ('Sort by Score') are available. The central part of the page displays popular extensions from the Joomla Extension Directory. Three extensions are shown in cards: 'Akeeba Backup' (934 reviews, score 100/100), 'Breezing Forms' (743 reviews, score 100/100), and 'Google Maps by Reumer' (702 reviews, score 100/100).

**Step (5):** In the above page, click on **Discover** link, the following page is displayed.

This screen allows you to discover extensions that have not gone through the normal installation process. For example, some extensions are too large in file size to upload using the web interface due to limitations of the web hosting environment. Using this feature you can upload extension files directly to your web server using some other means such as FTP or SFTP and place those extension files into the appropriate directory. You can then use the discover feature to find the newly uploaded extension and activate it in your Joomla! installation. Using the discover operation you can also discover and install multiple extensions at the same time.

No extensions have been discovered. Click Discover to find new extensions that might be available for install.

**Filter:**

- Select Location -
- Select Type -
- Select Folder -

**Step (6):** Next, click on the **Discover** button to discover the new created template as shown below.

Name	Type	Version	Date	Folder	Client	Author	ID
Tutorials Point	Template	1.0	3/30/2012	N/A	Site	Jack	707

This screen allows you to discover extensions that have not gone through the normal installation process. For example, some extensions are too large in file size to upload using the web interface due to limitations of the web hosting environment. Using this feature you can upload extension files directly to your web server using some other means such as FTP or SFTP and place those extension files into the appropriate directory. You can then use the discover feature to find the newly uploaded extension and activate it in your Joomla! installation. Using the discover operation you can also discover and install multiple extensions at the same time.

**Filter:**

- Select Location -
- Select Type -
- Select Folder -

**Step (7):** Click on the checkbox to select the template and click on **Install** button to install the template in Joomla.

This screen allows you to discover extensions that have not gone through the normal installation process. For example, some extensions are too large in file size to upload using the web interface due to limitations of the web hosting environment. Using this feature you can upload extension files directly to your web server using some other means such as FTP or SFTP and place those extension files into the appropriate directory.

You can then use the discover feature to find the newly uploaded extension and activate it in your Joomla! installation. Using the discover operation you can also discover and install multiple extensions at the same time.

Name	Type	Version	Date	Folder	Client	Author	ID
Tutorials Point	Template	1.0	3/30/2012	N/A	Site	Jack	707

**Step (8):** After installing template you can view your new created template by clicking on **Extension --> Template Manager**. You will see your new created template is listed as shown below.

Style	Default	Assigned	Location	Template
Beez3 - Default	☆		Site	Beez3
Hathor - Default	☆		Administrator	Hathor
isis - Default	★		Administrator	isis
isisi - Default	☆		Administrator	isisi
<b>Tutorials Point - Default</b>	☆		Site	MyFirstTemplate
isis - Default	☆		Site	MyFirstTemplate
protostar - Default	☆		Site	Protostar
Storestab_2 - Default	★		Site	Storestab_2

## Toolbar

Following are the toolbar options in the Template Manager:

- **Default:** Select the default template.
- **Edit:** Select the template for editing.
- **Duplicate:** Duplicate the copy of the selected template.

- **Delete:** Delete the template for Joomla.

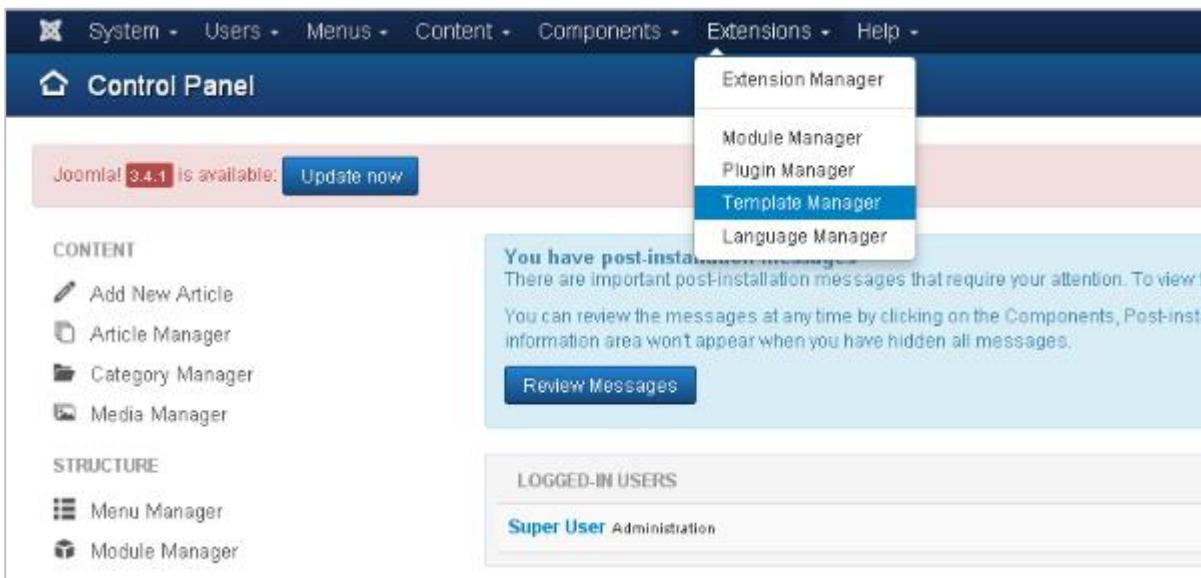
# 37. CUSTOMIZE LOGO

In this chapter, we will study about how to **Customize Logo** in Joomla. You can add the logo for your web sites and customize it as per your need.

## Joomla Customize Logo

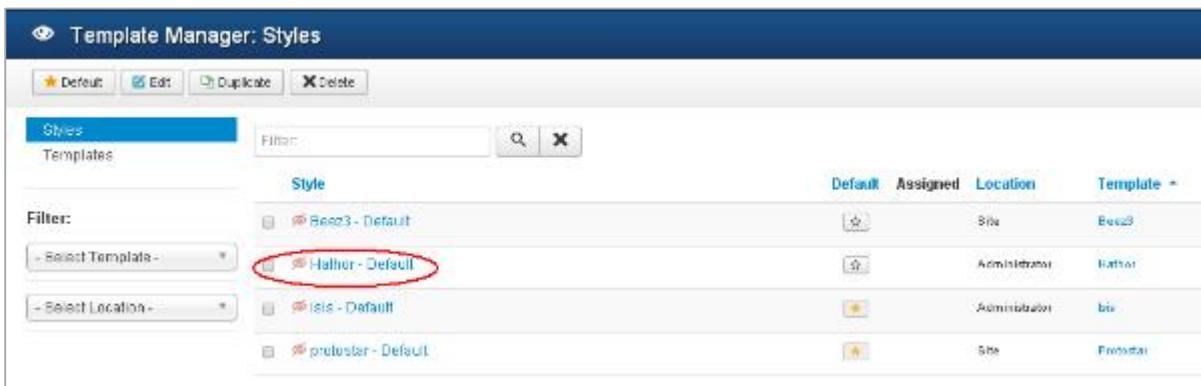
Following are the simple steps used to set the customize logo in Joomla:

**Step (1): Click on Extensions -> Template Manager.**



The screenshot shows the Joomla Control Panel. At the top, there's a navigation bar with links for System, Users, Menus, Content, Components, Extensions, Help, and a Joomla 3.4.1 update notice. A dropdown menu for 'Extensions' is open, showing options like Extension Manager, Module Manager, Plugin Manager, **Template Manager** (which is highlighted), and Language Manager. Below the navigation, there's a sidebar with 'CONTENT' and 'STRUCTURE' sections, and a main area with a message about post-installation messages and a 'Review Messages' button. On the right, there's a 'LOGGED-IN USERS' section showing 'Super User' administration.

**Step (2):** After clicking on the **Template Manager**, following screen will get displayed.



The screenshot shows the 'Template Manager: Styles' screen. At the top, there are buttons for Default, Edit, Duplicate, and Delete. Below that is a toolbar with 'Styles' and 'Templates' tabs, a search bar, and filter buttons for 'Select Template' and 'Select Location'. The main area displays a table of styles. One row, 'Haltier - Default', is highlighted with a red oval and has a checkmark icon next to it. Other rows include 'Beza3 - Default', 'Isis - Default', and 'prolestar - Default'. The columns in the table are Default, Assigned, Location, and Template.

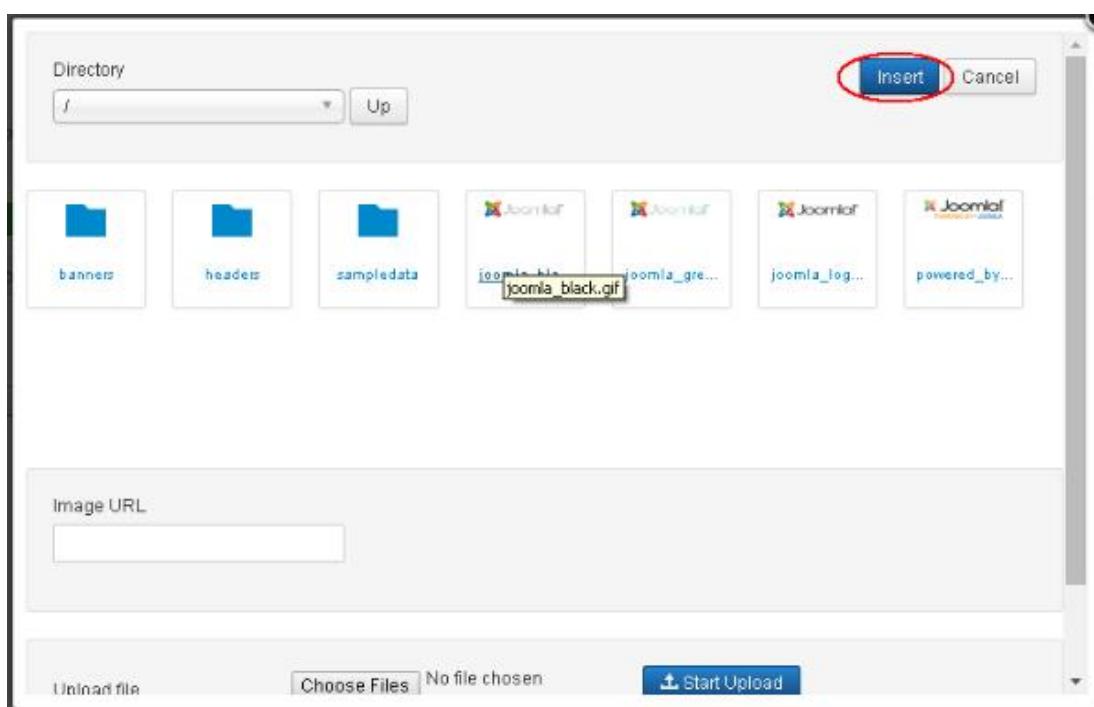
Style	Default	Assigned	Location	Template
Beza3 - Default			Site	Beza3
Haltier - Default	✓		Administrator	Haltier
Isis - Default			Administrator	isis
prolestar - Default			Site	Prolestar

**Step (3):** Click on the **Hathor Default** option, a screen as below will be displayed. You can customize the logo for your web site here.



Following are the fields present in the Joomla Customize Logo page:

- **Show Site Name:** Shows the name of the site in the template header.
- **Logo:** Uploading the logo for the site. Click on the **Select** button to choose an image. You will get the following pop-up window when you click on the select button. Select the image from the following folder and click on **Insert**.



- **Select Color:** Select color for your logo.
- **Bold Text:** Use the bold text.

## Toolbar

---

Following are the toolbar options present:

- **Save:** Saves your customized logo.
- **Save & Close:** Saves the customized logo and closes the current screen.
- **Save & New:** Saves the logo opens a new create customize logo screen.
- **Cancel:** Cancels the customized logo in Joomla.

# 38. CATEGORY MANAGEMENT

In this chapter, we will study about **Category Management** in Joomla. Category Manager is used to create categories for the article which allow grouping your content better.

## Category Management

Following are the simple steps to add new category manager in Joomla.

**Step (1):** Click on **Category Manager** in Control Panel as shown below.

The screenshot shows the Joomla Control Panel interface. At the top, there is a navigation bar with links for System, Users, Menus, Content, Components, Extensions, and Help. Below the navigation bar is a blue header bar with the text "Control Panel". A message banner at the top states "Joomla! 3.4.1 is available! Update now". On the left, there is a sidebar with a "CONTENT" section containing links for Add New Article, Article Manager, Category Manager (which is circled in red), and Media Manager. To the right of the sidebar, there is a message area titled "You have post-installation messages" with a link to "Review Messages".

**Step (2):** After clicking on a **Category Manager**, you will get the following screen.

The screenshot shows the "Category Manager: Articles" screen. The top navigation bar includes links for System, Users, Menus, Content, Components, Extensions, Help, and a user name "Rushali". The main toolbar has buttons for New, Edit, Publish, Unpublish, Archive, Check In, Trash, Batch, and Rebuild. Below the toolbar, there is a search bar and a table with columns for Status, Title, Access, and Language. The table contains one row with the status "Uncategorised" and the title "Uncategorised (Alias: uncategorised)". The "New" button in the toolbar is highlighted with a green circle.

**Step (3):** Click on **New** button in the above screen. Following is the basic editor page we get for category manager. This editor is explained in detail in the article [Joomla - Adding Content](#). Different tabs are present on this page. By default, the **Category** tab is displayed.

**Title:** New Category

**Alias:** Auto-generate from title

**Description:** It is area where you can insert whatever text you wish to write in your article!

**Parent:** No parent

**Tags:** Select some options

**Status:** Published

**Access:** Public

**Language:** All

**Note:**

**Version Note:**

**Step (4):** In **Publishing** tab, it gives the information of Joomla category.

**Title:**

**Alias:** Auto-generate from title

**Category** **Publishing** **Permissions** **Options**

**Created Date:**

**Created by:** Select a User

**Modified Date:**

**Modified by:** Select a User

**Hits:** 0

**ID:** 0

**Meta Description:**

**Meta Keywords:**

**Author:**

**Robots:** Use Global

Following are the details of the fields present in the **Publishing** tab.

- **Created Date:** It is the date the category was created.
- **Created by:** It is the name of the user who has created the category.
- **Modified Date:** It is the date the category was modified.
- **Modified by:** It is the name of the user who has modified the category.
- **Hits:** Specifies the number of times the item was viewed.
- **ID:** It is the unique identification number assigned to the items automatically.
- **Meta Description:** It is used to write an explanation of the contents of web pages.
- **Meta Keywords:** Define keywords for search engines.
- **Author:** Specifies the name of the author within the metadata.
- **Robots:** It is the instruction given to the robots that browse the page using commands such as *Use Global, Index, Follow, No index, No follow*.

**Step (5):** In **Permission** tab, you can set the permission for different user groups for that category.

Public	Action	Select New Setting <sup>1</sup>	Calculated Setting <sup>2</sup>
- Guest	Create	Inherited	Not Allowed
- Manager	Delete	Inherited	Not Allowed
- - Administrator	Edit	Inherited	Not Allowed
- - Registered	Edit State	Inherited	Not Allowed
- - Author	Edit Own	Inherited	Not Allowed
- - - Editor			
- - - Publisher			
- Super Users			

1. If you change the setting, it will apply to this article. Note that:  
*Inherited* means that the permissions from global configuration, parent group and category will be used.  
*Denied* means that no matter what the global configuration, parent group or category settings are, the group being edited cannot take this action on this article.  
*Allowed* means that the group being edited will be able to take this action for this article (but if this is in conflict with the global configuration, parent group or category it will have no impact; a conflict will be indicated by *Not Allowed (Locked)* under Calculated Settings).  
2. If you select a new setting, click Save to refresh the calculated settings.

- **Create:** It allows the users in a group to create the categories.

- **Delete:** It allows the users in a group to delete the categories present in the extension.
- **Edit:** It allows the users in a group to edit the categories present in the extension.
- **Edit State:** It allows the users in a group to change the state of categories present in the extension.
- **Edit Own:** It allows editing the categories which is created by own.

**Step (6):** In the **Options** tab, you can choose different layouts for your website.



- **Alternative Layout:** It uses an alternative layout from the supplied component view such as *Use Global*, *Blog* and *List*.
- **Image:** it selects the image to be displayed.

## Toolbar

---

Following are the toolbar options in the Category Management.

- **Save:** Saves your category.
- **Save & Close:** Saves the category and closes the current screen.
- **Save & New:** Saves the categories and opens a new create category screen.
- **Cancel:** Cancels the created category in Joomla.

# 39. ADDING CONTENT

In this chapter, we will study how to **add content** on the Joomla website.

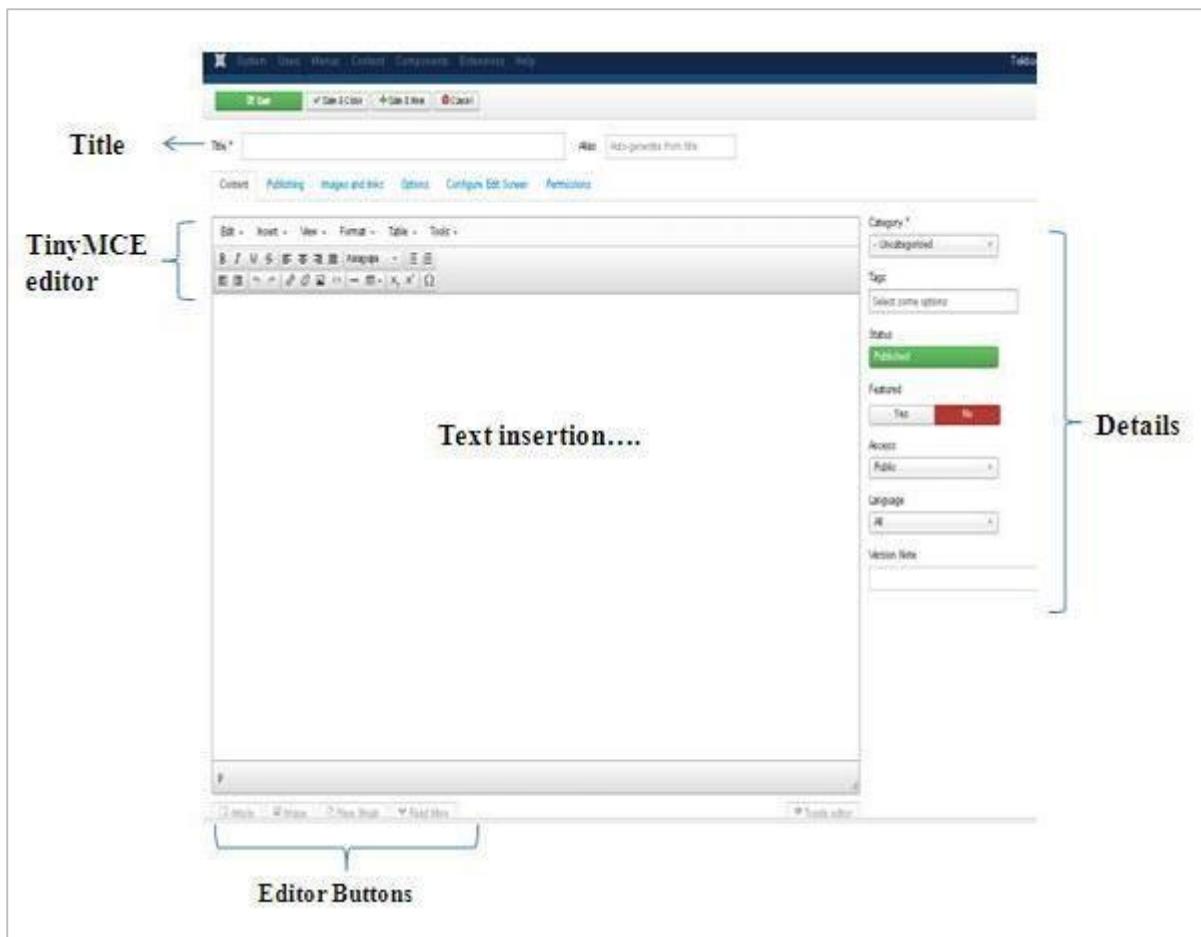
## Adding Content

Following are the simple steps to add content in Joomla.

**Step (1):** Click on **Content --> Article Manager --> Add New Article** as shown below.



**Step (2):** After clicking on **Add New Article**, you will get the editor page of the **Article Manager** as shown below.



Following are the details of the fields on editor page of the **Article Manager**.

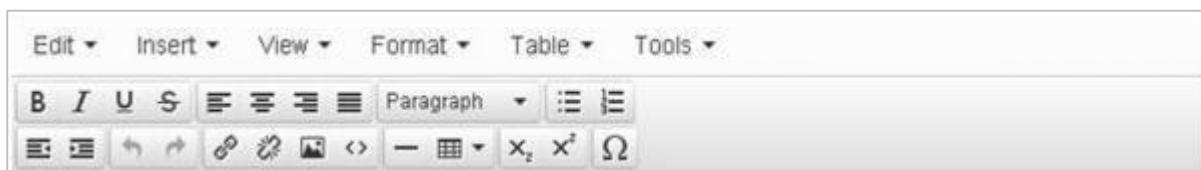
## Title

<b>Title *</b>	<input type="text"/>	<b>Alias</b>	<input type="text"/> Auto-generate from title
----------------	----------------------	--------------	---

- **Title:** It is used to write the title of the article. This title gets displayed on the page.
- **Alias:** It is auto generated from the given title name.

## TinyMCE editor

It is a WYSIWYG Editor, which is similar to a word processor interface where we can edit the contents of the article.



**First Row:** They appear on the top of the Editor page and contains a group of related commands.

- **Edit:** Undo, Redo and Cut, Copy, Paste, Select all.
- **Insert:** Insert image, Insert link, Horizontal line, Special Character.
- **View:** Visual Aids.
- **Format:** Bold, italic, underline and various formats are available in this group.
- **Table:** It is used to display the table format in the article by using rows and columns.
- **Tools:** It displays the source code of your article in html format and the code will be displayed in a new popup window.

**Second Row:** In this row, we can see that there are 4 buttons present:

- The first button is used to make font bold, italic, underlined and strikethrough.
- The second button is used to do the alignment of the content i.e. left, center, right and full.
- The third button is used to select pre-defined format for the text i.e. paragraph, heading, text or pre.
- The fourth button is used to display the list format either by using bullet or numbers.

### **Third Row:**

- The first button is used for indentation of paragraphs or text, either indent to the left side or right side.
- The second button is used to undo or redo the content.
- The third button is used to insert or remove the link, insert images and display the source code of your article in html format.
- The fourth button is used to add a horizontal line and add tables by using a dropdown option.
- The fifth button is used to superscript and subscript the text.
- The sixth button is used to insert the special character in the text.

## **Details**

---

**Category:** It is used to select the category for your article.

**Tags:** It is used to display the tags on the front-end page.

**Status:** You can select any of the following status for your article:

- **Published:** Items get published on the website.
- **Unpublished:** Items do not get published on the website.
- **Archived:** Items will not get displayed in the menu list as well as on blogs.
- **Trashed:** Items will be deleted from the site.

**Featured:** It is used, whether to display the article on the home page or not by using the buttons YES/NO.

**Access:** You can select an access level for your item from the list box.

**Language:** It selects the language for its item.

**Version Note:** It is used to note the version of the item. It is optional.

## Text Insertion

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It is used for writing the content of an article.

## Editor Buttons

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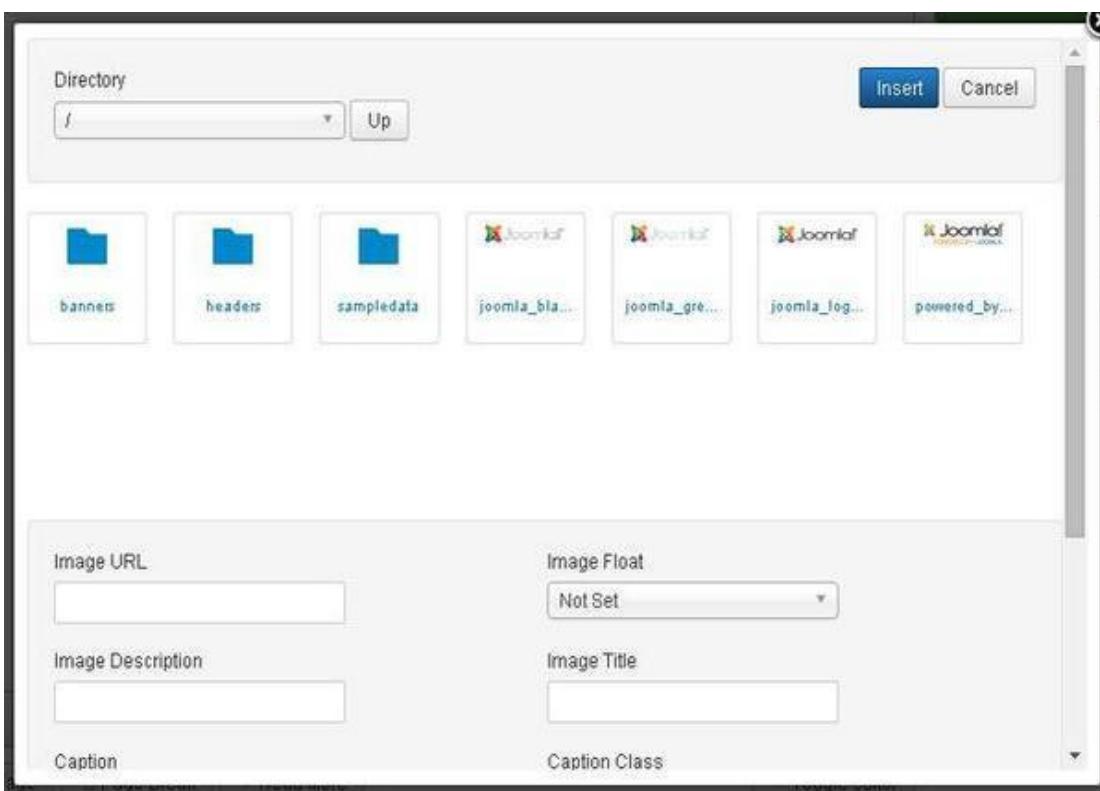
Five buttons present at the bottom of the text editor as shown below are the editor buttons.



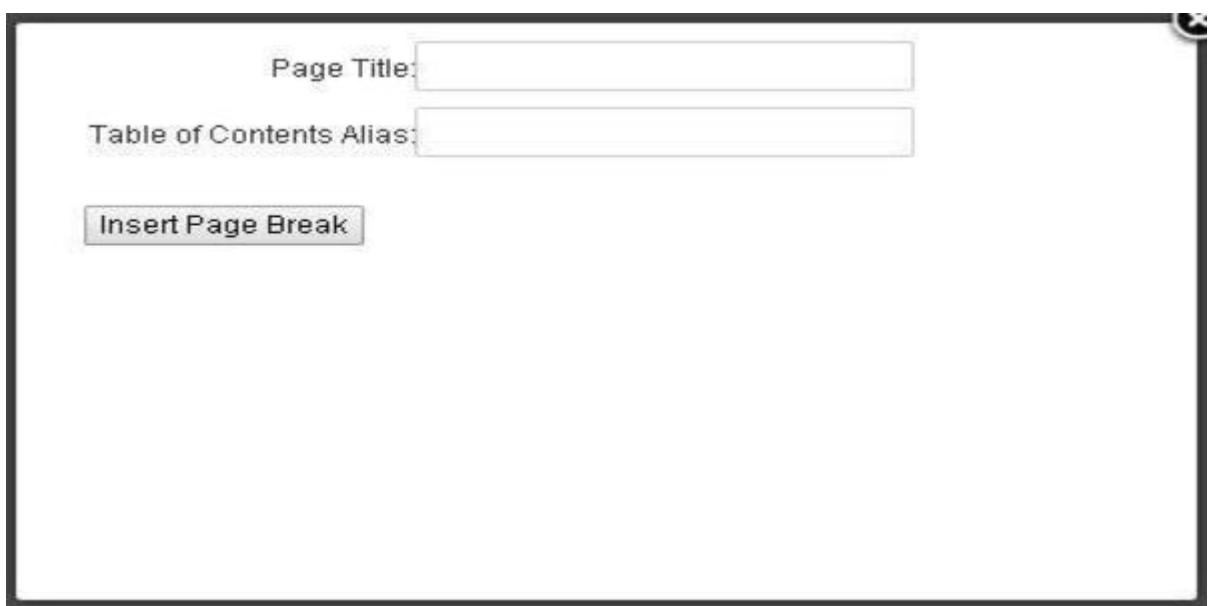
- **Article Button:** Click on **Article** button, a window pops up as shown below. Here, we can select the required article to view.

Content Manager - Articles					
Title	Access	Category	Language	Date	ID
Getting Started	Public	Uncategorised	All	2013-11-16	1

- **Image:** Click on the **Image** button, a window pops up as shown below. Here, you can add the details of the images. After filling all the fields, click on **Insert** Button.



- **Directory:** Search the particular directory present in image folder.
  - **Image URL:** Insert image URL.
  - **Image Description:** Write brief description about particular image.
  - **Image Title:** Write the name of the image.
  - **Image Float:** Set the image location.
  - **Caption:** Write a caption for the image.
  - **Caption Class:** It calls Joomla libraries to load the image.
- **Page Break:** Click on **Page Break** button, a window pop-up will get displayed as shown below.



- **Page Title:** Enter the title of the page.
  - **Table of Contents Alias:** Enter the table content alias.
- **Read More:** Click on the **Read More** button. The red dotted line gets displayed in the editor. The further information part of the article gets displayed after the read dotted lines or sometimes it displays the entire article.
  - **Toggle editor:** TinyMCE editor will get displayed or its get invisible.

## Toolbar

---

Following are the toolbar options:

- **Save:** Saves the contents and stays on the same screen.
- **Save & Close:** Saves the content and closes the screen.
- **Save & New:** Saves the content and opens a new content page.
- **Cancel:** Cancels the content changes made into it and returns to the previous screen without saving.

# 40. FORMATTING CONTENT

In this chapter, we will study how to **format content** on the Joomla website.

## Formatting Content

Following are the simple steps to format content in Joomla:

**Step (1):** Click on **Article Manager** in Control Panel as shown below.

The screenshot shows the Joomla Control Panel. The top navigation bar includes links for System, Users, Menus, Content, Components, Extensions, and Help. Below this is a blue header bar with a house icon and the text "Control Panel". On the left, there's a sidebar titled "CONTENT" with options: Add New Article, Article Manager (which is circled in red), Category Manager, and Media Manager. To the right, a message box says "You have post-installation messages" with instructions to click "Review Messages". A "Review Messages" button is at the bottom of the message box.

**Step (2):** Select the article to be formatted by clicking on the checkbox. Next, click on the **Edit** button as shown below.

The screenshot shows the "Article Manager: Articles" page. The top navigation bar is identical to the Control Panel. The main area has a toolbar with buttons for New, Edit (which is circled in red), Publish, Unpublish, Featured, Archive, Check In, Trash, and Batch. Below the toolbar is a search bar and a table of articles. The table columns are: Status, Title, Access, Author, Language, Date, Hits, and ID. Three articles are listed:

Status	Title	Access	Author	Language	Date	Hits	ID
<input checked="" type="checkbox"/>	History (Alias: history) Category: Uncategorised	Public	Super User	All	2015-06-15	1	3
<input checked="" type="checkbox"/>	Home (Alias: home) Category: Uncategorised	Public	Super User	All	2015-06-15	2	2
<input checked="" type="checkbox"/>	Getting Started (Alias: getting-started) Category: Uncategorised	Public	Super User	All	2013-11-16	8	1

**Step (3):** Next,, the article opens up for editing as shown below. Here we are aligning the heading **Apple** in center using center alignment. Similarly, you can edit the image

alignment, font size and so on. You can study about the editor in detail in the chapter [Joomla - Adding Content](#).

The screenshot shows the Joomla Article Manager interface. At the top, there's a navigation bar with links like System, Users, Menus, Content, Components, Extensions, and Help. A user icon labeled "Rushali" is visible. Below the navigation is a toolbar with buttons for Save, Save & Close, Save & New, Save as Copy, Versions, and Close. The main area has tabs for Content, Publishing, Images and links, Options, Configure Edit Screen, and Permissions. The Content tab is selected. On the left, a rich text editor toolbar is shown with various icons for bold, italic, underline, etc., with the "Align center" button circled in red. The main content area contains the title "History" and an alias "history". The content itself includes the text "Apple" and a description about apples. An image of two green apples on a tree branch is inserted. To the right, there are fields for Category (set to "Uncategorised"), Tags (with placeholder "Select some options"), Status (set to "Published"), Featured (with "Yes" and "No" buttons), Access (set to "Public"), and Language. At the bottom, there are links for View Site, Visitors, Admin, and Log out, along with a copyright notice: "Joomla 3.3.3 — © 2015 Rus".

## Toolbar

---

Following are the toolbar options:

- **Save:** Saves the contents and stays on the same screen.
- **Save & Close:** Saves the content and closes the screen.
- **Save & New:** Saves the content and opens a new content page.
- **Save as Copy:** Saves the formatted content and copies it.
- **Versions:** It is used to select versions of the page.
- **Close:** Closes the article without formatting.

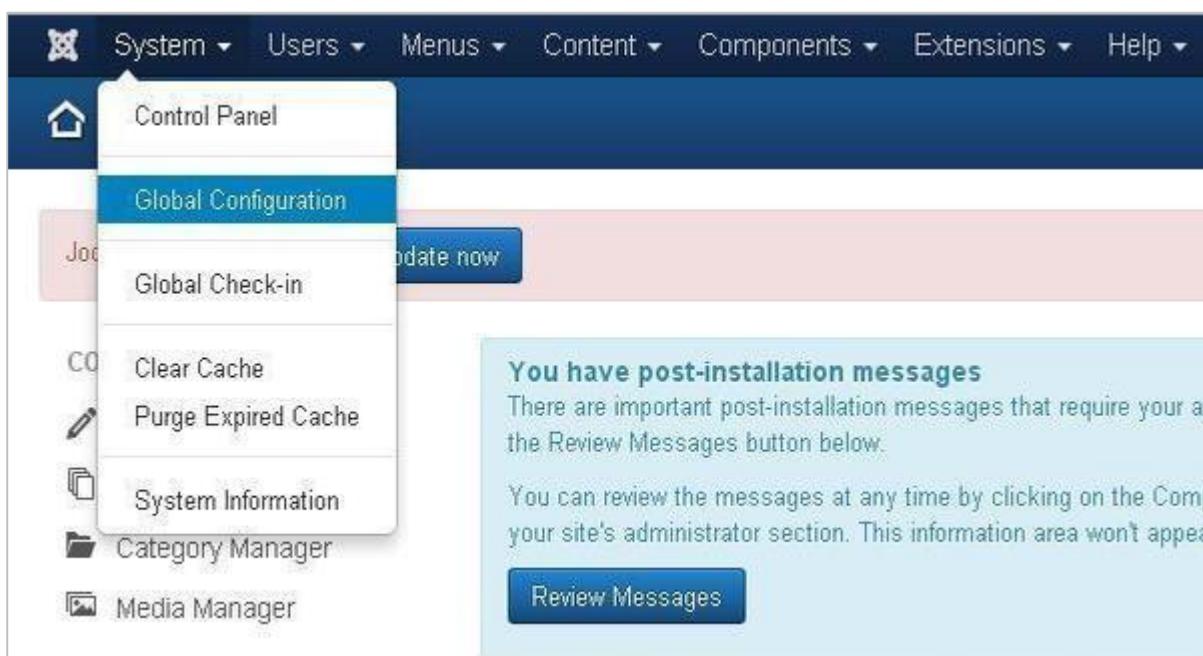
# 41. ARTICLE METADATA

In this chapter, we will study about **Article Metadata** in Joomla. Metadata describes details of the article in short. It makes it easy to work with a particular data.

## Joomla - Article Metadata

Following are the simple steps used to set the Joomla article metadata:

**Step (1):** Go to **System --> Global Configuration** as shown in the following screen.



Next, click on **Global Configuration**, you will get to see the following screen. Fill the fields with appropriate values.

## Global Configuration

Save  Save & Close  Cancel

SYSTEM Global Configuration Site System Server Permissions Text Filters

COMPONENTS	Site Settings		
Banners	Site Name *	My Site	
Cache Manager	Site Offline	Yes <input type="radio"/> No <input checked="" type="radio"/>	
Check-in	Offline Message	Use Custom Message <input type="radio"/>	
Contacts	Custom Message	maintenance. Please check back again soon. <input type="radio"/>	
Articles	Offline Image	<input type="button" value=""/>	Select <input type="button" value="X"/>
Smart Search	Mouse-over edit icons for	Modules <input type="radio"/>	
Installation Manager	Default Editor *	Editor - TinyMCE <input type="radio"/>	
Joomla! Update	Default Captcha *	- None Selected - <input type="radio"/>	
Language Manager	Default Access Level *	Public <input type="radio"/>	
Media Manager	Default List Limit	20 <input type="radio"/>	
Menus Manager	Default Feed Limit	10 <input type="radio"/>	
Messaging	Feed email	Author Email <input type="radio"/>	
Module Manager			
Newsfeeds			
Plugins Manager			
Post-installation Messages			
Redirect			
Search			
Tags			
Template Manager			
Users Manager			
Weblinks			

### Metadata Settings

Site Meta Description	<input type="text"/>
Site Meta Keywords	<input type="text"/>
Robots	Index, Follow <input type="radio"/>
Content Rights	<input type="text"/>
Show Author Meta Tag	Yes <input type="radio"/> No <input checked="" type="radio"/>
Show Joomla! Version	Yes <input type="radio"/> No <input checked="" type="radio"/>

Below we have mentioned the details of the fields present in the Joomla Article Metadata section.

- **Site Meta Description:** Overall description of the website is written here. This will be used by the search engine.
- **Site Meta Keywords:** Keywords and phrases are written to describe your website. Both should be separated by comma.
- **Robots:** Robot instruction.
- **Content Rights:** Writing the rights of the content which is being used by others.
- **Show Author Meta Tag:** The Author Meta tag is shown during viewing the articles.
- **Show Joomla! Version:** It displays the currently used Joomla version.

## Toolbar

---

Following are the toolbar options in the Metadata:

- **Save:** Saves your metadata settings.
- **Save & Close:** Saves the metadata settings and closes the current screen.
- **Cancel:** Cancels the metadata settings in Joomla.

# 42. ADDING BANNERS

In this chapter, we will study about **Adding Banners** in Joomla. It displays the active banners and allows you to use different banners for advertising on webpage.

## Adding Banners

Following are the simple steps to add Banners in Joomla.

**Step (1):** Click **Components --> Banners --> Banners** in Joomla administrator, you will get the following screen.

**Step (2):** Next, click on **New** button, you will get the following screen.

There are different tabs present in above screen. By default, **Details** tab is active. This tab displays the details of the banner.

Below we have mentioned the details of the fields present on the *Details* tab.

- **Name:** This block is used to write the name of the item.
- **Alias:** This is auto generated from the given name.
- **Type:** Displays the banner type i.e. image or HTML code.
- **Image:** Displays the image file of the banner.
- **Width:** Set the width of the banner image.
- **Height:** Set the height of the banner image.
- **Alternative Text:** It represents the alternative text to display on banner image.
- **Click URL:** When user clicks on the banner then it will navigate to the specified URL.
- **Description:** Brief description about the banner.

Following fields are present on the right side of the *Details* tab.

- **Category:** It displays the category of the banner.
- **Status:** It displays the status of the banner such as *Published*, *Unpublished*, *Archived* and *Trashed*.
- **Sticky:** It displays whether the banner is Sticky or not. For that we have to select either (Yes/No) button.
- **Language:** It displays the specified language of the banner.
- **Version Note:** It displays the version of the items on the banner.

**Step (4):** After clicking on **Banner Details** tab, you will get the following screen.

Following fields are present on *Banner Details* tab.

- **Max. Impressions:** Display the maximum number of impressions purchased for the banner. *Unlimited* checkbox indicates unlimited number of impressions to be allowed for the banner.
- **Total Impressions:** Shows the total number of banners displayed to a user on a web page. You can reset the Total Impressions to zero.
- **Total Clicks:** Displays the total number of times banners were clicked. You can reset the Total Clicks to zero.
- **Client:** Shows the client for the specified banner.
- **Purchase Type:** It shows the banner purchase type such as *Use Client Default*, *Unlimited*, *Yearly*, *Monthly*, *Weekly* and *Daily*.
- **Track Impressions:** It specifies the number of tracks the banner is displayed on web page.
- **Track Clicks:** It specifies the number of track clicks on the web page.

**Step (5):** Click on **Publishing** tab, you will get the following screen.

The screenshot shows the Joomla administrator interface with the 'Components' menu selected. A sub-menu item is being edited, specifically the 'Publishing' tab. The form contains the following fields:

- Start Publishing:** A date input field.
- Finish Publishing:** A date input field.
- Created Date:** A date input field showing "2015-06-24 12:07:24".
- Created by:** A dropdown menu labeled "Select a User".
- Meta Keywords:** A text input field.
- Use Own Prefix:** A button with "Yes" and "No" options, currently set to "Yes".
- Meta Keyword Prefix:** A text input field.
- Modified Date:** A date input field.
- Modified by:** A dropdown menu labeled "Select a User".
- Revision:** A text input field.
- ID:** A text input field showing "0".

- **Start Publishing:** It indicates the date on which the banner is to be published on the web page.
- **Finish Publishing:** It indicates the date on which the banner is to be stopped from being published on the web page.
- **Created Date:** It indicates the date on which the banner was created.
- **Created by:** It indicates the name of the user who has created the banner.
- **Created by alias:** It indicates the name of the *alias* who has created the things required in banner.
- **Modified Date:** It indicates the last modified date of the banner.
- **Modified by:** It indicates the name of the user who has last modified the banner.
- **Revision:** It indicates the number of revisions for the banner.
- **ID:** It indicates the number of identity needed for the banner.

Following fields are present on right side of the Publishing tab.

- **Meta Keywords:** It specifies the different meta keywords and it should be represented either by lowercase or uppercase.
- **Use Own Prefix:** It specifies to use your own prefixes by selecting either (Yes/No).
- **Meta Keyword Prefix:** It specifies the prefixes of meta keywords and it takes those prefixes which are available in meta keywords tag.

## Toolbar

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Following are the toolbar options present in Adding Banners.

- **Save:** Saves your Banner.
- **Save & Close:** Saves the Banner and closes the current screen.
- **Save & New:** Saves the Banner and opens a New create banner screen.
- **Cancel:** Cancels the created banner in Joomla.

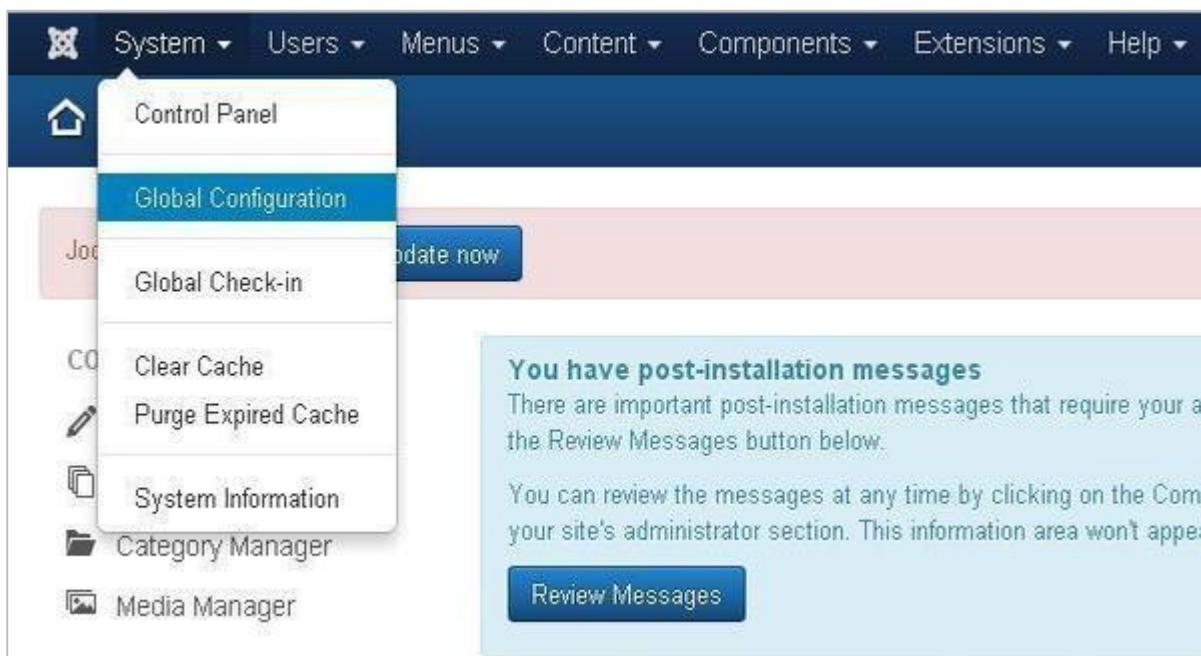
# 43. ADDING CONTACTS

In this chapter, we will study about **Adding Contacts** in Joomla. It stores the contact details of the company.

## Joomla Adding Contacts

Following are the simple steps used to set the Joomla contacts.

**Step (1):** Go to **System --> Global Configuration** as shown in the following screen.



Next, click on **Contacts** in Joomla **Global Configuration** and you will get to see the following screen.

## Contact Manager Options

Save  Save & Close  Cancel

	Contact	Icons	Category	Categories	List Layouts	Form	Integration
SYSTEM Global Configuration	These settings apply for single Contact unless they are changed for a specific menu item or Component.						
COMPONENT Banners	Choose a layout	Default					
Cache Manager	Contact Category	Hide					
Check-in	Save History	Yes		No			
<b>Contacts</b>	Maximum Versions	10					
Articles	Show Contact List	Show		Hide			
Smart Search	Display format	Sliders					
Installation Manager	Name	Show		Hide			
Joomla! Update	Contact's Position	Show		Hide			
Language Manager	Email	Show		Hide			
Media Manager	Street Address	Show		Hide			
Menus Manager	City or Suburb	Show		Hide			
Messaging	State or County	Show		Hide			
Module Manager	Postal Code	Show		Hide			
Newsfeeds	Country	Show		Hide			
Plugins Manager	Telephone	Show		Hide			
Post-installation Messages	Fax	Show		Hide			
Redirect	Webpage	Show		Hide			
Search	Misc. Information	Show		Hide			
Tags	Image	Show		Hide			
Template Manager	Image	<input type="button" value=""/>	<input type="button" value="Select"/>	<input type="button" value="X"/>			
Users Manager	vCard	Show		Hide			
Weblinks	Show User Articles	Show		Hide			
	Show Profile	Show		Hide			
	Show Links	Show		Hide			
	Link A Label						
	Link B Label						
	Link C Label						
	Link D Label						
	Link E Label						
	Show Tags	Show		Hide			

Below we have mentioned the details of the fields present on the **Contact** tab.

- **Choose a layout:** It selects default layout for items.
- **Contact Category:** In case of **Hide**, contact category will not display. In case of **Show Without Link**, it will display plain text and in case of **Show With Link** it will display as menu items.
- **Save History:** It saves the version history of the component when selected as Yes. Otherwise no version history is saved.
- **Maximum Version:** It always saves the maximum number of versions for an item.
- **Show Contact List:** If **Show** is selected, the user can edit the contact information by selecting the drop-down menu list of all contact information.
- **Display Format:** Display format for contacts.
- **Name:** Name of contact is shown or hidden.
- **Contact's Position:** The contact's position is shown or hidden.
- **Email:** The email address is shown or hidden.
- **Street Address:** The street address is shown or hidden.
- **City or Suburb:** The city or suburb is shown or hidden.
- **State or County:** The state or county is shown or hidden.
- **Postal Code:** The postal code is shown or hidden.
- **Country:** The country is shown or hidden.
- **Telephone:** The telephone number is shown or hidden.
- **Mobile Phone:** The mobile phone number is shown or hidden.
- **Fax:** The fax number is shown or hidden.
- **Web Page:** The web page is shown or hidden.
- **Misc. Information:** The Misc information is shown or hidden.
- **Image:** The contact image is shown or hidden.
- **Image:** Select the contact image from your local storage and click on **Insert** button to insert image.
- **vCard:** The contact details in vCard format is shown or hidden.
- **Show User Articles:** If **Show** is selected, it displays the list of articles created by the user.
- **Show Profile:** If **Show** is selected, it displays the user profile.

- **Show Links:** Show or Hide links.
- **Link A Label:** An addition website links this contact.
- **Link B Label:** An addition website links this contact.
- **Link C Label:** An addition website links this contact.
- **Link D Label:** An addition website links this contact.
- **Link E Label:** An addition website links this contact.
- **Show Tags:** The single category tags is shown or hidden.

**Step (2):** In **Icons** tab, you can apply settings for single contact.

The screenshot shows the Joomla Contact Manager Options page. The top navigation bar includes System, Users, Menus, Content, Components, Extensions, and Help. The Joomla logo is in the top right. The main title is "Contact Manager Options". Below it, there are tabs: Save, Save & Close, Cancel, and Help. The "Icons" tab is active. A sub-navigation bar shows SYSTEM, Global Configuration, COMPONENT, and CONTACT. Under CONTACT, the "Contacts" component is selected. The page displays settings for various components: Address Icon, Email Icon, Telephone Icon, Mobile Icon, Fax Icon, and Misc Icon. Each setting has a "Select" button next to it. A note at the top states: "These settings apply for single Contact unless they are changed for a specific menu item or Contact".

Below we have mentioned the details of the fields present in the **Icons** tab.

- **Settings:** Displays icon, text or nothing beside the information.
- **Address Icon:** Choose the address icon from the media folder by clicking on select button. Default icon gets displayed when nothing is selected.
- **Email Icon:** Choose the email icon from the media folder by clicking on select button. Default icon gets displayed when nothing is selected.
- **Telephone Icon:** Choose the telephone icon from the media folder by clicking on select button. Default icon gets displayed when nothing is selected.
- **Mobile Icon:** Choose the mobile icon from the media folder by clicking on select button. Default icon gets displayed when nothing is selected.
- **Fax Icon:** Choose the fax icon from the media folder by clicking on select button. Default icon gets displayed when nothing is selected.

- **Misc Icon:** Choose the misc icon from the media folder by clicking on select button. Default icon gets displayed when nothing is selected.

**Step (3):** In **Category** tab, you can apply settings for contact category options.

The screenshot shows the 'Contact Manager Options' page in the Joomla administrator interface. The top navigation bar includes links for System, Users, Menus, Content, Components, Extensions, and Help. The title 'Contact Manager Options' is displayed above the main content area. A toolbar at the top right includes 'Save', 'Save & Close', and 'Cancel' buttons, along with a 'Help' link. The main content area has tabs for SYSTEM, Global Configuration, Contact, Icons, Category, Categories, List Layouts, Form, Integration, and Permissions. The 'Category' tab is currently selected. A note states: 'These settings apply for Contact Category Options unless they are changed for a specific menu item.' Below this, there are several configuration items with 'Show' and 'Hide' buttons: 'Choose a layout' (set to 'Contact Category Layout'), 'Category Title' (set to 'Show'), 'Category Description' (set to 'Show'), 'Category Image' (set to 'Hide'), 'Subcategory Levels' (set to 'All'), 'Empty Categories' (set to 'Hide'), 'Subcategories Descriptions' (set to 'Show'), '# Contacts in Category' (set to 'Show'), and 'Show Tags' (set to 'Show').

Below we have mentioned the details of the fields present in the **Category** tab.

- **Choose a Layout:** Selects default layout.
- **Category Title:** The category title is shown or hidden.
- **Category Description:** The category description is shown or hidden.
- **Category Image:** The category image is shown or hidden.
- **Subcategory Levels:** Displays the levels of subcategory.
- **Empty Categories:** The article which does not contain any categories are shown or hidden.
- **Subcategories Descriptions:** The description of subcategories is shown or hidden.
- **#Contacts in Category:** The contacts present in category is shown or hidden.
- **Show Tags:** The single category tags is shown or hidden.

**Step (4):** In **Categories** tab, you can apply settings for contact categories options.

The screenshot shows the Joomla administrator interface with the 'Contact Manager Options' menu selected. The top navigation bar includes links for System, Users, Menus, Content, Components, Extensions, and Help. The right side features the 'Tekbuds' logo and a gear icon. The main content area has a blue header 'Contact Manager Options'. Below it are three buttons: 'Save' (green), 'Save & Close' (blue), and 'Cancel' (red). A 'Help' button is also present. The left sidebar lists various system components: Global Configuration, Banners, Cache Manager, Check-in, Contacts (which is highlighted in blue), Articles, Smart Search, Installation Manager, and Joomla! Update. The 'Categories' tab is currently active, indicated by a blue background. The main content area contains several configuration options with 'Show' and 'Hide' buttons:

- Top Level Category Description:** Top Level Category Description (Show/Hide)
- Subcategory Levels:** Subcategory Levels (All dropdown)
- Empty Categories:** Empty Categories (Show/Hide)
- Subcategories Descriptions:** Subcategories Descriptions (Show/Hide)
- #Contacts in Category:** #Contacts in Category (Show/Hide)

Below we have mentioned the details of the fields present in the **Categories** tab.

- **Top Level Category Description:** The description of top level category is shown or hidden.
- **Subcategory Levels:** Display the levels of subcategory.
- **Empty Categories:** The article which does not contain any categories are shown or hidden.
- **Subcategories Descriptions:** The description of subcategories is shown or hidden.
- **#Contacts in Category:** The contacts present in category is shown or hidden.

**Step (5):** In **List Layouts** tab, you can apply settings for contact list option.

The screenshot shows the Joomla administrator interface with the title 'Contact Manager Options'. The top menu bar includes 'System', 'Users', 'Menus', 'Content', 'Components', 'Extensions', and 'Help'. On the right, there's a 'Tekbuds' logo and a 'Help' link. The main content area has tabs: 'SYSTEM', 'Global Configuration', 'COMPONENT', 'Banners', 'Cache Manager', 'Check-in', 'Contacts' (which is selected and highlighted in blue), 'Articles', 'Smart Search', 'Installation Manager', 'Joomla! Update', 'Language Manager', 'Media Manager', 'Menus Manager', 'Messaging', 'Module Manager', 'Newsfeeds', 'Plugins Manager', 'Post-installation', 'Messages', 'Redirect', and 'Miscellaneous'. Below these tabs, under the 'List Layout' tab, there are several settings with 'Show' and 'Hide' buttons:

Setting	Show	Hide
Filter Field	Show	
Display Select	Show	Hide
Table Headings	Show	Hide
Position	Show	Hide
Email	Show	Hide
Phone	Show	Hide
Mobile	Show	Hide
Fax	Show	Hide
City or Suburb	Show	Hide
State or County	Show	Hide

Below we have mentioned the details of the fields present in the **List Layout** tab.

- **Filter Field:** The filter field for the list is shown or hidden.
- **Display Select:** Number of items selected is shown or hidden.
- **Table Headings:** Heading present in the table is shown or hidden.
- **Position:** In list of contacts, the column position is shown or hidden.
- **Email:** In list of contacts, the column of email is shown or hidden.
- **Phone:** In list of contacts, the column of phone is shown or hidden.
- **Mobile:** In list of contacts, the column of mobile is shown or hidden.
- **Fax:** In list of contacts, the column of fax is shown or hidden.
- **City or Suburb:** In list of contacts, the column of city or suburb is shown or hidden.
- **State or County:** In list of contacts, the column of state or county is shown or hidden.
- **Country:** In list of contacts, the column of country is shown or hidden.
- **Pagination:** Pagination is shown or hidden. The links of pages present at the bottom of the page helps the users to navigate to additional pages.
- **Pagination Results:** The information of pagination result is shown or hidden.
- **Sort by:** Contacts can be sorted in the form of name, order or sort name.

**Step (6):** In **Form** tab, you can apply setting for single contact.

The screenshot shows the Joomla Global Configuration screen with the 'Form' tab selected. The 'Form' tab contains several configuration options:

- Allow Captcha on Contact:** A dropdown menu set to '- Use Default -'.
- Show Contact Form:** Buttons for 'Show' and 'Hide'.
- Send Copy to Submitter:** Buttons for 'Show' and 'Hide'.
- Banned Email:** An empty text input field.
- Banned Subject:** An empty text input field.
- Banned Text:** An empty text input field.
- Session Check:** Buttons for 'Yes' and 'No'.
- Custom Reply:** Buttons for 'Yes' and 'No'.

- Allow Captcha on Contact:** In contact form, the captcha plugin is selected.
- Show Contact Form:** Contact form is shown or hidden.
- Send Copy to Submitter:** It allows email copy to be sent to submitter.
- Banned Email:** In contact form, email address is not allowed to submit.
- Banned Subject:** In contact form, no subject is allowed to submit.
- Banned Text:** In contact form, text is not allowed to submit in the body.
- Session Check:** The existing session cookies are checked.
- Custom Reply:** The plugins are allowed to handle the integration with other system by turning off the automated reply.
- Contact Redirect:** After user has sent the mail, an alternative URL is redirected.

**Step (7):** In Integration tab, as seen in the figure below:

The screenshot shows the Joomla administrator interface with the title 'Contact Manager Options'. The top menu bar includes 'System', 'Users', 'Menus', 'Content', 'Components', 'Extensions', and 'Help'. A 'Tekbuds' logo is in the top right. The main content area has tabs: 'SYSTEM', 'Global Configuration', 'Contact', 'Icons', 'Category', 'Categories', 'List Layouts', 'Form', 'Integration' (which is selected), and 'Permissions'. On the left, a sidebar lists components: 'Banners', 'Cache Manager', 'Check-in', 'Contacts' (which is selected), and 'Articles'. A note says 'These settings determine how the Contact Component will integrate with other extensions.' Below it, 'Show Feed Link' has a 'Show' button. At the bottom are 'Save', 'Save & Close', and 'Cancel' buttons.

- **Show Feed Link:** URL of feed links is shown or hidden.

**Step (8):** In **Permissions** tab, we can view the six actions as displayed in the screen below. The Permission tab is used to manage the permission settings for the user groups.

The screenshot shows the 'Contact Manager Options' screen with the 'Permissions' tab selected. The left sidebar shows 'SYSTEM', 'Global Configuration', 'Contact', 'Icons', 'Category', 'Categories', 'List Layouts', 'Form', 'Integration', and 'Permissions'. The 'Contact' component is selected. A note says 'Default permissions used for all content in this component.' Another note says 'Manage the permission settings for the user groups below. See notes at the bottom.' The main area displays a table of permissions for the 'Contacts' component. The columns are 'Action', 'Select New Setting<sup>1</sup>', and 'Calculated Setting<sup>2</sup>'. The rows list actions for 'Guest', 'Manager', 'Administrator', 'Registered', 'Author', 'Editor', 'Publisher', and 'Super Users' groups. Most actions are set to 'Inherited' and are marked as 'Not Allowed'.

Action	Select New Setting <sup>1</sup>	Calculated Setting <sup>2</sup>
Configure	Inherited	Not Allowed
Access Administration Interface	Inherited	Not Allowed
Create	Inherited	Not Allowed
Delete	Inherited	Not Allowed
Edit	Inherited	Not Allowed
Edit State	Inherited	Not Allowed
Edit Own	Inherited	Not Allowed

- **Configure:** It allows users to edit the user option.
- **Access Administration Interface:** It allows users to access the administration interface.
- **Create:** It allows users in group to create the content present in the extension.
- **Delete:** It allows users in group to delete the content present in the extension.
- **Edit:** It allows users in group to edit the content present in the extension.

- **Edit State:** It allows users in group to change the state of content present in the extension.
- **Edit Own:** It allows users in group to edit any content they submitted in the extension.

## Toolbar

---

Following are the toolbar options in the contacts.

- **Save:** Saves your contact setting.
- **Save & Close:** Saves the contact setting and closes the current screen.
- **Cancel:** Cancels the contact setting in Joomla.

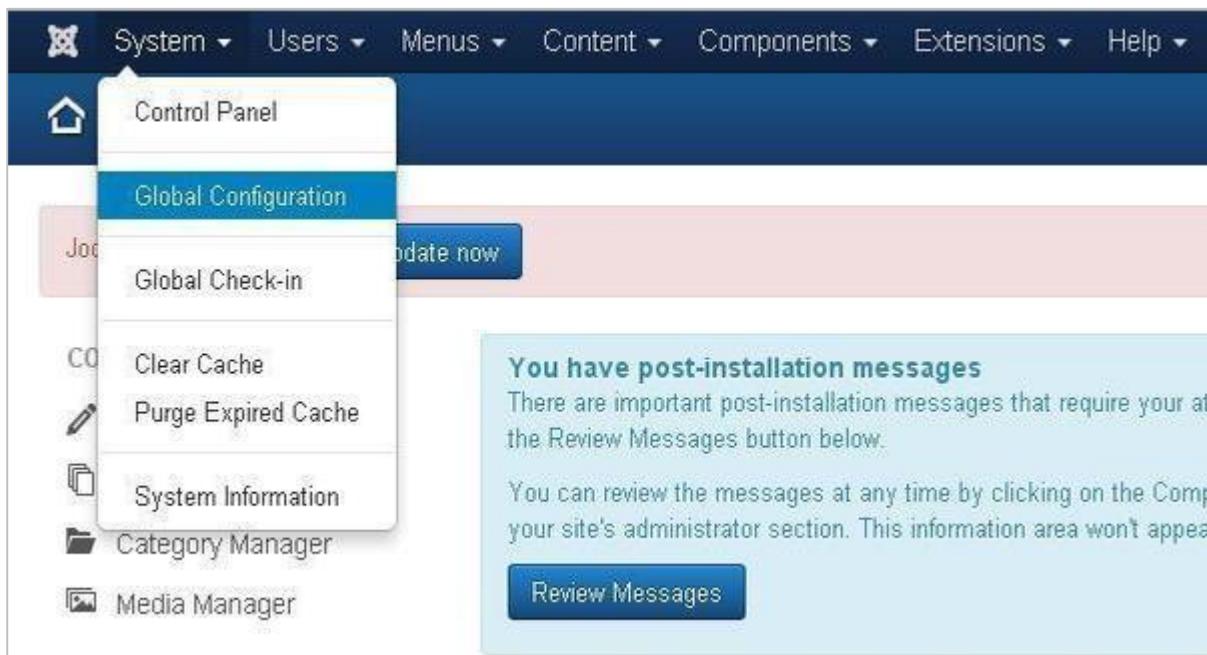
## 44. ADDING NEWS FEED

In this chapter, we will study about **Adding News Feed** in Joomla.

### Joomla Adding News Feed

Following are the simple steps used to add news feed.

**Step (1):** Go to **System --> Global Configuration** as shown in the following screen.



Next, click on **Newsfeeds** option in Joomla **Global Configuration**. You will get the screen below and then select appropriate values.

**News Feed Manager Options**

Save  Save & Close  Cancel

SYSTEM	News Feed	Category	Categories	List Layouts	Permissions
Global Configuration	These settings apply for single news feeds unless they are changed for a specific menu item or news feed				
COMPONENT	Choose a layout	Default			
Banners	Save History	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Cache Manager	Maximum Versions	5			
Check-in	Feed Image	<input checked="" type="checkbox"/> Show <input type="checkbox"/> Hide			
Contacts	Feed Description	<input checked="" type="checkbox"/> Show <input type="checkbox"/> Hide			
Articles	Feed Content	<input checked="" type="checkbox"/> Show <input type="checkbox"/> Hide			
Smart Search	Characters count	0			
Installation Manager	Feed display order	Most recent first			
Joomla! Update	Image Float	Right			
Language Manager	Image Float	Right			
Media Manager	Show Tags	<input checked="" type="checkbox"/> Show <input type="checkbox"/> Hide			
Menus Manager					
Messaging					
Module Manager					
<b>Newsfeeds</b>					
Plugins Manager					
Post-installation Messages					
Redirect					
Search					
Tags					
Template Manager					

Below we have mentioned the details of the fields present in Joomla adding news feed page.

- **Choose a Layout:** It is default layout for items.
- **Save History:** It saves the version history of the component when selected as Yes. Otherwise no version history is saved.
- **Maximum Version:** It always saves the maximum number of versions for an item.
- **Feed Image:** The Feed image is shown or hidden.
- **Feed Description:** The Feed description is shown or hidden.
- **Feed Content:** The content of feed is shown or hidden.
- **Characters Count:** Displays number of characters per feed.
- **Feed Display Order:** Displays the feed in order.
- **Image Float:** Controls the position of the images.
- **Show Tags:** The single category tags are shown or hidden.

**Step (2):** In **Category** tab, you can apply settings for contact category options.

Component	Setting	Action Buttons
Global Configuration	Choose a layout	NEWSFEED CATEGORY LAY...
Banners	Category Title	Show Hide
Cache Manager	Category Description	Show Hide
Check-in	Category Image	Hide Show
Contacts	Subcategory Levels	All
Articles	Empty Categories	Show Hide
Smart Search	Subcategories Descriptions	Show Hide
Installation Manager	#Feeds in Category	Show Hide
Joomla! Update	Show Tags	Show Hide
Language Manager		
Media Manager		
Menus Manager		
Messaging		
Module Manager		
<b>Newsfeeds</b>		
Plugins Manager		
Post-Installation Messages		

Below we have mentioned the details of the fields present in the **Category** tab.

- **Choose a Layout:** Selects default layout.
- **Category Title:** The category title is shown or hidden.
- **Category Description:** The category description is shown or hidden.
- **Category Image:** The category image is shown or hidden.
- **Subcategory Levels:** Display the levels of subcategory.
- **Empty Categories:** The article which does not contain any categories are shown or hidden.
- **Subcategories Descriptions:** The description of subcategories is shown or hidden.
- **#Feeds in Category:** The feeds present in category is shown or hidden.
- **Show Tags:** The single category tags are shown or hidden.

**Step (3):** In **Categories** tab, you can apply settings for contact categories options.

Below we have mentioned the details of the fields present in the **Categories** tab.

- Top Level Category Description:** The description of top level category is shown or hidden.
- Subcategory Levels:** Displays the levels of subcategory.
- Empty Categories:** The article which does not contain any categories are shown or hidden.
- Subcategories Descriptions:** The Description of subcategories are shown or hidden.
- #Feeds in Category:** The feeds present in category is shown or hidden.

**Step (4):** In **List Layouts** tab, you can apply settings for contact list option.

Below we have mentioned the details of the fields present in the **List Layout** tab.

- **Filter Field:** The filter field for the list is shown or hidden.
- **Display Select:** Number of items selected is shown or hidden.
- **Table Headings:** Heading present in the table is shown or hidden.
- **# Articles:** Articles present in feed is shown or hidden.
- **Feed Links:** URL of feed links is shown or hidden.
- **Pagination:** Pagination is shown or hidden. The links of pages present at the bottom of the page helps the users to navigate to additional pages.
- **Pagination Results:** The information of pagination result is shown or hidden.

**Step (5):** In **Permissions** tab, we can view the actions as displayed in the screen below. The Permission tab is used to manage the permission settings for the user groups.

Action	Select New Setting <sup>1</sup>	Calculated Setting <sup>2</sup>
Configure	Inherited	Not Allowed
Access Administration Interface	Inherited	Not Allowed
Create	Inherited	Not Allowed
Delete	Inherited	Not Allowed
Edit	Inherited	Not Allowed
Edit State	Inherited	Not Allowed
Edit Own	Inherited	Not Allowed

- **Configure:** It allows users to edit the user option.
- **Access Administration Interface:** It allows users to access the administration interface.
- **Create:** It allows users in a group to create the content present in the extension.
- **Delete:** It allows users in a group to delete the content present in the extension.
- **Edit:** It allows users in a group to edit the content present in the extension.

- **Edit State:** It allows users in a group to change the state of content present in the extension.
- **Edit Own:** It allows users in a group to edit any content they submitted in the extension.

## Toolbar

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Following are the toolbar options in the Newsfeeds.

- **Save:** Saves your news feed setting.
- **Save & Close:** Saves the news feed setting and closes the current screen.
- **Cancel:** Cancels the news feed setting in Joomla.

# 45. ADDING FORUM

In this chapter, we will study about **Adding Forum** in Joomla. We can install the forum extension in Joomla to share or discuss ideas and views on particular issues.

## Joomla Adding Forum

Following are the simple steps used to set the Joomla Adding Forum.

**Step (1):** Click on **Install Extensions** option in Joomla.

The screenshot shows the Joomla Control Panel interface. On the left, there's a sidebar with categories like CONTENT, STRUCTURE, USERS, CONFIGURATION, and EXTENSIONS. Under EXTENSIONS, the 'Install Extensions' button is circled in red. The main content area has sections for post-installation messages, logged-in users, popular articles, and site information. A message box in the center says 'You have post-installation messages'.

**CONTENT**

- Add New Article
- Article Manager
- Category Manager
- Media Manager

**STRUCTURE**

- Menu Manager
- Module Manager

**USERS**

- User Manager

**CONFIGURATION**

- Global Configuration
- Template Manager
- Language Manager

**EXTENSIONS**

- Install Extensions

**You have post-installation messages**  
There are important post-installation messages that require your attention below.  
You can review the messages at any time by clicking on the Review Messages section. This information area won't appear when you have no post-installation messages.

**Review Messages**

**LOGGED-IN USERS**  
**Super User** Administration

**POPULAR ARTICLES**  
1 Getting Started

**SITE INFORMATION**

- OS Windows
- PHP 5.3.28
- MySQLi 5.6.16
- Time 04:37

**Step (2):** Click on **Choose File** button and choose the extensions forum you have downloaded to include in your web site. After choosing the file, click on **Upload & Install** button.

The screenshot shows the Joomla Extension Manager interface. The top navigation bar has a blue header with the title "Extension Manager: Install". On the left, there's a sidebar with links: "Install" (which is highlighted in blue), "Update", "Manage", "Discover", "Database", "Warnings", and "Install languages". Below the sidebar, there are three tabs: "Upload Package File" (selected), "Install from Directory", and "Install from URL". The main content area is titled "Upload & Install Joomla Extension". It shows a file input field with the text "Extension package file" and a file selected: "com\_discuss...\_1\_25.zip". To the right of the file input is a "Choose File" button, which is circled in red. Below the file input is a large blue "Upload & Install" button, also circled in red.

**Step (3):** Joomla starts installing the Forum extension for your site. After the installation is complete, you get the screen below showing the success message.

**Extension Manager: Install**

**Message**  
Installing component was successful.

**Codingfish Discussions**

- [Upload Package File](#)
- [Install from Directory](#)
- [Install from URL](#)

**Upload & Install Joomla Extension**

Extension package file:  Choose File No file chosen

**Upload & Install**

**Step (4):** Click on **Menus -> Main Menu -> Add New Menu Item** option in Joomla.

**Control Panel**

**CONTENT**

- [Add New Article](#)
- [Article Manager](#)
- [Category Manager](#)
- [Media Manager](#)

**STRUCTURE**

- [Menu Manager](#)

**LOGGED-IN USERS**

**Menus** ▾ **Main Menu** ▾ **Add New Menu Item**

**Save post-installation messages**  
are important post-installation messages that require your attention.

You can review the messages at any time by clicking or section. This information area won't appear when you have no messages.

**Review Messages**

**Step (5):** In **Add New Menu Item** page, specify title in the **Menu Title**. Click on the **Select** button to choose the **Forum** extension for your website.

## Menu Manager: Edit Menu Item

Save Save & Close Save & New Save as Copy Close

Menu Title \* Forum

Details Link Type Page Display Metadata Module Assignment

Menu Item Type \* Discussions **Select**

Link index.php?option=com\_discussions

Target Window Parent

Template Style - Use Default -

**Step (6):** Click on the **Discussion** and choose the **Discussion discussion index views**.

## Menu Manager: New Menu Item

Save Save & Close Save & New Cancel

Menu Title \* Forum Alias: Autogenerated menu item

Details Link Type Page Display Metadata

Menu Item Type \* **Discussions**

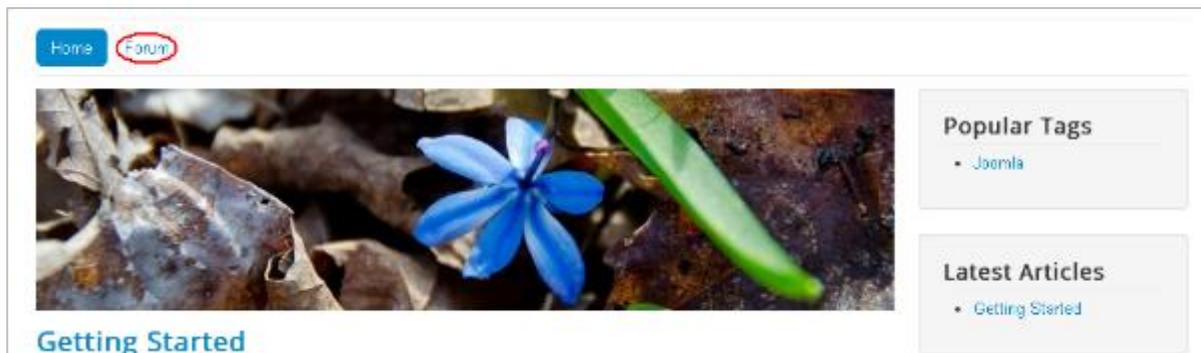
Link **Discussions discussions index View**

Target Window Parent

Template Style - Use Default -

Articles  
Configuration Manager  
Contacts  
**Discussions**  
**Discussions discussions index View**  
Newsfeeds  
Search  
Smart Search  
System Links  
Tags  
Users Manager

**Step (7):** Open your website which contains the Forum menu as shown in the screen below.



## Toolbar

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Given below are few details about the toolbars present in Forum.

- **Save:** Saves your forums.
- **Save & Close:** Saves the forums and closes the current screen.
- **Save & New:** Saves the forums and opens a new create forum screen.
- **Cancel:** Cancels the created forums in Joomla.

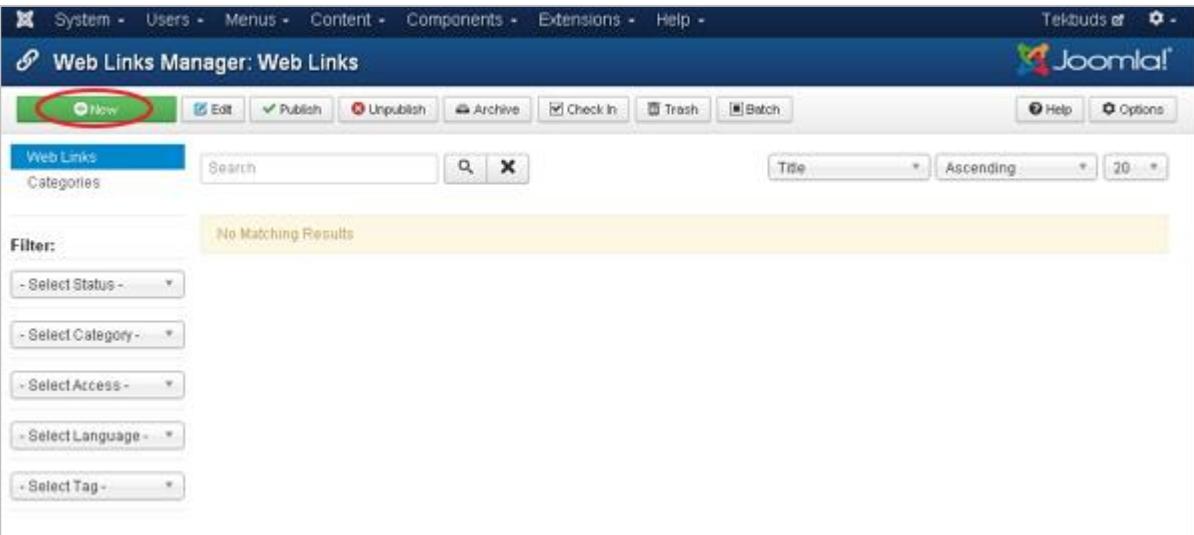
# 46. ADDING WEB LINKS

In this chapter, we will study about **Adding Web Links** in Joomla. It allows you to insert, remove and edit the links to another webpage in Joomla.

## Adding Weblinks

Following are the simple steps to add Weblinks in Joomla:

**Step (1):** Click **Components --> Weblinks --> Links** in Joomla administrator. After clicking on Links, you will get the following screen.



The screenshot shows the Joomla! administrator interface for managing web links. The top navigation bar includes 'System', 'Users', 'Menus', 'Content', 'Components', 'Extensions', and 'Help'. On the right, there are 'Tekbuds' and 'Joomla!' branding. Below the navigation is a toolbar with buttons for 'Edit', 'Publish', 'Unpublish', 'Archive', 'Check In', 'Trash', and 'Batch'. A 'New' button is circled in red. Other buttons include 'Help' and 'Options'. The main area has tabs for 'Web Links' and 'Categories'. A search bar and filter options for 'Title', 'Category', 'Status', 'Language', and 'Access' are present. A message 'No Matching Results' is displayed. The bottom right corner shows a page number '20'.

**Step (2):** Next, click on **New** button, you will get the following screen.

The screenshot shows the Joomla Web Links Manager interface. At the top, there's a navigation bar with links like System, Users, Menus, Content, Components, Extensions, Help, and a Joomla logo. Below the navigation is a toolbar with buttons for Save, Save & Close, Save & New, and Cancel. The main area is titled 'Web Links Manager: Web Link'. A sub-titler says 'New Web link'. There are tabs for Images, Publishing, and Options. The 'Images' tab is active. The form fields include:

- Title:** A text input field.
- URL:** A text input field.
- Description:** A CKEditor text area with a toolbar above it.
- Alias:** A dropdown menu set to 'Auto-generate from title'.
- Category:** A dropdown menu set to '+ Uncategorised'.
- Tags:** A dropdown menu set to 'Select some options'.
- Status:** A dropdown menu set to 'Published'.
- Access:** A dropdown menu set to 'Public'.
- Language:** A dropdown menu set to 'All'.
- Version Note:** An empty text input field.

It is the basic editor page for the Web Link Manager. We have already explained about the editor in detail in the chapter [Joomla - Adding Content](#). Here there are different tabs present. By default, the **New Web Link** tab is displayed.

- **URL:** Enter the URL link, after saving, it gets converted to Punycode.

**Step (3):** In **Images** tab, you will get the following screen.

The screenshot shows the 'Images' tab of the Joomla Web Links Manager. The form fields for the first image section are:

- FirstImage:** A file selection field with a 'Select' button and a 'X' button.
- Image Float:** A dropdown menu set to 'Use Global'.
- Alt text:** An empty text input field.
- Caption:** An empty text input field.

The second image section has identical fields:

- SecondImage:** A file selection field with a 'Select' button and a 'X' button.
- Image Float:** A dropdown menu set to 'Use Global'.
- Alt text:** An empty text input field.
- Caption:** An empty text input field.

The following fields are present on the Images tab:

- **First image:** Click on the Select button to select an image to display with an item on a web page.
- **Image Float:** Sets place for the image i.e. **Use Global, Right, Left and None** respectively.
- **Alt text:** Alternative text is present without access to images.
- **Caption:** Entered text will display below the image.
- **Second image:** Click on the Select button to select the second image to display with an item on a web page.
- **Image Float:** Sets place for the image i.e. **Use Global, Right, Left and None** respectively.
- **Alt text:** Alternative text is present without access to images.
- **Caption:** Entered text will display the below image.

**Step (4):** Click on **Publishing** tab, you will get the following screen.

The screenshot shows the Joomla administrator interface with the 'Publishing' tab selected. The top navigation bar includes 'System', 'Users', 'Menus', 'Content', 'Components', 'Extensions', and 'Help'. Below the navigation are buttons for 'Save', 'Save & Close', 'Save & New', and 'Cancel'. The main area has tabs for 'New Web link', 'Images', 'Publishing' (which is active), and 'Options'. On the left, there are input fields for 'Start Publishing', 'Finish Publishing', 'Created Date', 'Created by' (with a dropdown for 'Select a User'), 'Author's Alias', 'Modified Date', 'Modified by' (with a dropdown for 'Select a User'), 'Revision', 'Hits', and 'ID'. To the right, there are fields for 'Meta Description' (with a large text area), 'Meta Keywords' (with a large text area), 'External Reference' (with a text area), 'Robots' (with a dropdown set to 'Use Global'), and 'Content Rights' (with a text area).

The following details are present on the publishing tab:

- **Start Publishing:** It indicates the date on which the Weblinks are to be published on the web page.
- **Finish Publishing:** It indicates the date on which the Weblinks are to be stopped from being published on the web page.
- **Created Date:** It indicates the created date of the Weblinks.

- **Created by:** It indicates the name of the user who has created the Weblinks.
- **Author's Alias:** It indicates the name of the *Author's Alias* who has created the things required in Weblinks.
- **Modified Date:** It indicates the last modified date of the Weblinks.
- **Modified by:** It indicates the name of the user who has last modified the Weblinks.
- **Revision:** It indicates the number of revisions for the Weblinks.
- **Hits:** It indicates the number of times the Weblinks have been viewed.
- **ID:** It indicates the unique identification number assigned to the Weblinks automatically.
- **Meta Description:** It specifies the detail description of the page.
- **Meta Keywords:** It specifies the different Meta keywords and it should be represented either by lowercase or uppercase.
- **External Reference:** It specifies to use the external reference.
- **Robots:** It specifies the instructions to the user to browse the web page.
- **Content Rights:** It specifies the rights of the content so that others can use it.

**Step (5):** After clicking on the **Options** tab, you will get the following screen.

The screenshot shows the Joomla! administrator interface with the title 'Web Links Manager: Web Link'. The 'Options' tab is selected. At the top, there are four buttons: 'Save' (green), 'Save & Close' (blue), 'Save & New' (green), and 'Cancel' (red). Below these are fields for 'Title' and 'Alias'. The 'Alias' field has a dropdown option 'Auto-generate from title'. Under the 'Options' tab, there are four sections: 'Target' (set to 'Use Global'), 'Width' (empty input field), 'Height' (empty input field), and 'Count Clicks' (set to 'Use Global').

The following details are present on the Options tab:

- **Target:** It is used to open a Weblink with either of the commands - *Use Global, Open in the parent window, Open in the new window, Open in the popup* and *Modal*.
- **Width:** Sets the width of modal window.
- **Height:** Sets the height of modal window.
- **Count Clicks:** It counts the number of Weblinks that has been opened.

## Toolbar

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Following are the toolbar options in Adding Weblinks:

- **Save:** Saves your Weblink.
- **Save & Close:** Saves the Weblink and closes the current screen.
- **Save & New:** Saves the Weblink and opens a new create Weblink screen.
- **Cancel:** Cancels the created Weblink in Joomla.

# 47. PLUGIN MANAGER

In this chapter, we will study about **Plugin Manager** in Joomla. It helps you enable and disable Joomla Plugins. This adds the unique features to an existing web site.

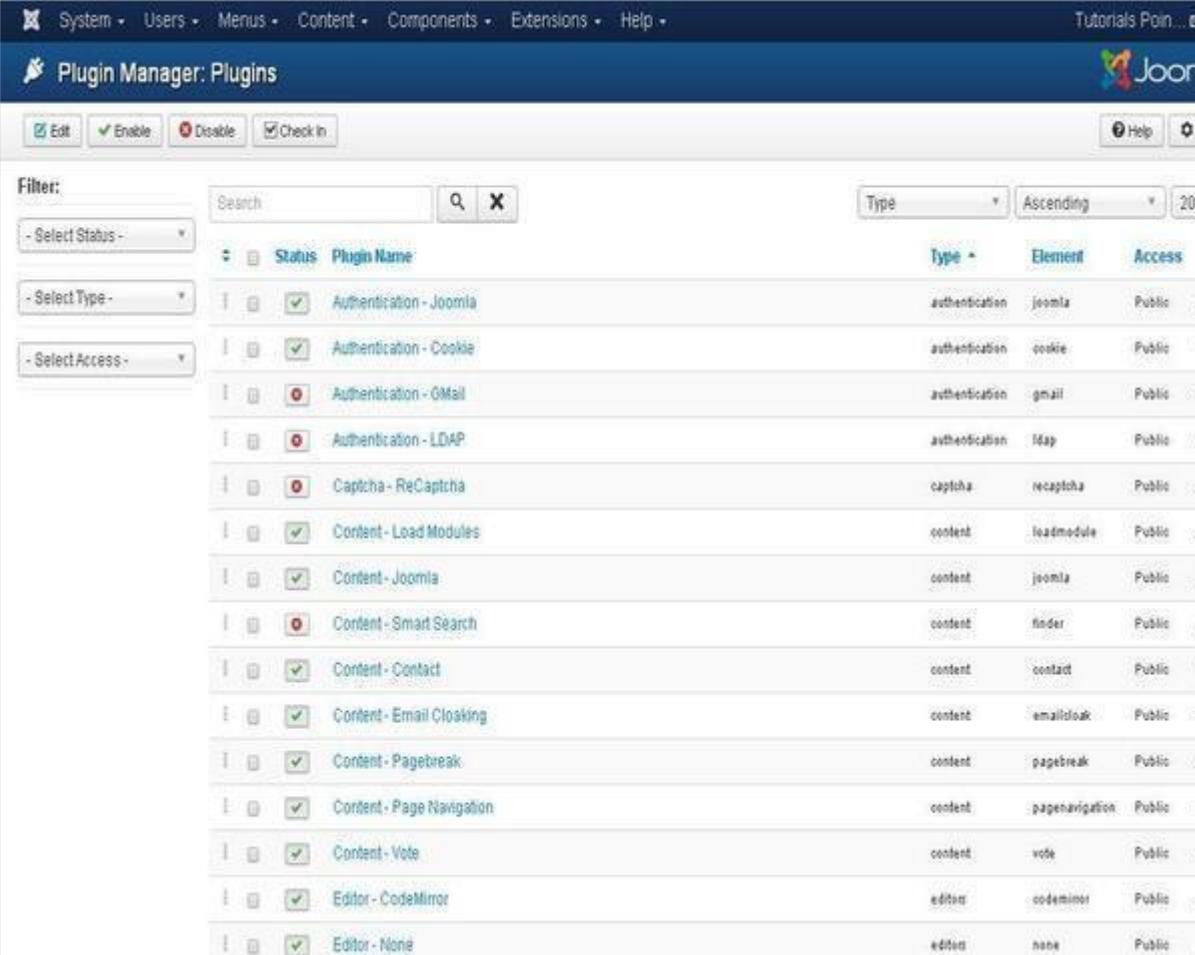
## Joomla Plugin Manager

Following are the simple steps to set or edit existing Joomla Plugins:

**Step (1):** Click on **Extension --> Plugin Manager** in Joomla administrator as shown below.



**Step (2):** After clicking on the **Plugin Manager**, an existing Joomla plugin will be displayed as shown below.



The screenshot shows the Joomla Plugin Manager interface. At the top, there's a toolbar with buttons for Edit, Enable, Disable, and Check In. Below the toolbar is a filter section with dropdowns for Status, Type, and Access, along with a search bar and a refresh button. The main area is a table listing 18 plugins. The columns in the table are Type, Element, and Access. The plugins listed are:

Type	Element	Access
authentication	joomla	Public
authentication	cookie	Public
authentication	gmail	Public
authentication	imap	Public
captcha	recaptcha	Public
content	loadmodule	Public
content	joomla	Public
content	finder	Public
content	contact	Public
content	emailcloak	Public
content	pagebreak	Public
content	pagenavigation	Public
content	vote	Public
editor	codemirror	Public
editor	none	Public

## Toolbar

---

Following are the toolbar options in the Plugin:

- Edit:** Edit the plug-in.
- Enable:** Enable the plug-in to use on the website.
- Disable:** Disable the plug-in which are not necessary on the website.
- Check In:** Used to check in the plug-in and after completing the process displays the successful message.

# 48. EXTENSION MANAGER

In this chapter, we will study about **Extensions Manager** in Joomla. We can install different types of extensions to extend the functionality of the site.

## Joomla Extensions Manager

Following are the simple steps used to set the Joomla Extensions Manager.

**Step (1):** Click on **Install Extensions** option in Joomla.

The screenshot shows the Joomla Control Panel interface. At the top, there is a banner indicating "Joomla 3.4.1 is available: Update now". The main menu on the left includes categories like CONTENT, STRUCTURE, USERS, CONFIGURATION, and EXTENSIONS. Under the EXTENSIONS category, the "Install Extensions" link is highlighted with a red oval. To the right, there are several informational boxes: one about post-installation messages (with a "Review Messages" button), one for LOGGED-IN USERS (showing "Super User Administration"), one for POPULAR ARTICLES (listing "Getting Started"), and one for SITE INFORMATION (listing OS Windows, PHP 5.3.28, MySQL 5.6.16, and Time 04:37).

**Step (2):** Click on **Choose File** button and choose the extension forum which you have downloaded to include on your web site. Click on **Upload & Install** button.

The screenshot shows the Joomla Extension Manager: Install interface. On the left, there's a sidebar with links: Install (highlighted in blue), Update, Manage, Discover, Database, Warnings, and Install languages. The main area has a message about the Joomla Extensions Directory (JED) and an 'Add "Install from Web" tab' button. Below that are three tabs: Upload Package File (selected), Install from Directory, and Install from URL. The central part is titled 'Upload & Install Joomla Extension'. It shows a file input field with 'Extension package file' and a 'Choose File' button (circled in red). Below it is a large blue 'Upload & Install' button (also circled in red).

**Step (3):** Joomla starts installing the Forum extension for your site. After completing the installation, you will get the successful installation message as shown below.

This screenshot shows the same Extension Manager interface after a successful installation. A green 'Message' box at the top says 'Installing component was successful.' The sidebar and tabs are identical to the previous screenshot. In the main area, the 'Codingfish Discussions' component is listed under 'Codingfish Discussions'. The 'Choose File' button and the 'Upload & Install' button are highlighted with red circles, matching the previous screenshot.

**Step (4):** It is also possible to install the extensions directly from the web, select the extension that you want to add on your website and click on **Install** button.

The screenshot shows the Joomla Extension Manager: Install interface. The top navigation bar includes tabs for 'Install' (which is selected), 'Update', 'Manage', 'Discover', 'Database', 'Warnings', and 'Install languages'. Below the navigation is a search bar and a breadcrumb trail: Extensions / Maps & Weather / Maps & Locations / Google Maps by Reumer. The main content area displays the 'Google Maps by Reumer' plugin details, including its version (3.3), license (GPLv2 or later), and download count (Free download). At the bottom of the plugin card, there are three buttons: 'Install...' (highlighted with a red oval), 'Directory Listing', and 'Developer Website'. On the left side, there is a sidebar titled 'CATEGORIES' with a list of Joomla extension categories.

# 49. WEBSITE BACKUP

In this chapter, we will study about **Website backup** in Joomla. It allows backup of files, folders and re-opens it in Joomla.

## Website Backup

Following are the simple steps used to backup the website in Joomla:

**Step (1):** Click on **System --> Global Configuration** in Joomla administrator. You will get the following screen.

The screenshot shows the Joomla Global Configuration page. The top navigation bar includes System, Users, Menus, Content, Components, Extensions, and Help. Below the bar, there are tabs for Site, System, Server, Permissions, and Text Filters. The Global Configuration tab is active. On the left, a sidebar lists various Joomla components: Banners, Cache Manager, Check-in, Contacts, Articles, EJB - Easy Joomla Backup (which is circled in red), Smart search, Installation Manager, Joomla! Update, Language Manager, Media Manager, Menus Manager, Messaging, Module Manager, Newsfeeds, Plugins Manager, Post-installation Messages, Redirect, Search, Tags, Template Manager, Users Manager, and Weblinks. The main area is divided into Site Settings and SEO Settings. Site Settings include Site Name (Tekbuds), Site Offline (Yes), Offline Message (Use Custom Message), Custom Message (This site is down for maintenance. Please), Offline Image (Select), Mouse-over edit icons for (Modules), Default Editor (Editor - TinyMCE), Default Captcha (- None Selected -), Default Access Level (Public), Default List Limit (20), Default Feed Limit (10), and Feed email (Author Email). SEO Settings include Search Engine Friendly URLs (Yes), Use URL rewriting (Yes), Adds Suffix to URL (Yes), Unicode Aliases (Yes), and Include Site Name in Page Titles (No). Below these are Cookie Settings with fields for Cookie Domain and Cookie Path.

**Step (2):** Next, click on **EJB - Easy Joomla Backup** at the left sidebar. You get a basic editor page for Joomla Backup. Here by default, the **Component** tab is displayed.

The screenshot shows the EJB - Easy Joomla Backup - Settings page. The top navigation bar includes System, Users, Menus, Content, Components, Extensions, and Help. Below the bar, there are tabs for Component, Donation Code, and Permissions. The Component tab is active. A message box at the top states: "Thank you for using my extension. If you use this extension commercially or want to support the development, get a donation code for your domain: [Donation code system](#). This red box can not be deactivated in a local server environment!" The sidebar on the left lists the same components as the Global Configuration screen. The main area is titled "Backup process". It contains sections for "Exclude files from backup archive" (with a large text input field), "Exclude folders from backup archive" (with a large text input field), "Add 'DROP TABLE' instruction to dump file" (with a dropdown menu set to "No"), "Add additional tables" (with a large text input field), "Maximum number of backup files" (set to 5), and "Prefix for archive names" (with a text input field).

Below we have mentioned the details of the fields present in the **Component** tab on the page:

- Exclude files from backup archive:** It indicates the name of the files with the path address to be excluded from a backup archive.
- Exclude folders from backup archive:** It indicates the name of the folders with the path address to be excluded from a backup archive.
- Add 'DROP TABLE' instruction to dump file:** It indicates to add drop table instruction to dump files without deleting the tables by selecting either (Yes/No).
- Add additional tables:** It indicates to add additional tables, but it should not have the same prefix.
- Maximum number of backup files:** It indicates the maximum number of backup files.
- Prefix for archive names:** It indicates to use prefixes for archive names of backup file.

**Step (3):** After clicking on **Permissions** tab, you will get the following screen.

Action	Select New Setting <sup>1</sup>	Calculated Setting <sup>2</sup>
Configure	Inherited	Not Allowed
Access Administration Interface	Inherited	Not Allowed
Delete	Inherited	Not Allowed
Download	Inherited	Not Allowed
Full Backup	Inherited	Not Allowed
Database Backup	Inherited	Not Allowed
File Backup	Inherited	Not Allowed
Discover	Inherited	Not Allowed

1. If you change the setting, it will apply to this and all child groups, components and content. Note that:  
Inherited means that the permissions from the parent group will be used.  
Denied means that no matter what the parent group's setting is, the group being edited cannot take this action.  
Allowed means that the group being edited will be able to take this action (but if this is in conflict with the parent group it will have no impact; a conflict will be indicated by Not Allowed (Locked) under Calculated Setting).  
Not Set is used only for the Public group in global configuration. The Public group is the parent of all other groups. If a permission is not set, it is treated as deny but can be changed for child groups.  
2. If you select a new setting, click Save to refresh the calculated settings.

Following are the details that are present on the Permissions tab:

- Configure:** It allows the user to edit the user option.
- Access Administration Interface:** It allows the user to access the administration interface.
- Delete:** It allows the user in group to delete the content present in the extension.
- Download:** It allows the user to download the backup archive file.
- Full Backup:** It allows the user to create full backup file permission.
- Database Backup:** It allows the user to create database backup.

- **File Backup:** It allows the user to permit creation of file backup.
- **Discover:** It allows the user to discover backup files or new entries into the database.

## Toolbar

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Following are the toolbar options in the Website Backup screen:

- **Save:** Saves your Backup of website.
- **Save & Close:** Saves the Backup of website and closes the current screen.
- **Cancel:** Cancels the created Backup of website in Joomla.

# 50. WEBSITE SEO

In this chapter, we will study about **Website SEO** in Joomla. SEO (Search Engine Optimization) is about optimizing a website for search engine. It helps search engines find and rank your site higher than the other sites in response to a search query.

## Joomla Website SEO

Following are the simple steps used to set the Joomla Website SEO:

**Step (1):** Click on **System --> Global Configuration** in Joomla administrator. By default **Site** tab opens up as shown below.



Following are the details of the fields present in the SEO Setting.

- **Search Engine Friendly URLs:** Optimizing the URLs to the search engine.
- **Use URL rewriting:** Selecting the server, which rewrites the URLs to meet a specific condition.
- **Adds Suffix to URL:** Based on the document type, the suffix to the URL is added.
- **Unicode Aliases:** It selects between the transliteration and Unicode aliases.
- **Include Site Name in Page Titles:** Provide your site name on all pages at the beginning or end of the page.

## Toolbar

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Following are the toolbar options in SEO:

- **Save:** Saves your SEO Setting.
- **Save & Close:** Saves the SEO Setting and closes the current screen.
- **Cancel:** Cancels the SEO Setting in Joomla.