

# Menu Manager

## Introduction :

Menus allow a user to navigate through the site. A menu is an object which contains one or more menu items. Each menu item points to a logical page on the site(Article).

A menu module is required to place the menu on the page. One menu can have more than one module.

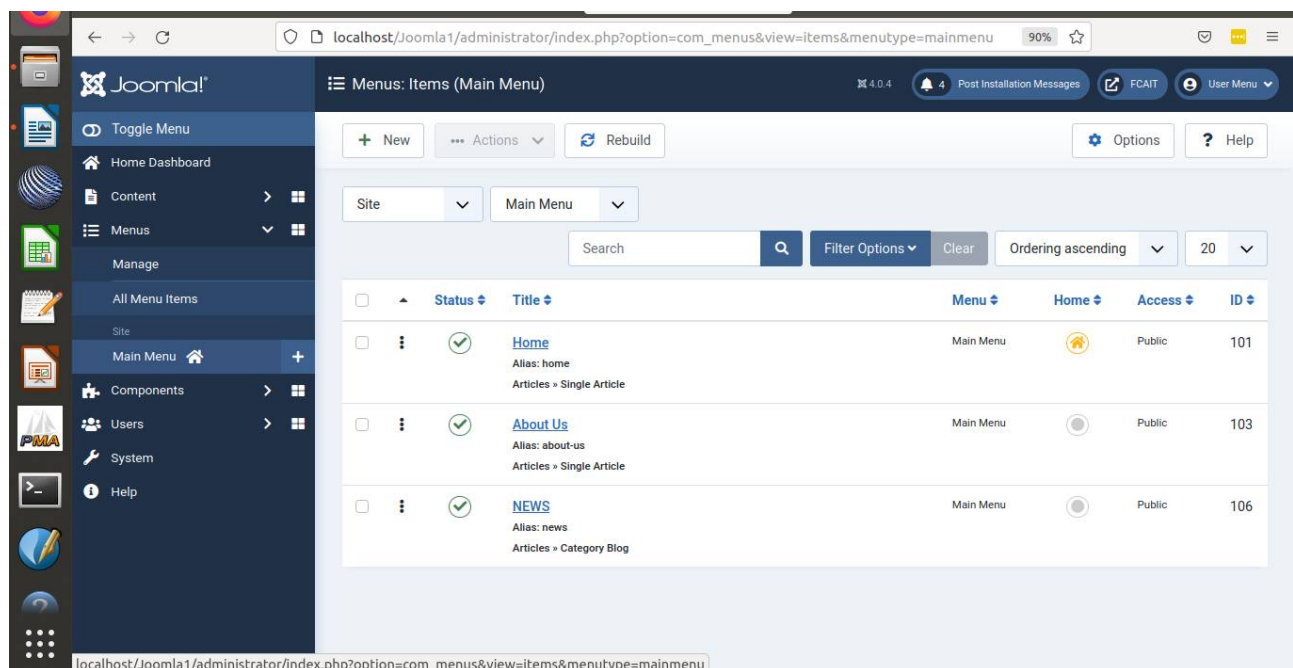
The process for adding a menu to the site is normally as follows:

1. Create a new menu (using this screen).
2. Create one or more new menu items on the menu. Each menu item will have a specific menu item type.
3. Create one or more menu modules to display the menu on the site. When you create the modules, you will select which menu items (pages) the modules will show on.

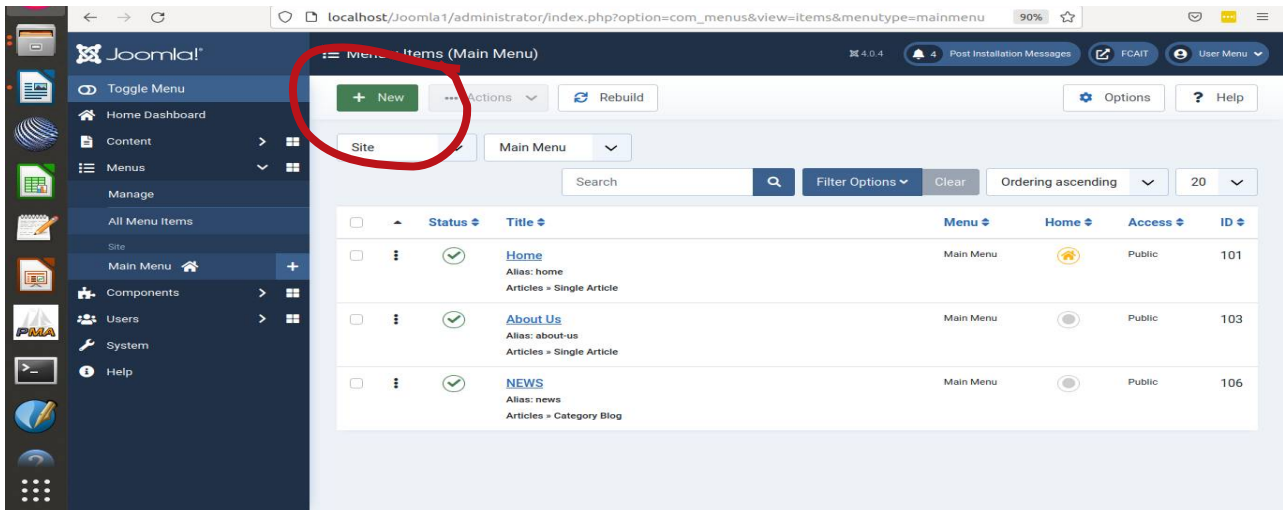
## How to Access :

### 1. Create a new menu (using this screen)

To access the **Menu Manager**, log into your website as administrator, navigate to the **Menus -> Main Menu**.

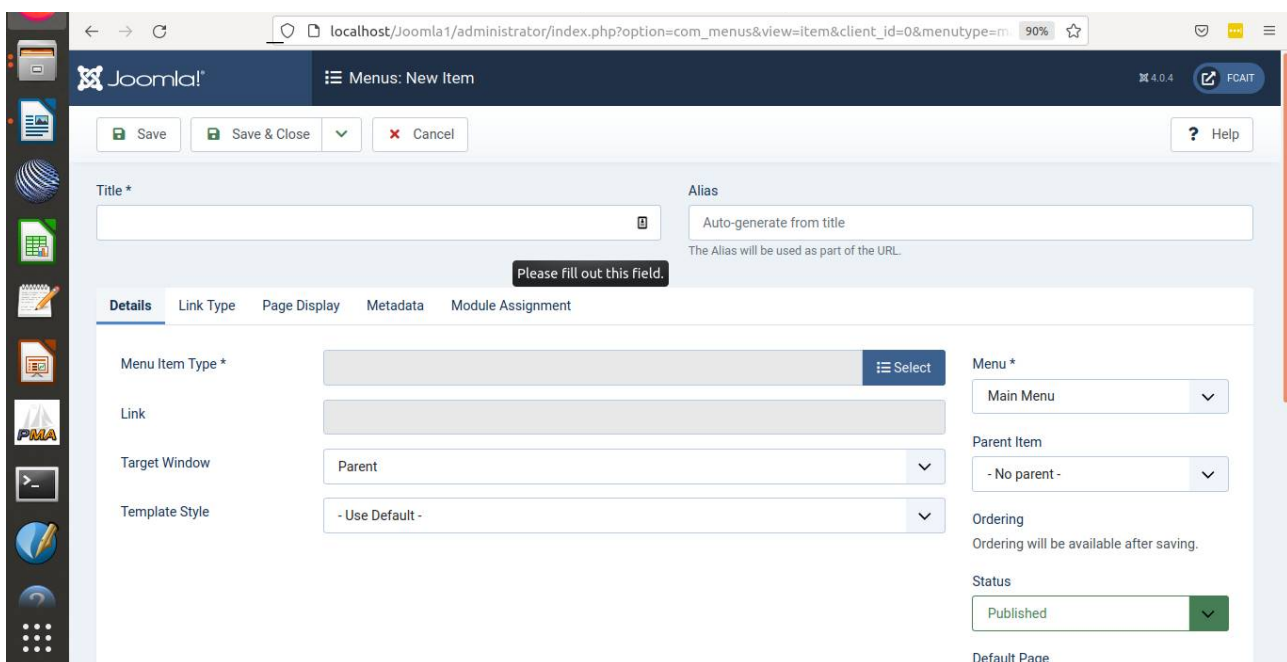


- Create a New Menu click on + sign in left on main menu or Click on +NEW button given on page.



**Edit the following options:**

- **Title** - Enter the title of your new menu. \* mark field is compulsory to fill.
- **Menu Item Type** - The system name of the new menu.
- **Description** - Enter a short description for your new menu.
- click on the **Save & Close** button to create it.



2. Create one or more new menu items on the menu. Each menu item will have a specific menu item type

Once you have created new navigation menus in Joomla, you need to add items to them. To add a new item on the existing menu, you need to log into your website as administrator. Navigate to the Menus tab, locate the menu that you would like to add items to and then click on the Add New Menu Item.

### Edit 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 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.e.

The screenshot shows the Joomla! 3.9.8 Administrator interface in a Firefox browser. The page title is 'Menus: New Item - FCAIT - Administration - Mozilla Firefox'. The URL is 'localhost/joomla\_fm/administrator/index.php?option=com\_menus&view=item&layout=edit'. The page has a top navigation bar with 'System Users Menus Content Components Extensions Help' and a Joomla! logo. Below the navigation bar, there are buttons: 'Save', 'Save & Close', 'Save & New', and 'Cancel'. The main form has tabs: 'Details', 'Link Type', 'Page Display', 'Metadata', and 'Module Assignment'. The 'Details' tab is active, showing fields for 'Menu Title \*', 'Alias' (with 'Auto-generate from title' option), 'Link Title Attribute', 'Link Class', 'Link Image' (with a 'Select' button and an 'X' icon), 'Image Class', 'Add Menu Title' (with 'Yes' and 'No' buttons), and 'Display in Menu' (with 'Yes' and 'No' buttons). At the bottom, there is a status bar with 'View Site', '1 Visitor', '3 Administrators', '2 Messages', and a 'Log out' button. The footer text is 'Joomla! 3.9.8 — © 2019 FCAIT'.

- **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.



## Menus: New Item

Save



Save & Close



Save & New



Cancel

Menu Title \*

Details

Link Type

Page Display

Metadata

Module Assignment

Browser Page Title

Show Page Heading


Use Global (No)





Page Heading


Page Class


- **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.

 **Menus: New Item**

 Save

 Save & Close

 Save & New

 Cancel

Menu Title \*

Details

Link Type

Page Display

Metadata

Module Assignment

Meta Description

Meta Keywords

Robots

Use Global

▼

Secure

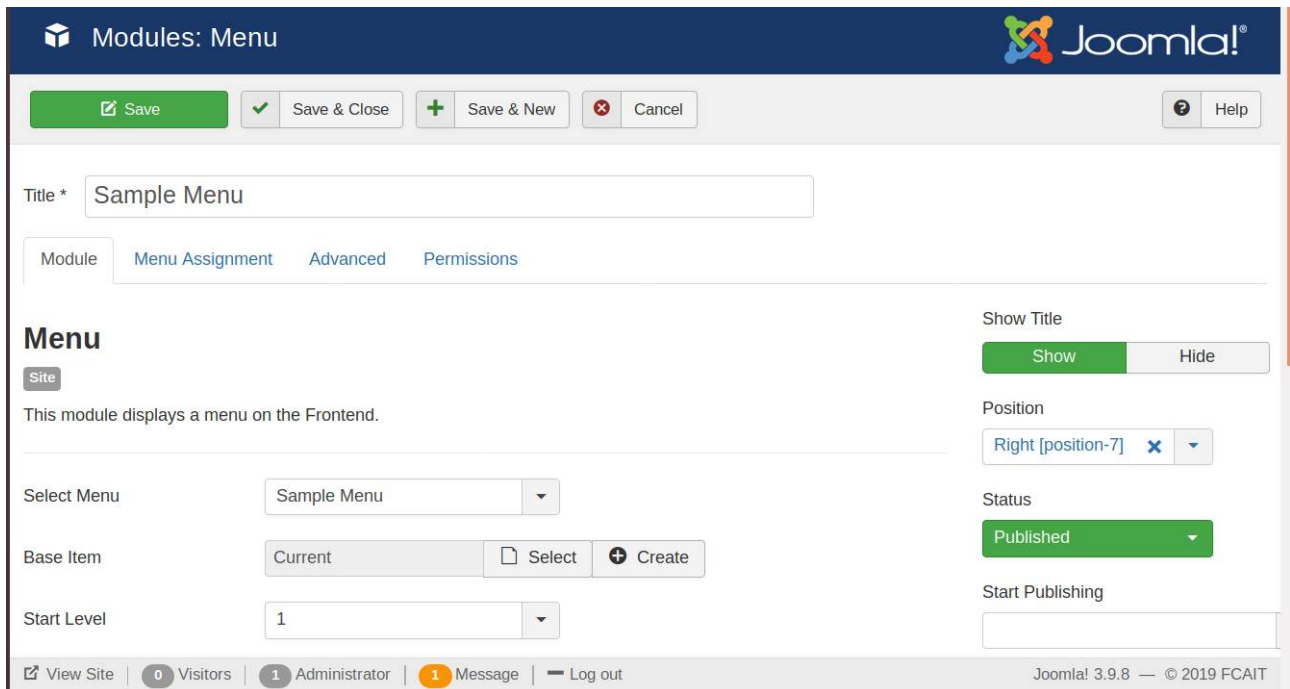
Ignore

▼

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.

### 3. Create one or more menu modules to display the menu on the site



The screenshot shows the Joomla! administrator interface for the 'Modules: Menu' configuration page. The title is 'Sample Menu'. The 'Menu Assignment' tab is active, showing options for 'Select Menu' (Sample Menu), 'Base Item' (Current), and 'Start Level' (1). The 'Status' is set to 'Published'. The 'Position' is 'Right [position-7]'. The 'Show Title' toggle is set to 'Show'. The bottom status bar shows 0 visitors, 1 administrator, and 1 message.

Modules: Menu

Save Save & Close Save & New Cancel Help

Title \* Sample Menu

Module Menu Assignment Advanced Permissions

**Menu**

Site

This module displays a menu on the Frontend.

Select Menu Sample Menu

Base Item Current Select Create

Start Level 1

Show Title Show Hide

Position Right [position-7] X

Status Published

Start Publishing

View Site 0 Visitors 1 Administrator 1 Message Log out Joomla! 3.9.8 © 2019 FCAIT

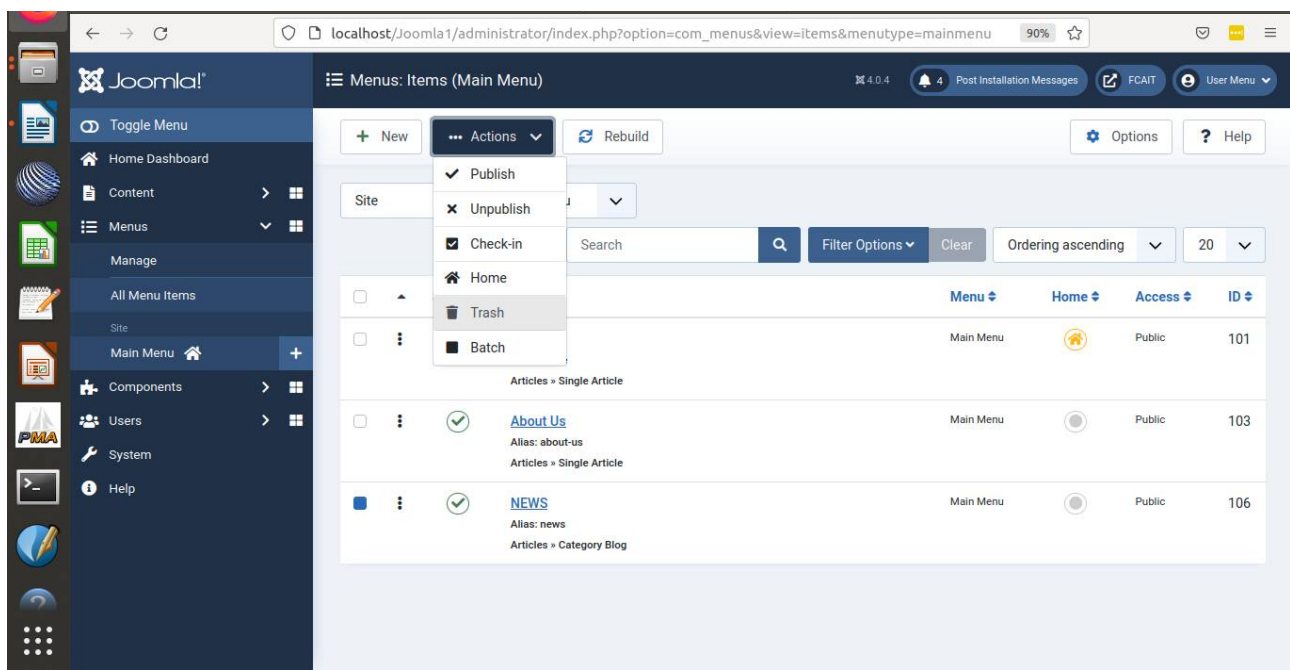
#### Edit the following options:

- **Title** - Enter the title for the new module.
- **Select Menu** - Select menu item.
- **Position** – Select a position of a Module.

#### Delete a Menu

To remove a menu from your website, access the **Menu Manager**.

Select the checkbox next to your menu and click the **Trash** button in ACTION tab.



The screenshot shows the Joomla! administrator interface for the 'Menu Manager'. The 'Actions' dropdown menu is open, showing options: Publish, Unpublish, Check-in, Home, Trash, and Batch. The 'Trash' option is highlighted. The table below shows the list of menu items.

Menus: Items (Main Menu)

New Actions Rebuild Options Help

Site

Search Filter Options Clear Ordering ascending 20

	Menu	Home	Access	ID
<input type="checkbox"/>	Main Menu	Home	Public	101
<input type="checkbox"/>	Main Menu	Home	Public	103
<input type="checkbox"/>	Main Menu	Home	Public	106

Articles » Single Article

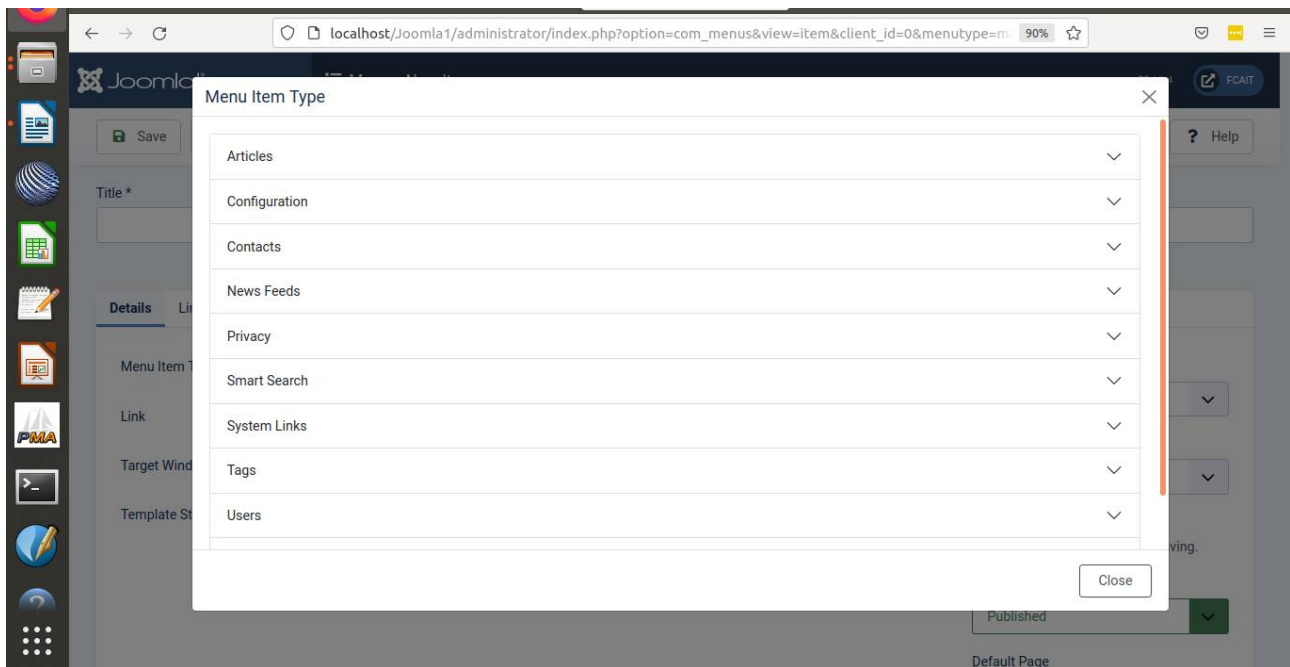
About Us  
Alias: about-us  
Articles » Single Article

NEWS  
Alias: news  
Articles » Category Blog

## **MENU MANAGER: DIFFERENT TYPES OF MENU ITEM TYPES**

The default menu items fall under these main categories:

- Articles
- Configuration Manager
- Contacts
- Newsfeeds
- Search, Smart Search
- System Links
- Tags
- User Manager
- Weblinks
- Wrappers



### **Articles**



In Joomla! an Article is a piece of content consisting of text (HTML), possibly with links to other resources (for example, images). Articles are the basic units of information in the content system and the bottom level in the content hierarchy.

### **Configuration Manager**

It contains two new menu item types.

- "Display Site Configuration Options".
- "Display Template Options"

### **Contacts**

Show all of the published Contacts in a given Contact Category.

### **News Feeds**

Used to show a single RSS News Feed. The News Feed is selected from the list of News Feeds created in New/Edit News Feeds.

### **Search & Smart Search**

Used to create a page for Smart Search Results, which can be used in conjunction with a Smart Search module to control Search Results Page's layout. Ability to 'can' Smart Search results to specific filters to control a search.

### **System Links**

Used to create an external or internal URL in a menu.

### **Tags**

Used to create a 'Tagged List of Items' page per tag(s) selected