BCA

Unit – 2 Working with Content

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Category

- Categories in Joomla provide an optional method for organizing your articles.

- A Category contains articles and other Categories.

- One Article can only be in one Category.

- If a category is in another category, it's called a subcategory of that category.

- Each of those sub-categories could contain articles relating to that topic, alongside a lower level of categorization

Category

- It's helpful to organize posts into categories to support list and blog layouts and to aid navigation around the site.

- A user may click on a category in a list and be shown all the articles relating to that category.

- In the Joomla! back-end, select Content > Categories to view the list of categories created on your site.

- By default, articles are placed into a generic Uncategorized category.

Category

Managing categories

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You can manage your categories using the toolbar near the top of the page.
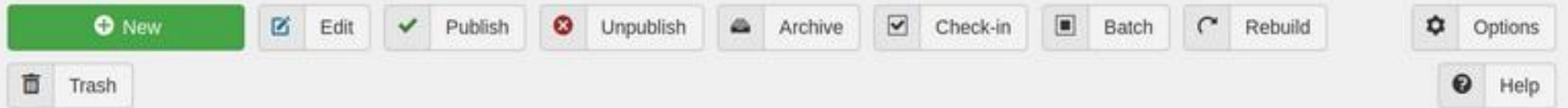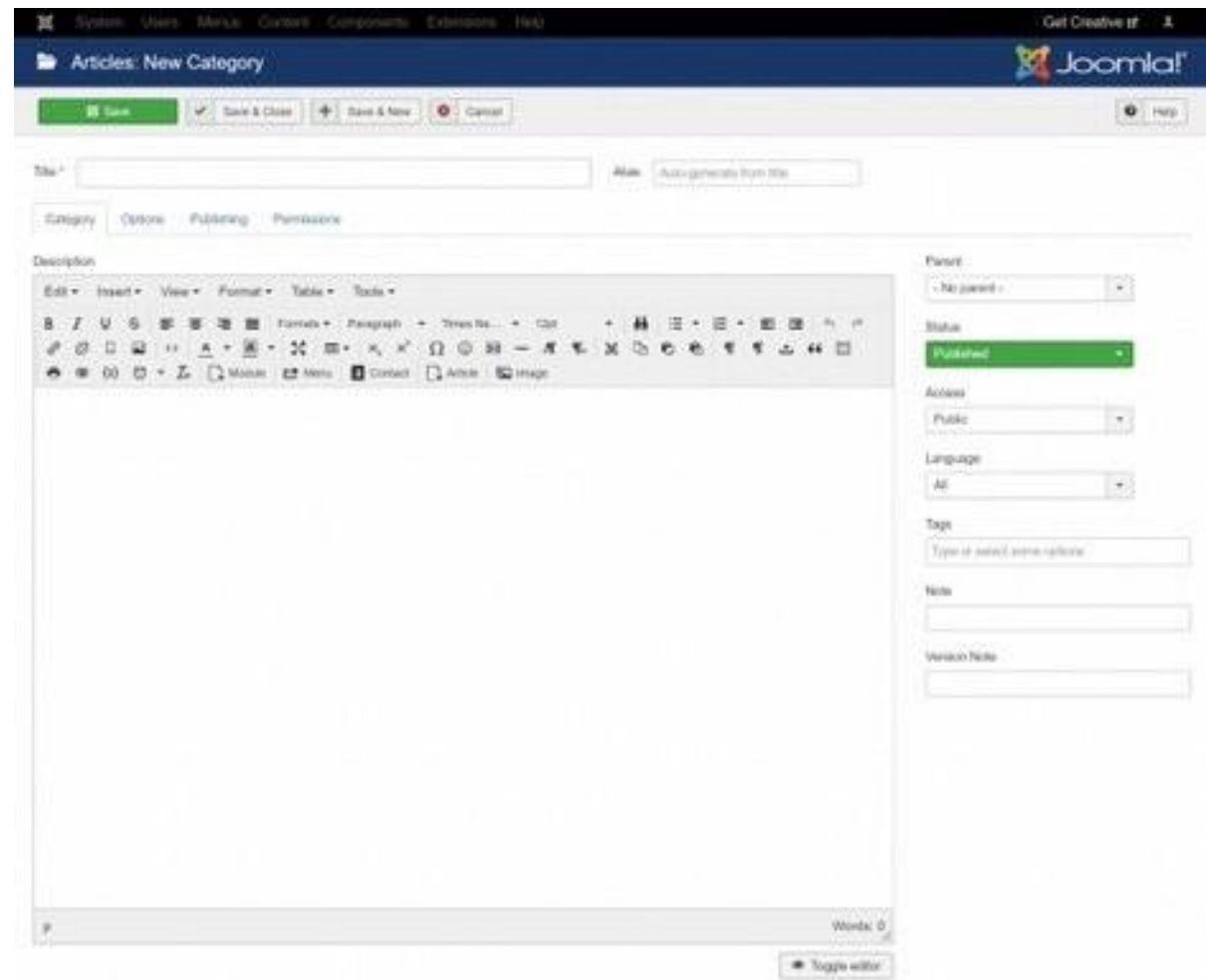
Managing categories

- **New**. Opens the editing screen to create a new category.
- **Edit**. Opens the editing screen for the selected category. If more than one category is selected (where applicable), only the first category will be opened. The editing screen can also be opened by clicking on the Name of the category.
- **Publish.** Makes the selected category available to visitors to your website.
- **Unpublish**. Makes the selected category unavailable to visitors to your website.
- **Archive**. Changes the status of the selected category to indicate that they are archived. Archived category can be moved back to the published or unpublished state by selecting "Archived" in the Select Status filter and changing the status of the category to Published or Unpublished as preferred.
- **Check-In**. Checks-in the selected category. Works with one or multiple category selected.
- **Batch**. Batch processes the selected category. Works with one or multiple items selected.
- **Rebuild**. Reconstructs and refreshes the category table. Normally, you do not need to rebuild this table. This function is provided in case the data in the table becomes corrupted.
- **Trash**. Changes the status of the selected category to indicate that they are trashed. Trashed category can still be recovered by selecting "Trashed" in the Select Status filter and changing the status of the category to Published or Unpublished as preferred. To permanently delete trashed category, select "Trashed" in the Select Status filter, select the category to be permanently deleted, then click the Empty Trash toolbar icon.
- **Help**. Opens this help screen.
- **Options.** Opens the Options window where settings such as default parameters can be edited. See Article Manager Options for more information
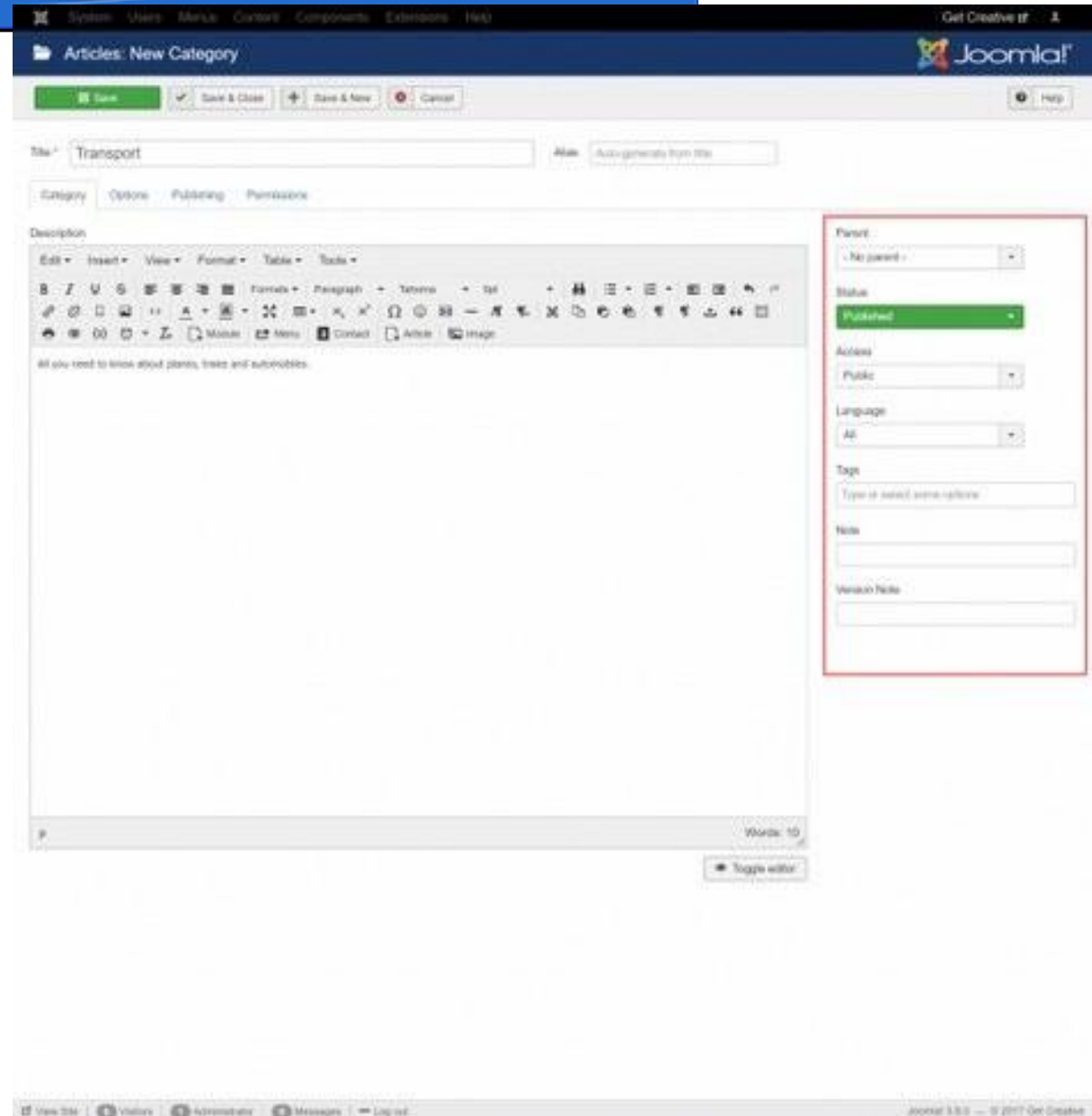
Adding categories

- Use the + New button to create a new category.
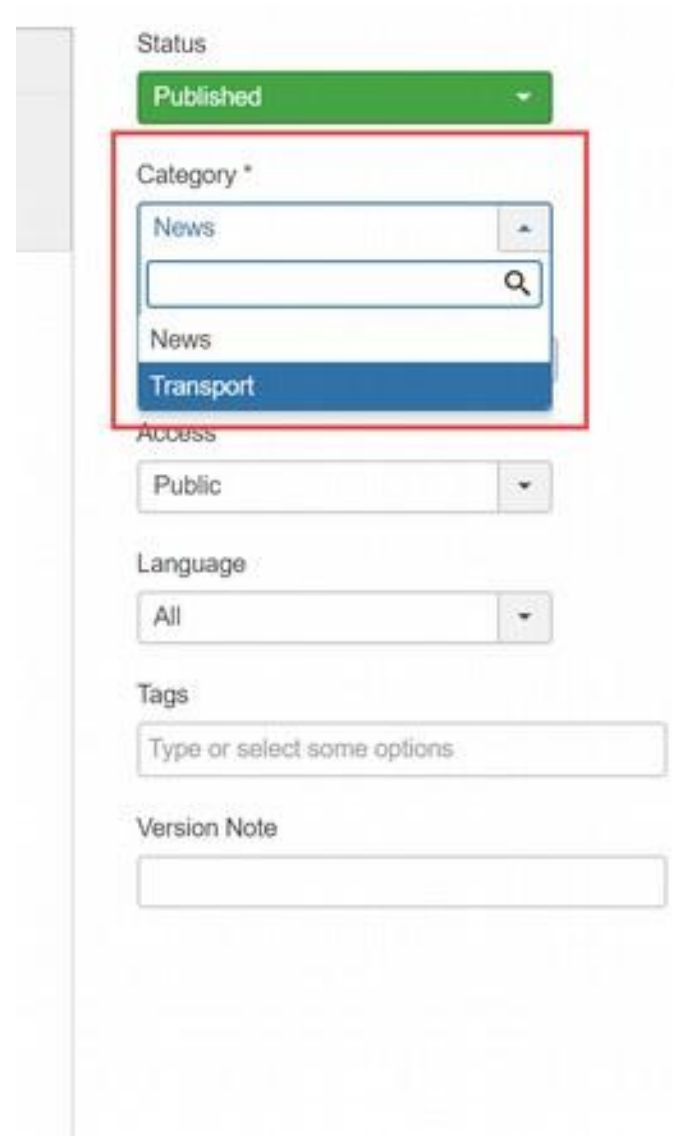
Adding categories

- Enter a Category Title (name) and use the editor to create a description, if required.

- The tabs above the editor allow you to configure various category options, publishing settings and permissions.

Adding categories

- To the right, the Parent dropdown menu allows you to define how your category fits in your category structure – that is, as a category or a subcategory.

- You can change published status, access settings, language and more.

- When you're ready, click the Save button at the top of the screen to complete configuration.

Status

Published

Category *

News

News

Transport

Access

Public

Language

All

Tags

Type or select some options

Version Note

Article

- 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.

- Each Article is in exactly one Category.

- A Category can be in another Category making it a sub Category.

- It is also possible to have Uncategorised Articles. These articles exist without being associated with any Category.

Article

- An Article is a bottom level and will always be the second level or greater in hierarchy.

- Category → Articles

  Category → sub Category → Articles

  Category → sub Category → sub Category → Articles

Creating an Article

- Log in to the Administrator back-end. To open the New
- Article screen, either:

  1. Click   on   the   New Article menu item   in   the
          main Control Panel or,

  2. Click   the   Contents   → Articles   → Add
  New Article menu item or,

  3. Click   the   Contents   →   Articles   menu
  item   to   open   the Articles Page.

- The New Article screen contains options for categorizing and
  naming the article, editing content and selecting parameters as
  shown below.
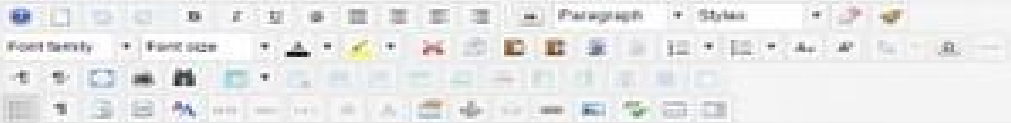
Creating an Article
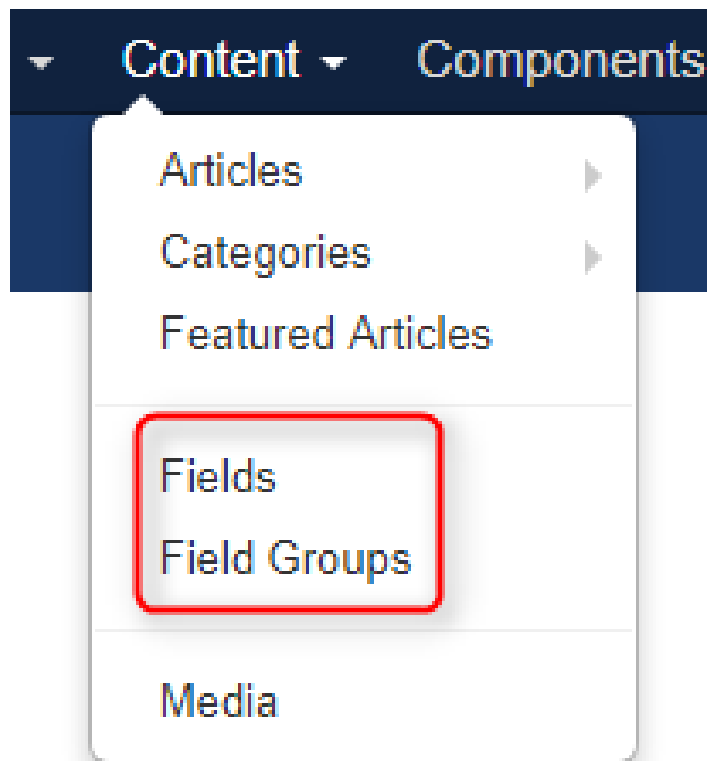
Field & Field Groups

- Custom Fields can hugely save your time by offering ready-made attributes or information at the fingertips to use repeatedly and effortlessly.

- There are 16 types of custom fields which can be added:

- Calendar
- Checkboxes
- Colour
- Editor
- Integer
- List
- List of images

- Media
- Radio
- SQL
- Text
- Text Area
- URL
- User
- User Groups

Field & Field Groups

- Each field can be highly customized and used in:

  - Articles

  - users profiles

  - contact

    forms

Field & Field Groups

- How to create a custom field in Joomla?
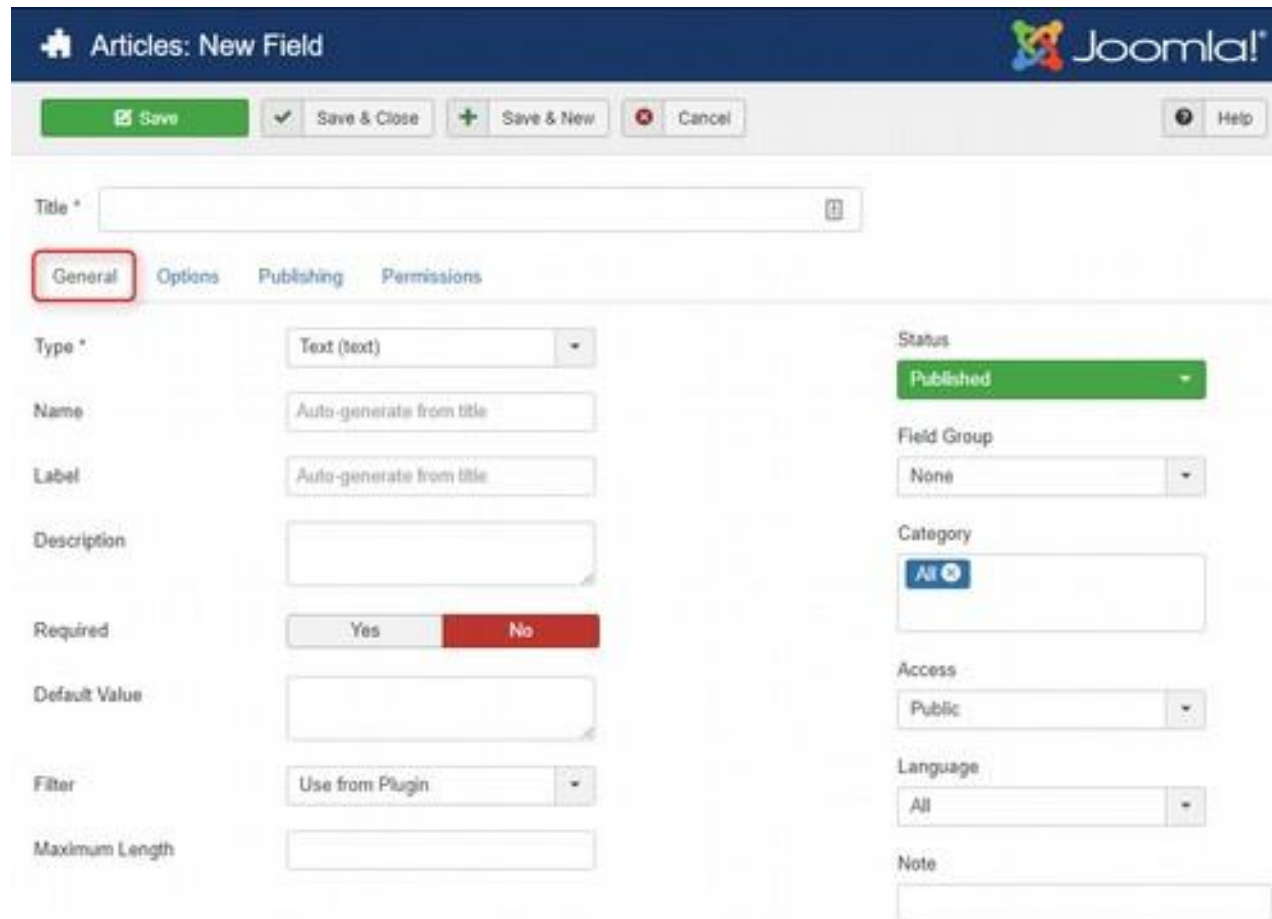
Field & Field Groups

- First, you need to create a group for your custom fields, click a 'New' button under 'Field Groups'

Field & Field Groups

- Then in Content -> Fields, you can create fields.

    - a) General filed settings

Field & Field Groups

- Title: Set a field title.

- Type: Choose one of 15 available field types.

- Name and Label: You can add them they will otherwise automatically generated (from the title). be

- Description: Enter a custom field description.

- Required: You can choose that field should be required or not.

- Default Value: You can set a default value e.g. 'sample text' words for input.

- Filter: You can control field content with a filter. For example, you can force to use only numbers (integer) in a given field. Some of the available options: raw, safe HTML, text, alphanumeric, integer, float, telephone.

- Maximum Length: Define a maximum length of the input.

Field & Field Groups

b) Options for custom field

Field & Field Groups

- Placeholder: Set input placeholder. The attribute specifies a hint that describes the expected value of the field. For example a sample value or a short description of the expected format in this field. This hint is visible in the input before the user enters a value.

- Render Class and Edit Class: You can set CSS classes which will be added to the fields in output or edit form.

- Show Label: Choose to display label or not. Show On: Choose where

- to display field.

- Automatic Display: Decide where to display fields.

- 1. After Title - field will be visible below the article title.