



BCA

## Unit – 2 Working with Content

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  - Editors
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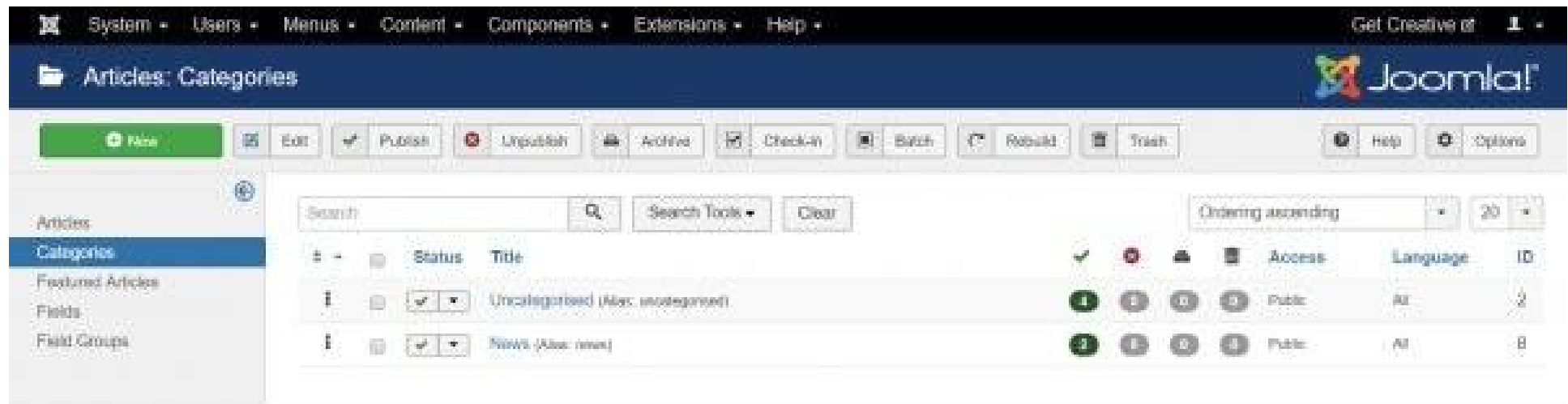
# Category

- 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



The screenshot displays the Joomla! administrator interface for managing article categories. The top navigation bar includes links for System, Users, Menus, Content, Components, Extensions, and Help. The main header shows the Joomla! logo and the text "Get Creative at Joomla!". The left sidebar contains a menu with "Articles" and "Categories" (selected). The main content area features a toolbar with buttons for New, Edit, Publish, Unpublish, Archive, Check-in, Batch, Rebuild, and Trash. Below the toolbar is a search bar and a table of categories.

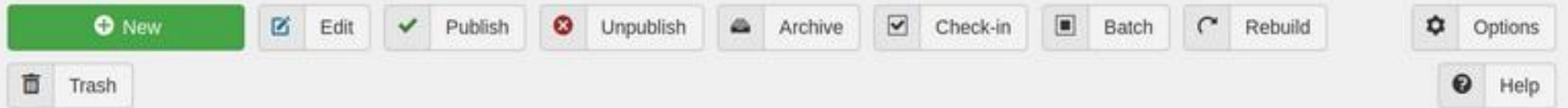
	Status	Title					Access	Language	ID
	<input checked="" type="checkbox"/>	Uncategorized (Also: uncategorized)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Public	All	1
	<input checked="" type="checkbox"/>	News (Also: news)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Public	All	2

# Managing categories

- 

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

 Articles: Categories

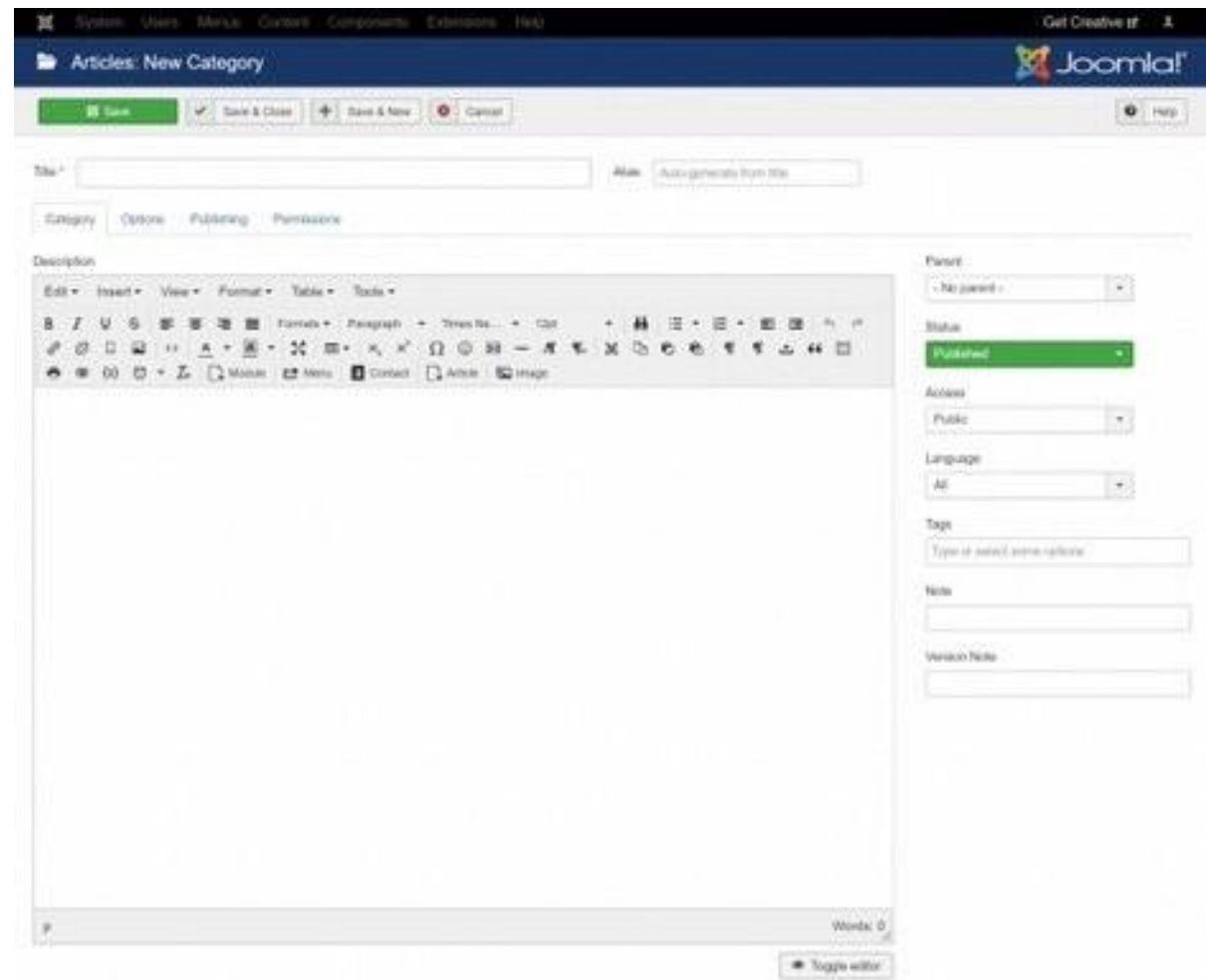


# Managing categories

- **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.

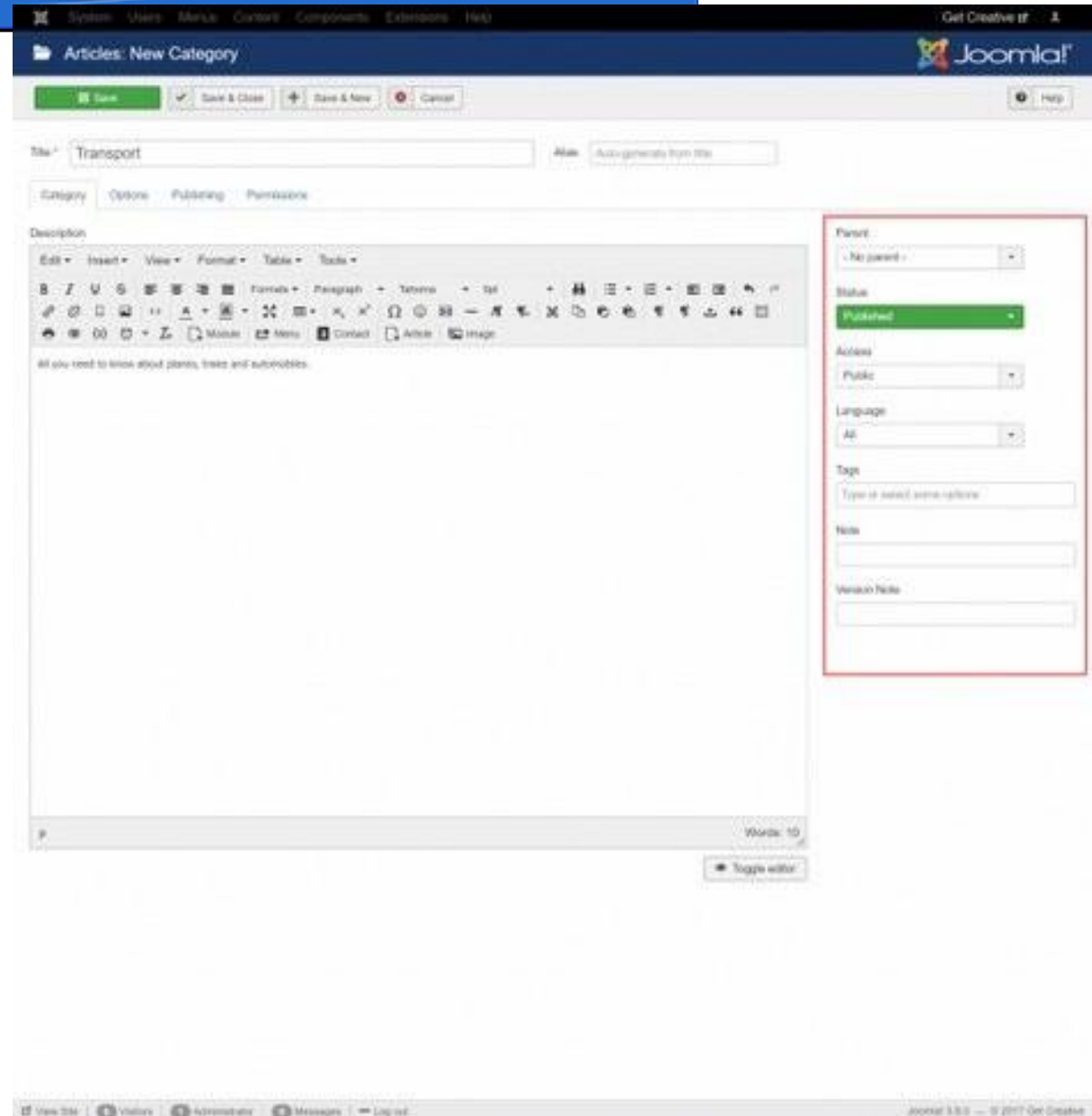


The screenshot displays the Joomla! administration interface for creating a new article category. The page title is 'Articles: New Category'. At the top, there is a navigation bar with links for System, Users, Menus, Content, Components, Extensions, and Help. Below this is a toolbar with buttons for 'Save', 'Save & Close', '+ New', and 'Cancel'. The main form area is divided into two sections: 'Category' and 'Options'. The 'Category' section includes a 'Title' field, an 'Alias' field with a 'Generate from title' button, and a 'Description' field with a rich text editor. The 'Options' section includes a 'Parent' dropdown menu (set to 'No parent'), a 'Status' dropdown menu (set to 'Published'), an 'Access' dropdown menu (set to 'Public'), a 'Language' dropdown menu (set to 'All'), a 'Tags' field, a 'Note' field, and a 'Version Note' field. The bottom right corner shows a 'Words: 0' counter and a 'Toggle editor' button.



# 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.



The screenshot shows the Joomla! administration interface for creating a new category. The title field is filled with 'Transport'. The description field contains the text 'All you need to know about plants, trees and automobiles.' The status is set to 'Published'. The access level is 'Public'. The language is 'All'. The parent category is 'No parent'. The note field is empty. The version note field is empty. The word count is 10. The 'Toggle editor' button is visible at the bottom right of the description field.

System | Users | Menu | Content | Components | Extensions | Help

Articles: New Category

Save Save & Close Save & New Cancel Help

Title: Transport Alias: Auto-generate from title

Category Options Publishing Permissions

Description

Edit Insert View Format Table Tools

B I U S Text Paragraph Table List Link Unlink Image

All you need to know about plants, trees and automobiles.

Words: 10

Toggle editor

Parent: No parent

Status: Published

Access: Public

Language: All

Tags: Type or select some options

Note:

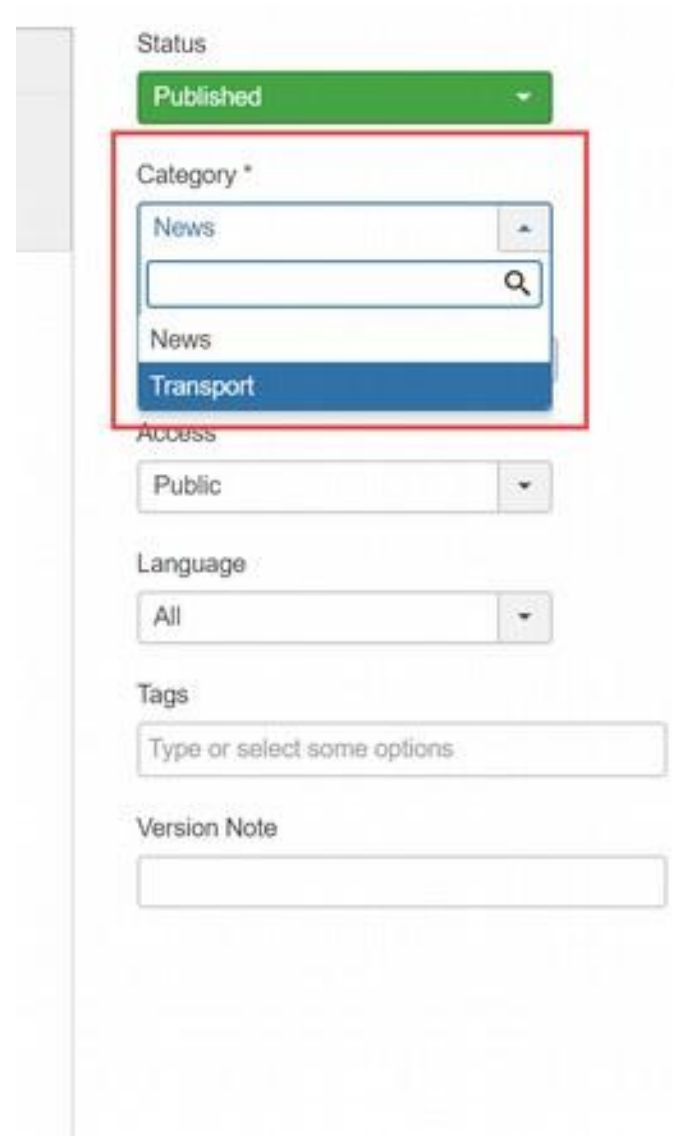
Version Note:

View Site | Visitors | Administrators | Messages | Logout

Joomla! 3.5.0 - © 2017 Get Creative

# 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.



The screenshot shows a form for adding or editing a category. The form includes several fields: Status (set to Published), Category (highlighted with a red box), Access (set to Public), Language (set to All), Tags (with a search bar), and Version Note (with a text area). The Category dropdown menu is open, showing a search bar and a list of options: News and Transport. The Transport option is currently selected.

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.


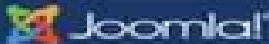
# Article


- 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


 Articles: New 

 Save

 Save & Close

 Save & New

 Cancel

 Help

Title \*  Alias:

Content


Images and Links

Options

Publishing

Configure Edit Screen

Permissions











































Editor

Code

Preview

Paragraph

Style

Font family  Font size                                                                                                                                                                                                                                                                                                                                                                                                                              

# 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

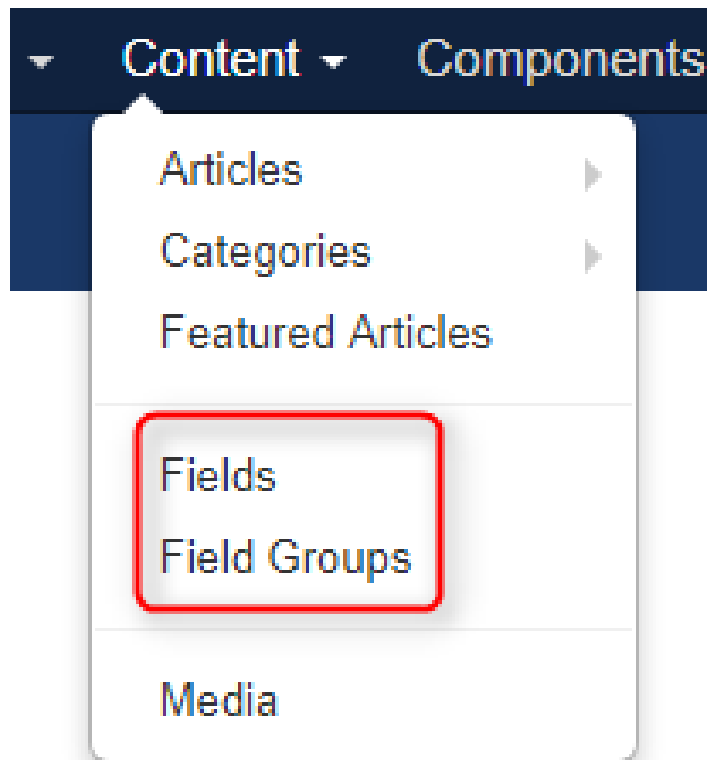
# Field & Field Groups

- 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

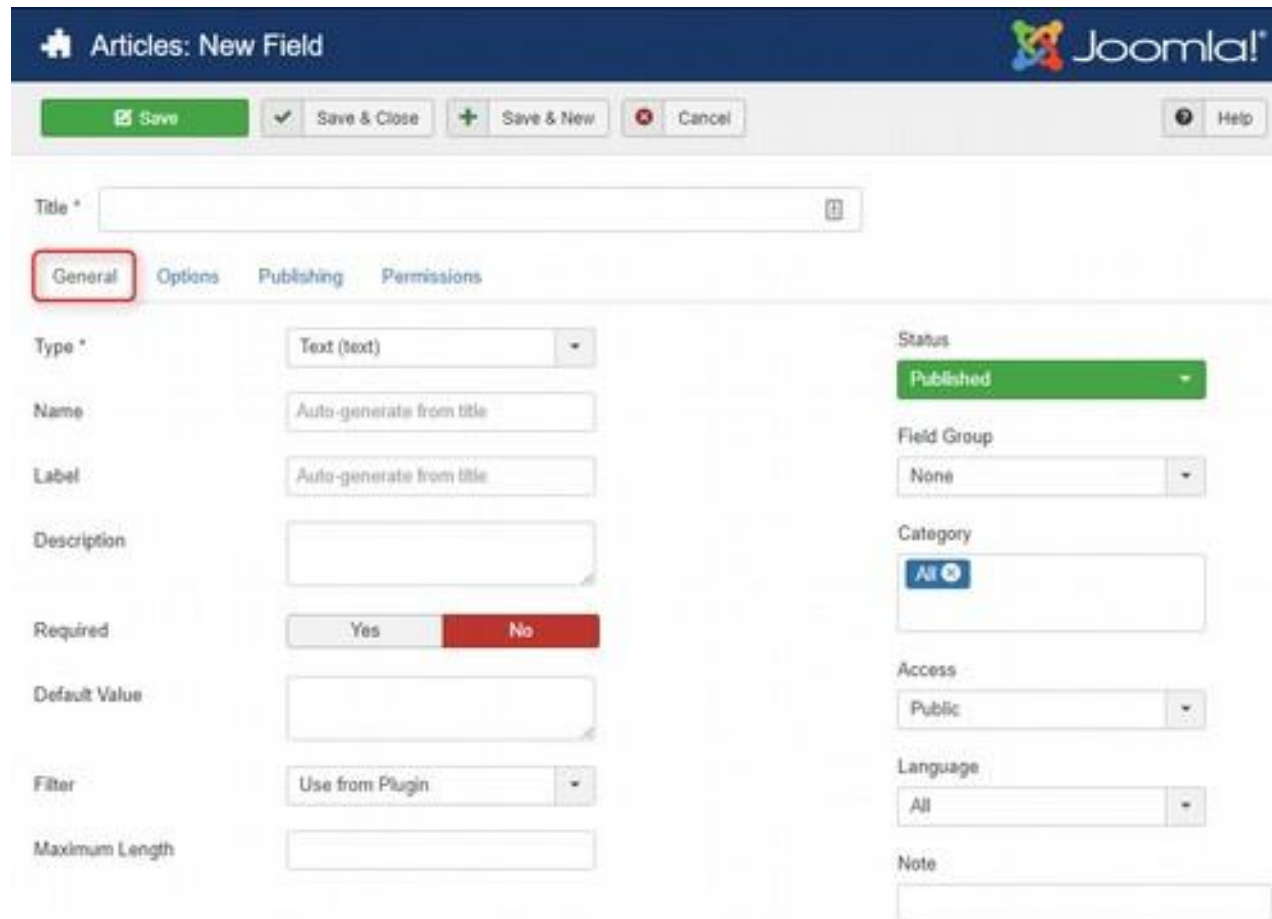
- First, you need to create a group for your custom fields, click a 'New' button under 'Field Groups'



The screenshot shows a web form titled "Articles: New Field Group". At the top, there is a dark blue header bar with a puzzle piece icon and the title. Below the header is a light gray bar containing four buttons: "Save" (green), "Save & Close" (with a checkmark icon), "Save & New" (with a plus icon), and "Cancel" (with a red X icon). The main form area has a "Title \*" label followed by a text input field containing the word "Blog". Below the title field are three tabs: "General" (selected), "Publishing", and "Permissions". Under the "General" tab, there is a "Description" label followed by a text area containing the text "Group for blog articles".

# Field & Field Groups

- Then in Content -> Fields, you can create fields.
  - a) General field settings



The screenshot shows the Joomla! administration interface for creating a new field. The page title is "Articles: New Field". The Joomla! logo is in the top right corner. Below the title bar, there are buttons for "Save", "Save & Close", "Save & New", and "Cancel". A "Help" button is also present. The main content area has a tabbed interface with "General", "Options", "Publishing", and "Permissions". The "General" tab is selected and highlighted with a red box. The "General" tab contains the following fields:

- Title \***: A text input field.
- Type \***: A dropdown menu with "Text (text)" selected.
- Name**: A text input field with "Auto-generate from title" entered.
- Label**: A text input field with "Auto-generate from title" entered.
- Description**: A text input field.
- Required**: A radio button group with "Yes" and "No" options. "No" is selected.
- Default Value**: A text input field.
- Filter**: A dropdown menu with "Use from Plugin" selected.
- Maximum Length**: A text input field.
- Status**: A dropdown menu with "Published" selected.
- Field Group**: A dropdown menu with "None" selected.
- Category**: A dropdown menu with "All" selected.
- Access**: A dropdown menu with "Public" selected.
- Language**: A dropdown menu with "All" selected.
- Note**: A text input field.

# Field & Field Groups

- Title: Set a field title.
- Type: Choose one of 15 available field types.
- Name and Label: You can add them otherwise automatically generated (from the title). they will 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

The screenshot displays the 'Articles: New Field' configuration interface. At the top, there is a dark blue header with a puzzle piece icon and the text 'Articles: New Field'. Below the header is a toolbar with four buttons: 'Save' (green), 'Save & Close' (grey with a checkmark), 'Save & New' (grey with a plus sign), and 'Cancel' (grey with a red X). The main content area has a tabbed interface with four tabs: 'General', 'Options' (highlighted with a red box), 'Publishing', and 'Permissions'. Under the 'Options' tab, there are several configuration options: 'Title \*' with a text input field and a help icon; 'Placeholder' with a text input field; 'Render Class' with a text input field; 'Edit Class' with a text input field; 'Show Label' with two buttons, 'Show' (green) and 'Hide' (grey); 'Show On' with three buttons, 'Site' (grey), 'Administrator' (grey), and 'Both' (blue); and 'Automatic Display' with a dropdown menu showing 'Before Display'.

Articles: New Field

Save Save & Close Save & New Cancel

Title \*

General Options Publishing Permissions

Placeholder

Render Class

Edit Class

Show Label Show Hide

Show On Site Administrator Both

Automatic Display Before Display

# 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.