



Joomla

Content Management System

tutorialspoint
SIMPLY EASY LEARNING

www.tutorialspoint.com



<https://www.facebook.com/tutorialspointindia>



<https://twitter.com/tutorialspoint>

About the Tutorial

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

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

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.

Copyright & Disclaimer

© Copyright 2015 by Tutorials Point (I) Pvt. Ltd.

All the content and graphics published in this e-book are the property of Tutorials Point (I) Pvt. Ltd. The user of this e-book is prohibited to reuse, retain, copy, distribute or republish any contents or a part of contents of this e-book in any manner without written consent of the publisher.

We strive to update the contents of our website and tutorials as timely and as precisely as possible, however, the contents may contain inaccuracies or errors. Tutorials Point (I) Pvt. Ltd. provides no guarantee regarding the accuracy, timeliness or completeness of our website or its contents including this tutorial. If you discover any errors on our website or in this tutorial, please notify us at contact@tutorialspoint.com

Table of Contents

About the Tutorial	i
Audience.....	i
Prerequisites.....	i
Copyright & Disclaimer	i
Table of Contents	ii
PART 1: JOOMLA BASICS	1
1. Introduction.....	2
What is Content Management System (CMS)?	2
History	2
Features.....	2
Advantages	3
Disadvantages.....	4
Real World Examples of What Joomla Can Create?	4
2. INSTALLATION.....	5
System Requirements for Joomla 3.x	5
Download Joomla	5
Create Store Database.....	6
Set Up Wizard	6
Admin Panel	10
3. ARCHITECTURE.....	11
4. CONTROL PANEL	13
Article Content	13
Structure Format	14
User Information	14
Set the configuration	14
Install Extension.....	14
Maintenance	14
Logged-In User.....	14
Published Articles	14
Information of Sites.....	15
5. TOOLBAR	16
Article Manager Toolbar.....	16
Category Manager Toolbar.....	17
Media Manager Toolbar.....	17
Menu Manager Toolbar.....	18
Module Manager Toolbar.....	18
User Manager Toolbar.....	19
Global Configuration Toolbar	20
Template Manager Toolbar	20
Language Manager Toolbar	21
6. MENUS.....	22
Details.....	24

Link Type.....	25
Page Display.....	26
Metadata.....	26
7. CONTENT MENU	28
Article Manager	28
Add New Article.....	29
Category Manager	30
Featured Article.....	30
Media Manager	31
Thumbnail View	31
Detail View	32
8. COMPONENTS MENU	33
Banners.....	33
Banners.....	33
Categories.....	34
Clients.....	34
Tracks.....	35
TOOLBARS.....	36
Contacts.....	36
Joomla Update.....	36
Messaging.....	37
New Private Message	37
Read Private Messages.....	37
TOOLBARS.....	38
Newsfeeds	38
Post-installation Messages	38
Redirect	39
TOOLBARS.....	40
Search	40
Smart Search	40
Tags.....	41
Weblinks	42
9. EXTENSIONS MENU.....	43
Extension Manager.....	43
Module Manager.....	43
Plugin Manager	44
Template Manager	45
Language Manager	45
10. HELP MENU.....	46
Joomla Help	46
Official Support Forum	47
Documentation Wiki.....	47
Joomla Extensions	48
Joomla! Translations.....	49
Joomla Resources	50
Community Portal	51
Security Center	52
Developer Resources.....	53

Joomla Shop	54
PART 2: JOOMLA MENUS	56
11. CREATE MENUS.....	57
Create Menu	57
12. ADDING MENU ITEMS.....	59
Adding Menu Items	59
Toolbar	66
13. MODIFY MENU ITEMS.....	67
14. CREATING SUBMENUS	69
Creating Submenus	69
PART 3: JOOMLA MODULES	73
15. CREATE MODULES.....	74
Create Modules	74
16. BREADCRUMB MODULE.....	79
Breadcrumbs Module.....	79
Toolbar	84
17. FEED DISPLAY MODULE.....	85
Feed Display Module.....	85
Toolbar	90
18. FOOTER MODULE.....	92
Footer Module.....	92
Toolbar	97
19. LATEST NEWS MODULE.....	98
Latest News Module.....	98
Toolbar	103
20. SEARCH MODULE.....	105
Search Module.....	105
Toolbar	111
21. RANDOM IMAGE MODULE	112
Random Image Module	112
Toolbar	118
22. WHO'S ONLINE MODULE	119
Who's Online Module.....	119
Toolbar	125
23. SYNDICATE MODULE.....	126
Syndicate Module.....	126

Toolbar	132
24. DONATION MODULE.....	133
Donation Module	133
Toolbar	139
PART 4: JOOMLA GLOBAL SETTINGS	140
25. SYSTEM SETTINGS	141
Debug Settings.....	143
Cache Settings	143
Session Settings	144
Toolbar	144
26. MEDIA SETTINGS.....	145
Joomla Media Settings	145
Toolbar	148
27. LANGUAGE MANAGER	149
Joomla Language Manager	149
Toolbar	150
28. PRIVATE MESSAGES	151
29. MASS EMAILING	153
30. CACHE MANAGEMENT	155
Joomla Cache Management	155
Toolbar	155
31. USERS SETTING	156
Joomla Users Setting	156
Toolbar	160
32. DEBUG	161
Joomla Debug	161
Toolbar	162
PART 5: JOOMLA ADVANCED	163
33. TEMPLATE MANAGER	164
Template Manager	164
Toolbar	168
34. CUSTOMIZE TEMPLATE	171
Customize Template	171
Toolbar	176
35. ADDING TEMPLATE	179
Adding Template	179
Toolbar	180

36. CREATING TEMPLATE.....	181
Creating Templates.....	181
Toolbar	186
37. CUSTOMIZE LOGO.....	188
Joomla Customize Logo	188
Toolbar	190
38. CATEGORY MANAGEMENT	191
Category Management.....	191
Toolbar	194
39. ADDING CONTENT	195
Adding Content.....	195
Title.....	196
TinyMCE editor	196
Details.....	197
Text Insertion.....	198
Editor Buttons.....	198
Toolbar	201
40. FORMATTING CONTENT.....	202
Formatting Content	202
Toolbar	203
41. ARTICLE METADATA.....	204
Joomla - Article Metadata	204
Toolbar	206
42. ADDING BANNERS	207
Adding Banners	207
Toolbar	211
43. ADDING CONTACTS.....	212
Joomla Adding Contacts	212
Toolbar	221
44. ADDING NEWS FEED	222
Joomla Adding News Feed.....	222
Toolbar	227
45. ADDING FORUM	228
Joomla Adding Forum.....	228
Toolbar	232
46. ADDING WEB LINKS	233
Adding Weblinks.....	233
Toolbar	237
47. PLUGIN MANAGER.....	238
Joomla Plugin Manager	238
Toolbar	239

48. EXTENSION MANAGER.....	240
Joomla Extensions Manager	240
49. WEBSITE BACKUP.....	243
Website Backup	243
Toolbar	245
50. WEBSITE SEO	246
Joomla Website SEO	246
Toolbar	247

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)?

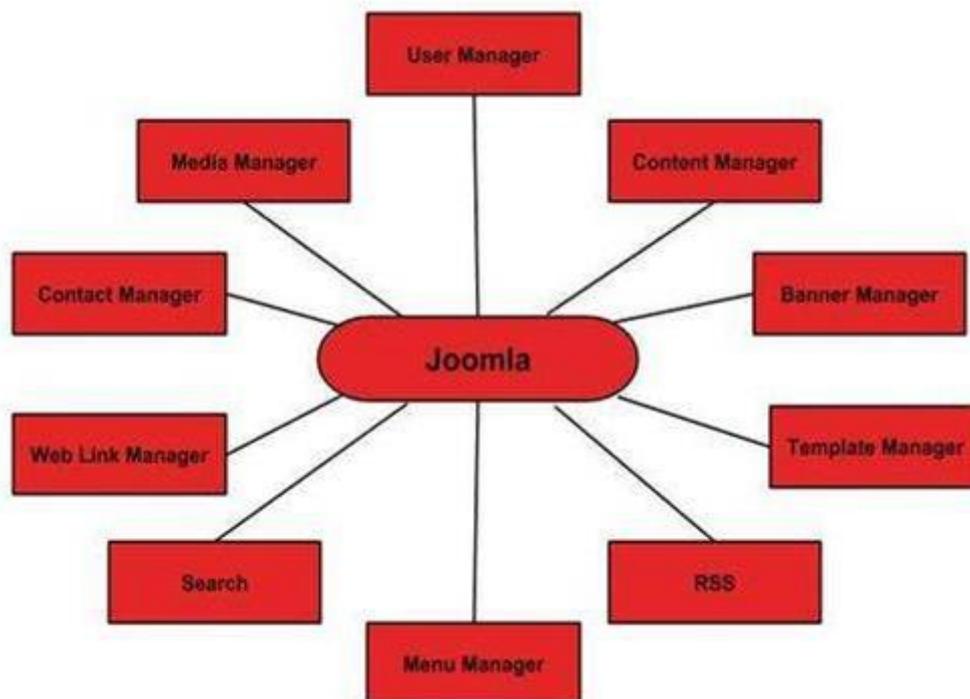
The **Content Management System (CMS)** is a software which keeps track of the entire data (such as text, photos, music, documents, etc.) which will be available on your website. It helps in editing, publishing and modifying the content of the website.

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

- 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

- 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?

- 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:

Download Joomla! 3

 Download Joomla! 3.4.1 English (UK), 3.4.1 Full Package, ZIP	 Upgrade Packages Joomla! 3 Upgrade Packages
--	---

Alternative download location
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! installation wizard's 'Main Configuration' screen. At the top, the Joomla! logo is displayed, followed by the text 'Joomla! is free software released under the GNU General Public License.' Below this, there are three tabs: 'Configuration' (selected), 'Database', and 'Overview'. A 'Select Language' dropdown menu is set to 'English (United States)'. A blue 'Next' button is circled in red. The 'Main Configuration' section contains several input fields: 'Site Name' (filled with 'Tutorials Point'), 'Admin Email' (filled with 'abc@gmail.com'), 'Admin Username' (filled with 'Tutorials'), and 'Confirm Admin Password'. There are also fields for 'Description' and 'Admin Password'. At the bottom, there is a 'Site Offline' checkbox with 'Yes' and 'No' options, where 'No' is selected.

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.

- **Database Type:** Select your database type. By default it will be MySQLi.
- **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.

1 Configuration 2 Database 3 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 ruthika.dhishande@tekstud.com by email after installation.

Main Configuration		Database Configuration	
Site Name	tekstud	Database Type	mysql
Site Offline	No	Host Name	localhost
Admin Email	ruthika.dhishande@tekstud.com	Username	root
Admin Username	admin	Password	***
Admin 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:

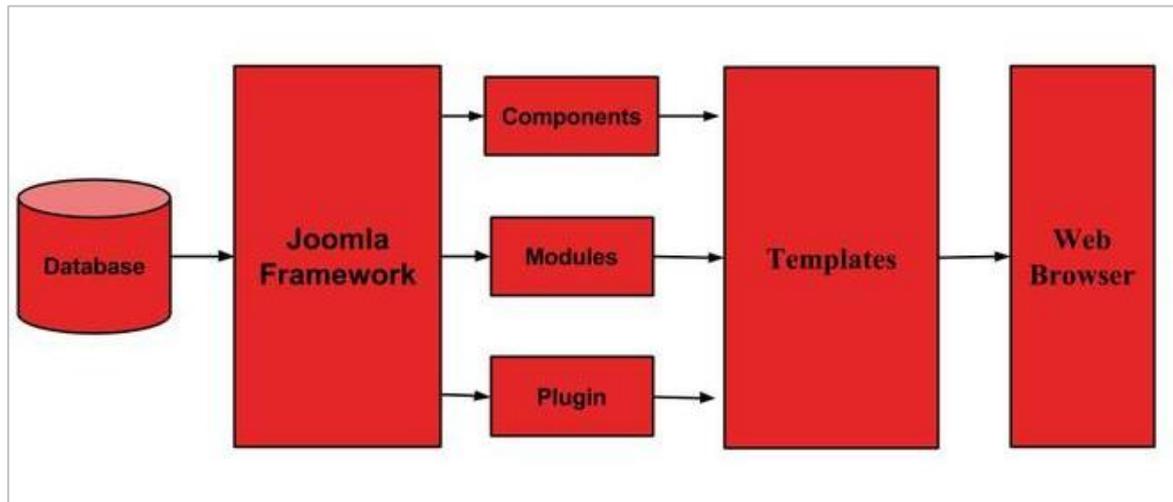
Step (1): To access Joomla administrative panel, open the browser and type the URL as **http://localhost/< Your_joomla_folder >/administrator/index.php**, then you will get the screen as shown below:



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.

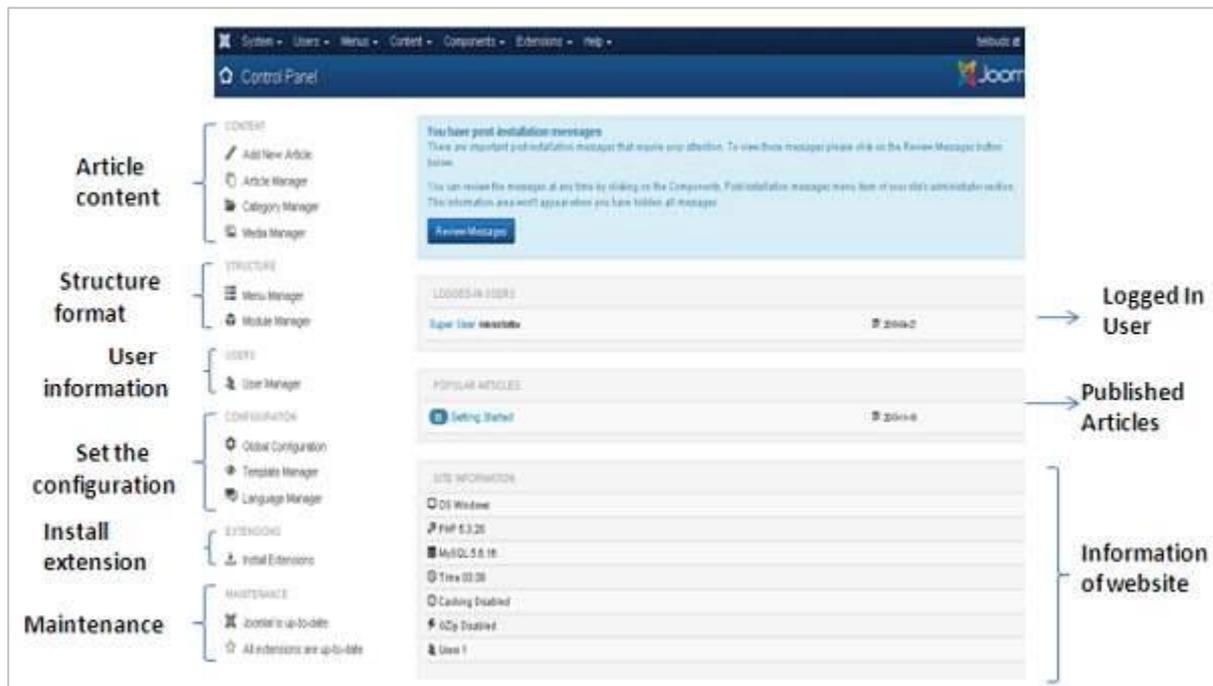
Plugin: This is also a kind of Joomla extension, it is very flexible and powerful for extending the framework. It contains a bit of codes that is used to execute the particular event trigger. It is commonly used to format the output of a component or module when a page is built. The plugin function which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

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

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

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

Maintenance

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

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

Information of Sites

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.

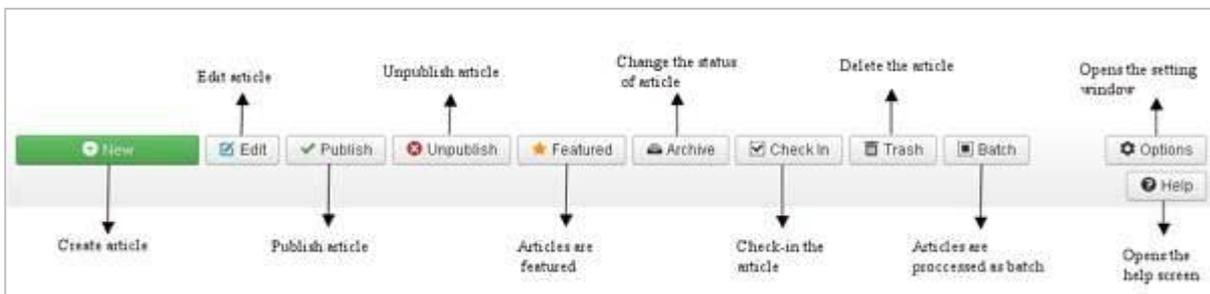
5. TOOLBAR

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.

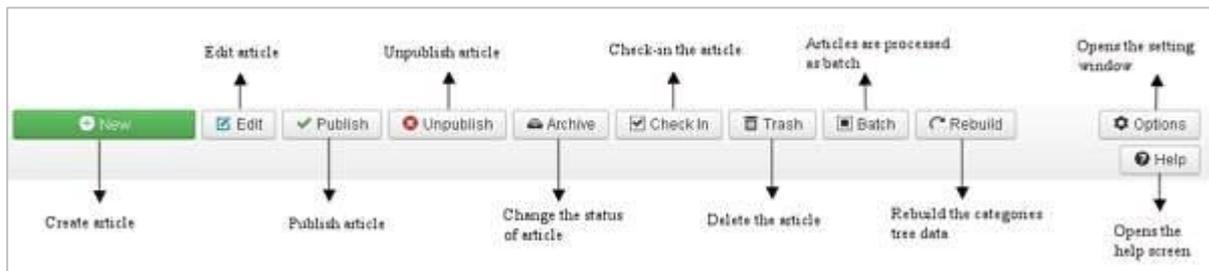


- **New:** Create a new article.
- **Edit:** Edit any specific article.
- **Publish:** Publish the article to the user on the website.
- **Unpublish:** Unpublish the article to the user on the website.
- **Featured:** Selected article is featured. Multiple articles can also be featured.
- **Archive:** 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

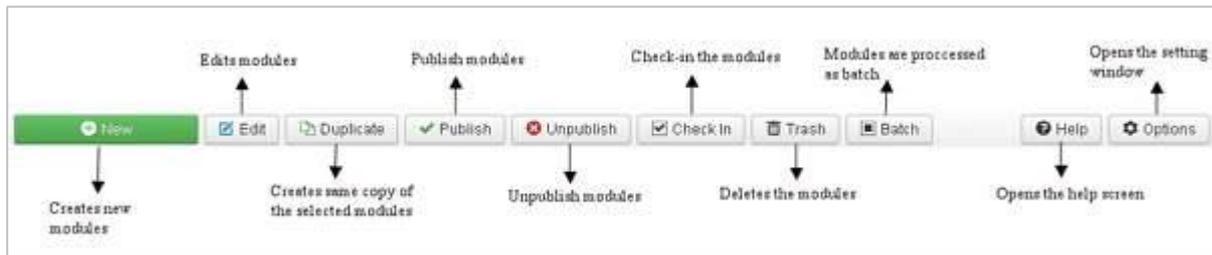
Click on **Menus --> Menu Manager** in Joomla administrator control panel. It manages the menu items. Here new menus are created, deleted or menus are managed subsequently. Given below is a snapshot of the Menu Manager Toolbar.



- **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

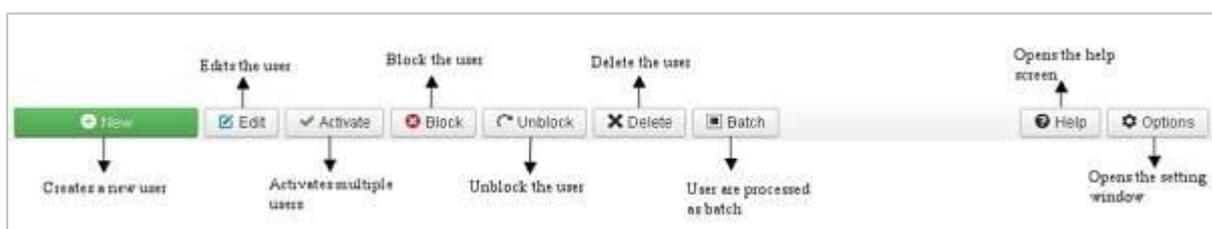
Click on **Extension --> Module Manager** in Joomla administrator control panel. It manages the modules location and functions that are installed. The following figure depicts the Module Manager Toolbar.



- **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.

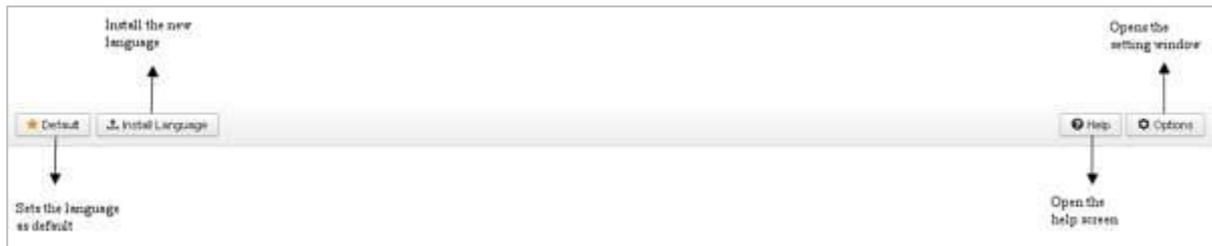


- **Default:** Sets the particular selected style as default.
- **Edit:** Edits the template pages.
- **Duplicate:** Creates a duplicate template.
- **Delete:** Deletes the template.

- **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.

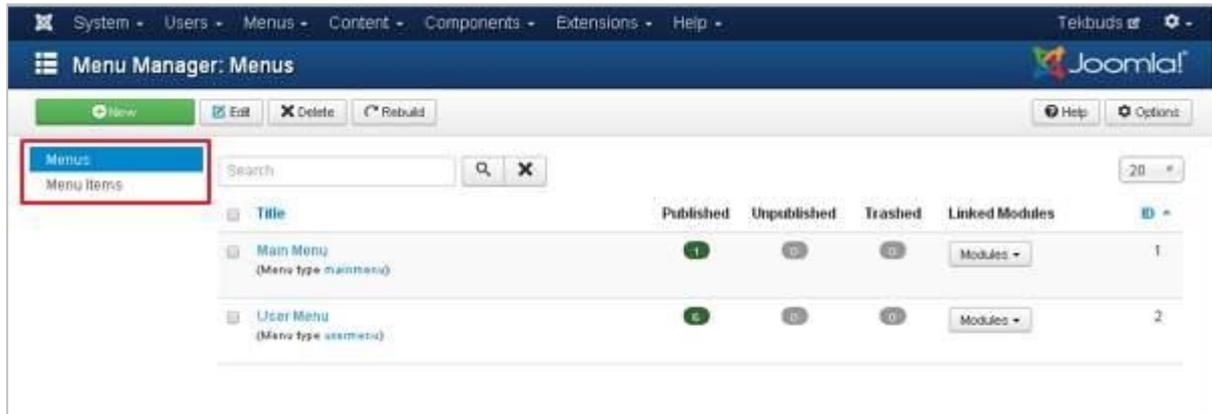


- **Default:** Sets the particular selected language as default.
- **Install Language:** Install the required language.
- **Help:** Help button is used to open the help screen.
- **Option:** It opens the setting window where you can change the setting of the articles.

6. MENUS

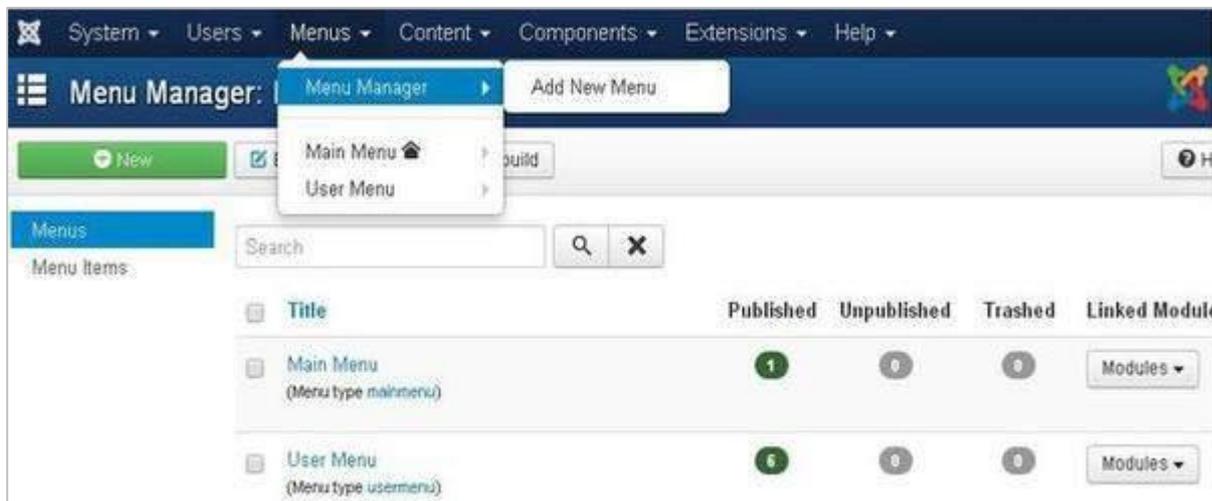
Menu manager allows creating custom menus for your website and allows navigation through your website.

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



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:



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! Menu Manager interface for adding a new menu. The top navigation bar includes 'System', 'Users', 'Menus', 'Content', 'Components', 'Extensions', and 'Help'. The main header is 'Menu Manager: Add Menu'. Below the header are buttons for 'Save', 'Save & Close', 'Save & New', 'Cancel', and 'Help'. The 'Menu Details' section contains three input fields: 'Title *', 'Menu type *', and 'Description'.

- **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:

The screenshot shows the Joomla! Menu Manager interface with the 'Menus' menu open. The 'Main Menu' and 'User Menu' options are visible, and the 'Add New Menu Item' button is highlighted. Below the menu items, there is a search bar and a table listing menu items.

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:

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:

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 interface for a new menu item. The title bar reads "Menu Manager: New Menu Item". Below the title bar are buttons for "Save", "Save & Close", "Save & New", and "Cancel". The main form area has a "Menu Title" field and an "Alias" field set to "Auto-generate from title". There are four tabs: "Details", "Link Type", "Page Display", "Metadata", and "Module Assignment". The "Link Type" tab is active, showing fields for "Link Title Attribute", "Link CSS Style", "Link Image" (with a "Select" button and an "X" button), and "Add Menu Title" (with "Yes" and "No" buttons).

- **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

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

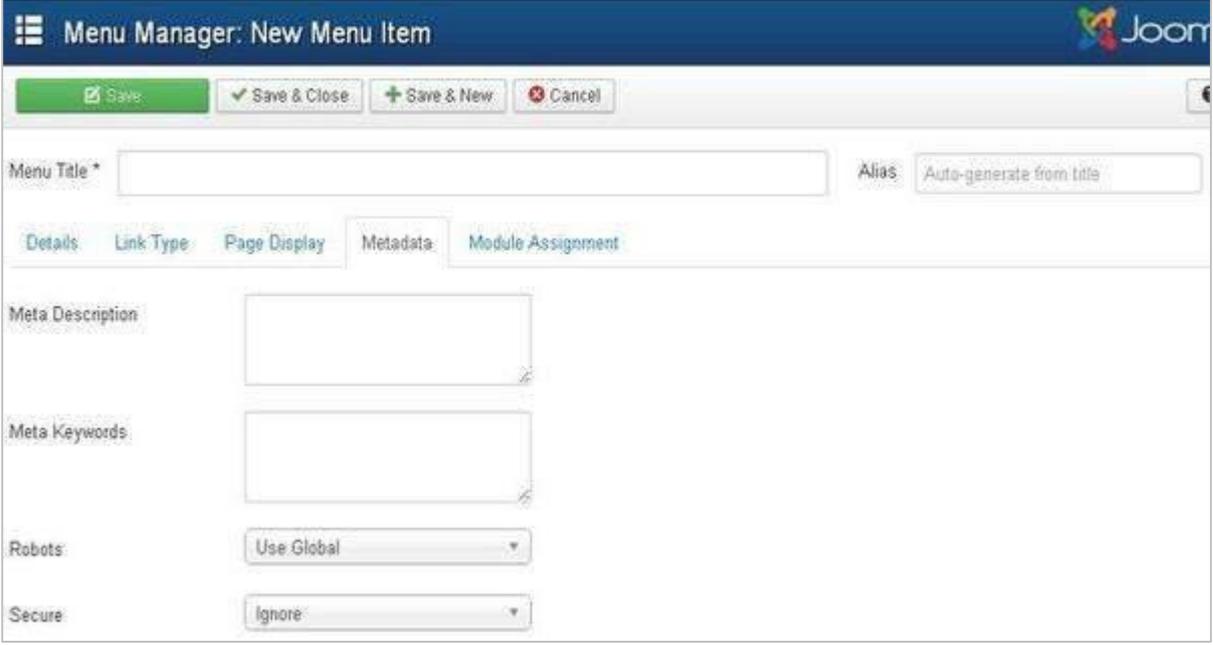
The screenshot shows the Joomla! Menu Manager interface for a 'New Menu Item'. The 'Page Display' tab is selected, showing the following fields and options:

- Menu Title ***: A text input field.
- Alias**: A dropdown menu set to 'Auto-generate from title'.
- Details**, **Link Type**, **Page Display** (selected), **Metadata**, **Module Assignment**: A series of tabs.
- Browser Page Title**: A text input field.
- Show Page Heading**: A radio button group with 'Yes' and 'No' options. The 'No' option is selected.
- Page Heading**: A text input field.
- Page Class**: A text input field.

- **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

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



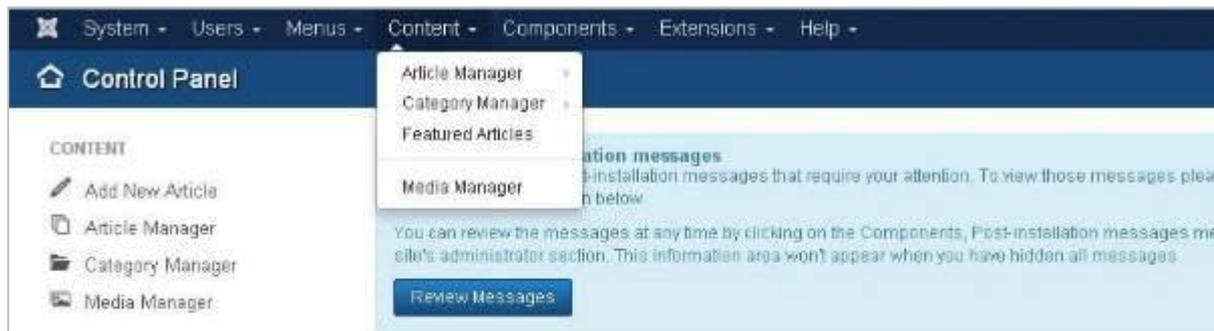
The screenshot shows the Joomla! Menu Manager interface for creating a new menu item. The title bar reads "Menu Manager: New Menu Item". Below the title bar are four buttons: "Save" (with a checkmark icon), "Save & Close" (with a checkmark and close icon), "Save & New" (with a plus icon), and "Cancel" (with a close icon). The main form area has a "Menu Title" input field and an "Alias" dropdown menu set to "Auto-generate from title". Below these are five tabs: "Details", "Link Type", "Page Display", "Metadata" (which is active), and "Module Assignment". The "Metadata" tab contains four fields: "Meta Description" (a large text area), "Meta Keywords" (a text area), "Robots" (a dropdown menu set to "Use Global"), and "Secure" (a dropdown menu set to "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.
- **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*.

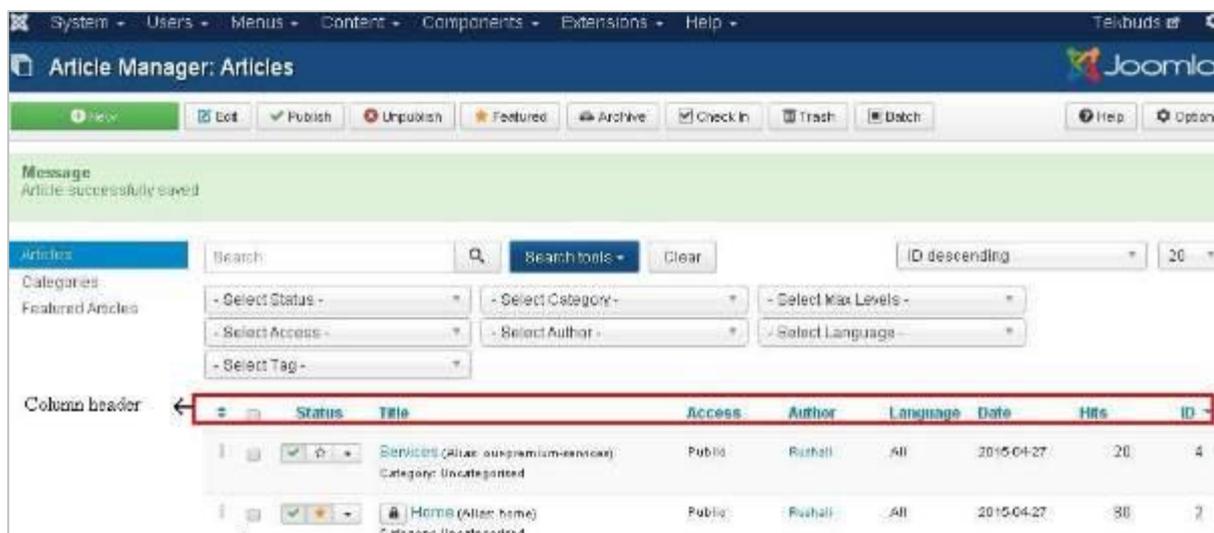
7. CONTENT MENU

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**.



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:



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.

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](#).

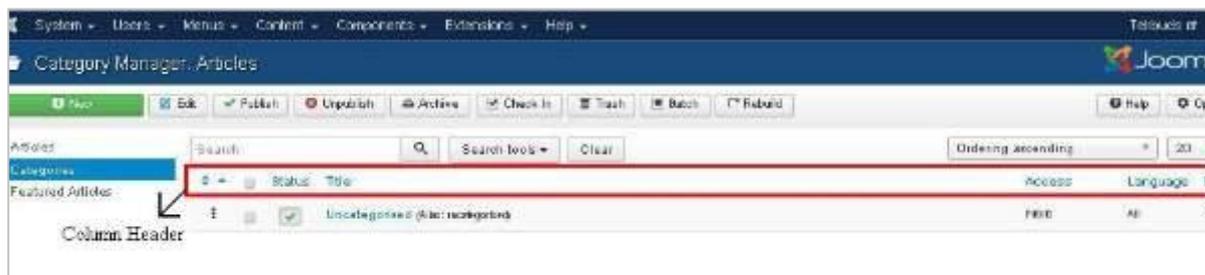
Add New Article

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**

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:



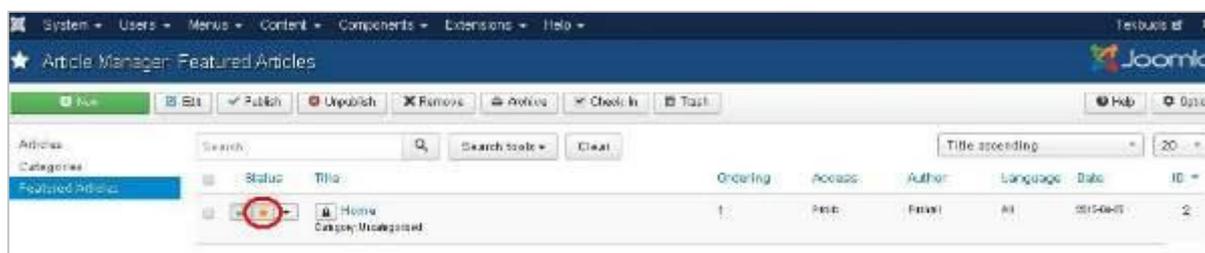
We will study about **Category Manager Toolbar** in detail in the chapter [Joomla Toolbar](#).

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:



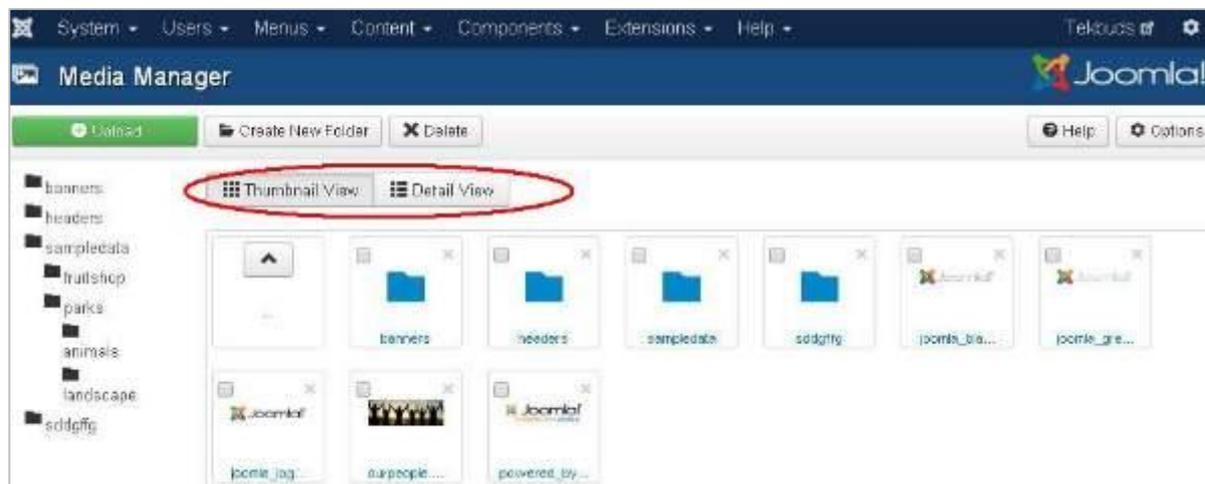
Here the yellow star mark indicates the article is featured. The star mark is present next to each article for featured articles.

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

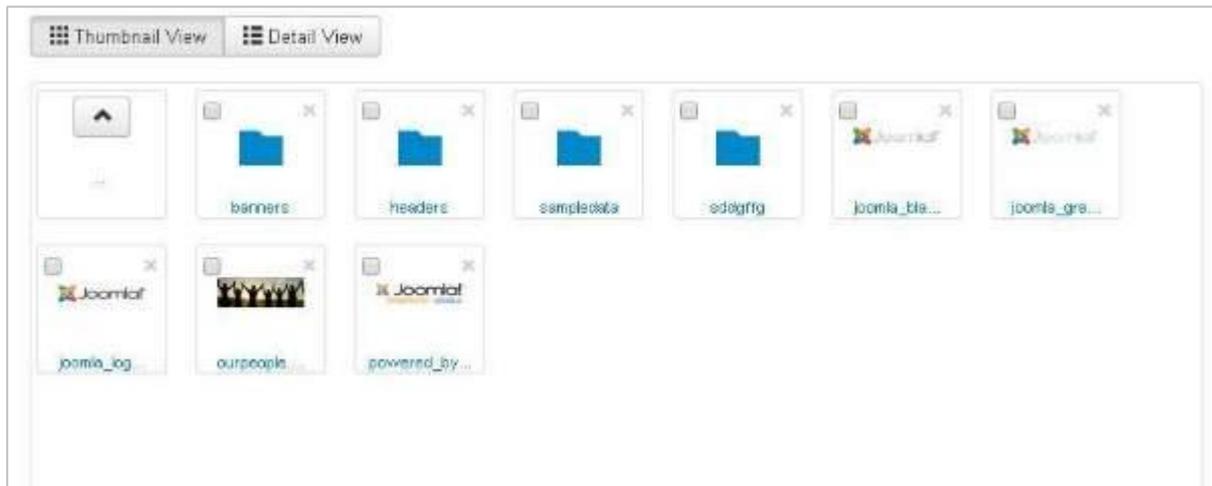
You can manage your media files by uploading a new file or deleting the existing ones using media manager. Click on **Content-->Media Manager** menu on the Joomla administrative panel, then you will get the following screen:



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
▲	..			
📁	banners			✕ 🗑
📁	headers			✕ 🗑
📁	sampledata			✕ 🗑
📁	sddgffg			✕ 🗑
🖼	joomla_black.gif	225 x 50	3.66 kb	✕ 🗑
🖼	joomla_green.gif	225 x 50	3.07 kb	✕ 🗑
🖼	joomla_logo_black.jpg	350 x 71	6.3 kb	✕ 🗑
🖼	ourpeople.jpg	1400 x 500	425.17 kb	✕ 🗑
🖼	powered_by.png	150 x 35	2.25 kb	✕ 🗑

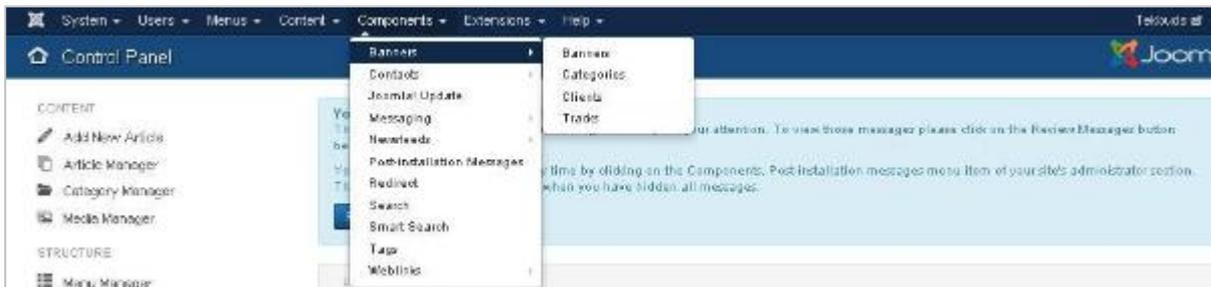
8. COMPONENTS MENU

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:

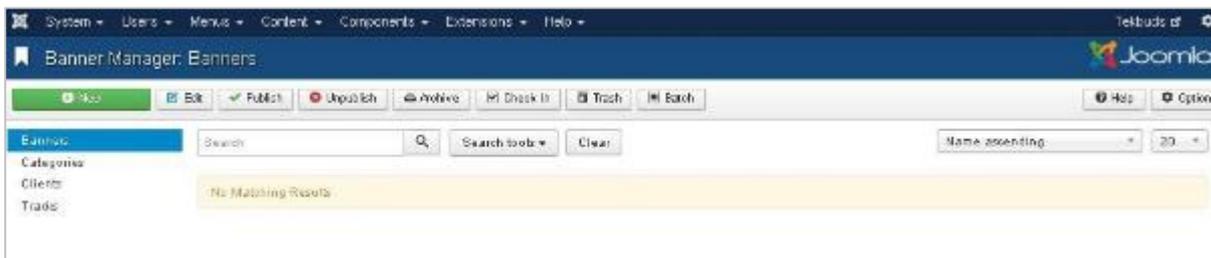


Let us study each of the submenu as follows:

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.

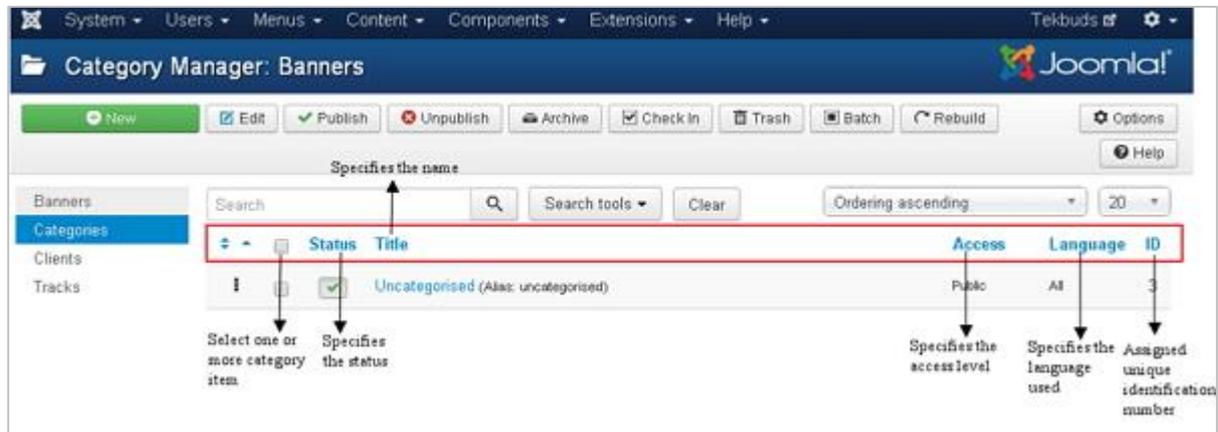


We will study about **Adding Banners** in detail in the chapter [Joomla - Adding Banners](#).

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.



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.

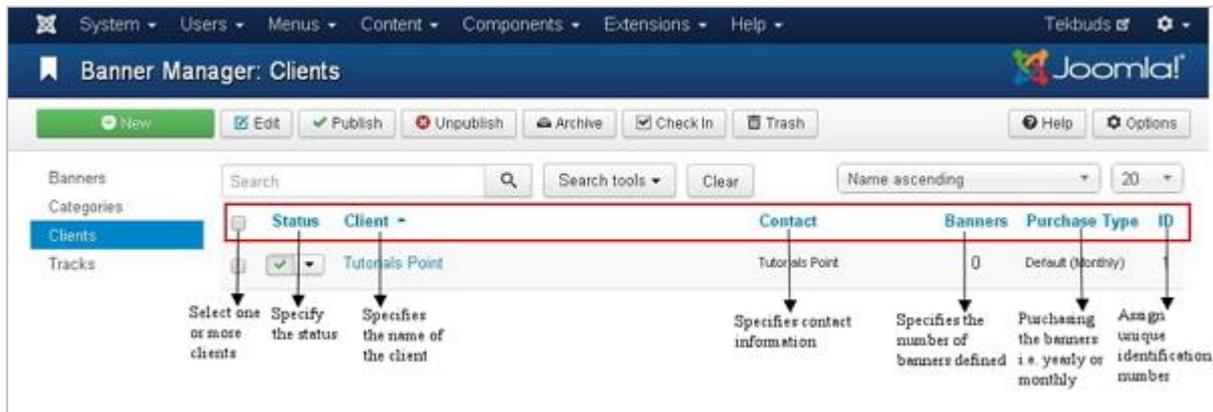
The **Search** box in the Category manager - Banners page is used to search the category items very easily.

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.



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.

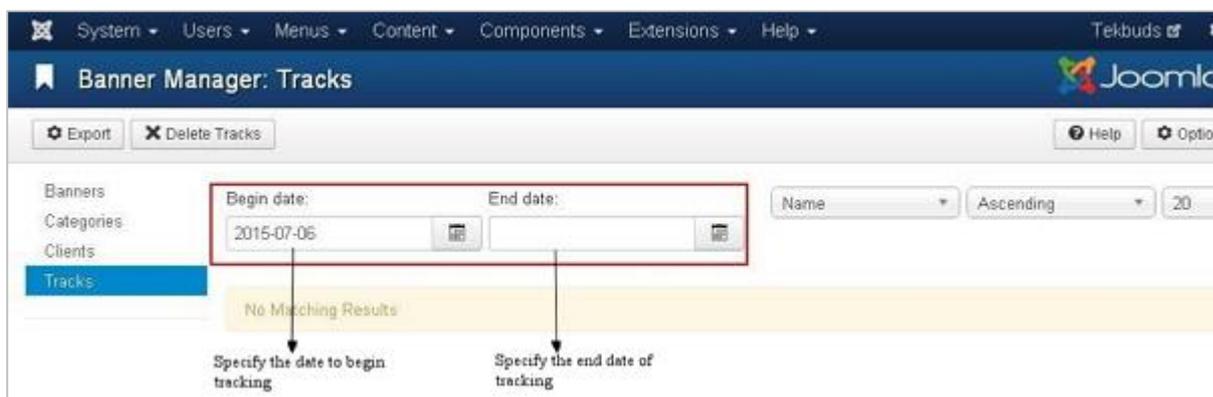
The **Search** box in the Banner Manager: Clients page is used to search the client items very easily.

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.



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).

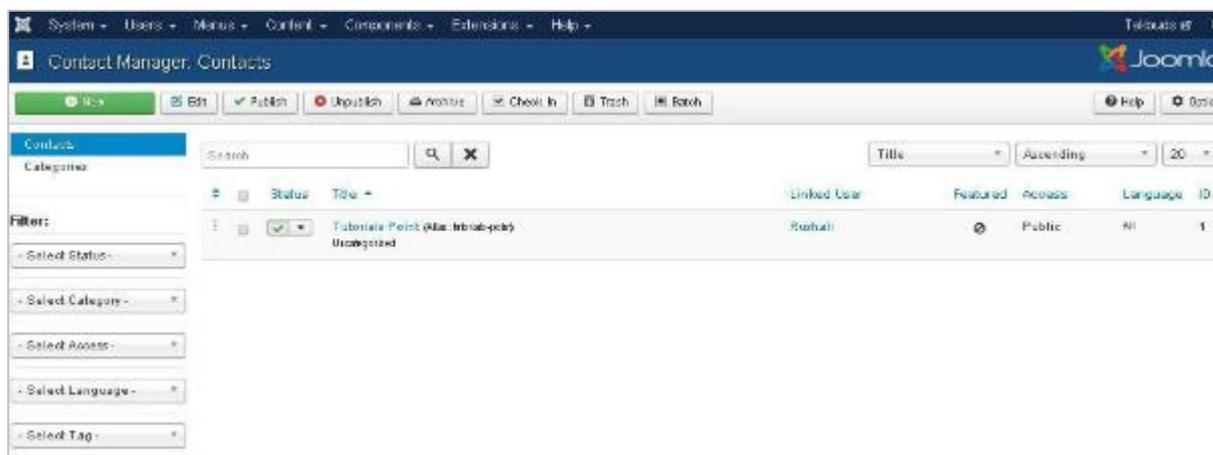
TOOLBARS

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

Contacts

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.



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

Joomla Update

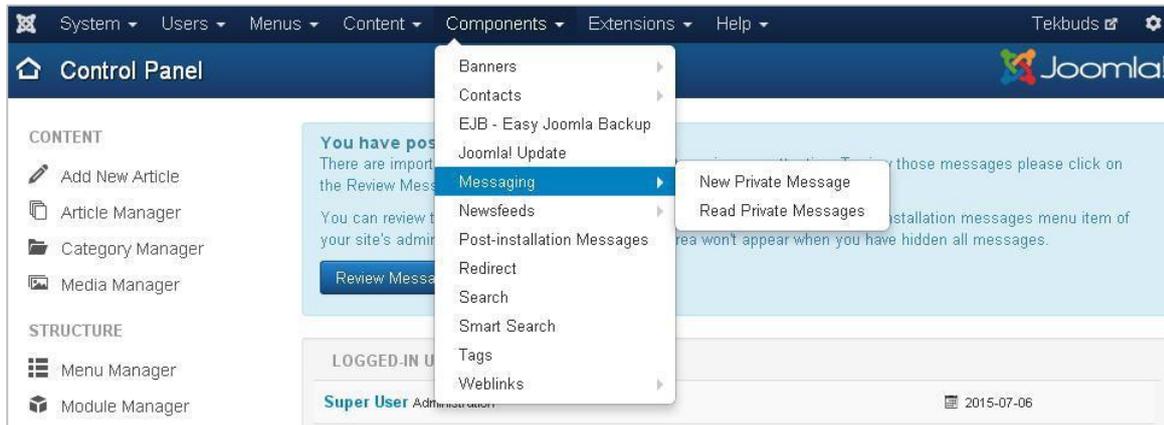
It specifies the Joomla latest version which is being used.

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



Messaging

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



New Private Message

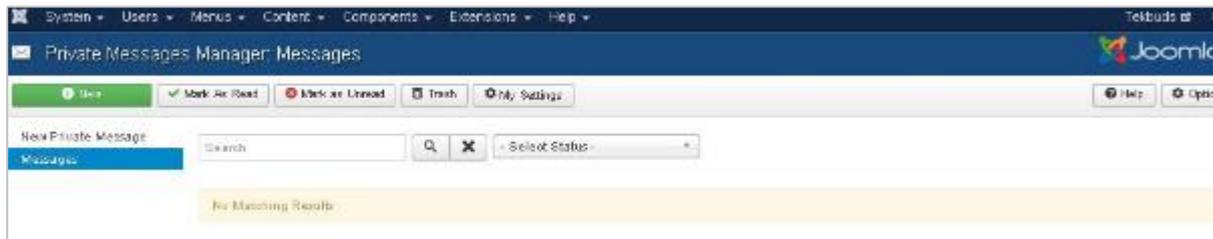
It is used to send messages to the other backend of Joomla site. You can read, write or delete the messages.

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

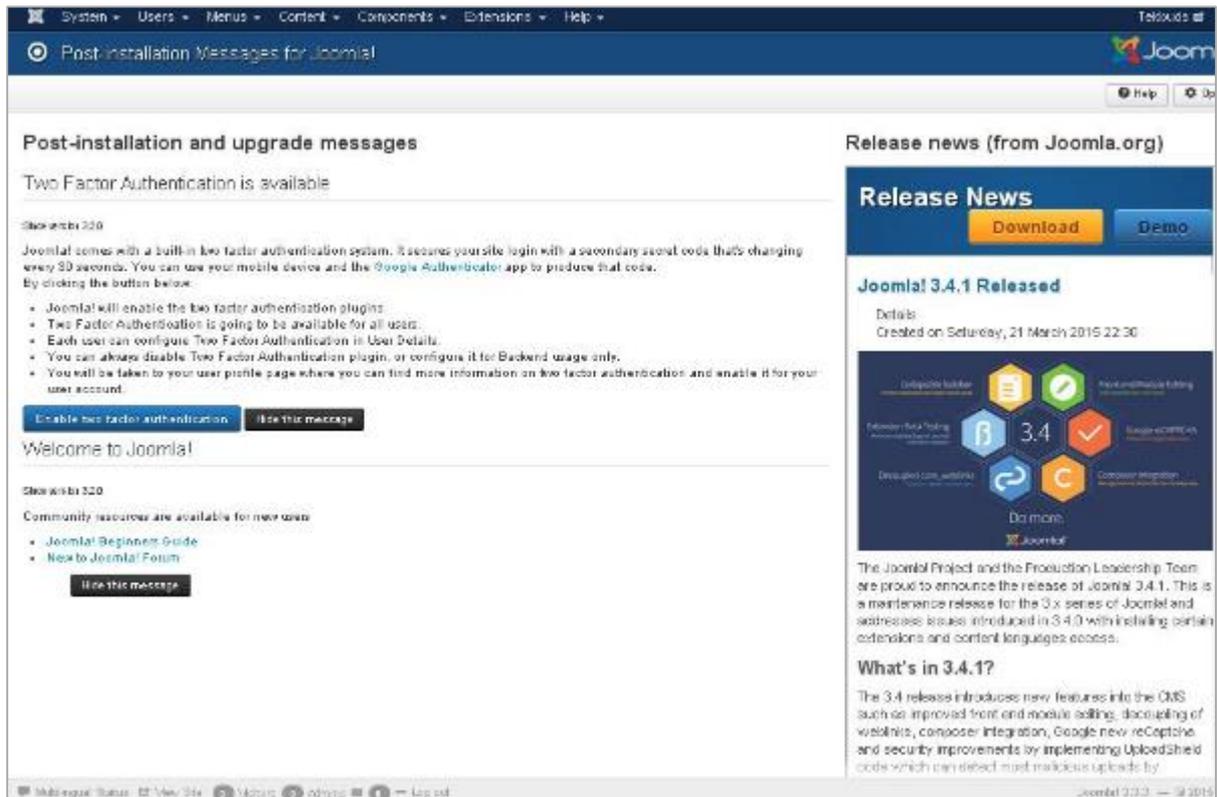
It allows adding news feed on your Joomla site from other sites.

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.

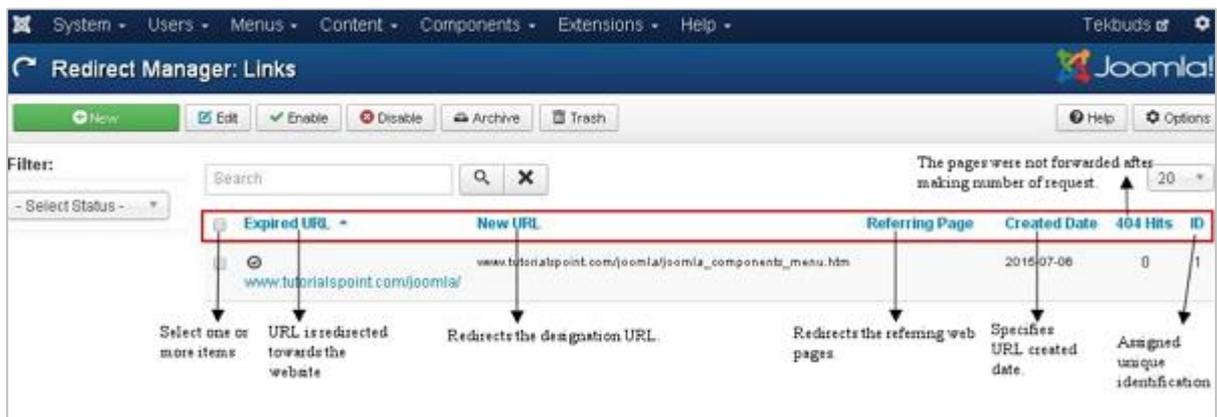


Here it delivers messages after successful installation of Joomla extension or core.

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 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	Article	2015-05-25
<input checked="" type="checkbox"/>	Getting Started	Article	2015-05-25
<input checked="" type="checkbox"/>	Home	Article	2015-05-25
<input checked="" type="checkbox"/>	Joomla	Tag	2015-05-25
<input checked="" type="checkbox"/>	Services	Article	2015-05-25
<input checked="" type="checkbox"/>	Success	Tag	2015-05-25
<input checked="" type="checkbox"/>	Tutorials Point	Contact	2015-05-25
<input checked="" type="checkbox"/>	Uncategorised	Category	2015-05-25
<input checked="" type="checkbox"/>	Uncategorised	Category	2015-05-25
<input checked="" type="checkbox"/>	Uncategorised	Category	2015-05-25
<input checked="" type="checkbox"/>	Uncategorised	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.

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

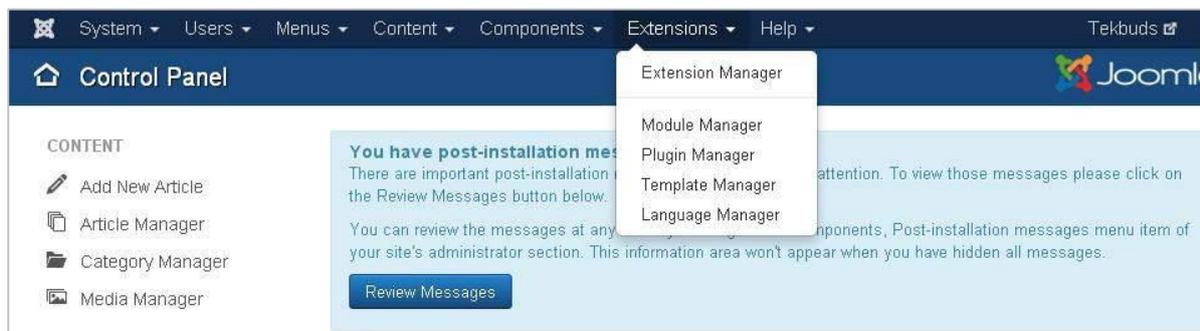
Weblinks

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

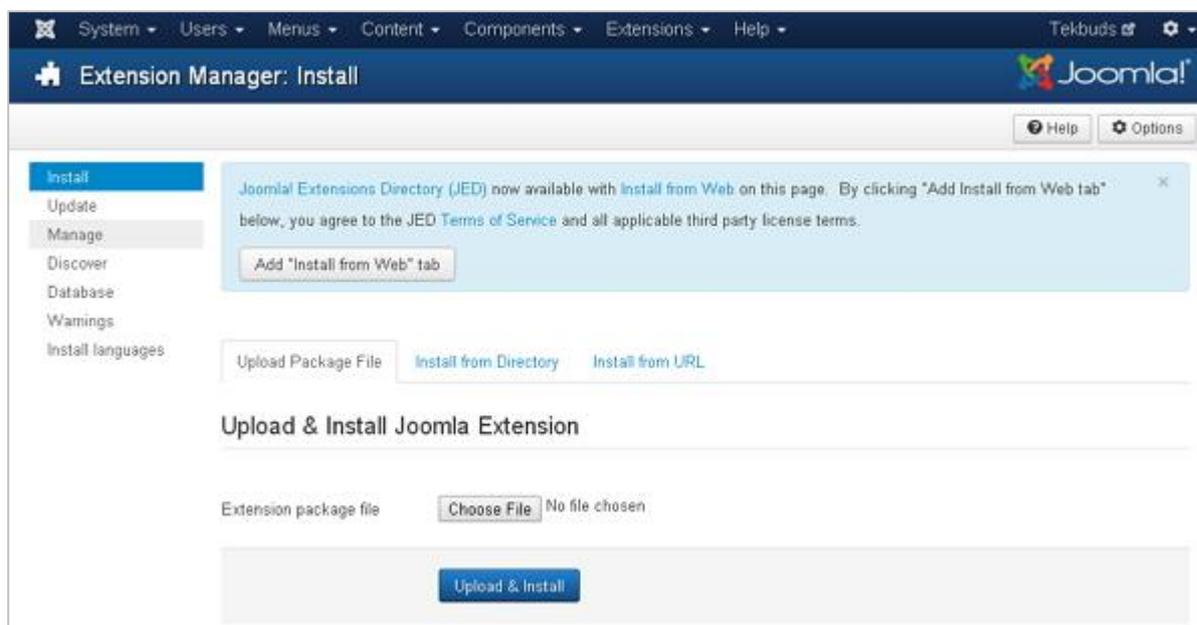
In this chapter, we will study about Extensions Menu in Joomla. Click on **Extensions**, a dropdown menu as shown below will be displayed:



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.



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 is a navigation menu with options: System, Users, Menus, Content, Components, Extensions, and Help. The current page is titled "Module Manager: Modules". Below the title, there are several action buttons: New, Edit, Duplicate, Publish, Unpublish, Check In, Trash, and Batch. There are also Help and Options buttons. The main content area features a search bar, a filter section with dropdown menus for Site, Status, Position, Type, Access, and Language, and a table of installed modules. The table has columns for Status, Title, Position, Type, Pages, Access, Language, and ID.

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-8	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 is a navigation menu with options: System, Users, Menus, Content, Components, Extensions, and Help. The current page is titled "Plugin Manager: Plugins". Below the title, there are several action buttons: Edit, Enable, Disable, and Check In. There are also Help and Options buttons. The main content area features a search bar, a filter section with dropdown menus for Status, Type, and Access, and a table of installed plugins. The table has columns for Status, Plugin Name, Type, Element, Access, and ID.

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 type="checkbox"/>	Authentication - Gmail	authentication	gmail	Public	400
<input type="checkbox"/>	Authentication - LDAP	authentication	ldap	Public	402
<input 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 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.

Style	Default	Assigned	Location	Template	ID
Beez3 - Default	<input checked="" 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.

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

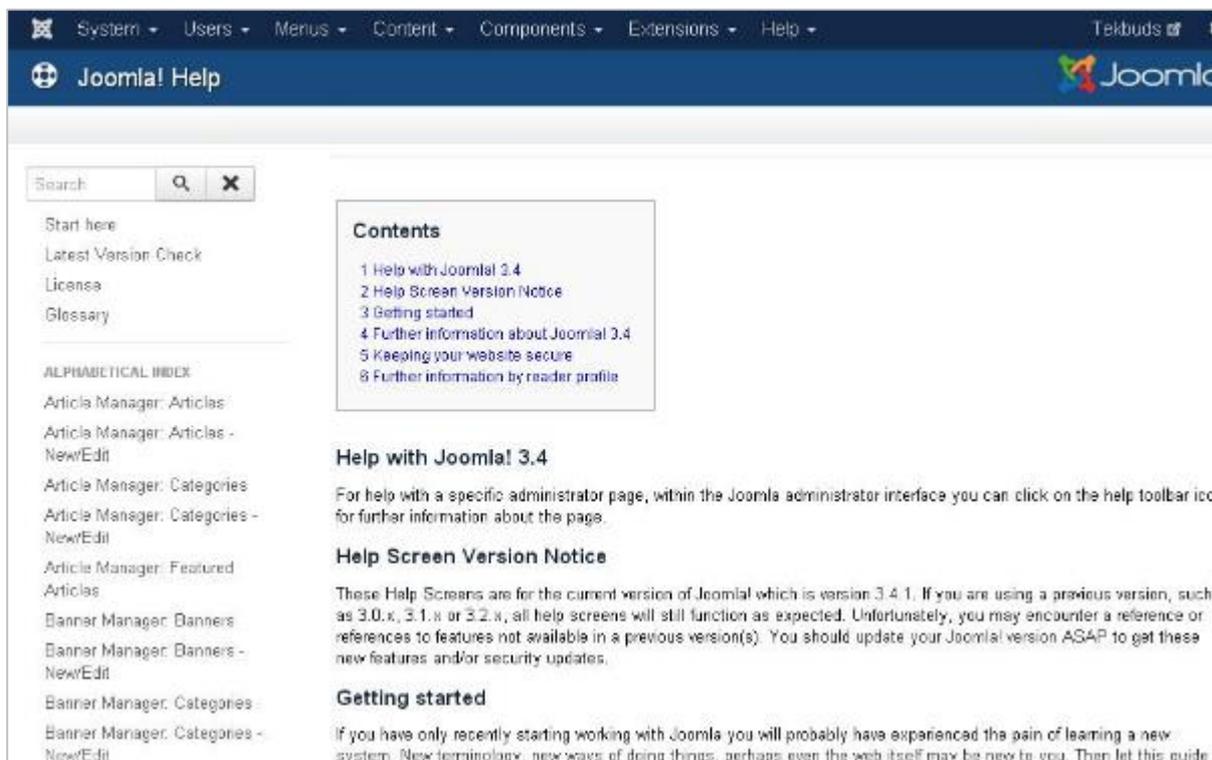
In this chapter, we will study about menus present in the Help Menu in Joomla. Click on **Help**, a dropdown menu as shown below will be displayed.



Joomla Help

This Help page guides the user to create Joomla website.

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



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 website. At the top, there is a navigation bar with links for Joomla!, About, Community & Support, Extend, and Download. Below this is a dark blue header with the Joomla! Forum logo and buttons for Download and Demo. A secondary navigation bar includes Home, Register, Forum rules, FAQ, The team, and Login.

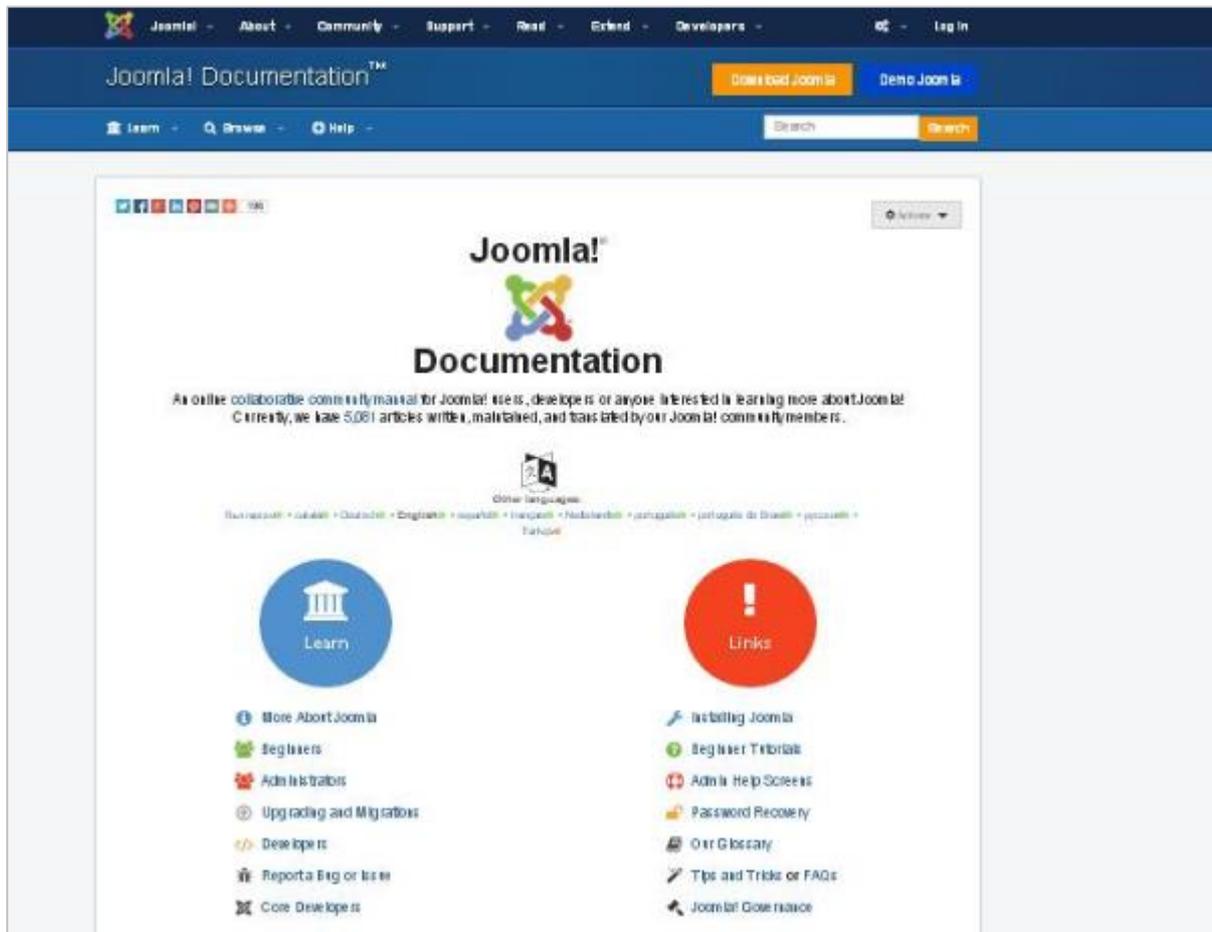
The main content area features a banner for the Joomla Template Generator with the text "Make Professional Joomla Templates in Minutes, No Technical Skills!". Below the banner is a "Board Index" section with a table listing forum categories and topics.

FORUM	TOPICS	POSTS	LAST POST
Joomla! Announcements			
Announcements Announcements from the Joomla! Project for the attention of all Users. We encourage all Joomla! users to subscribe to this forum or check it regularly.			
<p>Joomla! Security Updates: http://feeds.joomla.org/JoomlaSecurityNews http://feeds.joomla.org/JoomlaSecurityV ... Extensions</p> <p>Subforum: Announcements Discussions</p>	401	10325	Subject: Re: Discuss Joomla! 3.4 Posted by: leolam on Sun May 24, 2015 2:55 pm
Joomla! 3.x - Ask Support Questions Here			
General Questions/New to Joomla! 3.x General questions relating to Joomla! 3.x. Please consider the availability of third-party templates and extensions when deciding which Joomla version to use.			
<p>Moderator: General Support Moderators</p> <p>Installation Joomla! 3.x Need help installing Joomla! 3.x? For all Joomla! 3.x installation issues please use this forum. Note: Users creating new sites can use either version 2.5 or 3.x. Please consider the availability of third-party templates and extensions when deciding which Joomla version to use.</p> <p>Moderator: General Support Moderators</p> <p>Subforum: Joomla! 3.x on IIS webserver</p> <p>Administration Joomla! 3.x</p>	14791	57853	Subject: Hair Thinning Tips: What Causes Short lived Reduction In Hair Posted by: youmadefuk on Tue May 26, 2015 6:31 am
	1710	8694	Subject: Re: White page of death Posted by: leolam on Tue May 26, 2015 3:50 am

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 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 is a navigation bar with links for Joomla!, About, Community, Support, Read, Extend, and Developers. Below this is a search bar with the text "Find the extension you're looking for" and a search button labeled "GO". There are also filters for "Detect some tags...", "Category", "Type (0/0)", "Compatibility", "Feedback", "Has demo", "New/unrated", and "Score". The main content area is titled "Browse categories" and displays a grid of 30 extension categories, each with a blue icon and a "Total extensions" count. The total number of extensions is 9115.

Category	Total extensions
Access & Security	
Administration	33
Ads & Affiliates	
Authoring & Content	
Calendars & Events	
Clients & Communities	
Communication	
Contacts & Feedback	
Content Sharing	38
Core Enhancements	
Directory & Documentation	
e-Commerce	
Editing	44
Extension Specific	
Financial	51
Hosting & Servers	24
Languages	41
Living	
Maps & Weather	
Marketing	
Migration & Conversion	42
Miscellaneous	54
Mobile	33
Multimedia	
News Display	
Official Extensions	1
Photos & Images	
Search & Indexing	
Site Management	
Social Web	
Sports & Games	
Structure & Navigation	
Style & Design	
Vertical Markets	

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.



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 Joomla! Resources Directory

Download Joomla! Demo Joomla!

Home Providers By Category How to Contribute JRD News Get Us In

Address... And Keyword... Map Satellite

- Select radius -

Category:

- Creative Strategy
- Configuration Support
- Consulting
- Content development
- Design & Development
- Extension Developer
- Hosting Providers
- Joomla Security

Localize Reset

Terms of Use Report a problem

Welcome to the Joomla! Resources Directory™

The Joomla! Resources Directory (JRD) exists to help you locate professional service providers so you can connect and do more with your Joomla! CMS. Use the map to find a Registered Provider near you, or browse through approved listings by category. All Registered Providers go through a thorough Approval Process to ensure the stability of each listing. [Search Tips](#).

Get Us In

Approval Process

Code of Conduct

Terms of Service

About the directory

Contact the team

Manage Your Listing

Username

Password

Remember Me

Log In

Create an account →

forgot your username?

forgot your password?

Advertisements

RECOMMENDED Joomla HOSTING SiteGround

Random Listings

- Web de Futbol
- RolWeb Design
- Molehill Web Works
- dJoomla
- JoomlaShaper
- Tekall Technologies Pvt. Ltd.
- Modern Magic
- GMS-Desk
- ThemeXpert
- DJ-Extensions

Latest Entries

- Carelech Studios, LLC
- Credence Web Services
- Joomla Training
- Helena Solution
- JoomlaShaper
- WorlWest
- Xtech Web Services
- eXpressWebSites
- EMMA-design
- Bullerly

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 screenshot shows the Joomla! Community Portal website. The header includes navigation links: About, Community & Support, Extend, Download, and a search bar. Below the header, there are buttons for 'Download' and 'Demo'. The main content area is divided into several sections:

- COMMUNITY BLOGS:** This section contains several article teasers, including '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!', and 'Promote Joomla! 3.4'.
- QUICK LINKS:** This section provides quick access to various resources: Download Joomla!, Joomla! Online Demo, Site Showcase, Joomla! Resources Directory, Joomla! RSS Feeds, Joomla! FAQs, Tips & Tricks, Security Checklist, Google Summer of Code 2009, and Google Summer of Code 2012.
- Joomla! EVENTS:** This section lists upcoming events: JoomlaDay Brazil 2015 (Posted on May 19, 2015), JoomlaDay São Paulo, Brazil 2015 (Posted on May 19, 2015), and JoomlaDay Uganda (Posted on May 15, 2015).
- Right Sidebar:** This area features a 'Followers' badge, a 'Joomla! 10th BIRTHDAY' banner with a 'Subscribe' button, and a 'Joomla World Conference' announcement for 'THIS YEAR WE CELEBRATE 10 YEARS OF JOOMLA!' in Bangalore, India, from 06-08 November, with the hashtag #JWC15.

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 Centre page for CVE-2014-7229. The page is titled "[20140904] - Core - Denial of Service". It provides details about the security issue, including the project (Joomla!), subproject (CMS), severity (Low), affected versions (2.5.4 through 2.5.25, 3.2.5 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), and CVE number (CVE-2014-7229). The description states that inadequate checking allowed the potential for a denial of service attack. The affected installs section lists Joomla! CMS versions 2.5.4 through 2.5.25, 3.2.5 and earlier 3.x versions, 3.3.0 through 3.3.4. The solution is to upgrade to version 2.5.26, 3.2.6, or 3.3.5. The contact information is The JSST at the Joomla! Security Center, reported by Johannes Dahse.

Security Centre
 Report a security issue in the Joomla! CMS or Framework.
 Report a security issue in a Joomla! extension
 Get help for 2.5 sites that have been attacked
 Get help for 3.x sites that have been attacked

[20140904] - Core - Denial of Service

- Project: Joomla!
- SubProject: CMS
- Severity: **Low**
- Versions: 2.5.4 through 2.5.25, 3.2.5 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-2014-7229

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

Affected Installs
 Joomla! CMS versions 2.5.4 through 2.5.25, 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 3.3.5

Contact
 The JSST at the Joomla! Security Center.
 Reported By: Johannes Dahse

Joomla! CMS
 Current Release: Joomla! 3.5
 View known issues
 Development Status
 Nightly CMS builds for developers are available for download

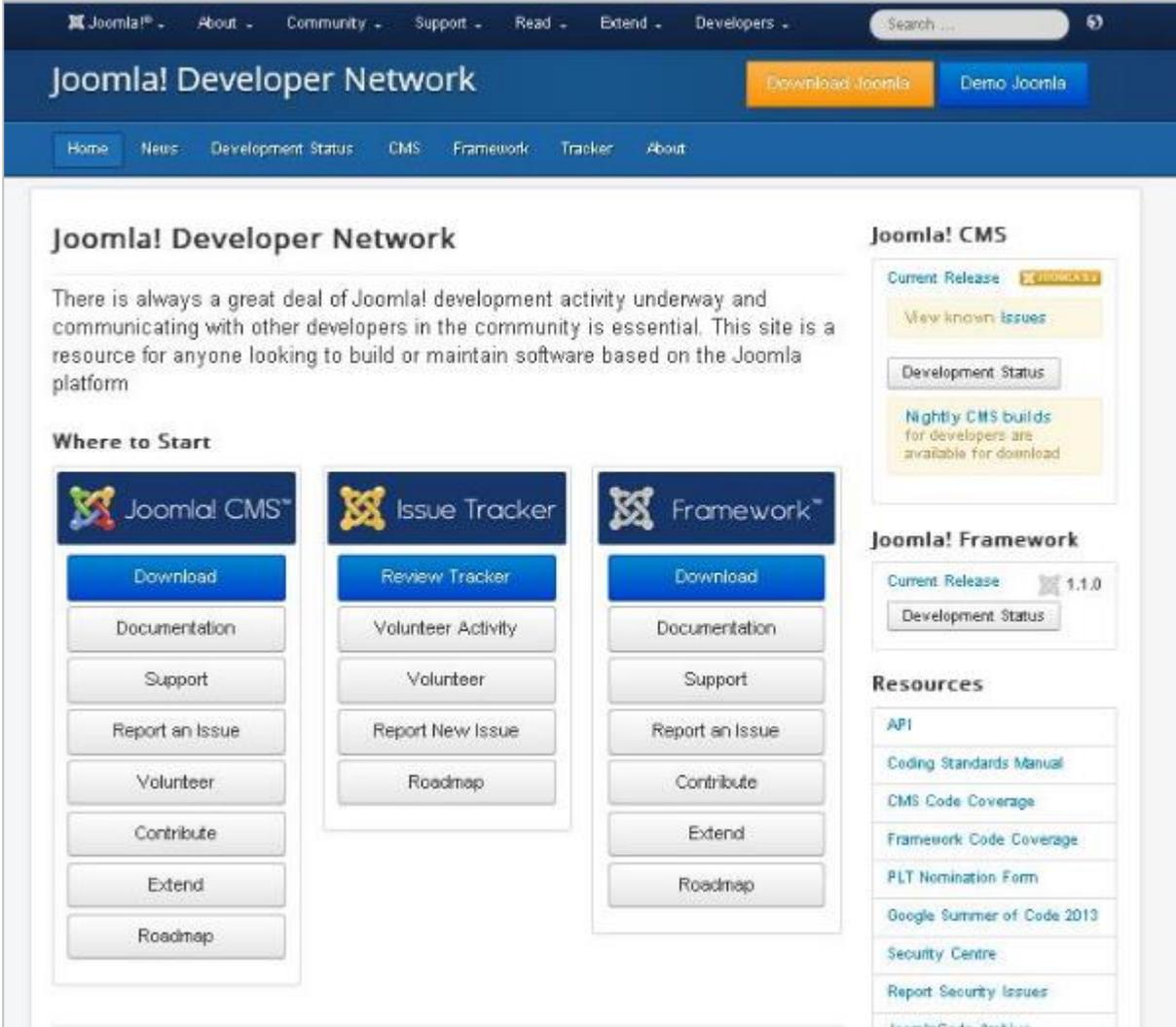
Joomla! Framework
 Current Release: 1.1.0
 Development Status

Resources
 API
 Coding Standards Manual
 CMS Code Coverage
 Framework Code Coverage
 PLT Nomination Form

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.



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 **3.10.0**

[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 -

Joomla! Shop

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

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!
Visit one of our bookstores!



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.

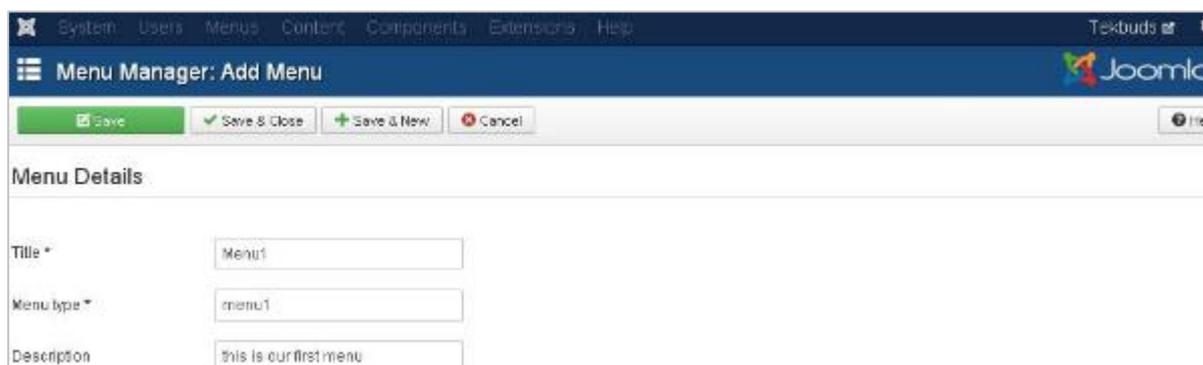
Create Menus

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.



- **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! Menu Manager interface. At the top, there is a navigation menu with options: System, Users, Menus, Content, Components, Extensions, and Help. The current page is titled 'Menu Manager: Menus'. Below the navigation, there are buttons for 'New', 'Edit', 'Delete', and 'Rebuild'. A message box indicates 'Menu successfully saved'. The main content area shows a list of menu items with columns for 'Title', 'Published', 'Unpublished', 'Trashed', 'Linked Modules', and 'ID'. The 'Menu1' item is highlighted with a red box.

Title	Published	Unpublished	Trashed	Linked Modules	ID
Main Menu (Menu type: mainmenu)	0	0	0	Add a module for this menu type.	1
User Menu (Menu type: usermenu)	0	0	0	modules -	2
About Us (Menu type: user)	0	0	0	Add a module for this menu type.	8
Menu1 (Menu type: menu1)	0	0	0	Add a module for this menu type.	9

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 Joomla! Menu Manager 'Add Menu' interface. At the top, there is a navigation menu with options: System, Users, Menus, Content, Components, Extensions, and Help. The current page is titled 'Menu Manager: Add Menu'. Below the navigation, there are buttons for 'Save', 'Save & Close', 'Save & New', and 'Cancel'. A message box indicates 'Menu successfully saved'. The main content area shows the 'Menu Details' form with fields for 'Title *', 'Menu type *', and 'Description'.

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.

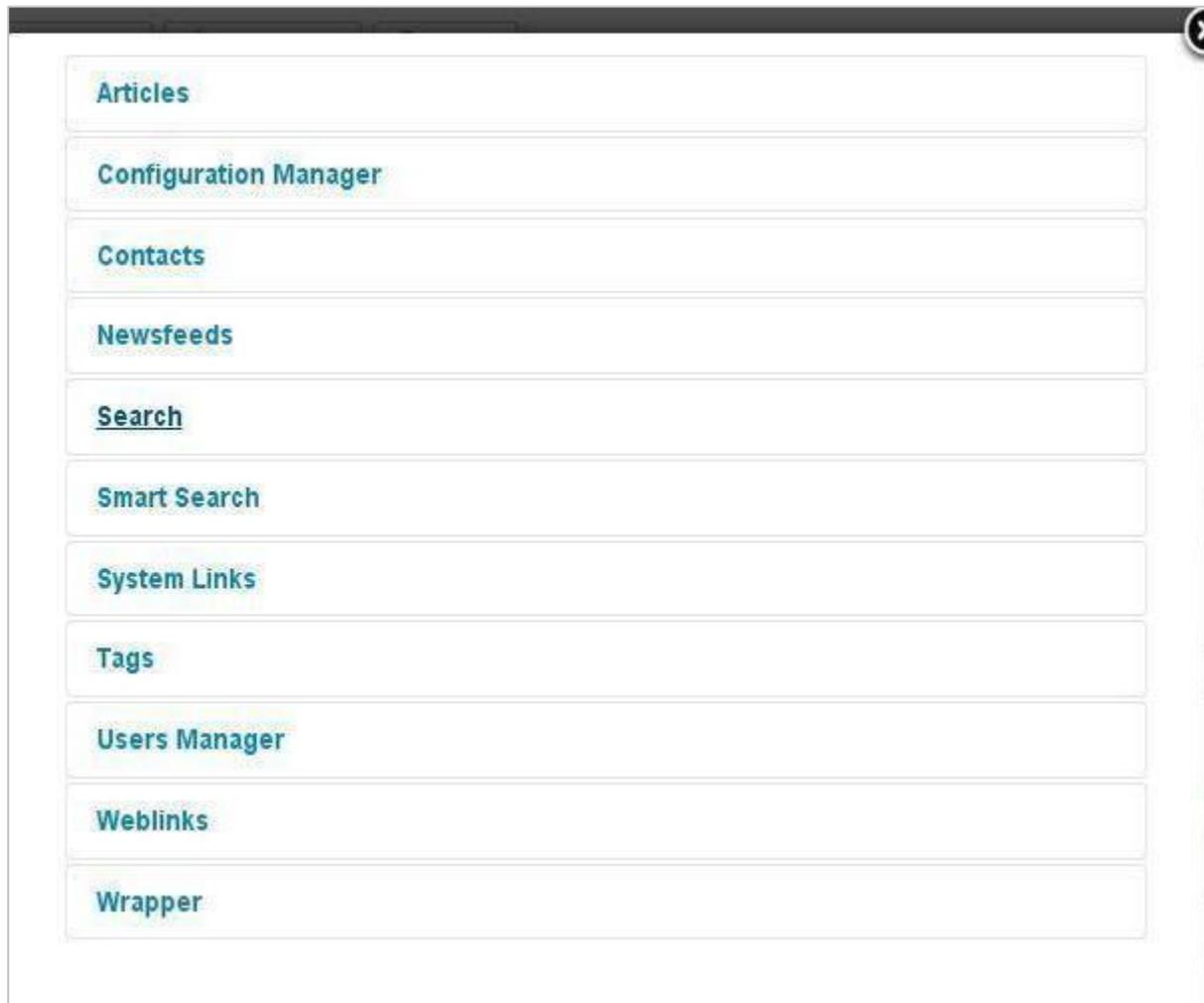
The screenshot shows the Joomla! Menu Manager interface for creating a new menu item. The top navigation bar includes 'System', 'Users', 'Menus', 'Content', 'Components', 'Extensions', and 'Help'. The main title is 'Menu Manager: New Menu Item'. Below the title are buttons for 'Save', 'Save & Close', 'Save & New', and 'Cancel'. The form is divided into several sections:

- Menu Title:** A text input field.
- Alias:** A dropdown menu set to 'Auto-generate from title'.
- Details Tab:** Active tab, with other tabs for 'Link Type', 'Page Display', 'Metadata', and 'Module Assignment'.
- Menu Item Type:** A dropdown menu with a 'Select' button.
- Link:** A text input field.
- Target Window:** A dropdown menu set to 'Parent'.
- Template Style:** A dropdown menu set to '- Use Default -'.
- Menu Location:** A dropdown menu set to 'Main Menu'.
- Parent Item:** A dropdown menu set to 'Menu Item Root'.
- Ordering:** A section with the text 'Ordering will be available after saving'.
- Status:** A green 'Published' button.
- Default Page:** Radio buttons for 'Yes' and 'No', with 'No' selected.
- Access:** A dropdown menu set to 'Public'.
- Language:** A dropdown menu set to 'All'.
- Note:** A text area for additional information.

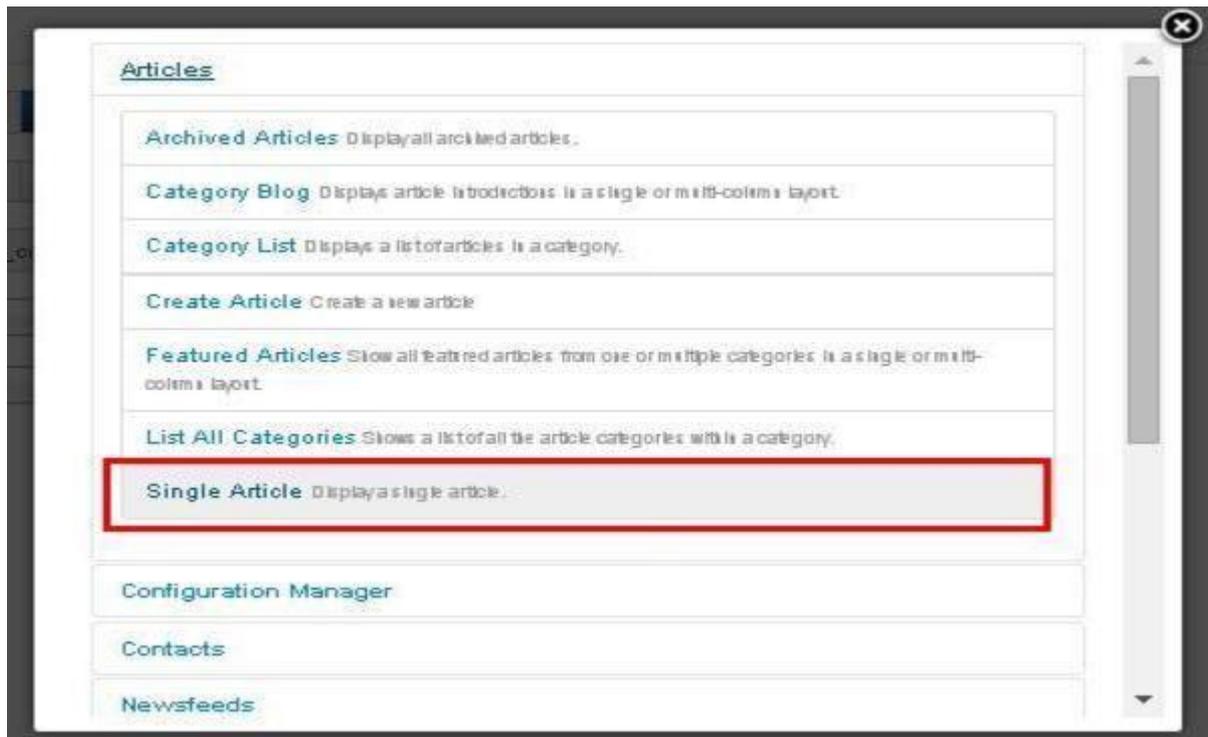
You can view various tabs present in this page. The **Details** tab gets active by default.

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

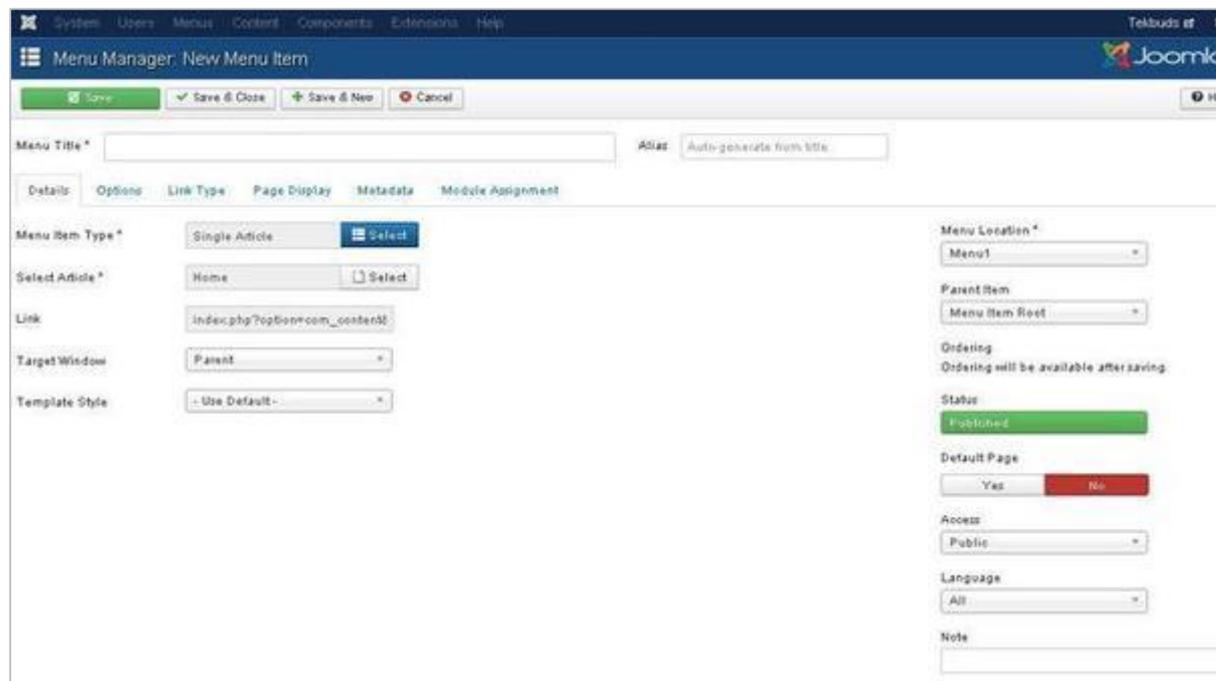
- **Menu Title:** It displays the title of the menu item.
- **Alias:** It is used as SEF URL. Joomla will automatically fill the value from the title. It will produce UTF-8 aliases, however, it does not allow any spaces and underscores.
- **Menu Item Type:** In Menu item type, it specifies the type of 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.

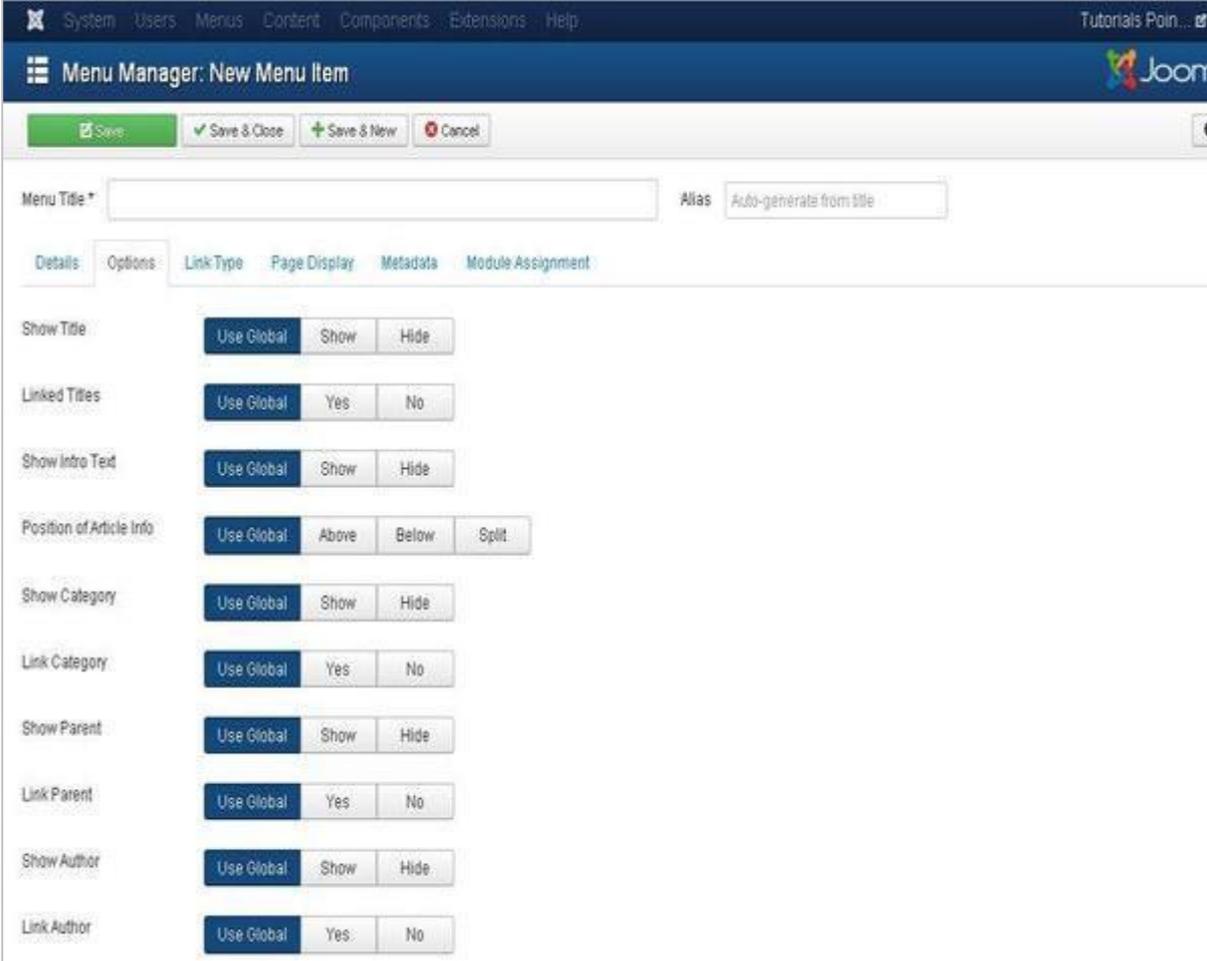


- **Select Article:** Selects the article from the list.
- **Link:** Specifies link reference for the menu item.
- **Template Style:** You can select a template style for your website by clicking at the dropdown menu which gives you *Beez3 - Default* and *Protostar - Default* styles or provides default 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! administration interface for creating a new menu item. The page title is "Menu Manager: New Menu Item". At the top, there are navigation tabs: System, Users, Menus, Content, Components, Extensions, and Help. Below the title bar, there are buttons for "Save", "Save & Close", "Save & New", and "Cancel".

The main content area is divided into several tabs: Details, Options (selected), Link Type, Page Display, Metadata, and Module Assignment. The "Options" tab is active, displaying various settings for the menu item:

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

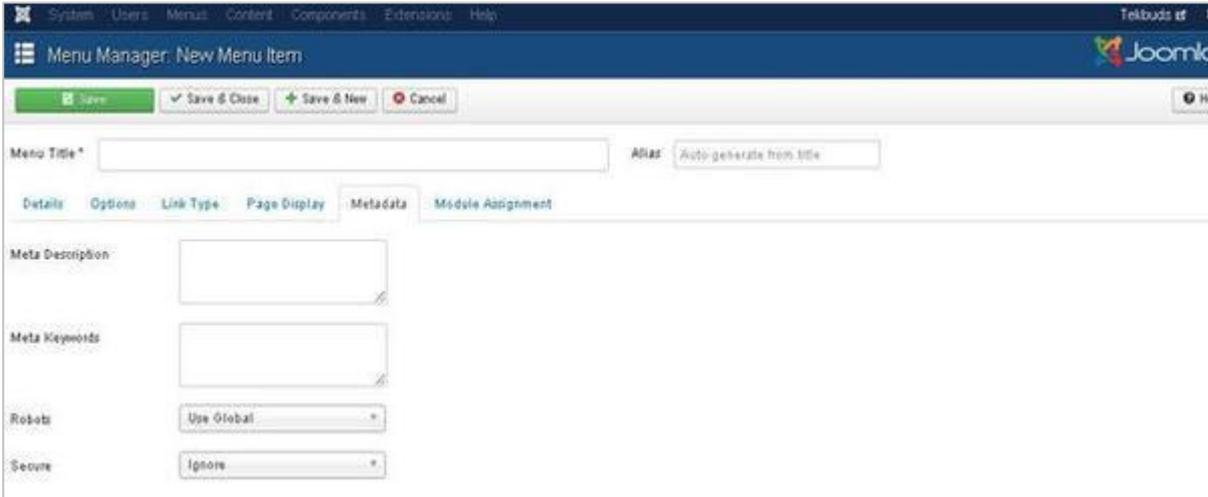
Step (4): Click on **Link Type** tab we will get the following screen.

- **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.

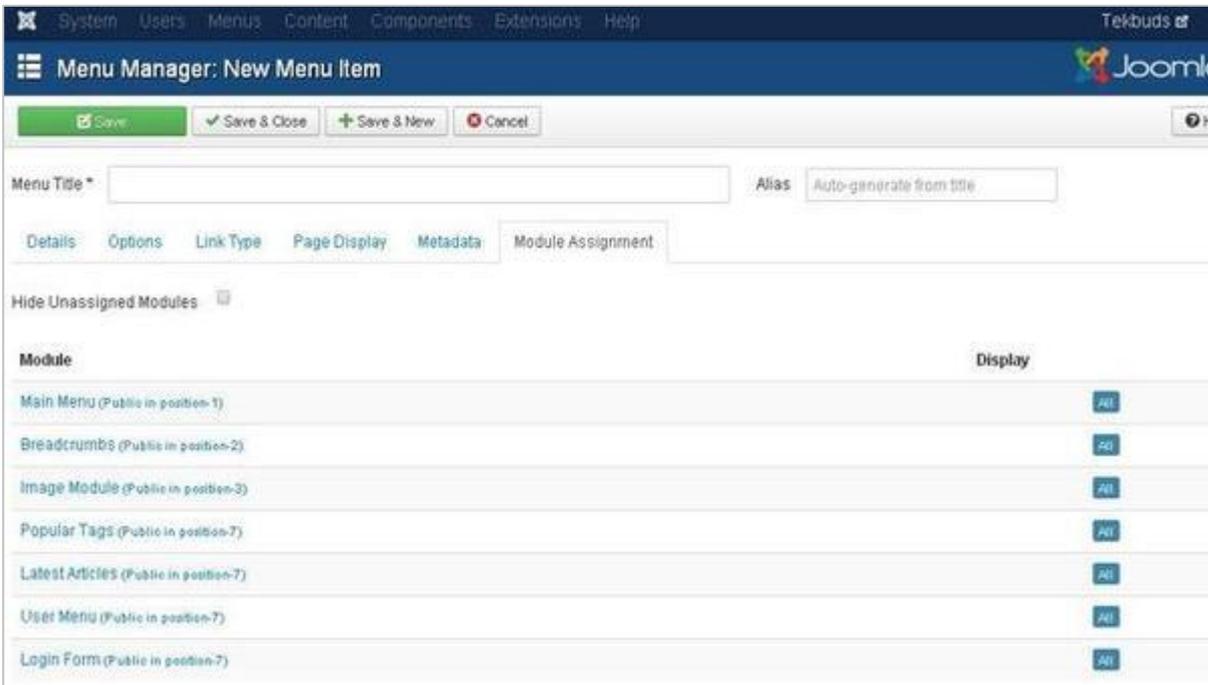


The screenshot shows the Joomla! Menu Manager interface for creating a new menu item. The 'Metadata' tab is selected, displaying the following fields:

- Menu Title ***: A text input field.
- Alias**: A dropdown menu set to 'Auto-generate from title'.
- Meta Description**: A large text area.
- Meta Keywords**: A text area.
- Robots**: A dropdown menu set to 'Use Global'.
- Secure**: A dropdown menu set to 'Ignore'.

- **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 interface for creating a new menu item. The 'Module Assignment' tab is selected, displaying a table of modules and their display status.

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

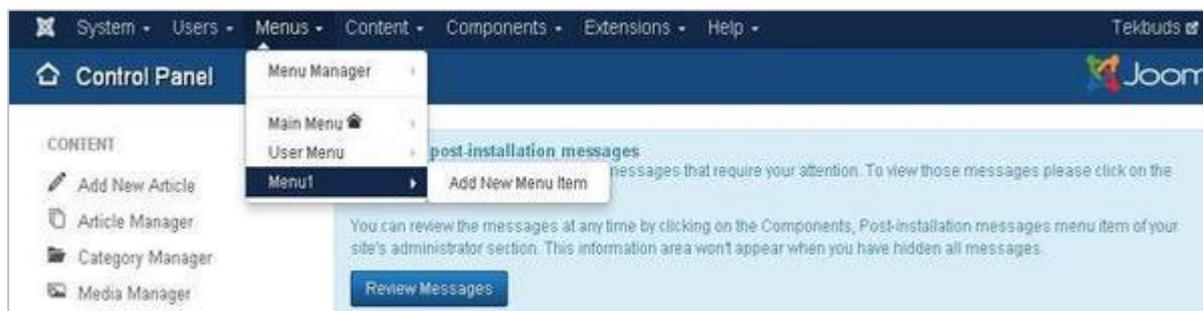
Below, we have mentioned details of the functions of the toolbar buttons present while *adding menu items*.

- **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.

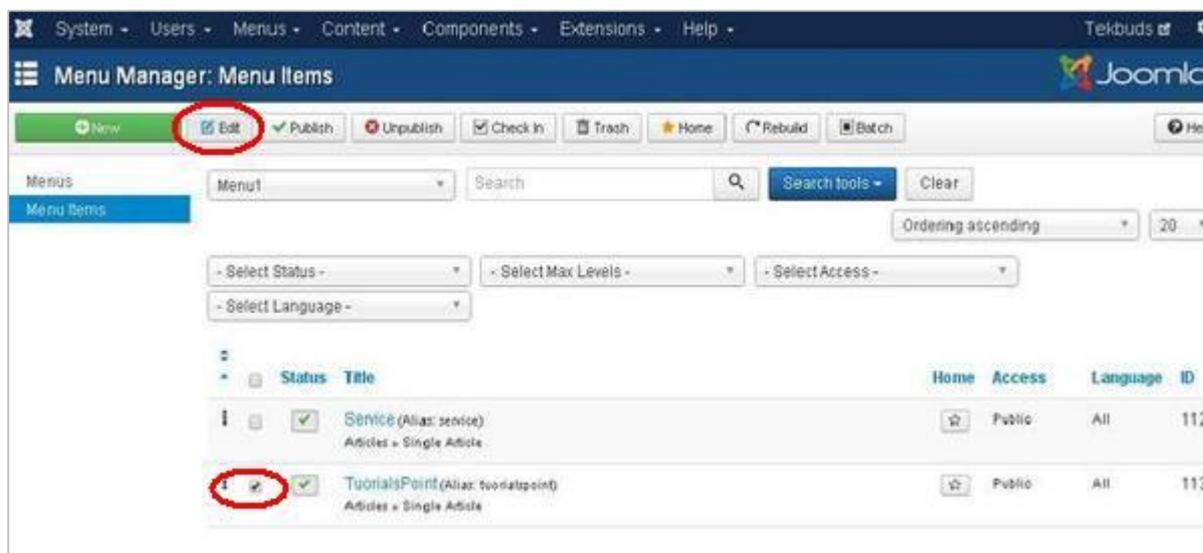
13. MODIFY MENU ITEMS

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.



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.



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 "TuorialsPoint" and the alias is "tuorialspoint". The "Menu Item Type" is set to "Single Article", and the "Select Article" dropdown is set to "Home". The "Select" button is circled in red. The "Edit" button is also circled in red. The "Status" is set to "Published".

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.

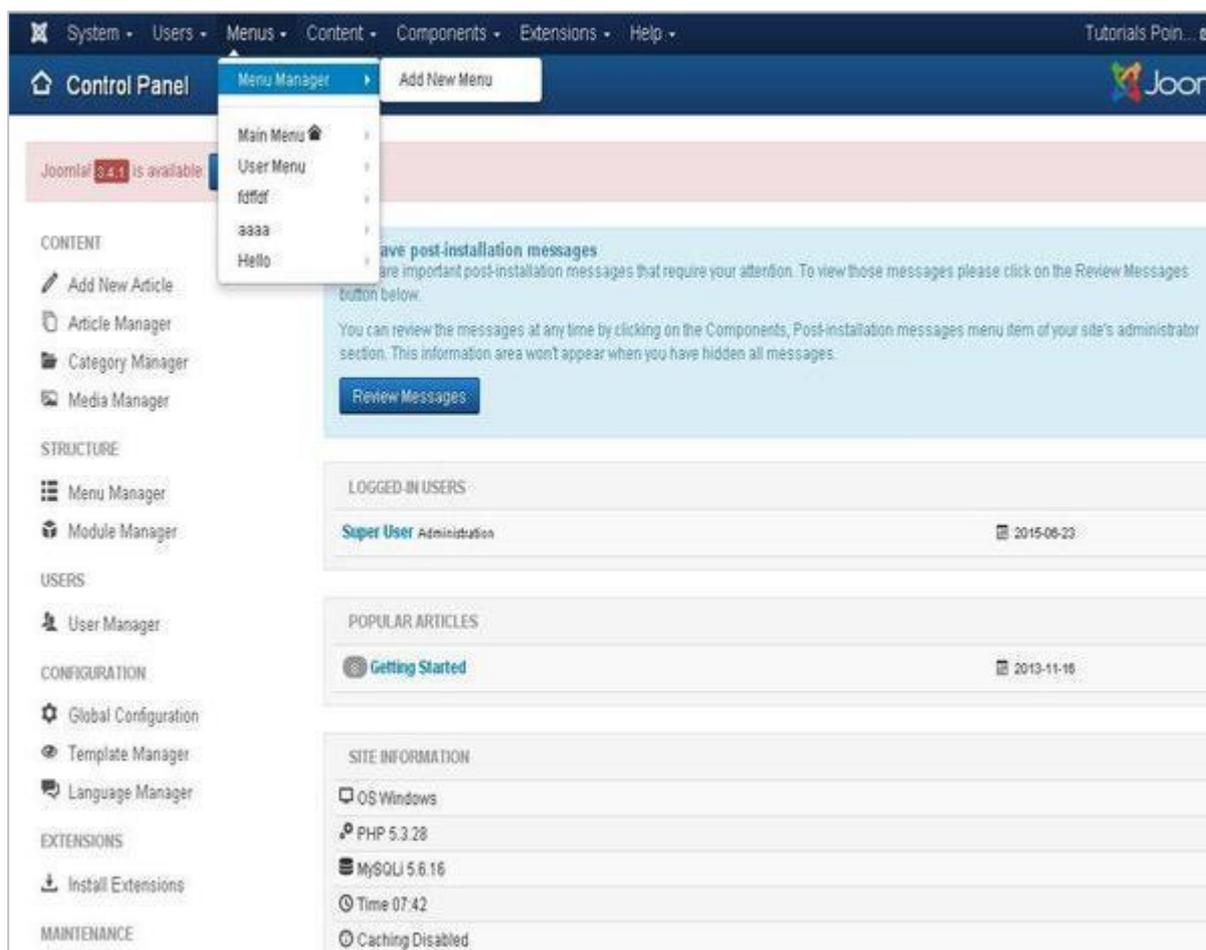
14. CREATING SUBMENUS

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.

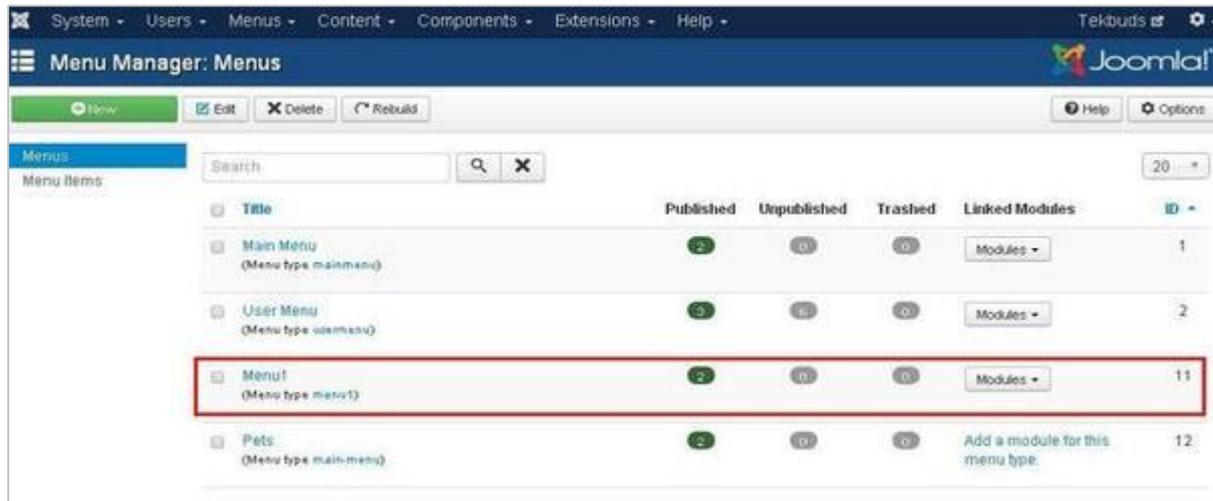
Creating Submenus

Following are the simple steps to create submenus in Joomla.

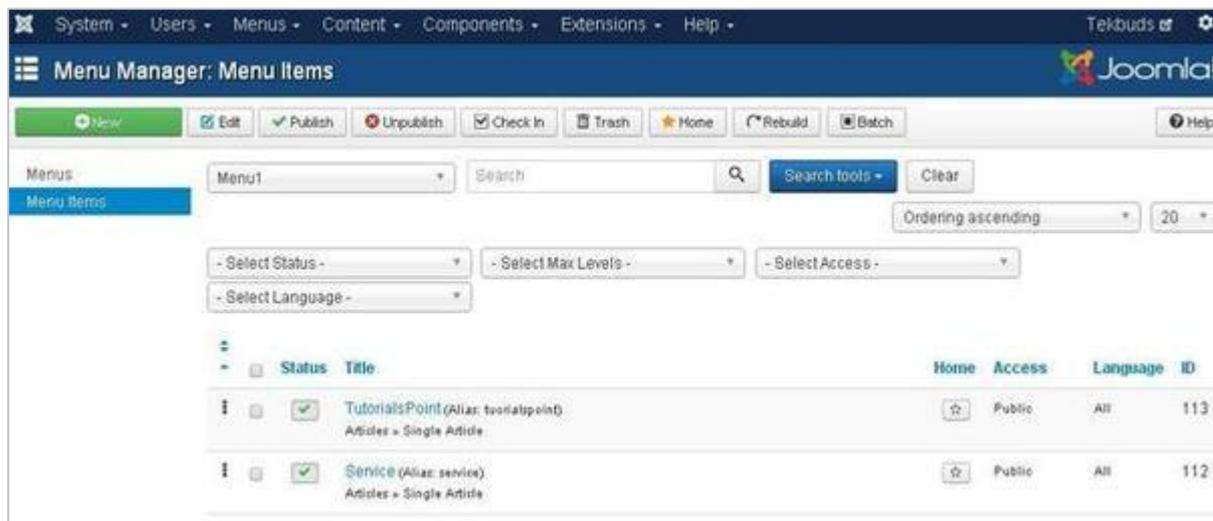
Step (1): Click on **Menus --> Menu Manager** as shown below.



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.



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



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

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.

System • Users • Menus • Content • Components • Extensions • Help • Tekbuds

Menu Manager: Menu Items Joomla!

Message
Menu item successfully saved

Menus: Menu1 Search Search tools Clear

Menu Items Ordering ascending 20

- Select Status - - Select Max Levels - - Select Access -
- Select Language -

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

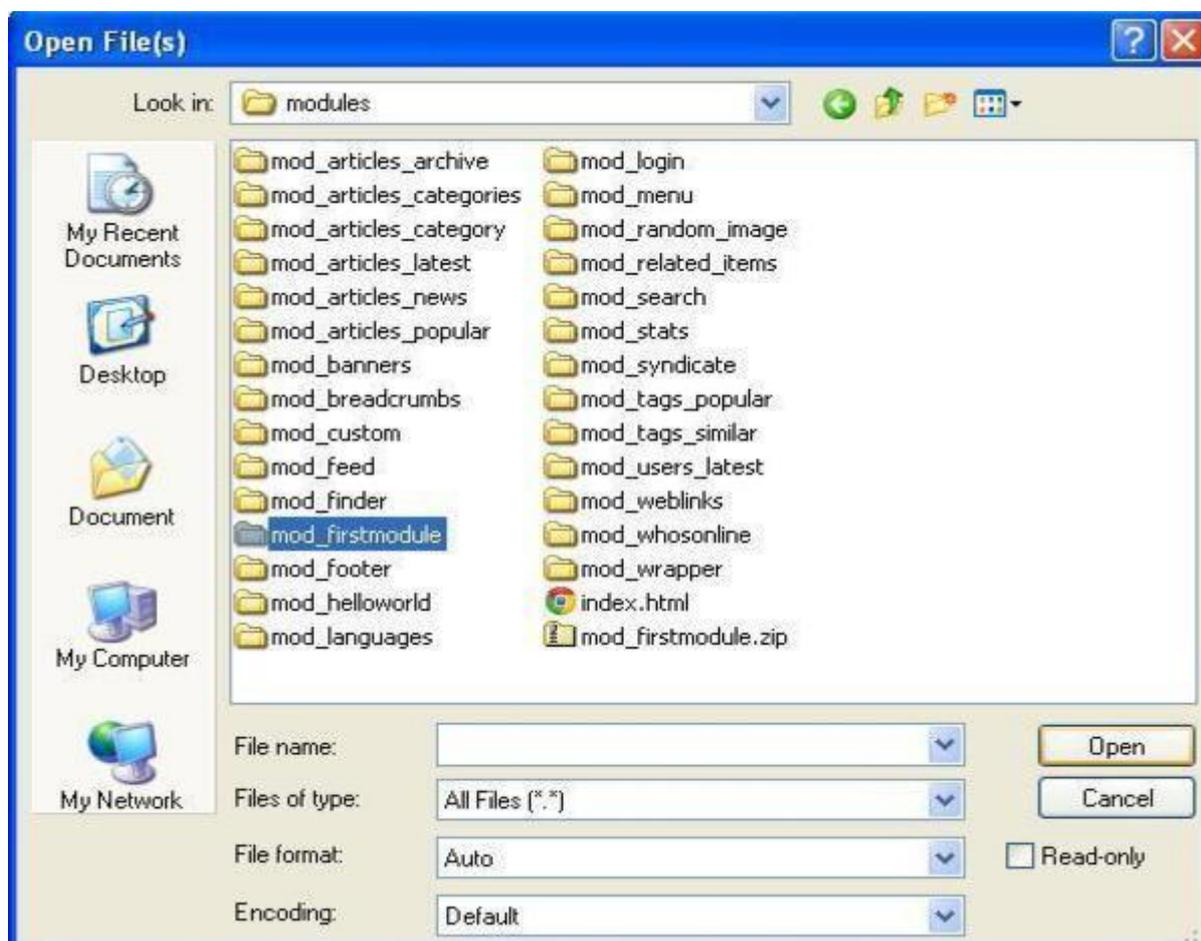
15. CREATE MODULES

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>
  </files>
</extension>

```

```

    <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

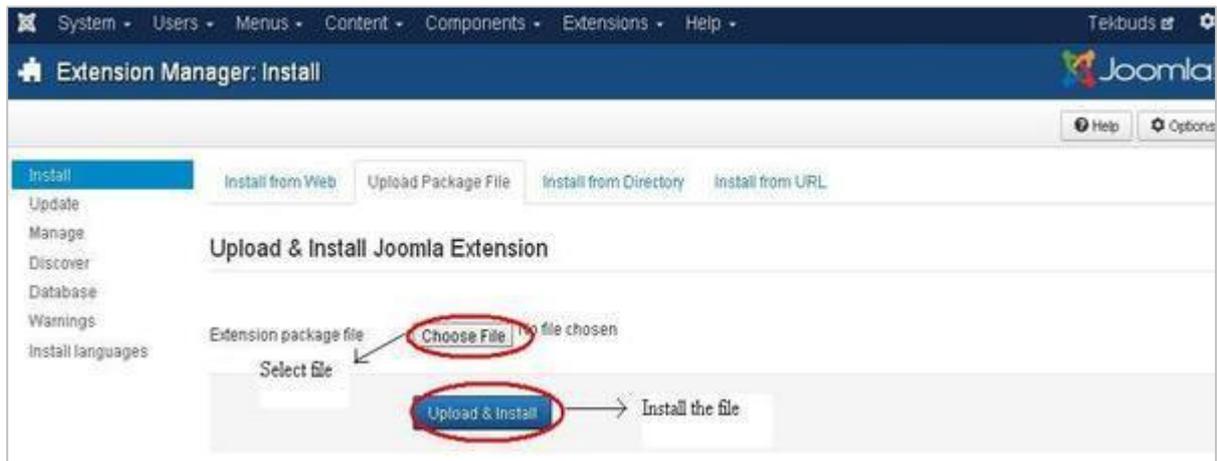
```

<?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>

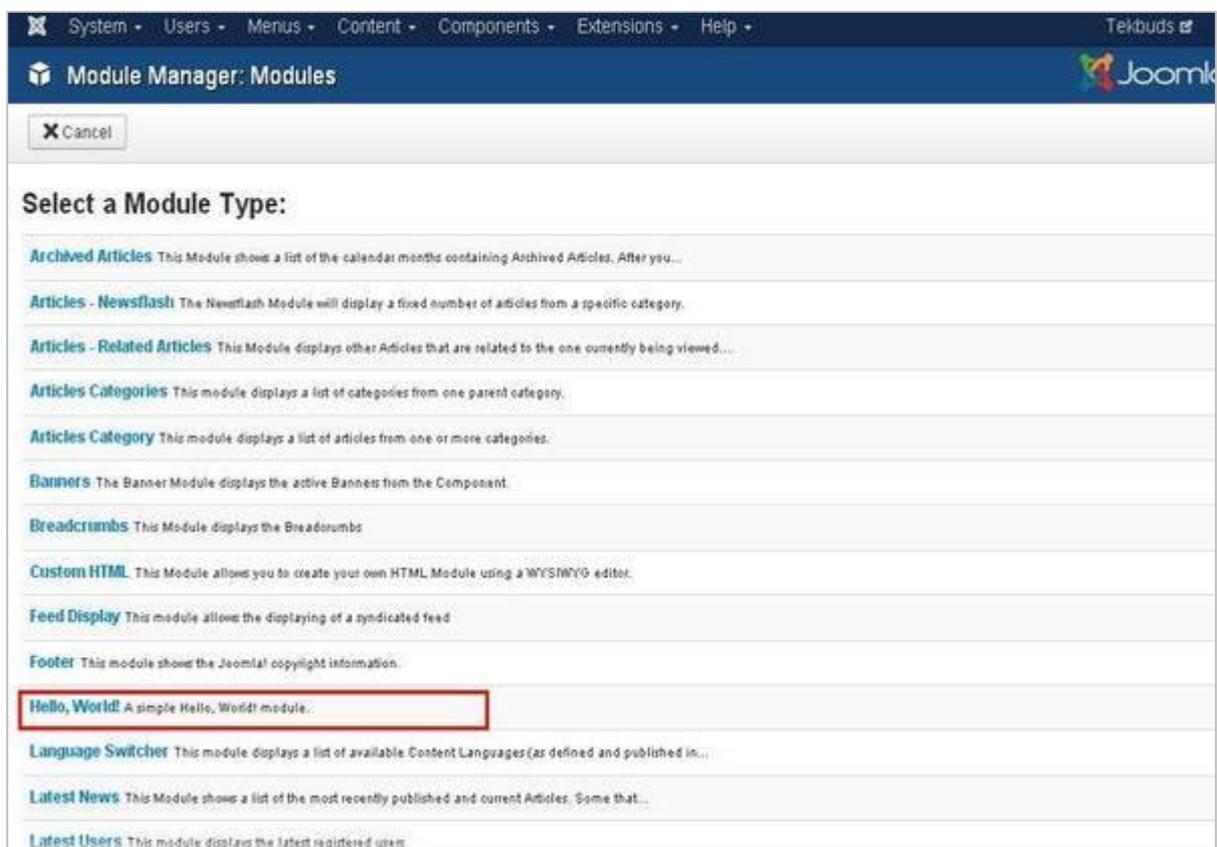
```

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.



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.



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

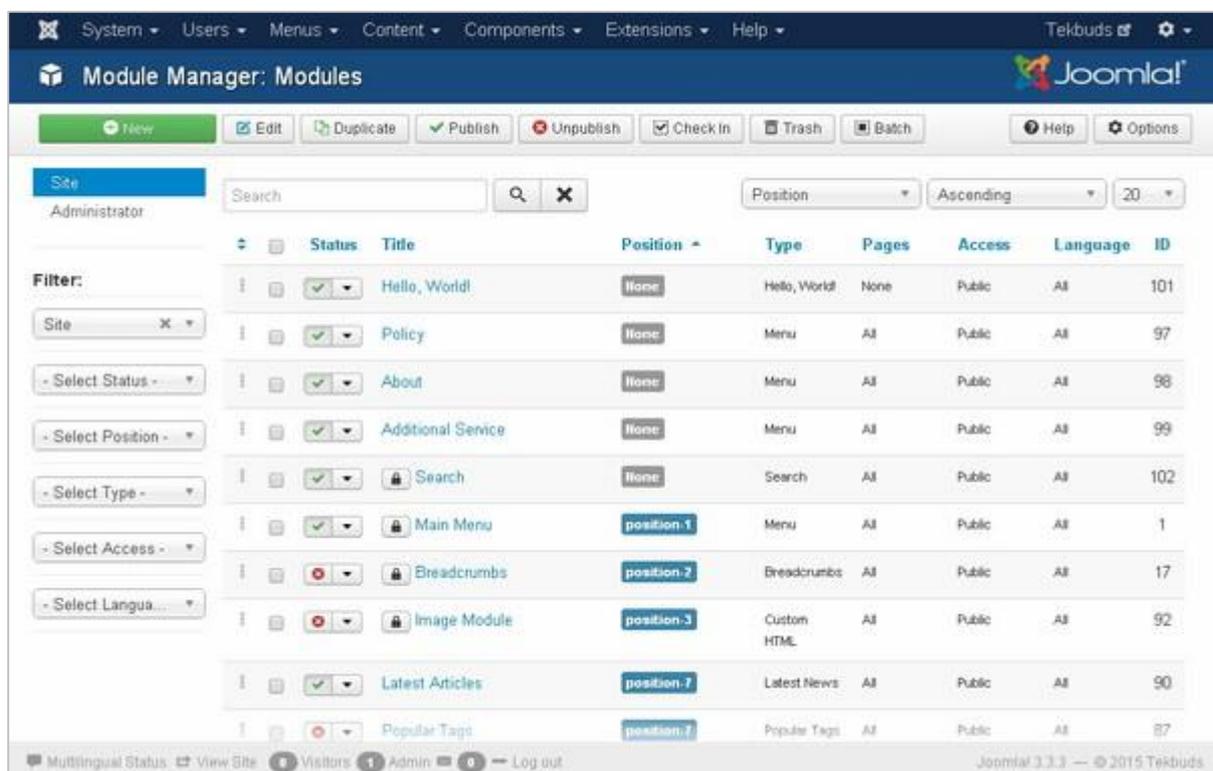
16. BREADCRUMB MODULE

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.

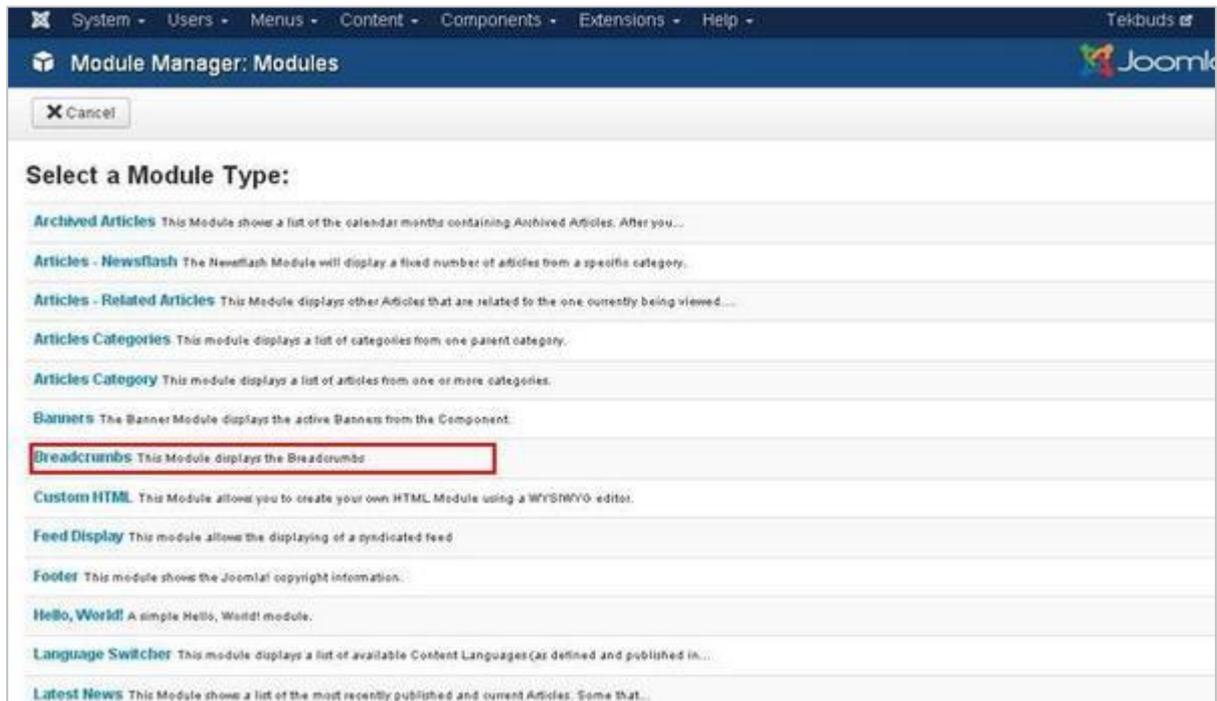
Breadcrumbs Module

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

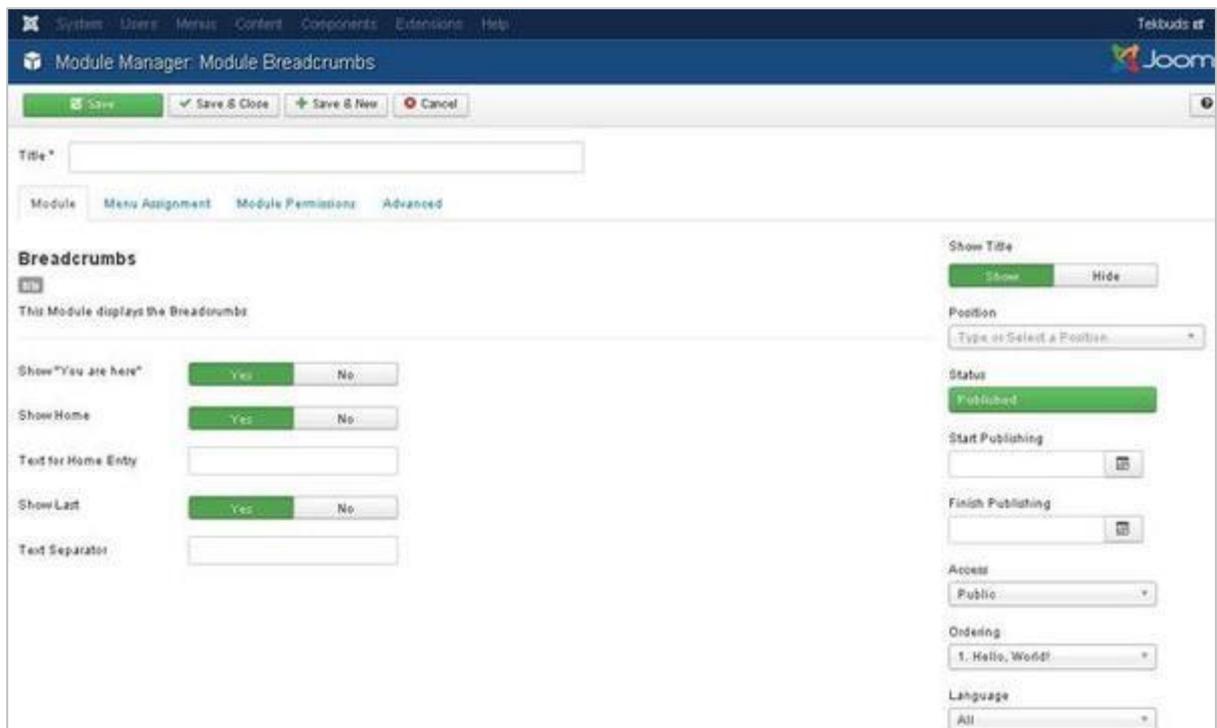
Step (1): Click **Extension --> Module Manager** in Joomla administrator. After you click on Module Manager you get the following screen.



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



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

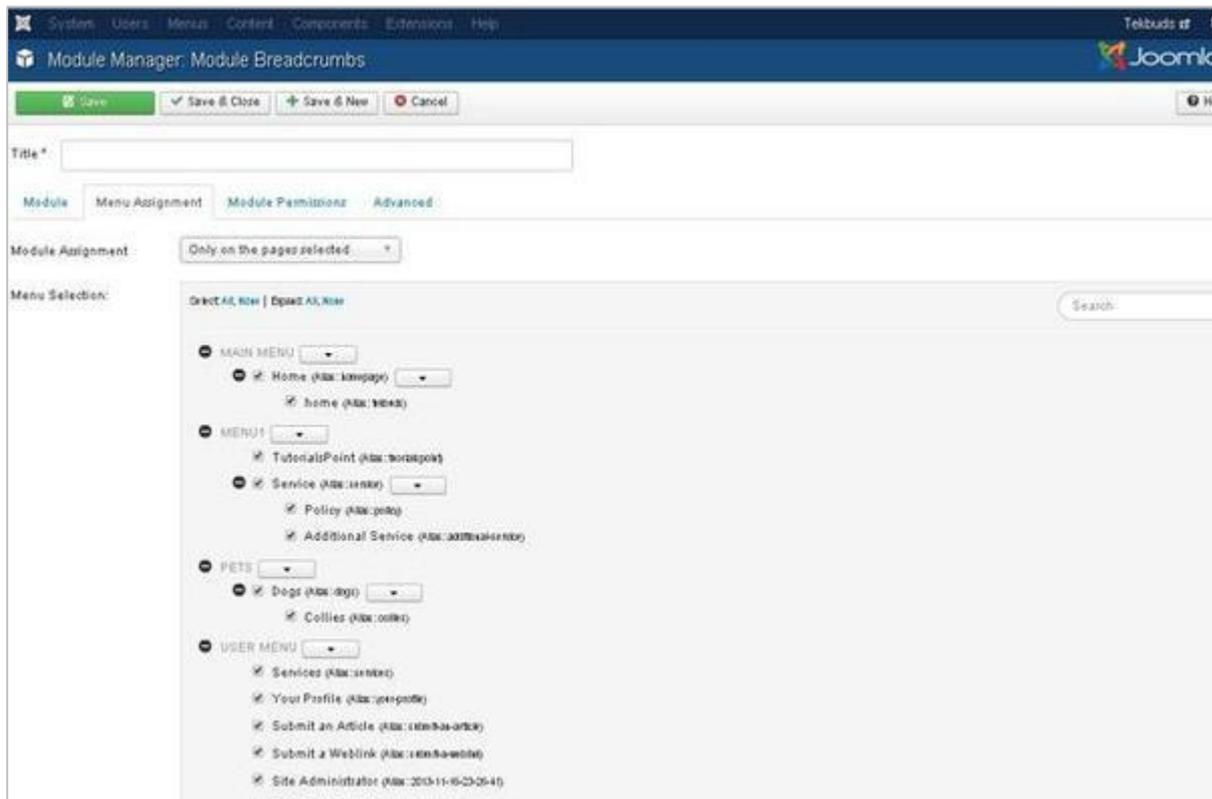


By default, the **Module** tab is displayed. The Module displays the breadcrumbs.

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.

System Users Menu Content Components Extensions Help

Module Manager: Module Breadcrumbs

Save Save & Close Save & New Cancel

Title *

Module Menu Assignment Module Permissions **Advanced**

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

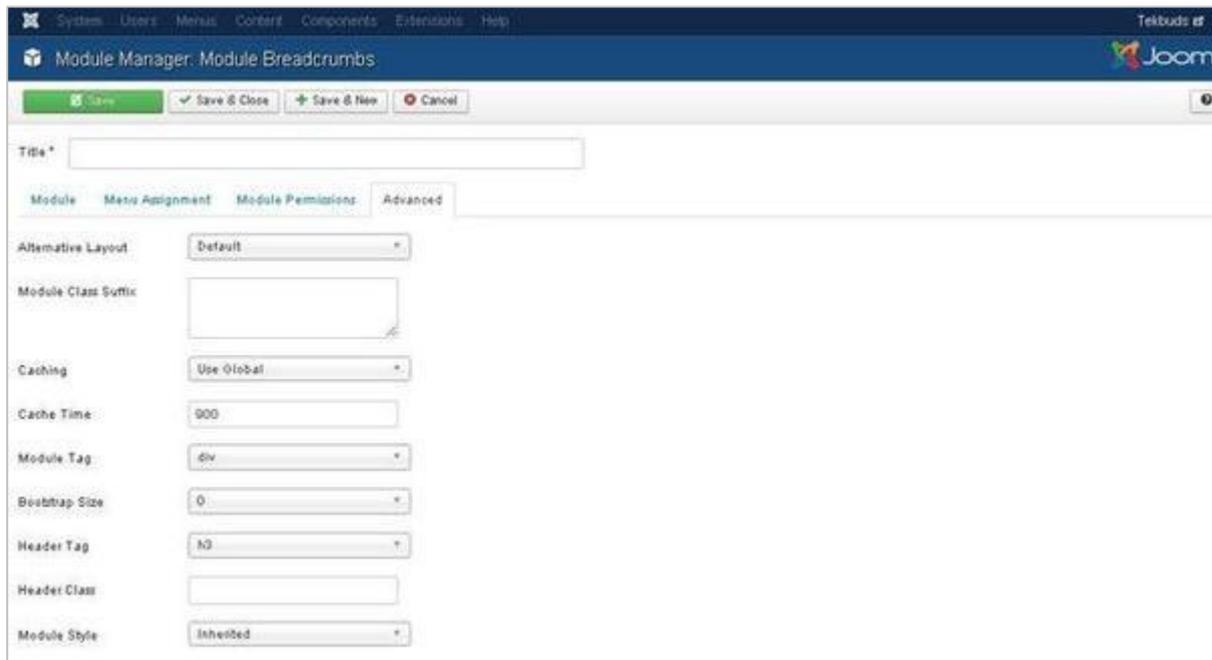
Public	Action	Select New Setting ¹	Calculated Setting ²
- Guest	Delete	Inherited	Not Allowed
- Manager	Edit	Inherited	Not Allowed
- Administrator	Edit State	Inherited	Not Allowed
- Registered			
- Author			
- Editor			
- Publisher			
- Super User			

1. If you change the setting, it will apply to this item. Note that:
 Inherited means that the 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 added cannot take this action on this item.
 Allowed means that the group being added 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

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.

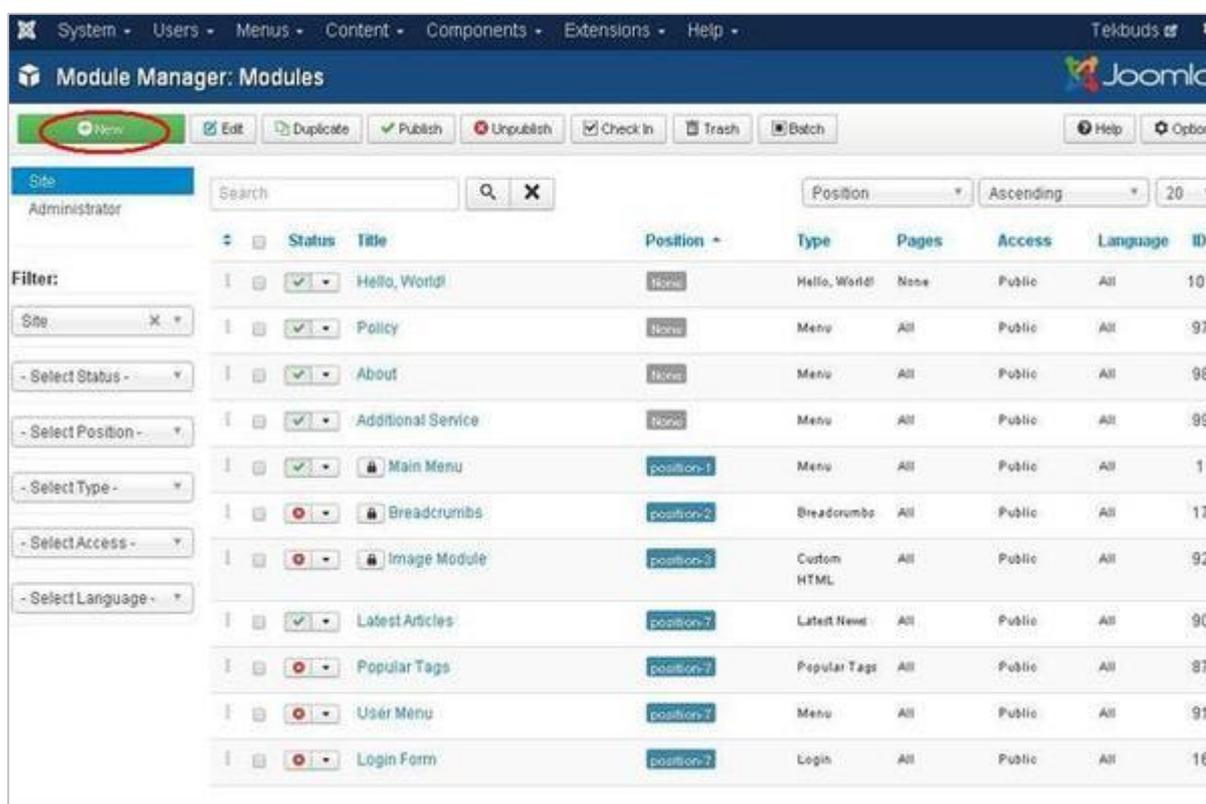
17. FEED DISPLAY MODULE

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.

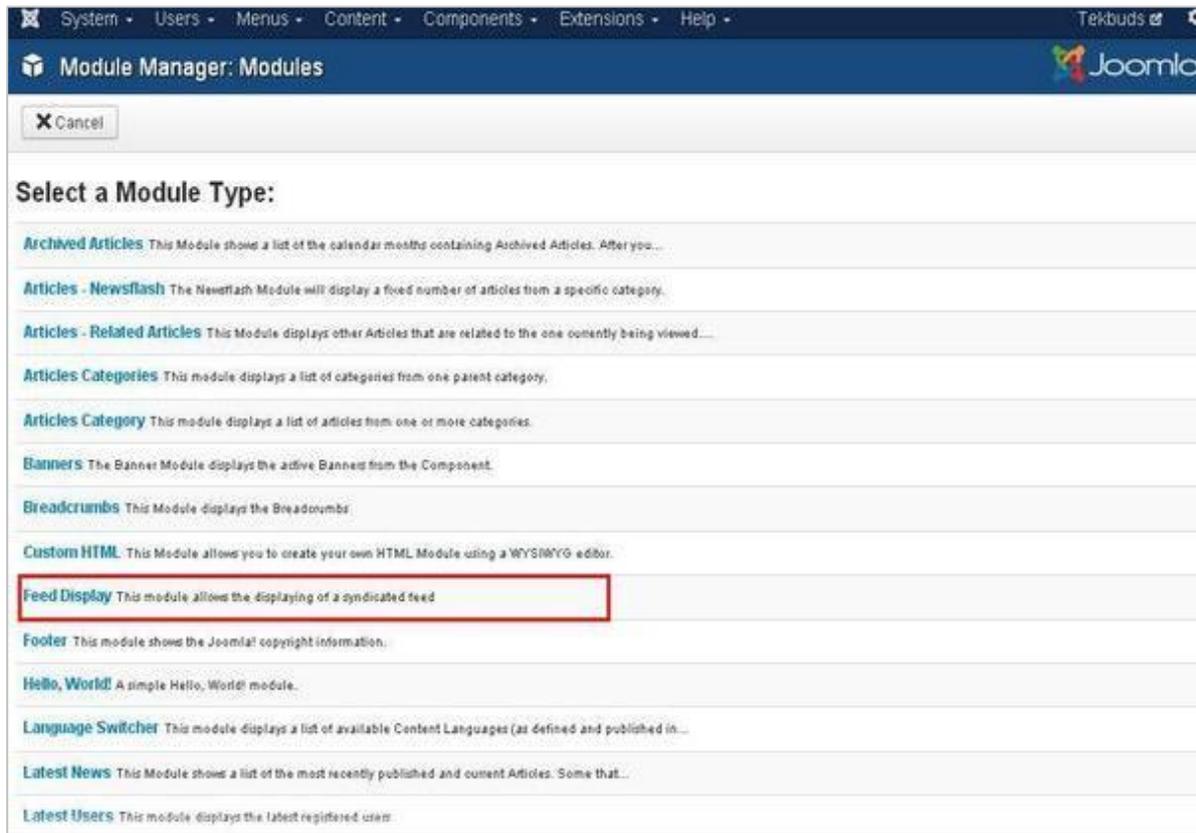
Feed Display Module

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

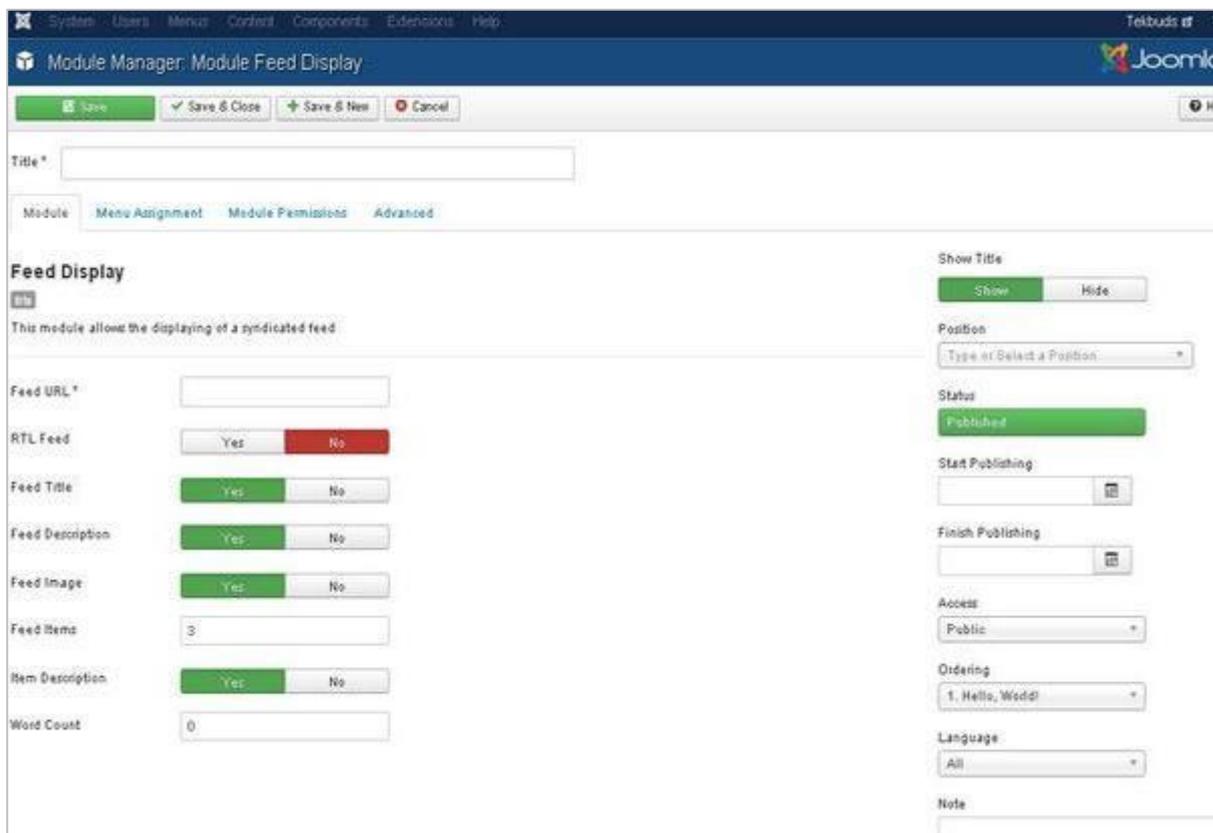
Step (1): Click **Extension --> Module Manager** in Joomla administrator. You will get the following screen.



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



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

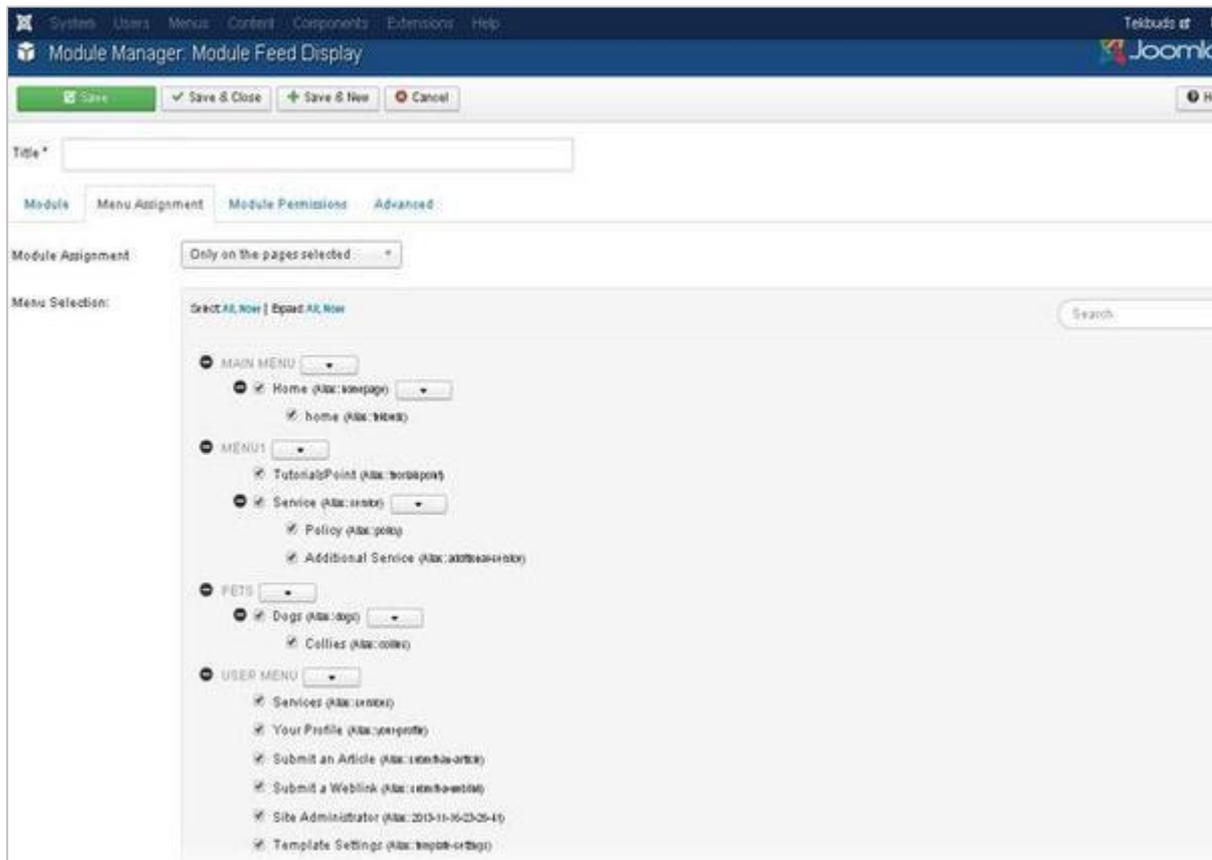


By default, the **Module** tab is displayed. The Module allows you to display the syndicated feed.

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.

Module Manager: Module Feed Display

Save Save & Close Save & New Cancel

Title *

Module Menu Assignment Module Permissions Advanced

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

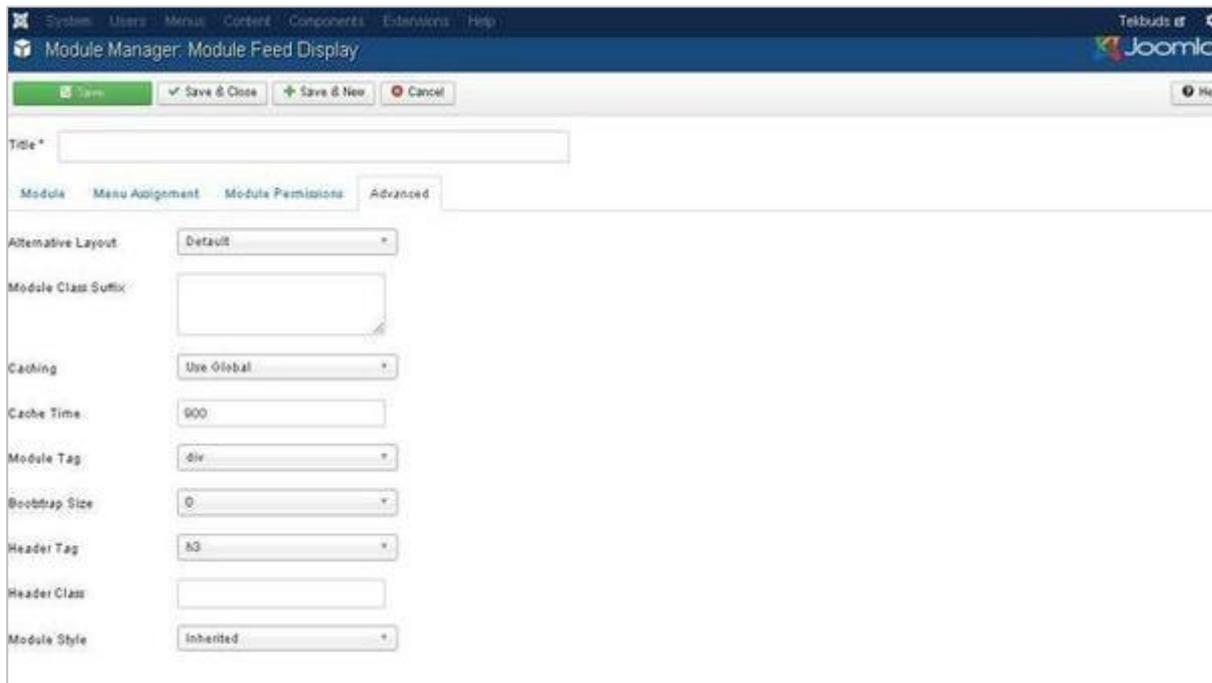
Public	Action	Select New Setting ¹	Calculated Setting ²
- Guest	Delete	Inherited *	Not Allowed
- Manager	Edit	Inherited *	Not Allowed
-- Administrator	Edit State	Inherited *	Not Allowed
- Registered			
--- Author			
---- Editor			
----- Publisher			
- Super Users			

1. If you change the setting, it will apply to this item. Note that Inherited means that the 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:** 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

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.

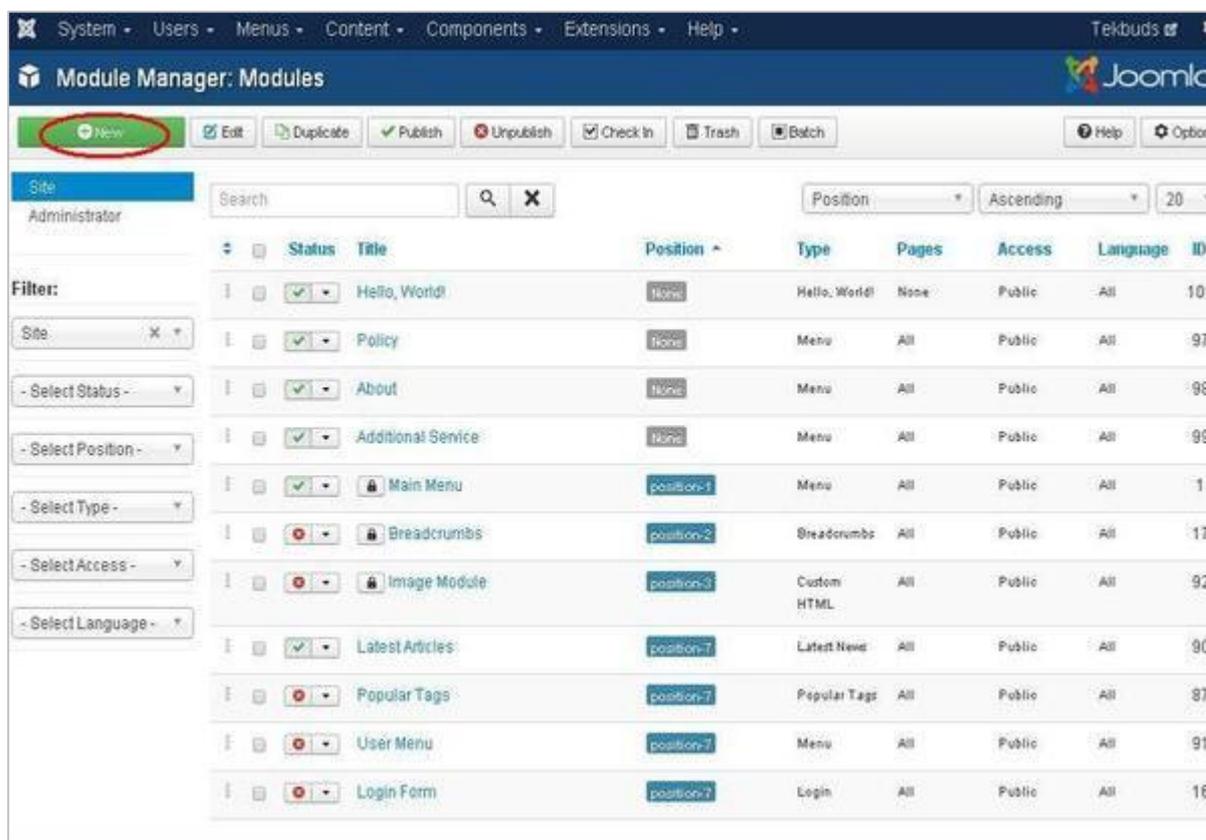
18. FOOTER MODULE

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.

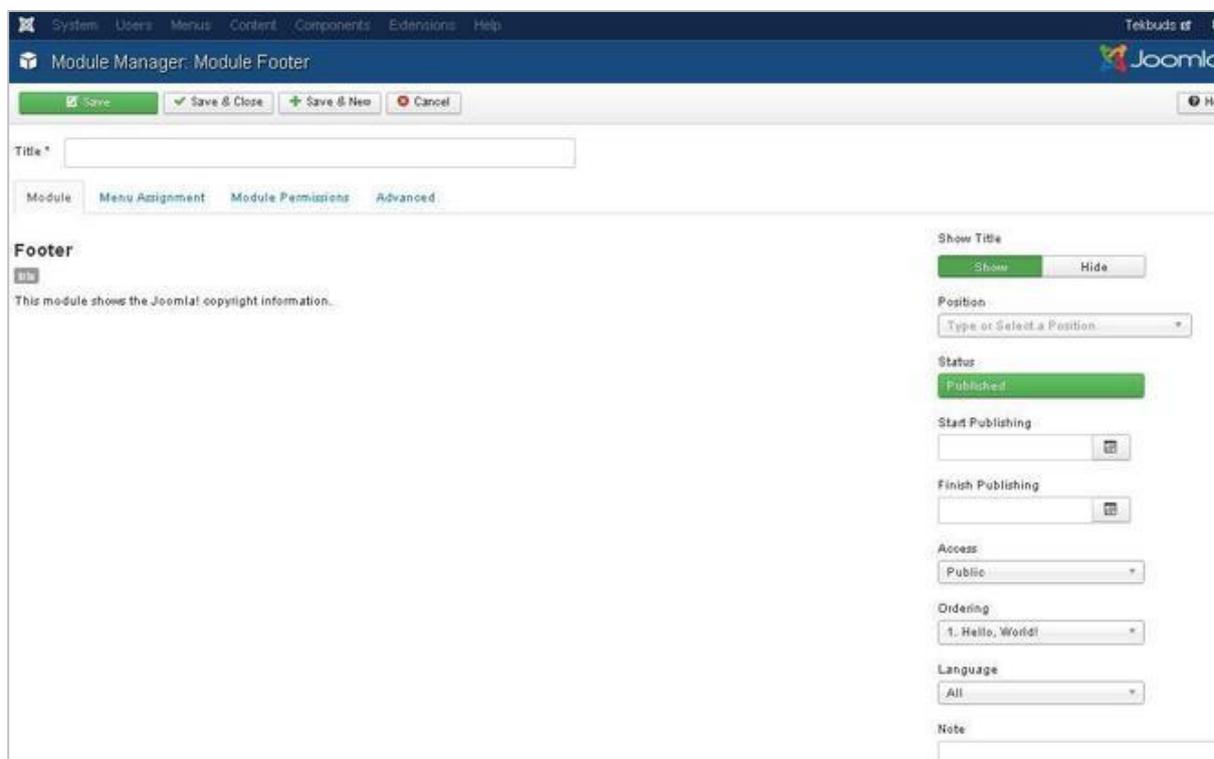
Step (1): Click **Extension --> Module Manager** in Joomla administrator. After clicking on Module Manager you will get the following screen.



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



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



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

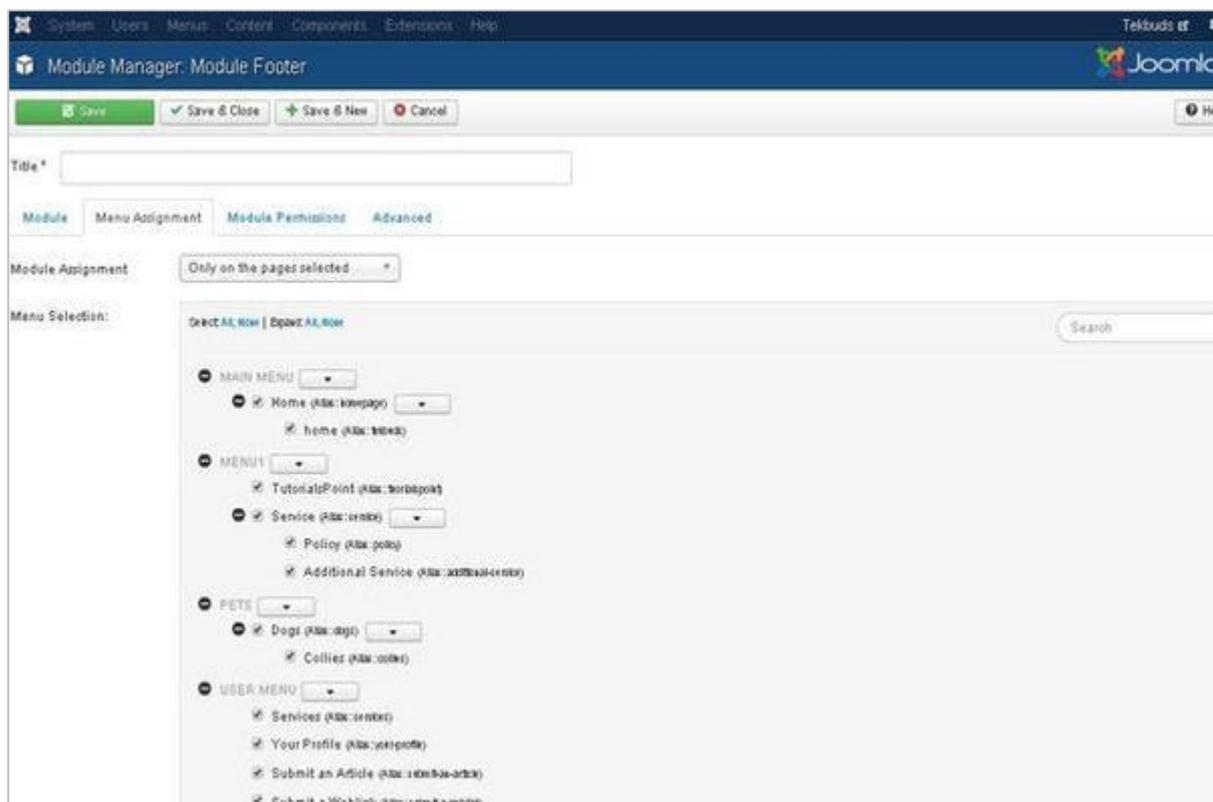
Given below is the information about the function tabs displayed on the page.

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

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

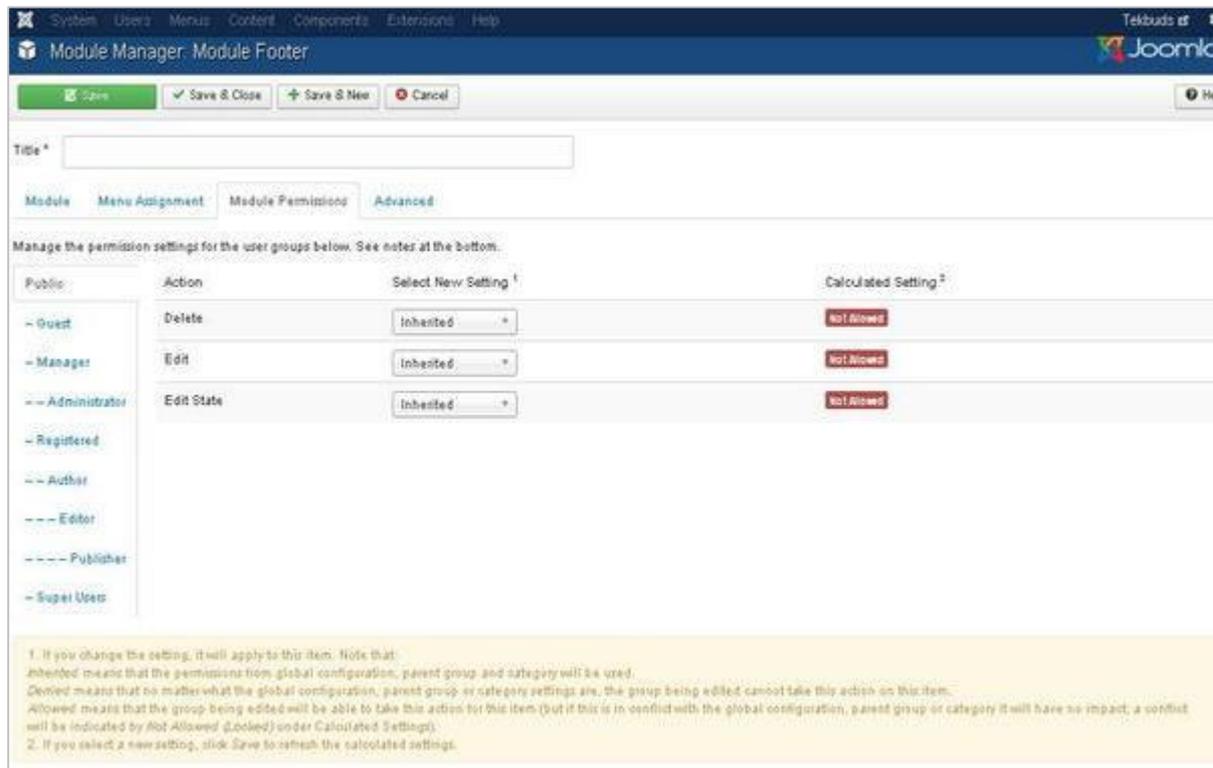
- **Show Title:** Displays the title of the module in the front end.
- **Position:** It selects the position of the module to be displayed.
- **Status:** It displays the status of the article such as *Published*, *Unpublished* and *Trashed*.
- **Start Publishing:** It starts publishing on the assigned 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.



- **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.

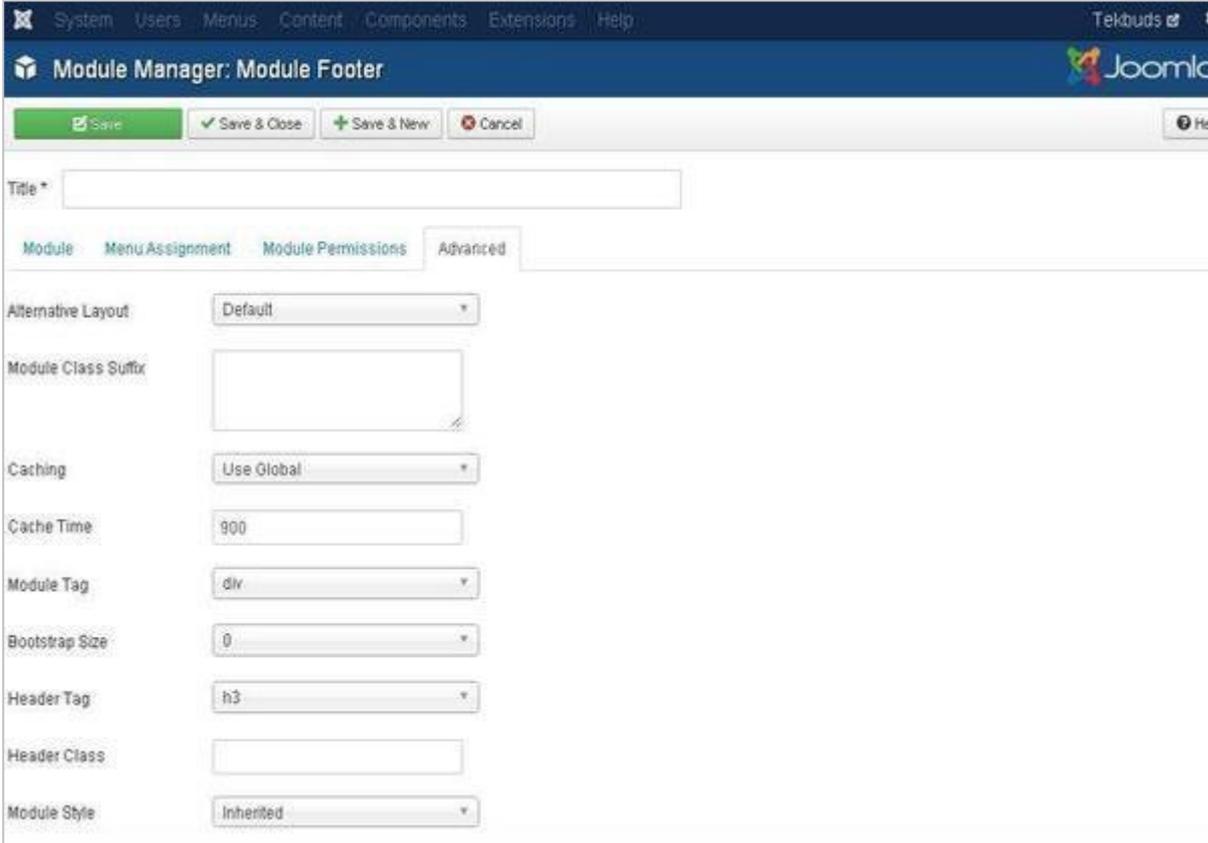
Step (5): Module Permissions tab shows three actions to choose from. It manages the setting of module permission for the user groups as shown in the following screen.



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 the 'Module Footer' module. The 'Advanced' tab is selected, displaying various configuration options:

- Title ***: An empty text input field.
- Alternative Layout**: A dropdown menu set to 'Default'.
- Module Class Suffix**: An empty text input field.
- Caching**: A dropdown menu set to 'Use Global'.
- Cache Time**: A text input field containing '900'.
- 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 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 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.

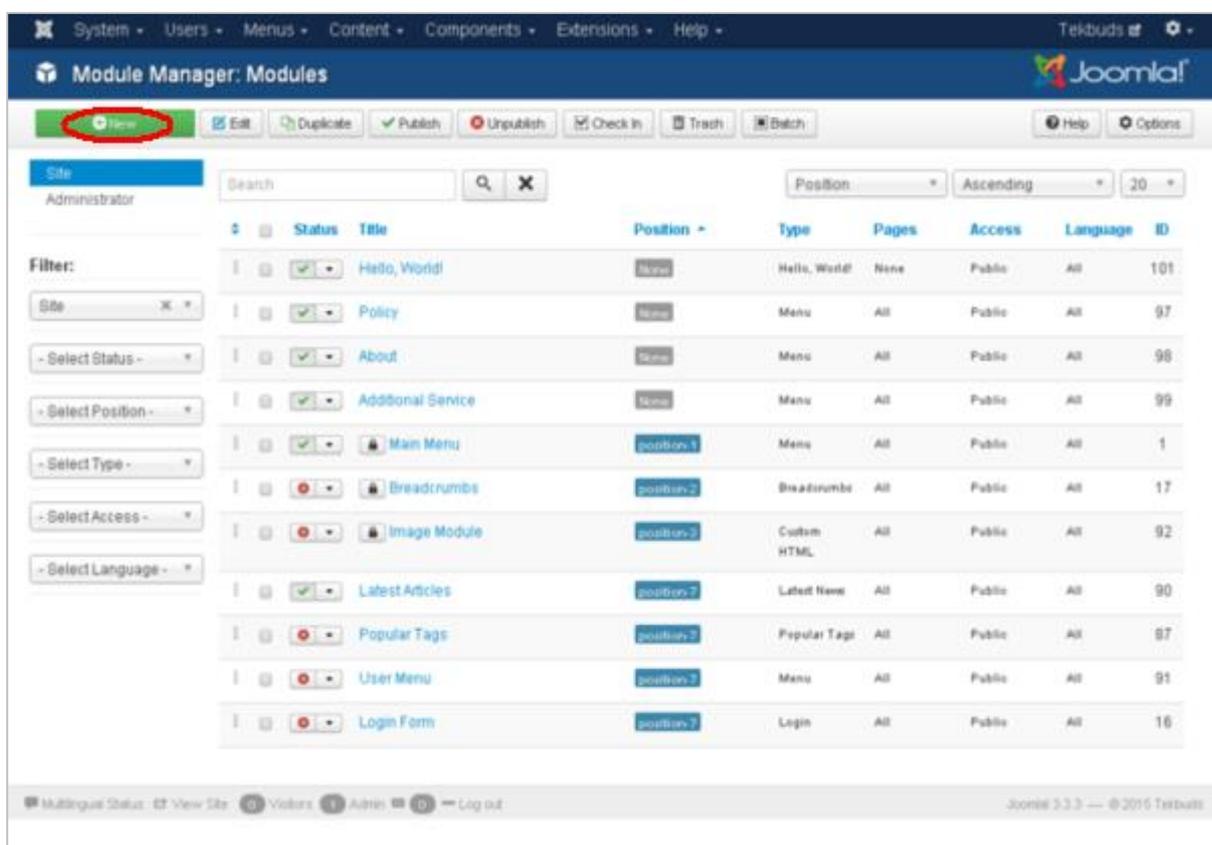
19. LATEST NEWS MODULE

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:



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

System • Users • Menus • Content • Components • Extensions • Help • Tekbuds

Module Manager: Modules

Cancel

Select a Module Type:

- Archived Articles** This Module shows a list of the calendar months containing Archived Articles. After you...
- Articles - Newflash** The Newflash 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 Banner 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.

System • Users • Menus • Content • Components • Extensions • Help • Tekbuds

Module Manager: Module Latest News

Save Save & Close Save & New Cancel

Title *

Module Menu Assignment Module Permissions Advanced

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: All Categories - 2

Count: 5

Featured Articles: Show

Order: Recently Added First

Authors: Anyone

Show Title: Show Hide

Position: Type or Select a Position

Status: Published

Start Publishing: [Calendar Icon]

Finish Publishing: [Calendar Icon]

Access: Public

Ordering: 1, Hello, World!

Language: All

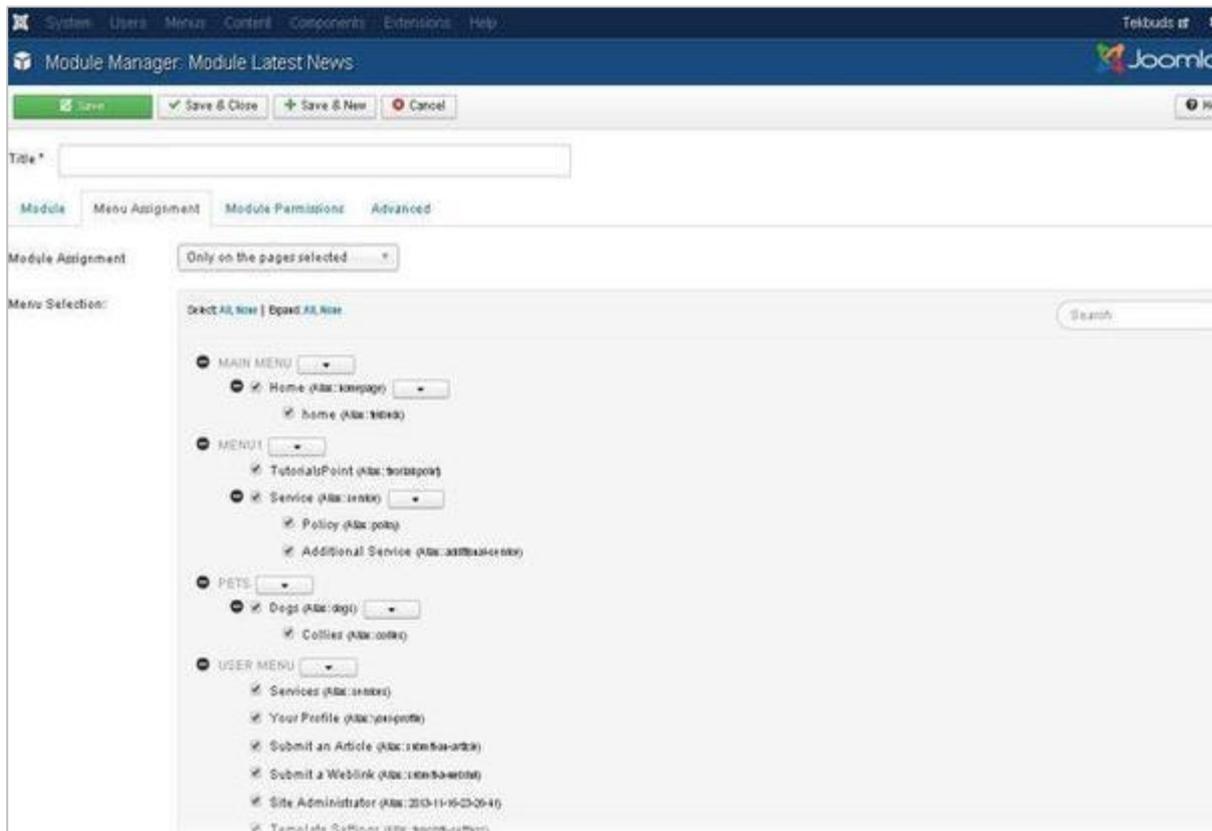
Note

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.

Module Manager: Module Latest News

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

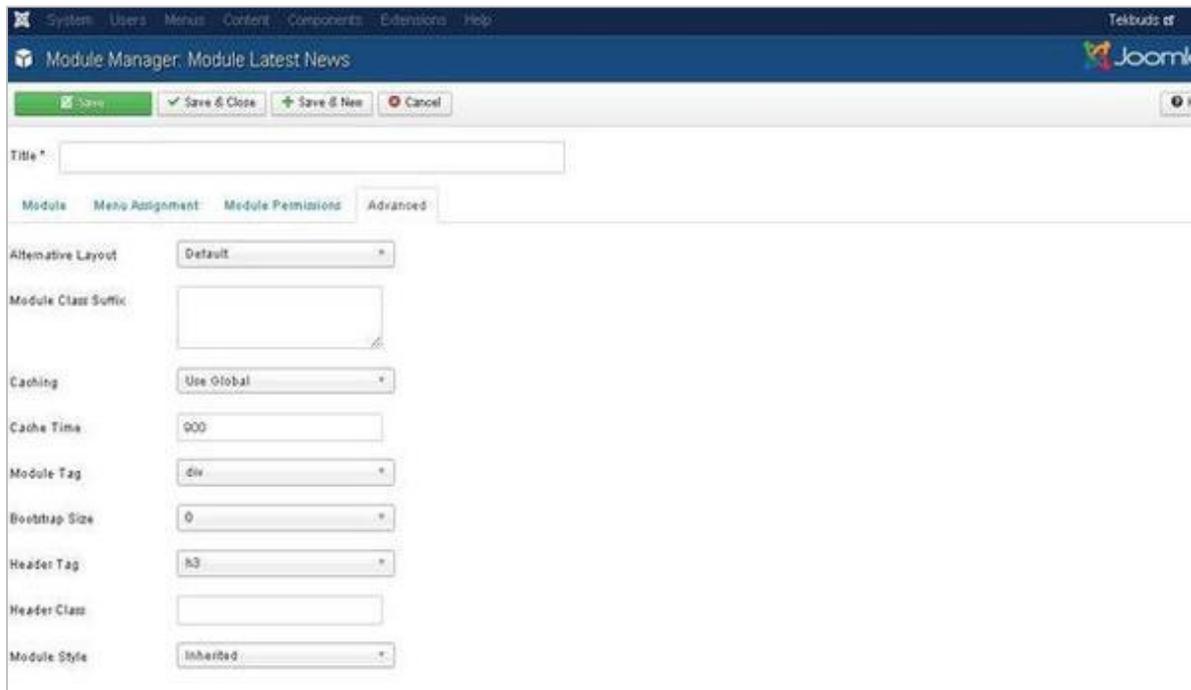
Public	Action	Select New Setting ¹	Calculated Setting ²
- Guest	Delete	Inherited *	Not Allowed
- Manager	Edit	Inherited *	Not Allowed
-- Administrator	Edit State	Inherited *	Not Allowed
- Registered			
- Author			
--- Editor			
---- Publisher			
- Super User			

1. If you change the setting, it will apply to this item. Note that:
 Inherited means that the 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 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.

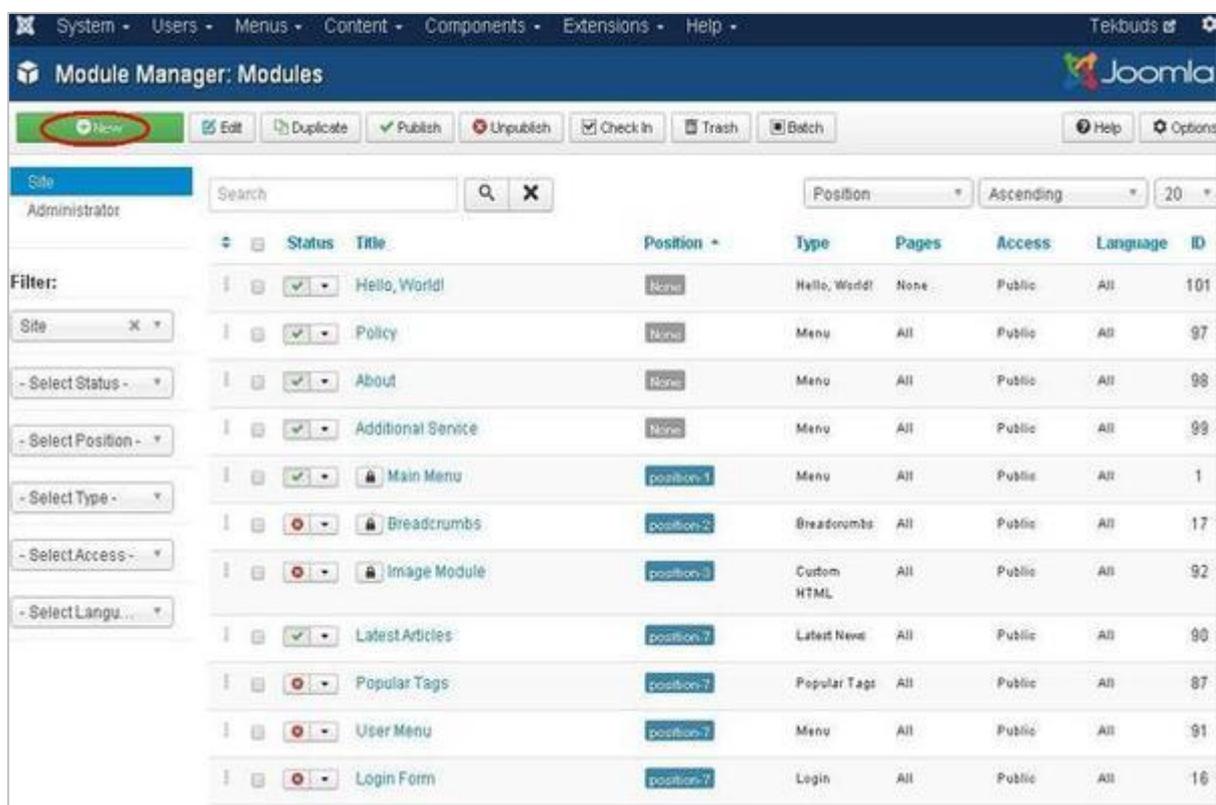
20. SEARCH MODULE

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.

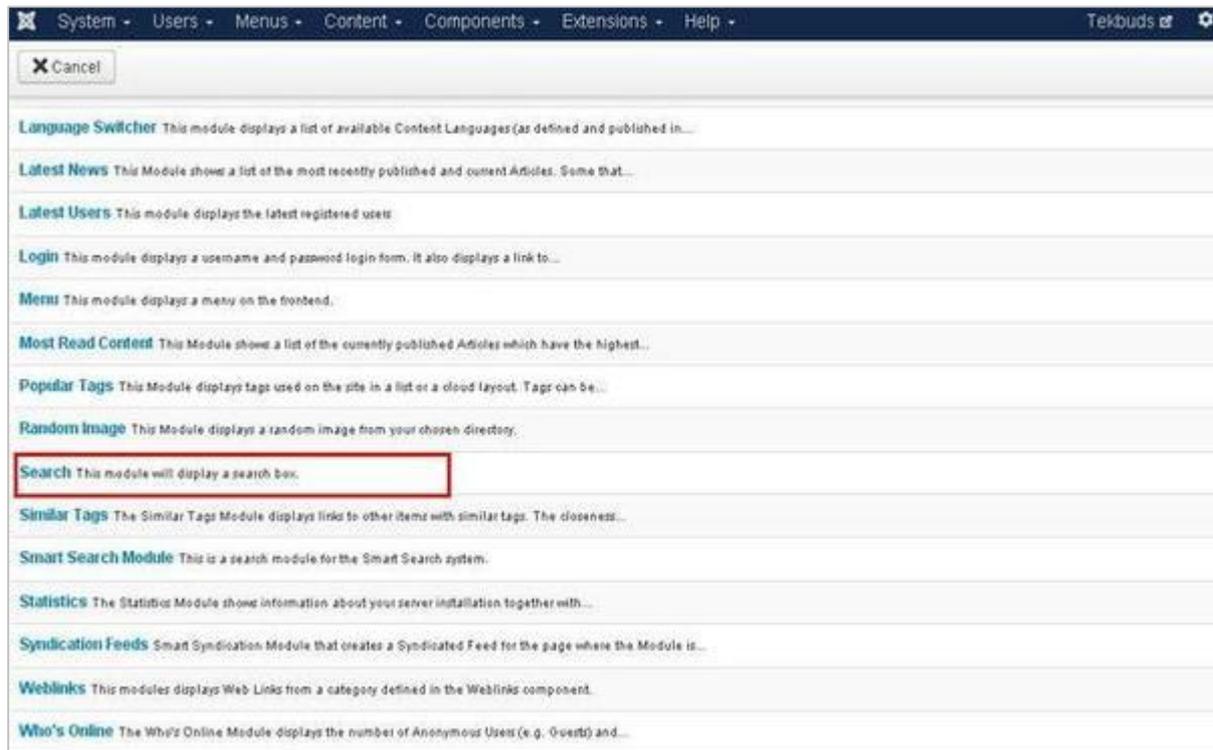
Search Module

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

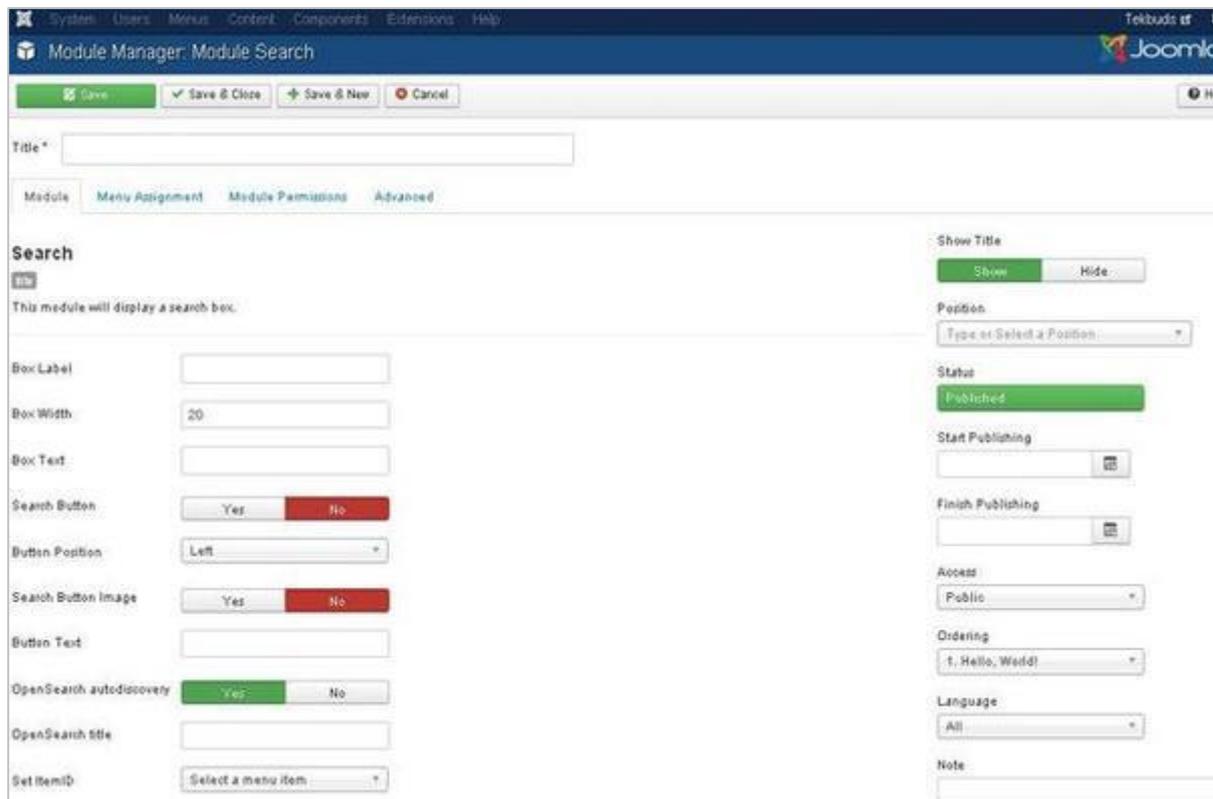
Step (1): Click **Extension --> Module Manager** in Joomla administrator control panel, you get the following screen:



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



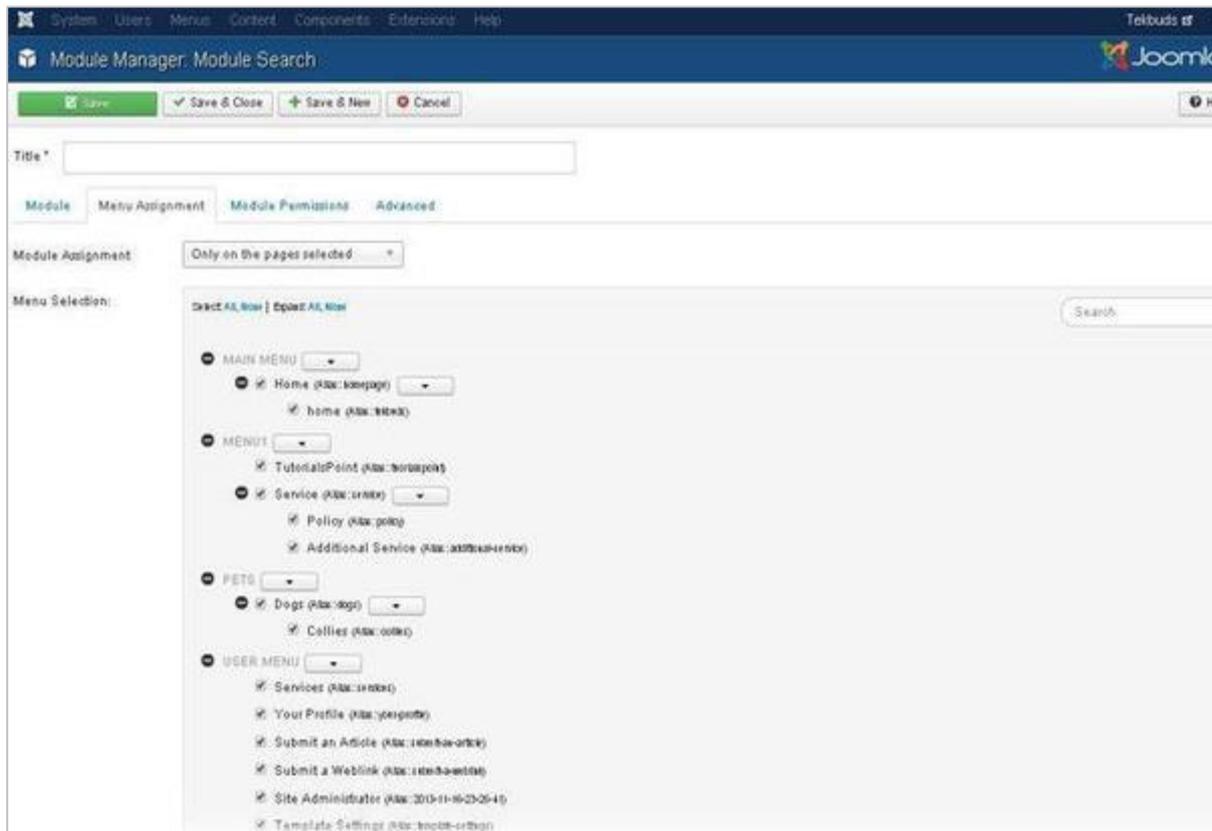
Step (3): After clicking on **Search**, the existing Search module displays as shown below.



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.

Module Manager: Module Search

Save Save & Close Save & New Cancel

Title *

Module Menu Assignment Module Permissions **Advanced**

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

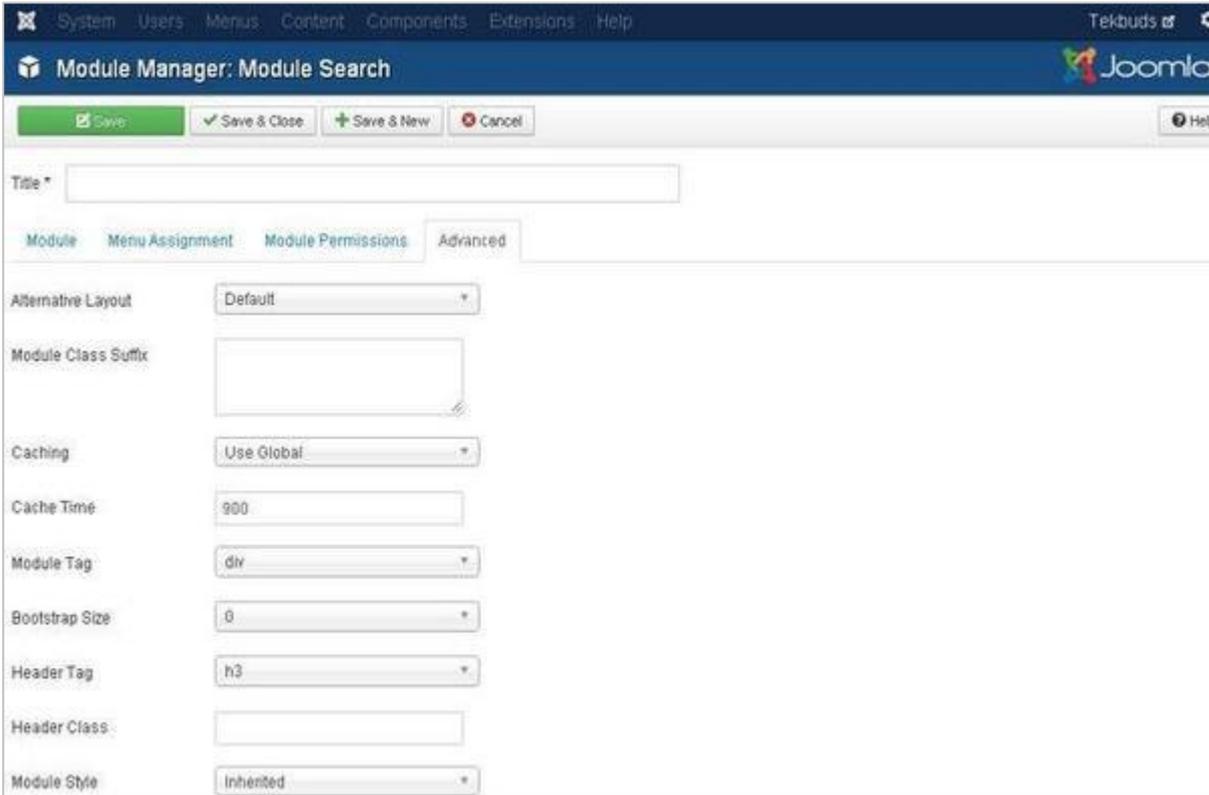
Public	Action	Select New Setting ¹	Calculated Setting ²
- Guest	Delete	Inherited	Not Allowed
- Manager	Edit	Inherited	Not Allowed
- Administrator	Edit State	Inherited	Not Allowed
- Registered			
- Author			
- Editor			
- Publisher			
- Super User			

1. If you change the setting, it will apply to this item. Note that:
 Inherited means that the 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 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.



The screenshot shows the Joomla! Module Manager interface, specifically the 'Module Search' section. The 'Advanced' tab is selected, displaying various configuration options for a module. The options include:

- Title:** A text input field.
- Alternative Layout:** A dropdown menu set to 'Default'.
- Module Class Suffix:** A text input field.
- Caching:** A dropdown menu set to 'Use Global'.
- Cache Time:** A text input field containing '900'.
- 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:** A text input field.
- Module Style:** A dropdown menu set to 'Inherited'.

- **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.

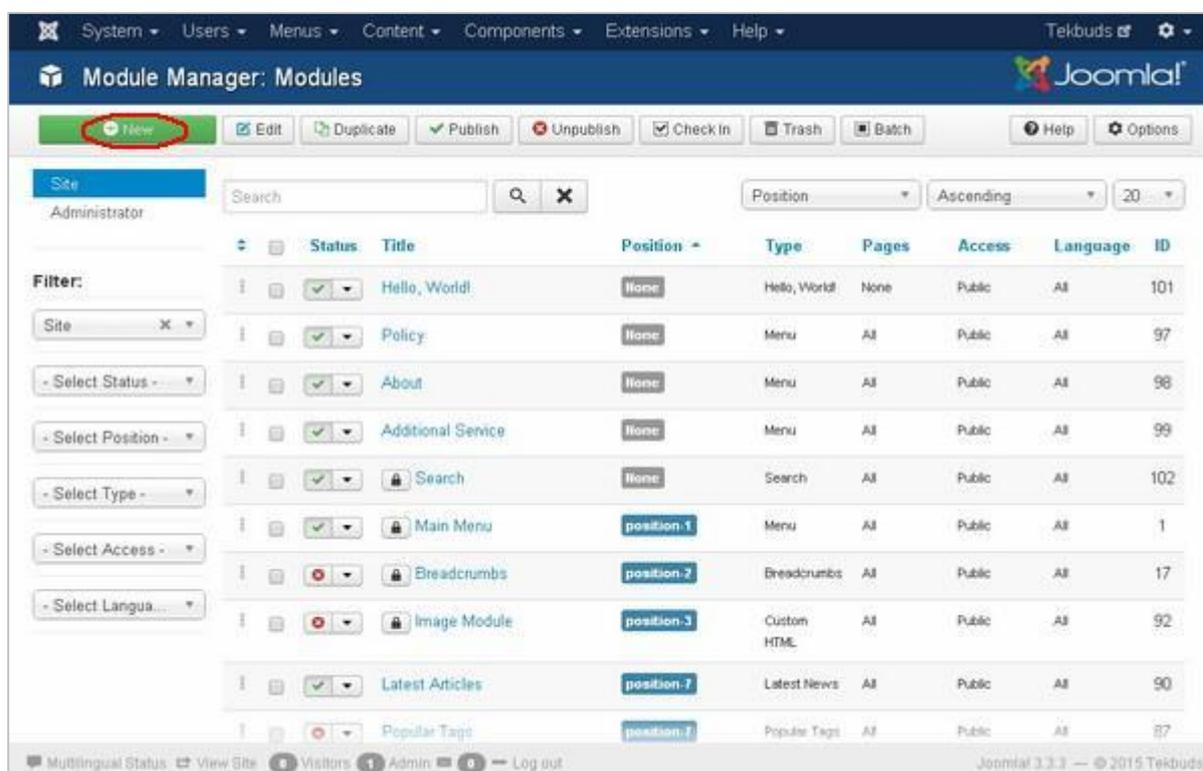
21. RANDOM IMAGE MODULE

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.

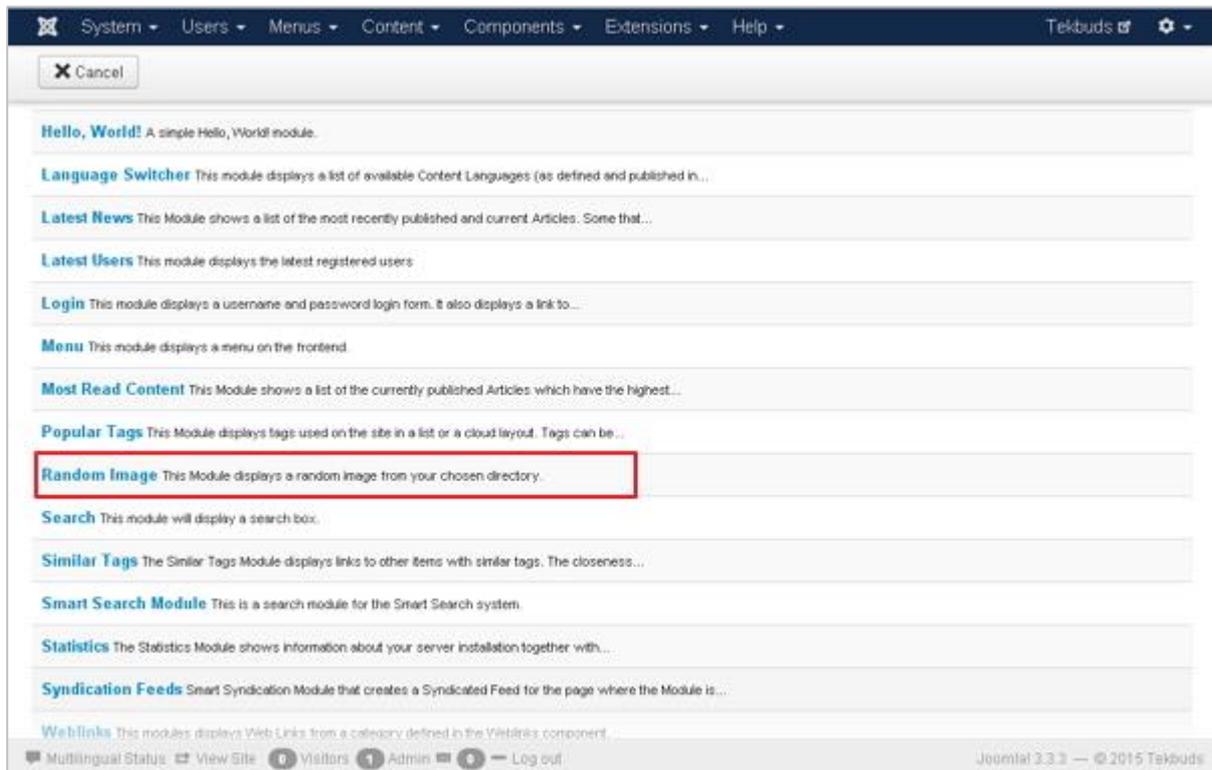
Random Image Module

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

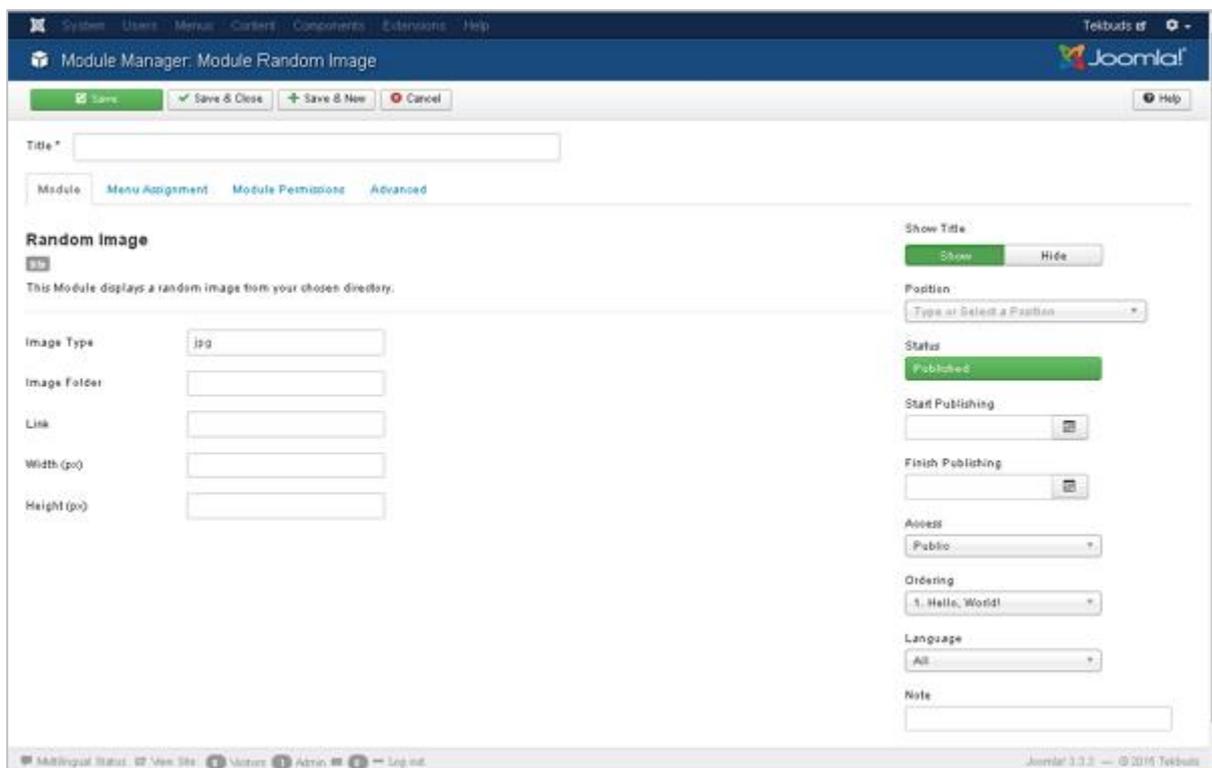
Step (1): Click **Extension --> Module Manager** in Joomla administrator, the following screen will be displayed:



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



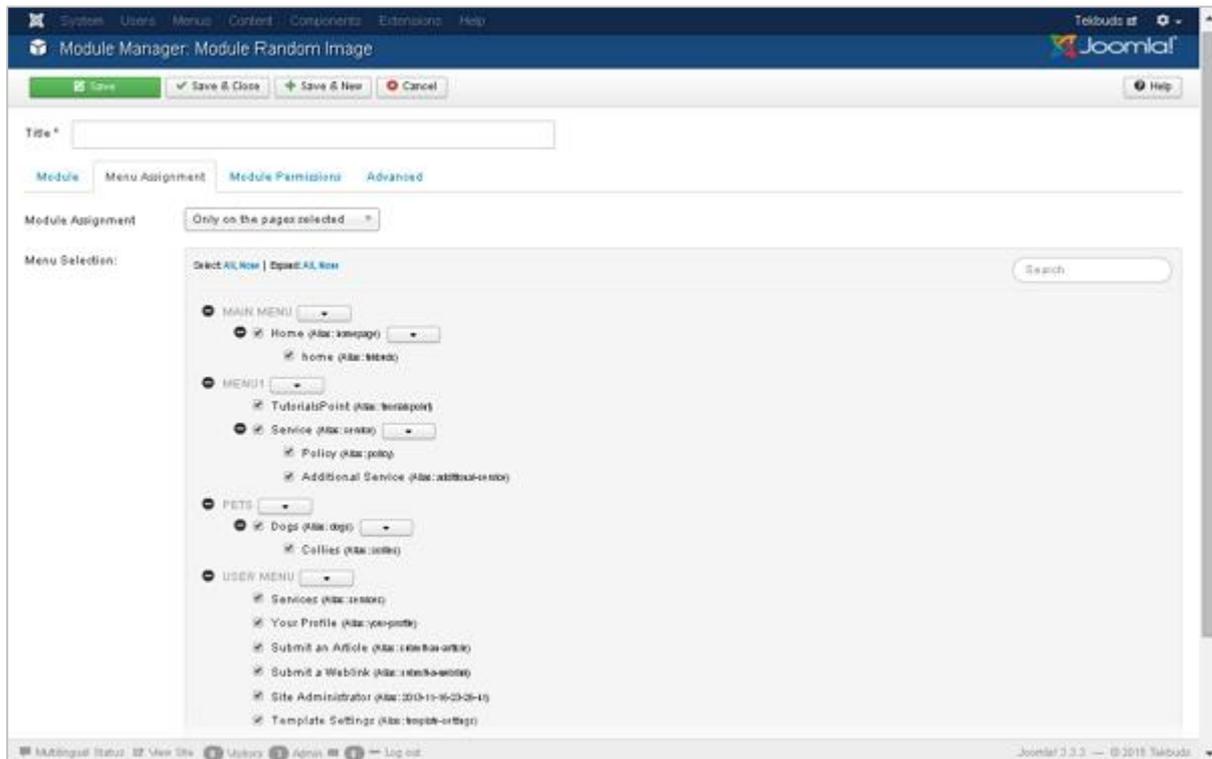
Step (3): After clicking on **Random Image**, the existing Random Image module displays as shown below.



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
- **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.

Module Manager: Module Random Image

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

Public	Action	Select New Setting ¹	Calculated Setting ²
→ Guest	Delete	Inherited	Not Allowed
→ Manager	Edit	Inherited	Not Allowed
→ Administrator	Edit State	Inherited	Not Allowed

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 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 page title is 'Module Manager: Module Random Image'. The Joomla! logo is visible in the top right corner. The interface includes a navigation menu at the top with options like System, Users, Menus, Content, Components, Extensions, and Help. Below the navigation menu, there are buttons for 'Save', 'Save & Close', 'Save & New', and 'Cancel'. A 'Title' input field is present. The 'Advanced' tab is selected, showing the following settings:

- Alternative Layout: Default
- Module Class Suffix: (empty text box)
- Caching: No caching
- Module Tag: div
- Bootstrap Size: 0
- Header Tag: h3
- Header Class: (empty text box)
- Module Style: Inherited

At the bottom of the page, there is a status bar showing 'Multilingual Status', 'View Site', '0 Visitors', '1 Admin', and 'Log out'. The Joomla! version is 3.3.3, and the copyright is ©2015 Tekbuds.

- **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

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.

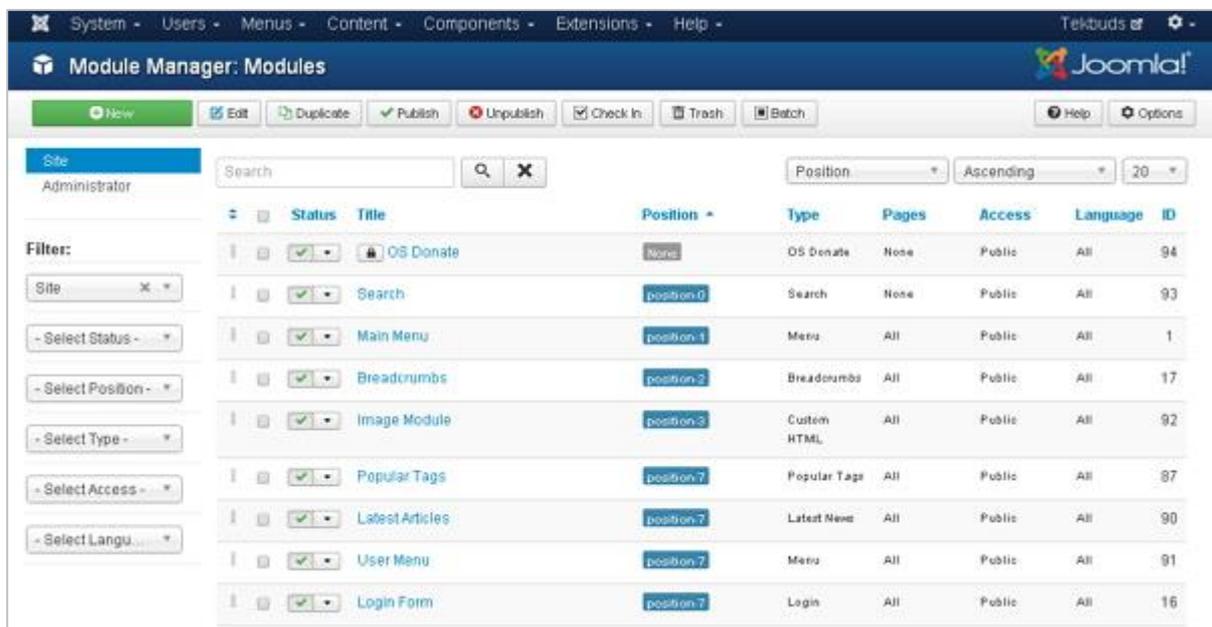
22. WHO'S ONLINE MODULE

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.

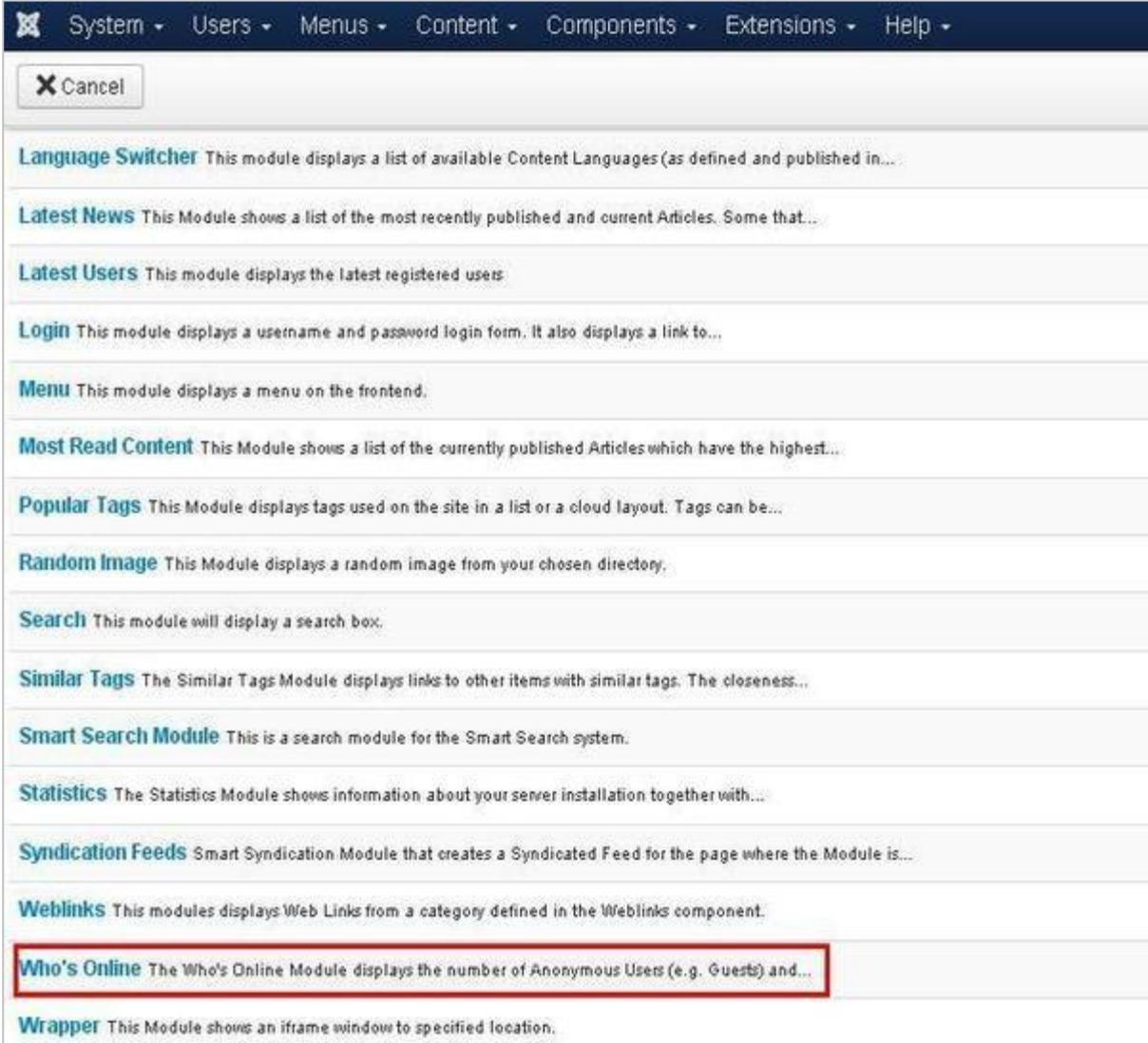
Who's Online Module

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.



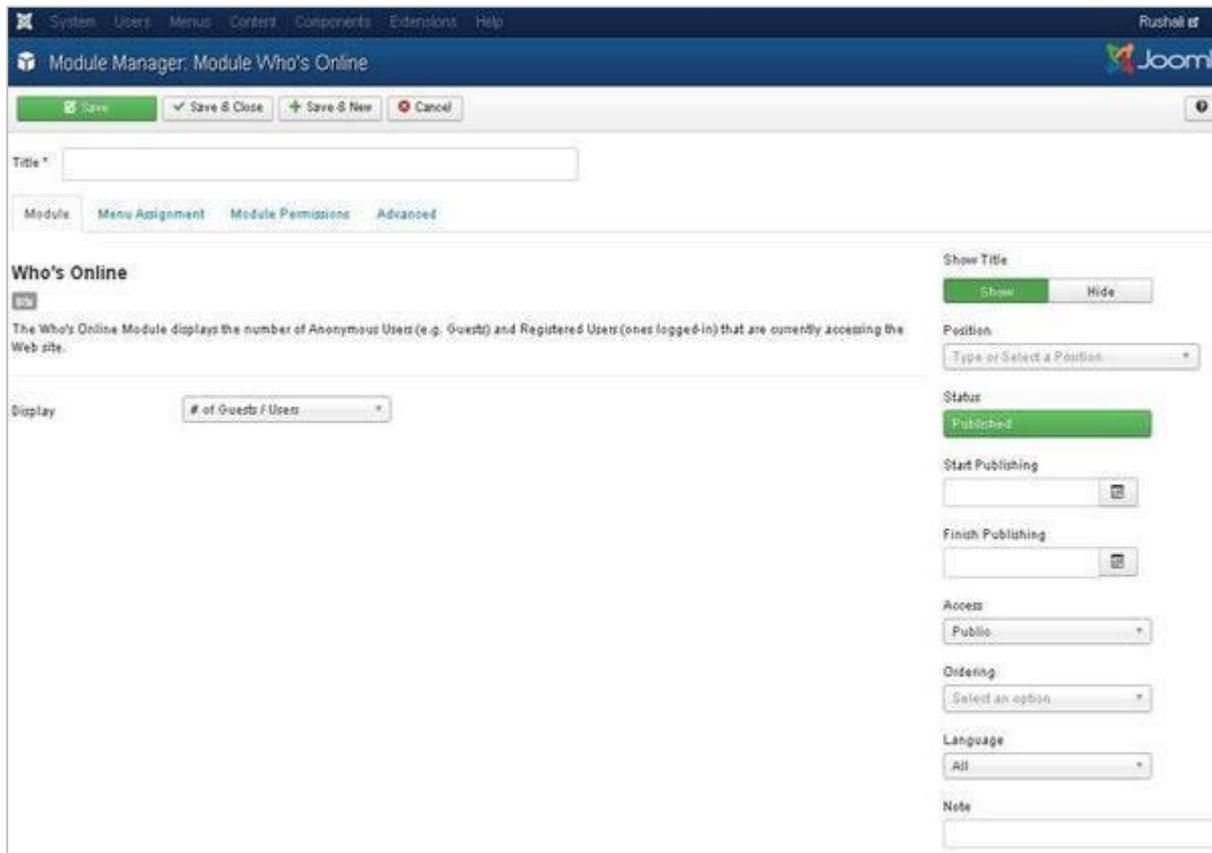
Step (2): Next, click on **New** button and the following screen will get displayed. In this page, click on **Who's Online**.



The screenshot shows the Joomla! administrator interface. At the top, there is a navigation menu with items: System, Users, Menus, Content, Components, Extensions, and Help. Below the menu is a 'Cancel' button. The main area displays a list of modules with their descriptions. The 'Who's Online' module is highlighted with a red border. The list includes:

- 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.

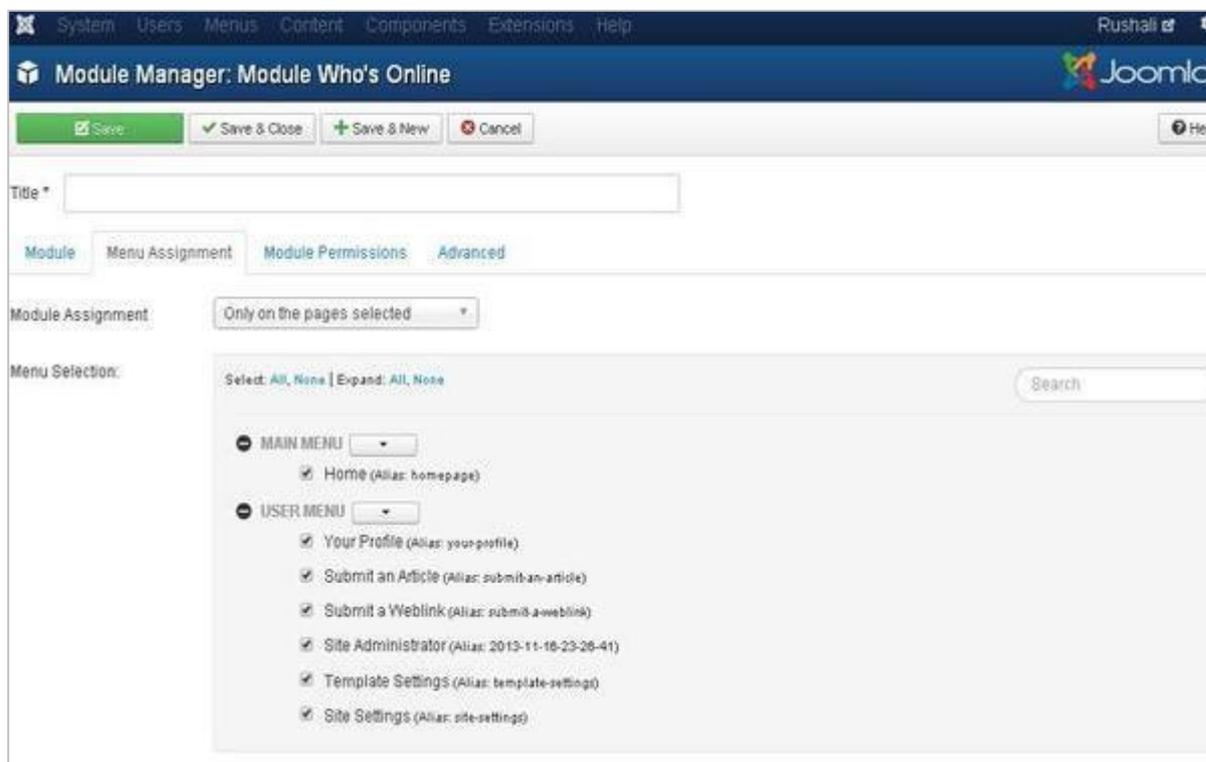
- **Title:** Displays the title of Module
- **Display:** Select the following option to be displayed i.e. *# of Guests/Users*, *Usernames* or *Both*.

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.



- **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.

System Users Menu Content Components Extensions Help

Rushalk

Module Manager: Module Who's Online Joomla!

Save Save & Close Save & New Cancel

Title *

Module Menu Assignment Module Permissions Advanced

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

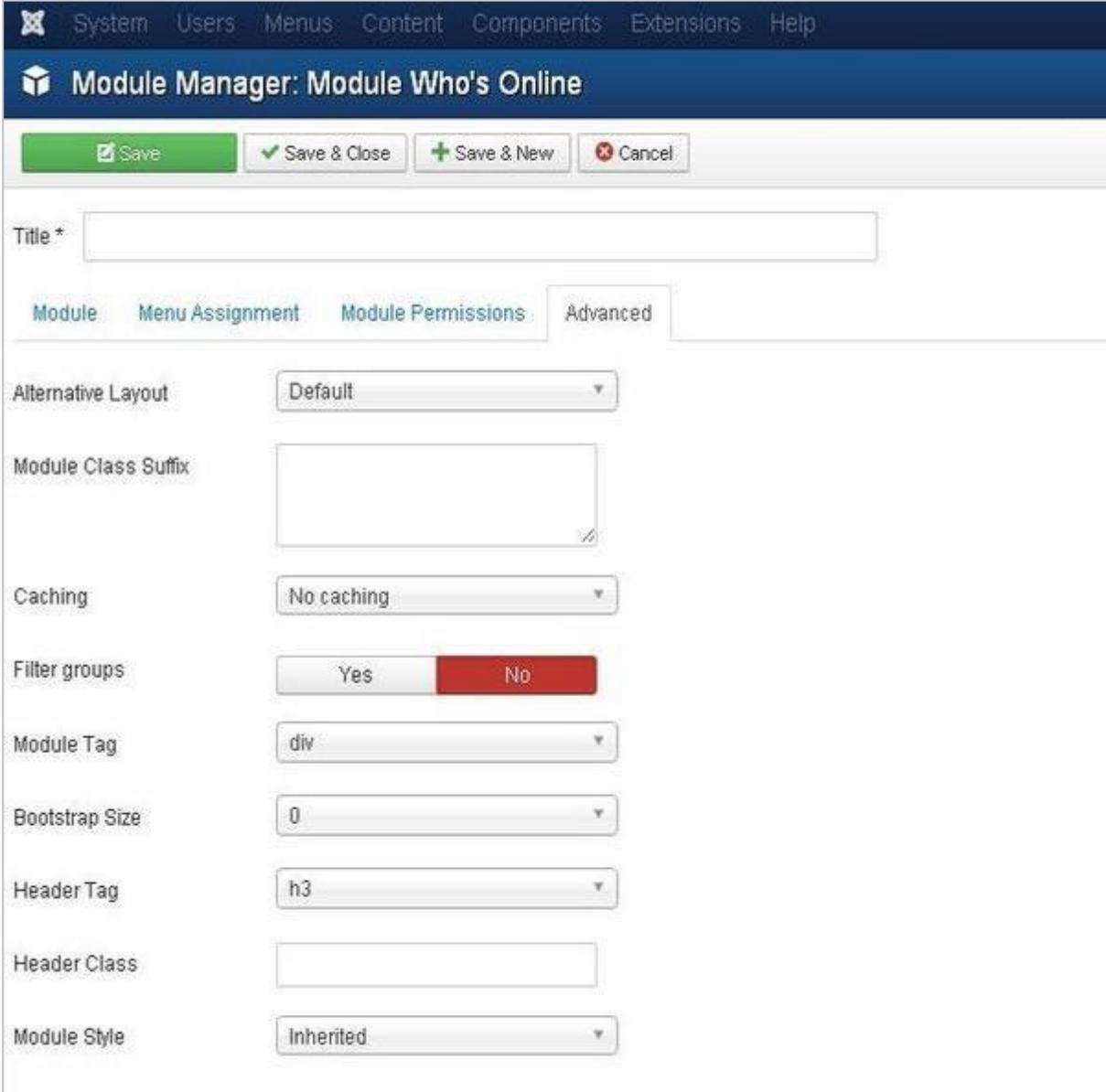
Public	Action	Select New Setting ¹	Calculated Setting ²
- Guest	Delete	Inherited	Not Allowed
- Manager	Edit	Inherited	Not Allowed
- Administrator	Edit State	Inherited	Not Allowed
- Registered			
- Author			
- Editor			
- Publisher			
- Super Users			

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.

- **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. The top navigation bar includes 'System', 'Users', 'Menus', 'Content', 'Components', 'Extensions', and 'Help'. Below the navigation bar, the title 'Module Manager: Module Who's Online' is displayed. A toolbar contains buttons for 'Save', 'Save & Close', 'Save & New', and 'Cancel'. The main content area has a 'Title' input field and four tabs: 'Module', 'Menu Assignment', 'Module Permissions', and 'Advanced'. The 'Advanced' tab is selected, showing the following settings:

- Alternative Layout:** A dropdown menu set to 'Default'.
- Module Class Suffix:** An empty text input field.
- Caching:** A dropdown menu set to 'No caching'.
- Filter groups:** A radio button group with 'Yes' and 'No' options; 'No' is selected.
- 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

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.

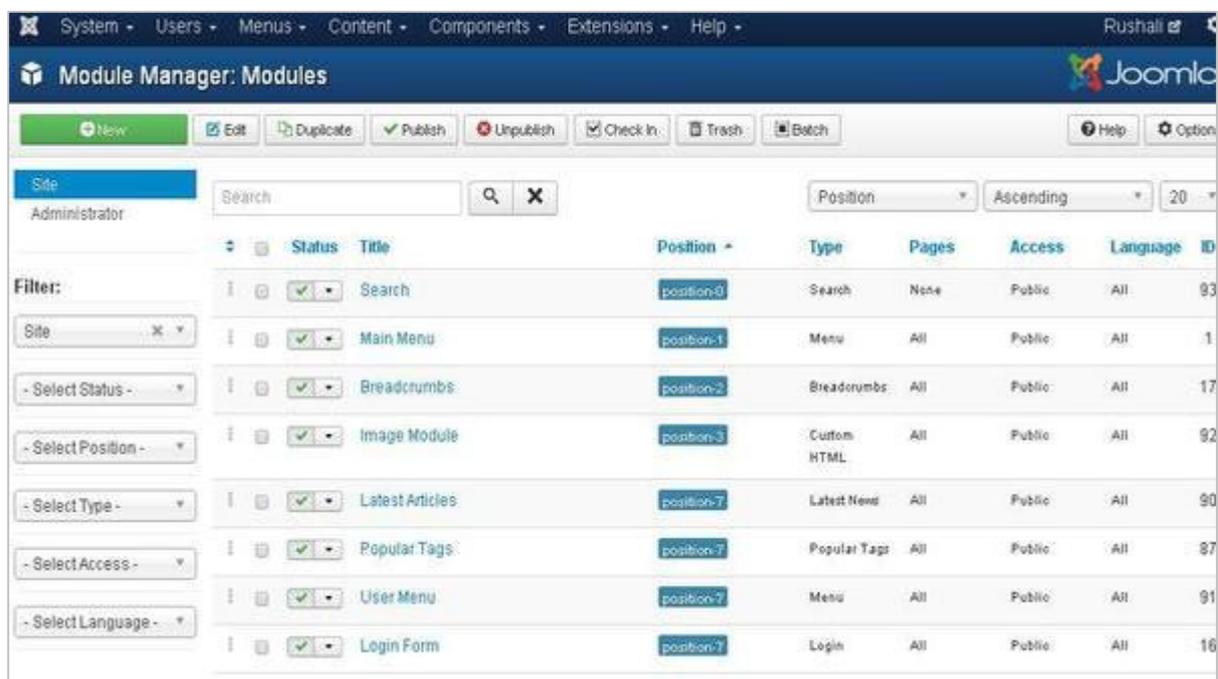
23. SYNDICATE MODULE

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.

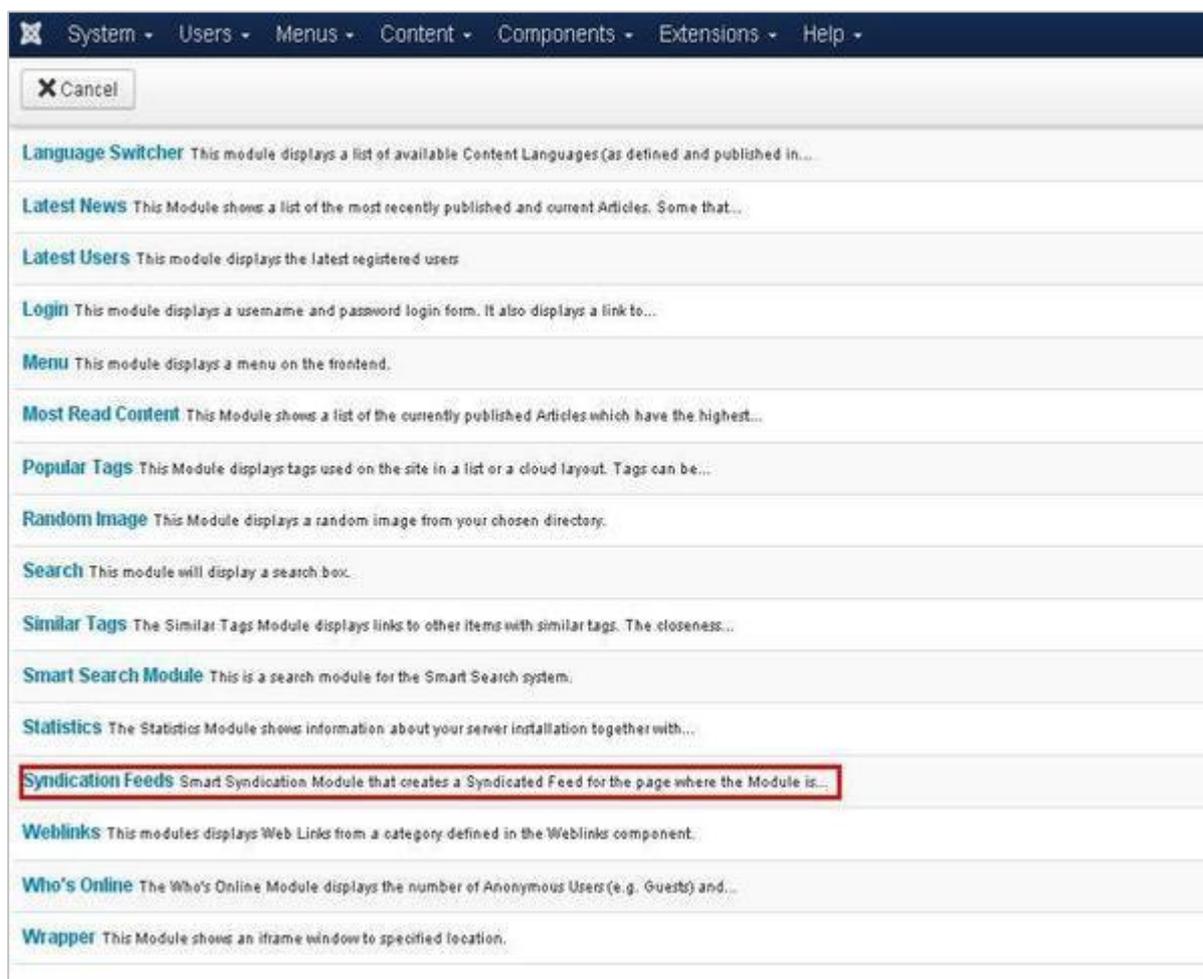
Syndicate Module

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.



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



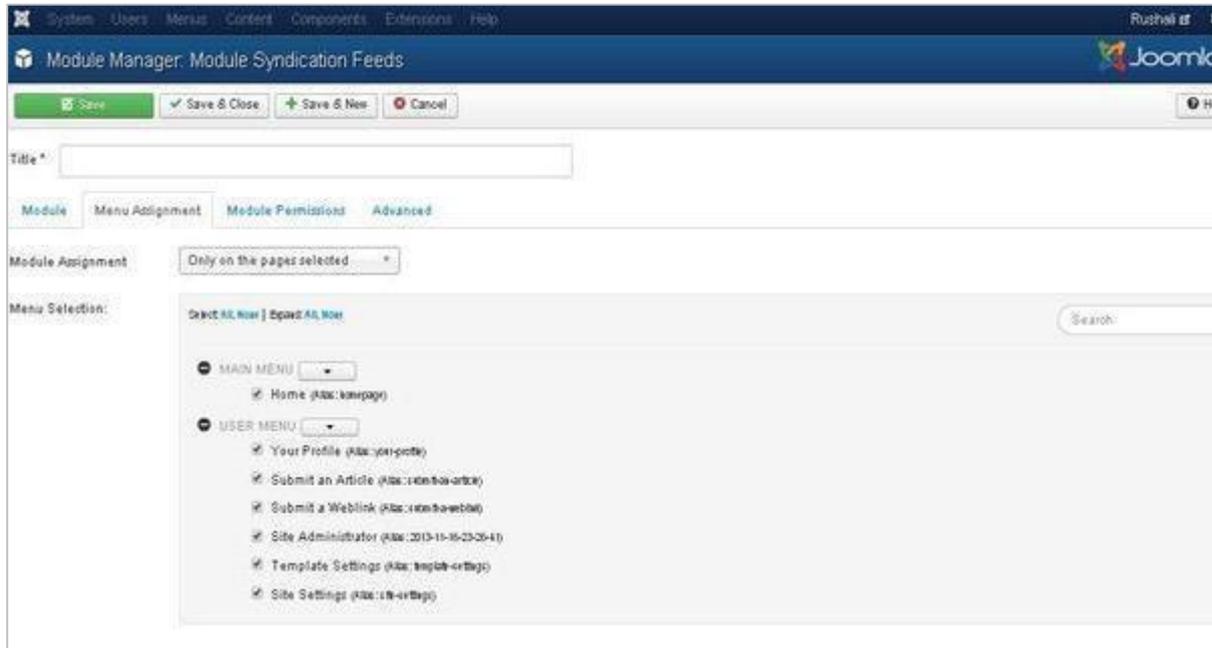
Step (3): Next, click on **Syndication Feeds**, the existing Syndicate module will get displayed as shown below.

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 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.

System Users Menus Content Components Extensions Help

Module Manager: Module Syndication Feeds

Save Save & Close Save & New Cancel

Title *

Module Menu Assignment Module Permissions Advanced

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

Public	Action	Select New Setting ¹	Calculated Setting ²
- 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.

- **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 'Module Syndication Feeds'. The 'Advanced' tab is selected, displaying the following configuration options:

- Title ***: An empty text input field.
- 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

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.

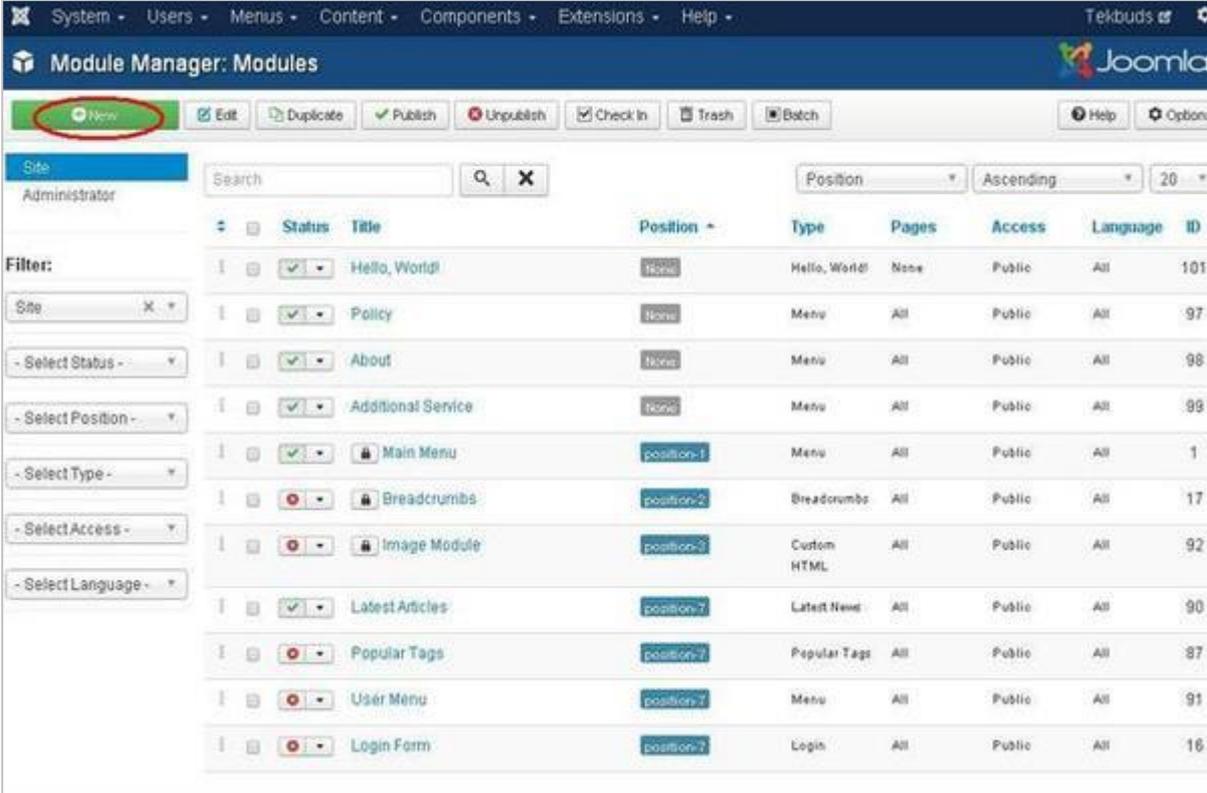
24. DONATION MODULE

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.

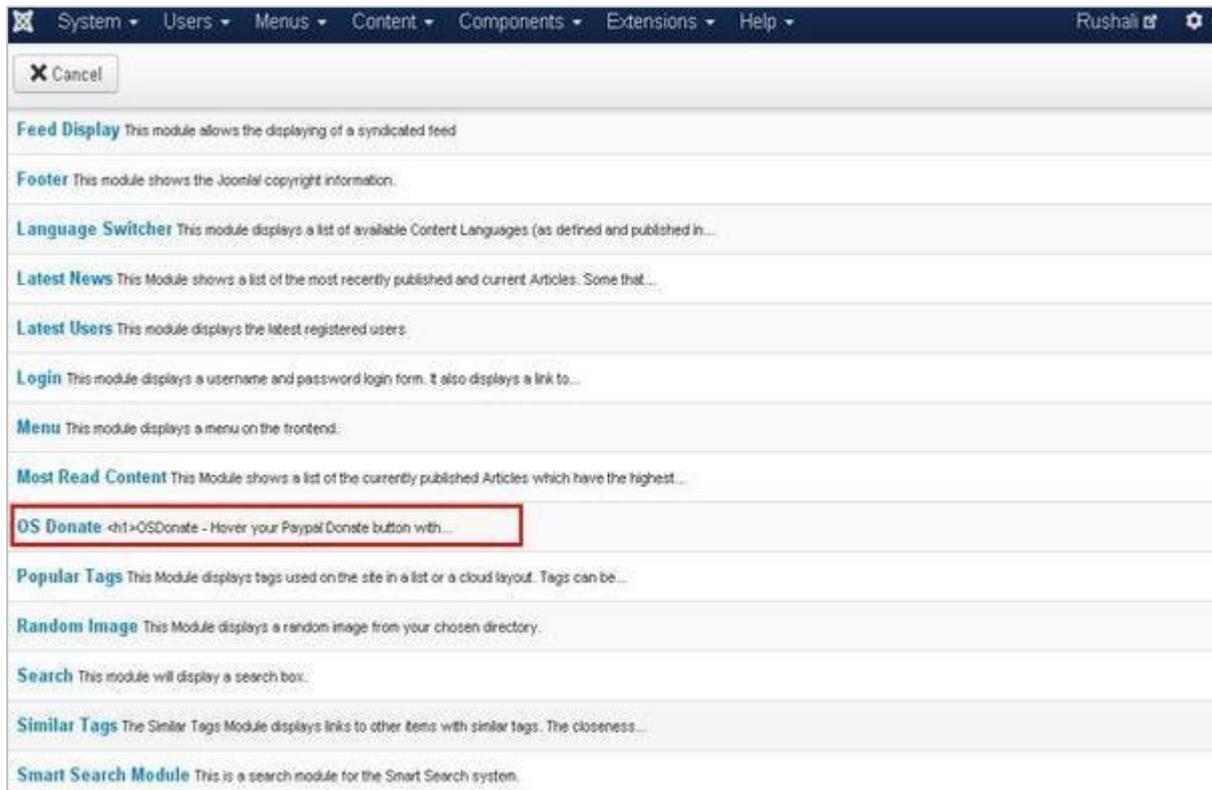
Step (1): Click **Extension --> Module Manager** in Joomla administrator, the following screen will be displayed.



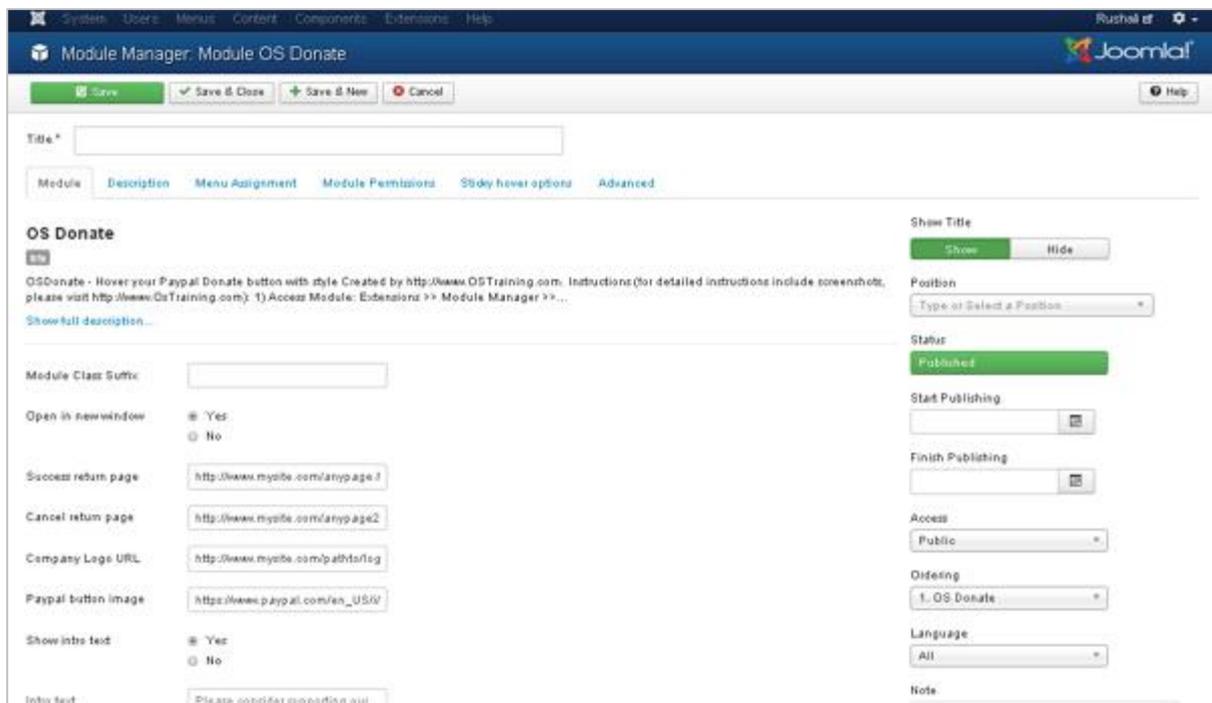
The screenshot shows the Joomla! Module Manager interface. The top navigation bar includes 'System', 'Users', 'Menus', 'Content', 'Components', 'Extensions', and 'Help'. The main title is 'Module Manager: Modules'. Below the title is a toolbar with buttons for 'New', 'Edit', 'Duplicate', 'Publish', 'Unpublish', 'Check In', 'Trash', and 'Batch'. The 'New' button is highlighted with a red circle. Below the toolbar is a search bar and a table of installed modules. The table has columns for 'Status', 'Title', 'Position', 'Type', 'Pages', 'Access', 'Language', and 'ID'. The 'New' button is highlighted with a red circle.

Status	Title	Position	Type	Pages	Access	Language	ID
<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 type="checkbox"/>	Breadcrumbs	position-2	Breadcrumbs	All	Public	All	17
<input 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 type="checkbox"/>	Popular Tags	position-7	Popular Tags	All	Public	All	87
<input type="checkbox"/>	User Menu	position-7	Menu	All	Public	All	91
<input type="checkbox"/>	Login Form	position-7	Login	All	Public	All	16

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



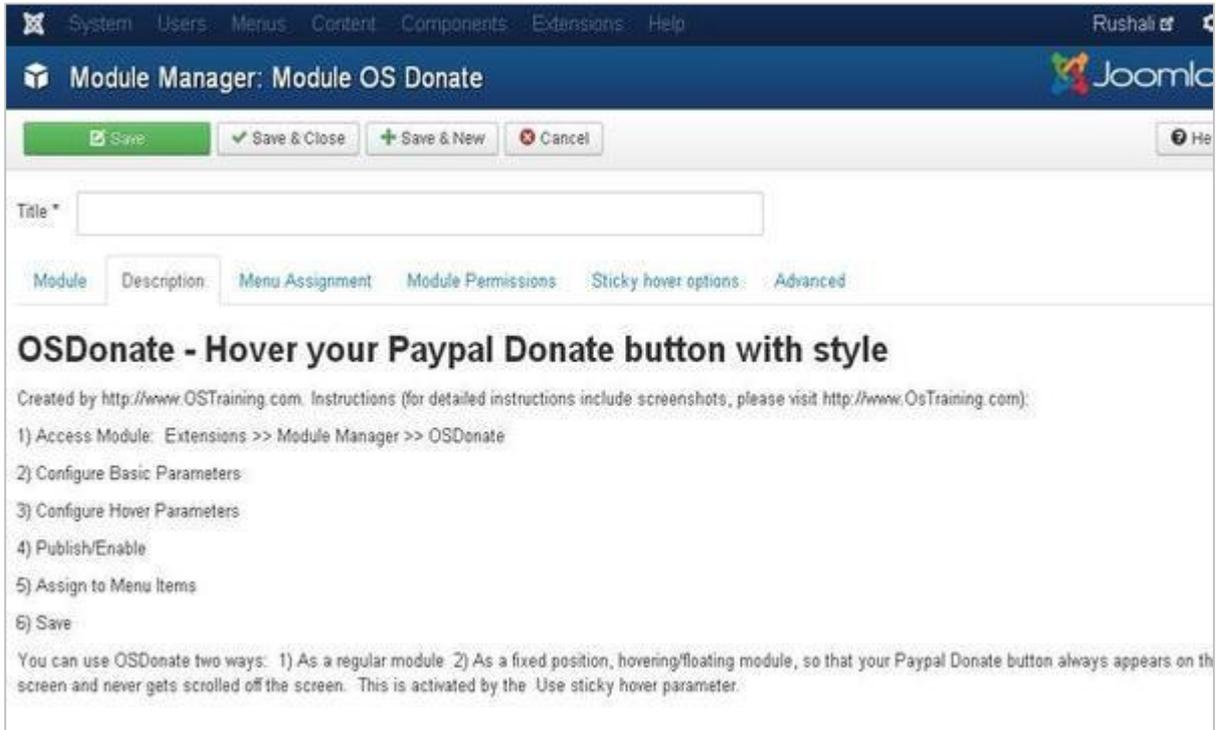
Step (3): After clicking on **OS Donate**, the existing Donate module will get displayed as shown below.



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

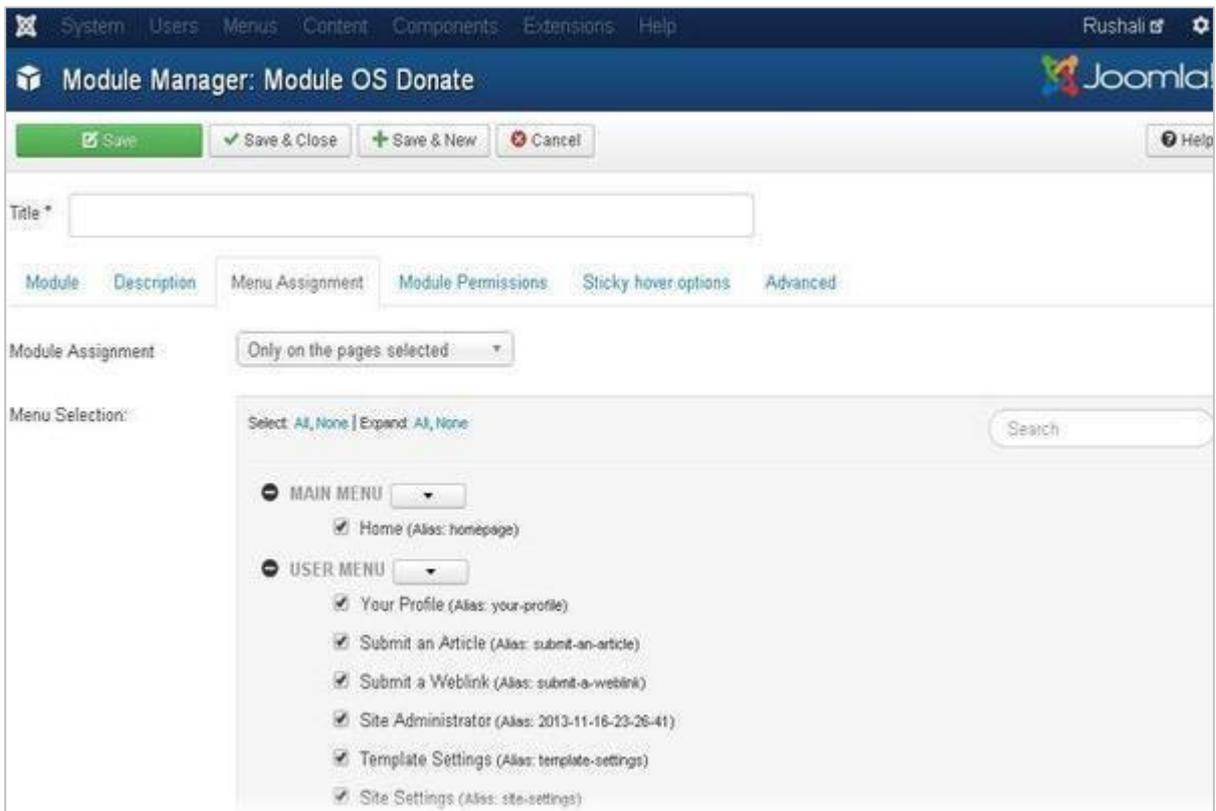
- **Title:** Displays the title of Module.
- **Module Class Suffix:** Customized CSS styles are allowed to create on these modules to apply.
- **Open in new window:** Opens a new window after clicking on the PayPal button.
- **Success return page:** Enter the URL of the page where the user will return 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 for the 'Module OS Donate'. The 'Description' tab is selected. The title field is empty. The description text reads: 'OSDonate - Hover your Paypal Donate button with style'. It includes instructions for installation and usage, such as 'Created by http://www.OsTraining.com' and '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 for the 'Module OS Donate' with the 'Menu Assignment' tab selected. The 'Module Assignment' dropdown is set to 'Only on the pages selected'. The 'Menu Selection' section shows two menu types: 'MAIN MENU' and 'USER MENU'. Under 'MAIN MENU', the 'Home (Alias: homepage)' option is checked. Under 'USER MENU', several options are checked, including '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.

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

Public	Action	Select New Setting ¹	Calculated Setting ²
- 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.

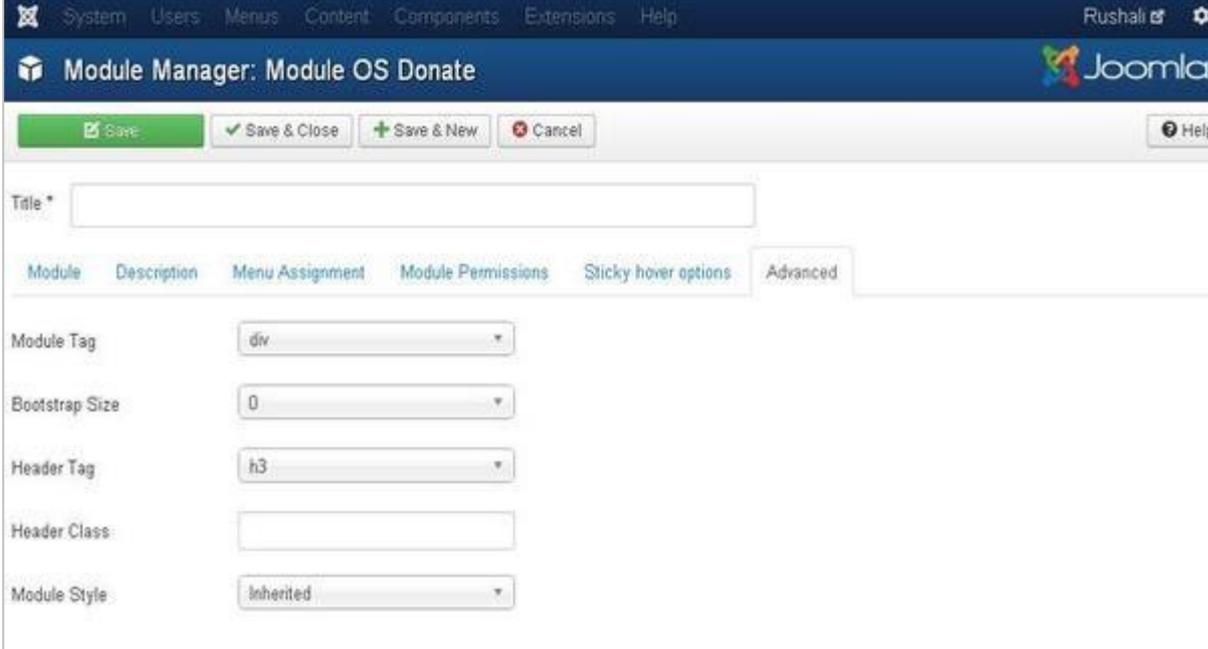
Step (7): In **sticky hover options** tab, you can set the options for sticky hover.

The screenshot shows the Joomla! administration interface. At the top, there are navigation tabs: System, Users, Menus, Content, Components, Extensions, and Help. Below these are buttons for Save, Save & Close, Save & New, and Cancel. The main content area has a 'Title' field and several tabs: Module, Description, Menu Assignment, Module Permissions, Sticky hover options, and Advanced. The 'Advanced' tab is active, displaying the following settings:

- Use sticky hover:** Radio buttons for Yes (selected) and No.
- Horizontal Reference Side:** Radio buttons for right (selected) and left.
- Horizontal distance:** A text input field containing the value 0.
- Vertical Reference Side:** Radio buttons for bottom (selected) and top.
- Vertical distance:** A text input field containing the value 0.
- Font Color:** A text input field.
- Width:** A text input field containing the value 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.



The screenshot displays the Joomla! Module Manager interface for the 'Module OS Donate' module. At the top, there is a navigation menu with options like System, Users, Menus, Content, Components, Extensions, and Help. Below this is a toolbar with buttons for 'Save', 'Save & Close', 'Save & New', and 'Cancel'. The main content area is divided into tabs: 'Module', 'Description', 'Menu Assignment', 'Module Permissions', 'Sticky hover options', and 'Advanced'. The 'Advanced' tab is currently active, showing several configuration options: 'Module Tag' (set to 'div'), 'Bootstrap Size' (set to '0'), 'Header Tag' (set to 'h3'), 'Header Class' (empty), and 'Module Style' (set to 'Inherited').

- **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

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

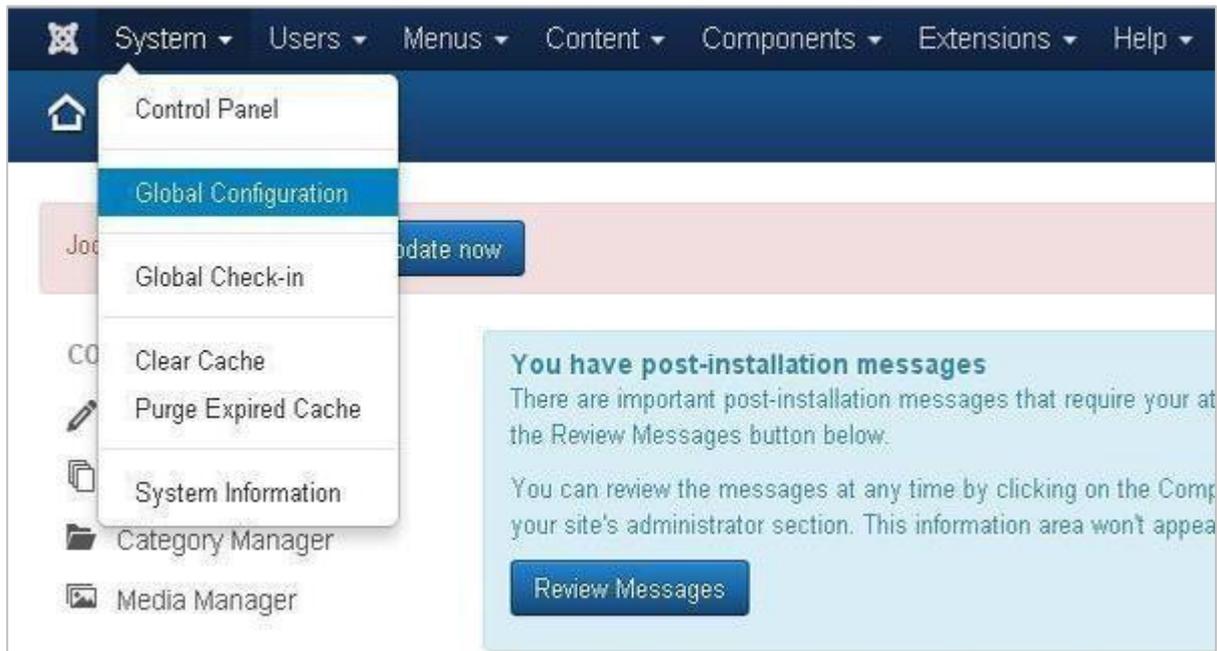
- **Save:** Saves your modules.
- **Save & Close:** Saves the modules and will close the current screen.
- **Save & New:** Saves the modules and opens a new creating module screen.
- **Cancel:** Cancels the created modules in Joomla.

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 displays the Joomla! Global Configuration interface, specifically the System Settings tab. The top navigation bar includes System, Users, Menus, Content, Components, Extensions, and Help. Below the navigation bar, there are buttons for Save, Save & Close, and Cancel. The main content area is divided into sections: SYSTEM (Global Configuration), COMPONENT (listing various Joomla! components), and three settings sections: System Settings, Debug Settings, and Cache Settings. The System Settings section includes fields for Path to Log Folder (C:\Program Files\Amp\www\Joc) and Help Server (English (GB) - Joomla help wiki). The Debug Settings section includes toggle buttons for Debug System and Debug Language, both set to No. The Cache Settings section includes dropdown menus for Cache (OFF - Caching disabled), Cache Handler (File), and a text input for Cache Time (15). The Session Settings section includes a text input for Session Lifetime (15) and a dropdown menu for Session Handler (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="radio"/> Yes <input checked="" type="radio"/> No
Debug Language	<input type="radio"/> Yes <input checked="" type="radio"/> 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="text" value="OFF - Caching disabled"/>
Cache Handler	<input type="text" value="File"/>
Cache Time *	<input type="text" value="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 *

Session Handler *

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.

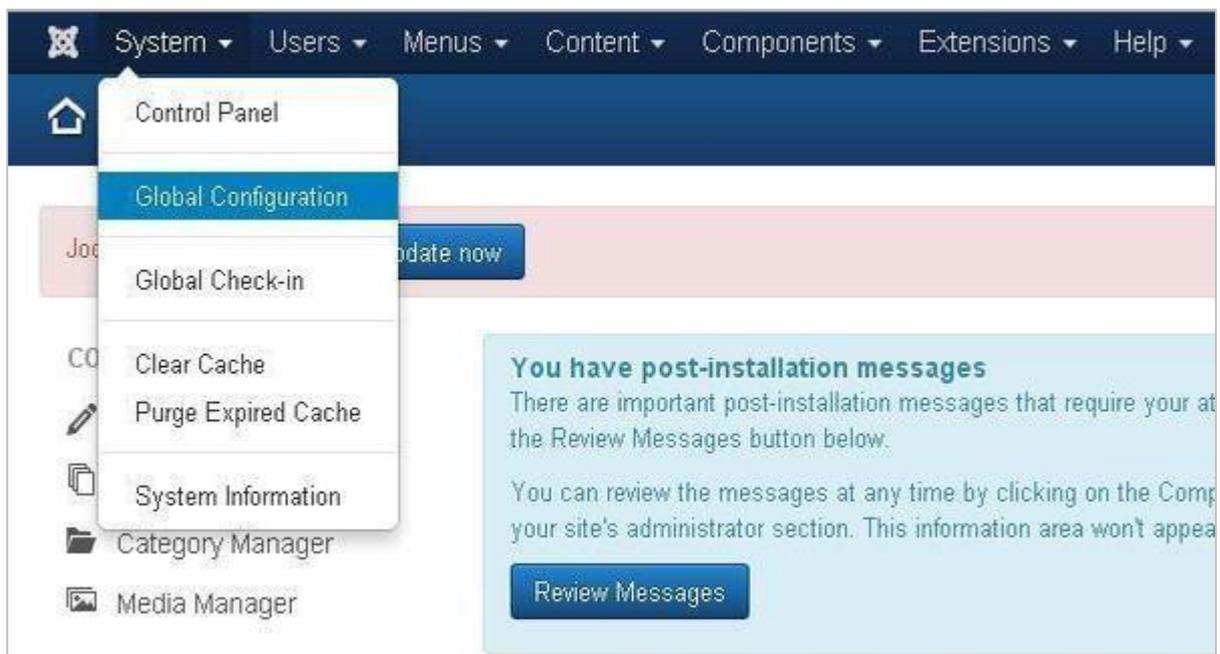
26. MEDIA SETTINGS

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.

The screenshot shows the Joomla Media Manager Options page. At the top, there are three buttons: 'Save', 'Save & Close', and 'Cancel'. Below this is a sidebar menu with 'Media Manager' selected. The main content area is divided into 'Component' and 'Permissions' tabs. The 'Permissions' tab is active, showing the following settings:

- Legal Extensions (File Types):** bmp, csv, doc, gif, ico, jpg, jpeg, odg, odj
- Maximum Size (in MB):** 10
- Warning! Path Folder:** 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'.
- Path to files folder:** images
- Path to images folder:** images
- Restrict Uploads:** Yes (selected)
- Check MIME Types:** Yes (selected)
- Legal Image Extensions (File Types):** bmp, gif, jpg, png
- Ignored Extensions:** (empty)
- Legal MIME Types:** image/jpeg, image/gif, image/png, ims
- Illegal MIME Types:** text/html

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.

The screenshot shows the 'Media Manager Options' dialog box with the 'Permissions' tab selected. The 'Component' is 'Media Manager'. The 'Permissions' section shows 'Default permissions used for all content in this component.' and 'Manage the permission settings for the user groups below. See notes at the bottom.' The table below lists permissions for the 'Public' group:

Group	Action	Select New Setting ¹	Calculated Setting ²
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.

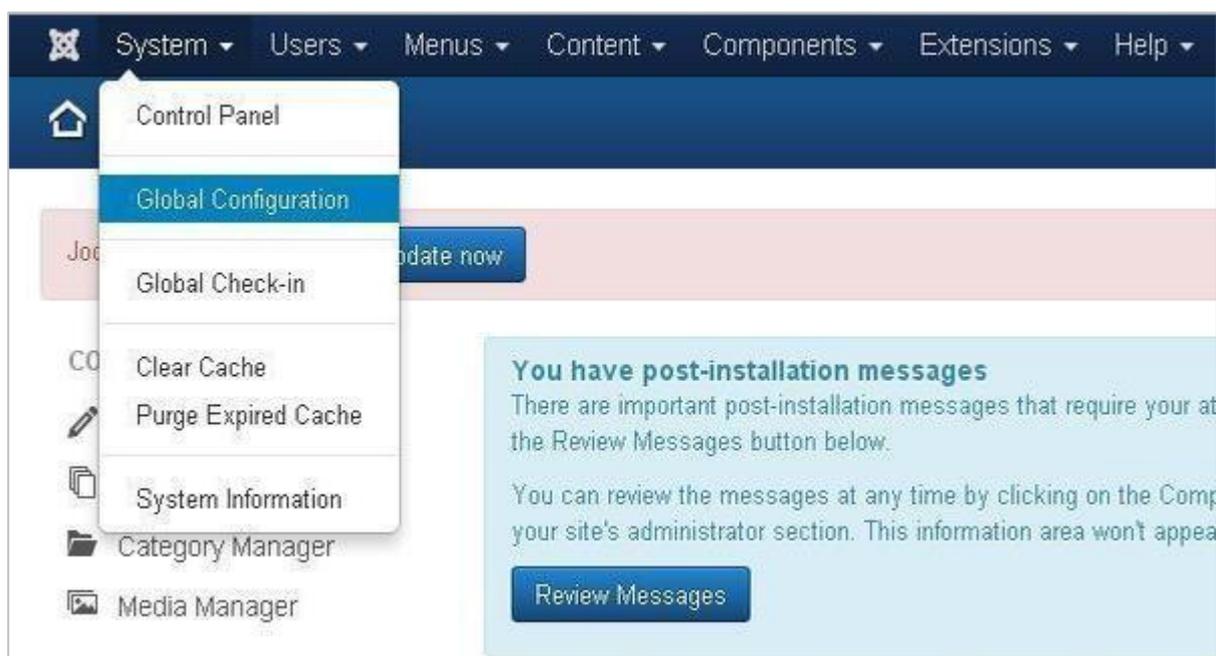
27. LANGUAGE MANAGER

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 Joomla! Language Manager Options page. The title bar reads "Language Manager Options". Below the title bar are three buttons: "Save", "Save & Close", and "Cancel". The main content area is divided into a left sidebar and a main panel. The sidebar lists various Joomla! components, with "Language Manager" selected. The main panel is titled "Permissions" and contains the following text: "Default permissions used for all content in this component. Manage the permission settings for the user groups below. See notes at the bottom." Below this text is a table with the following columns: "Public", "Action", "Select New Setting ¹", and "Calculated Setting ²".

Public	Action	Select New Setting ¹	Calculated Setting ²
- Guest	Configure	Inherited	Not Allowed
- Manager	Access Administration Interface	Inherited	Not Allowed
-- Administrator	Create	Inherited	Not Allowed
- Registered	Delete	Inherited	Not Allowed
-- Author	Edit	Inherited	Not Allowed
--- Editor	Edit State	Inherited	Not Allowed
---- Publisher			
Super Users			

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

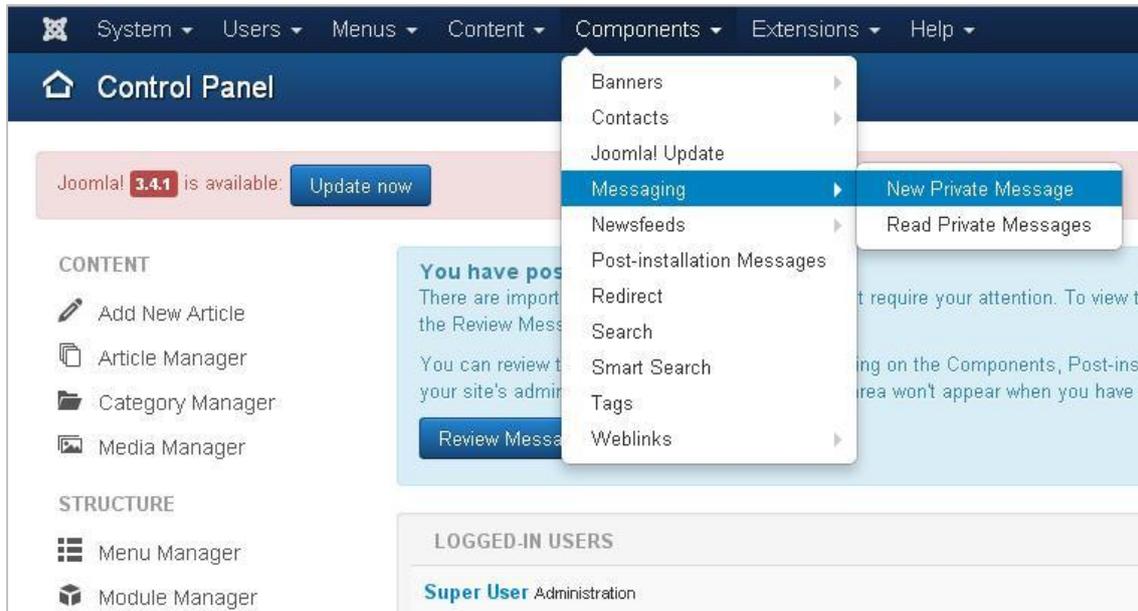
Following are the toolbar options in the Language Manager.

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

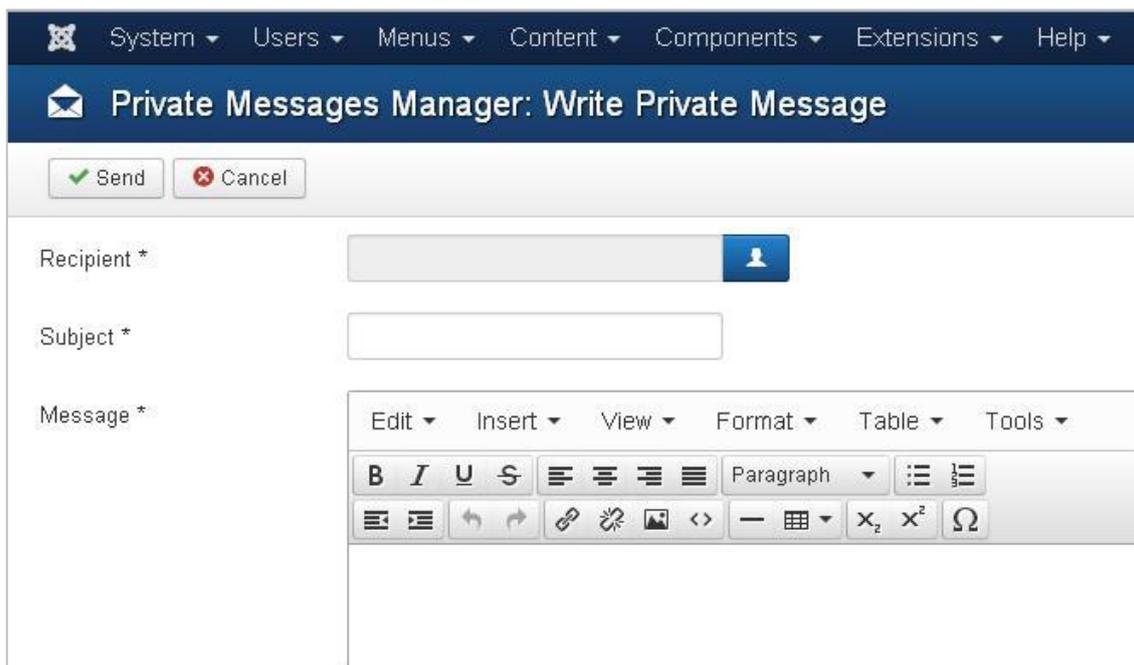
28. PRIVATE MESSAGES

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.

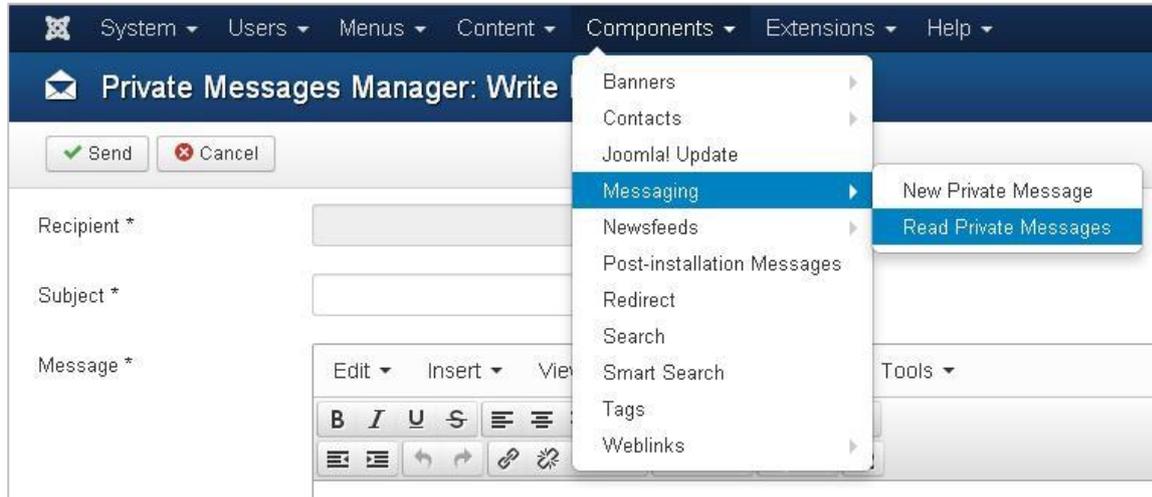


Step (2): When you open the New Private Message, you will get the following screen.

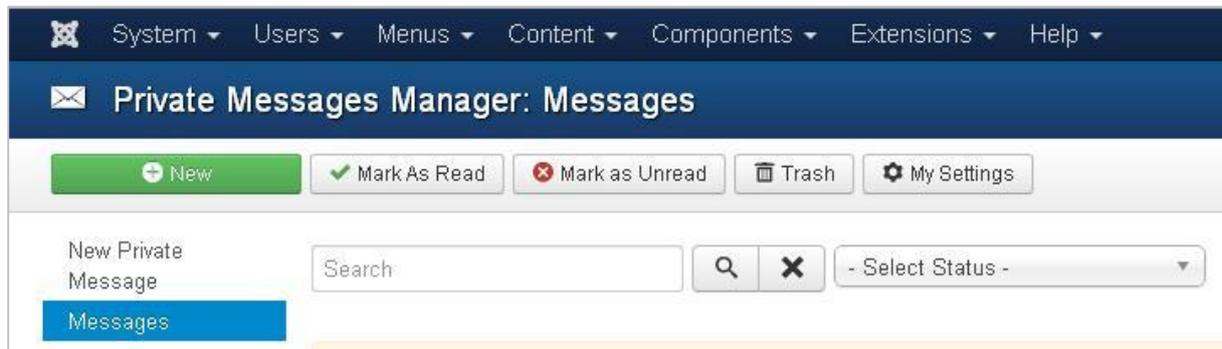


You can select a "Recipient" by clicking on the select user button. Enter a subject in the "Subject" field. Enter your message in the "Message" area. Message area provides an editor kind of interface with options such as bold, italic, heading format, insertion of image, link, table, indentation of text,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

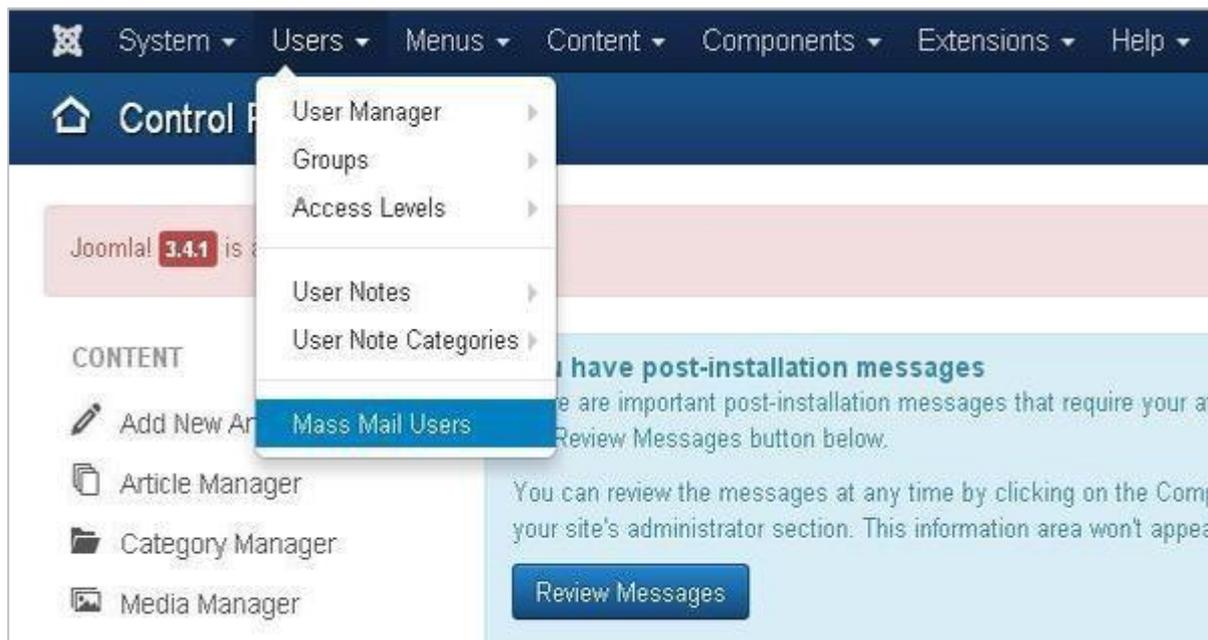
Step (4): At the top left, you will see a toolbar that provides following functions:

- **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.

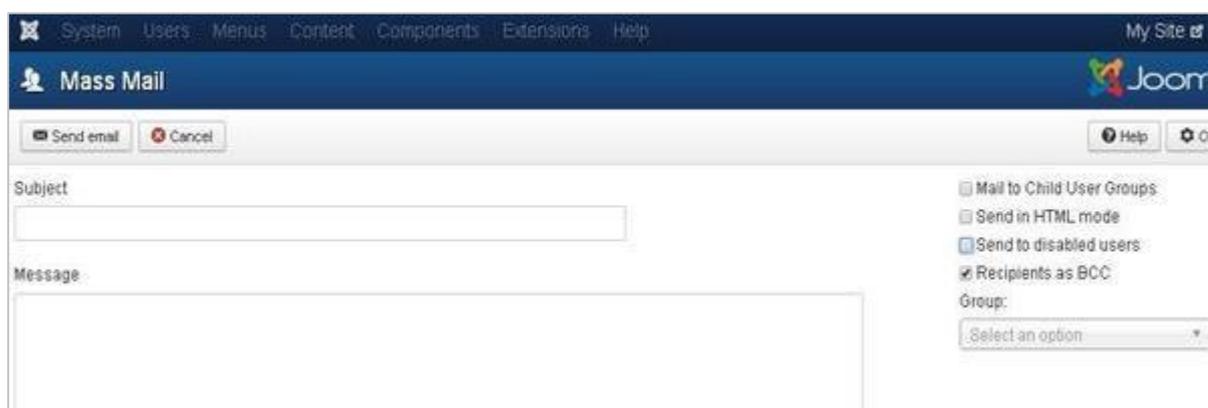
29. MASS EMAILING

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.

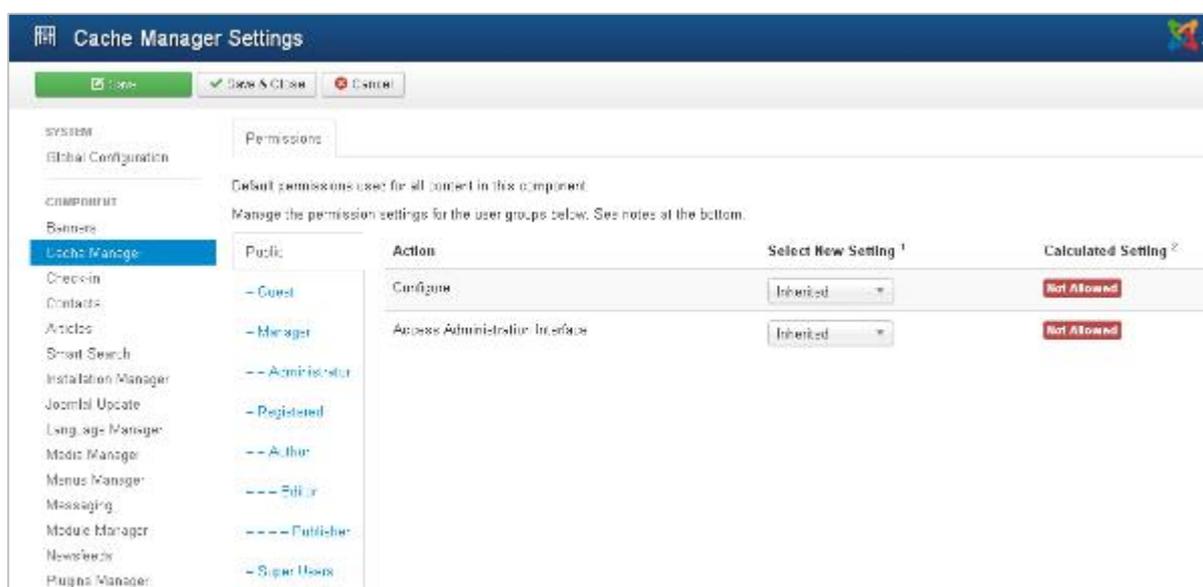
30. CACHE MANAGEMENT

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.



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.

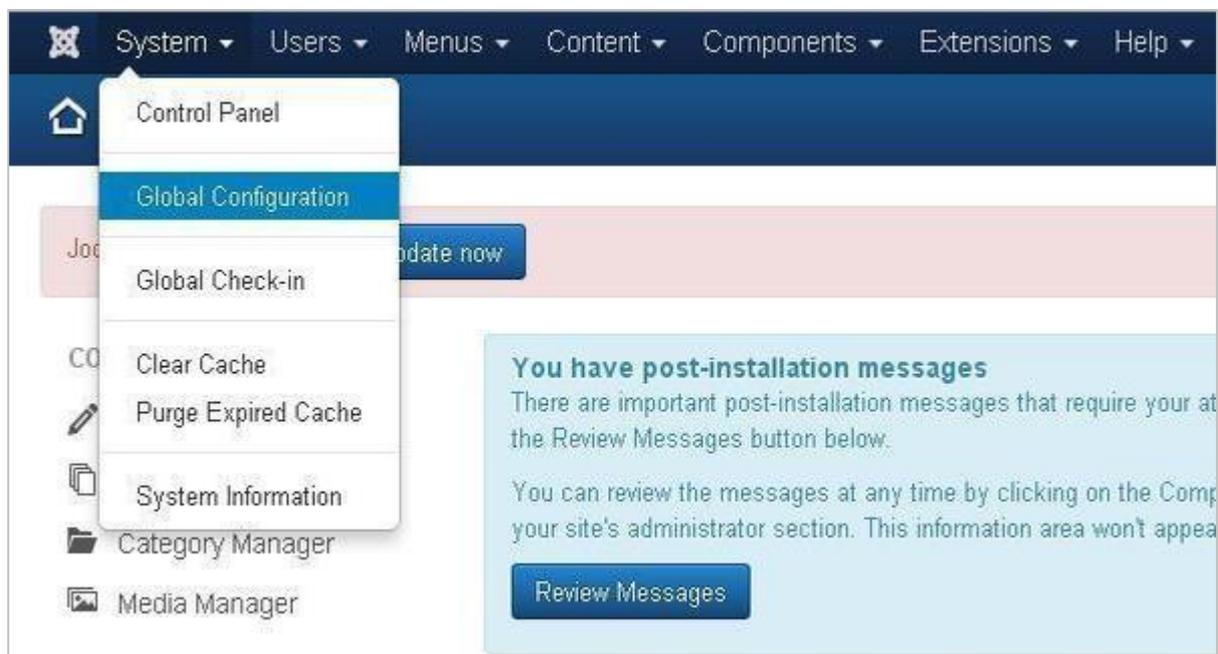
31. USERS SETTING

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.

The screenshot displays the Joomla! Users Configuration interface. At the top, there is a blue header with the Joomla! logo and the title "Users Configuration". Below the header, there are three buttons: "Save" (green), "Save & Close" (green with a checkmark), and "Cancel" (red with an X). The main content area is divided into a left sidebar and a main panel. The sidebar lists various system components, with "Users Manager" highlighted in blue. The main panel shows the "Component" tab selected, with sub-tabs for "User Notes History", "Mass Mail", and "Permissions". The configuration options are as follows:

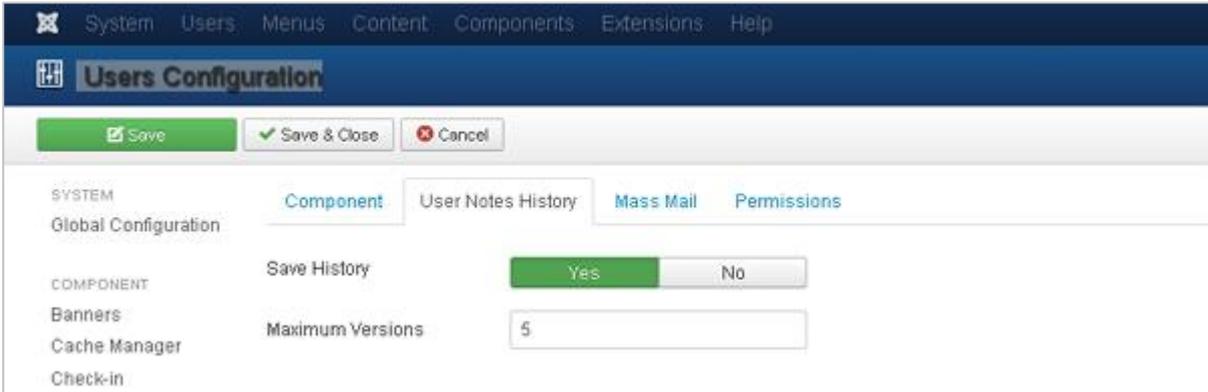
Option	Value
Allow User Registration	Yes
New User Registration Group	- Registered
Guest User Group	- Guest
Send Password	Yes
New User Account Activation	Self
Notification Mail to Administrators	No
Captcha	- Use Default -
Frontend User Parameters	Show
Frontend Language	Hide
Change Login Name	No
Maximum Reset Count	10
Time in Hours	1
Minimum Password Length	4
Password Minimum Integers	0
Password Minimum Symbols	0
Password Upper Case Minimum	0

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.

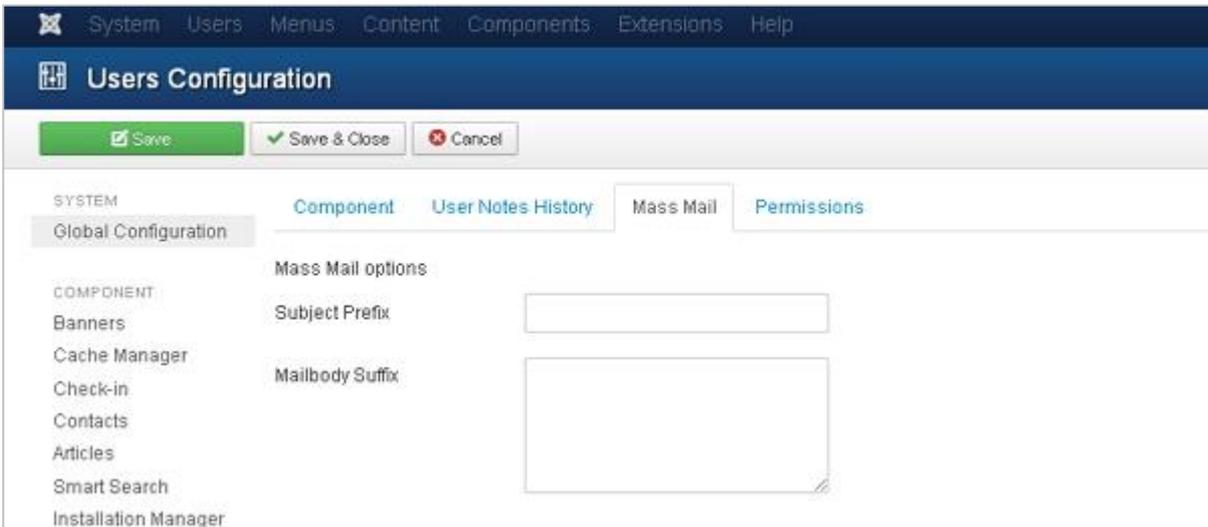
Step (2): The *User Notes History* tab is used to save history of the user notes.



The screenshot shows the Joomla! Users Configuration interface. At the top, there is a navigation menu with 'System', 'Users', 'Menus', 'Content', 'Components', 'Extensions', and 'Help'. Below this is the 'Users Configuration' header. A toolbar contains 'Save', 'Save & Close', and 'Cancel' buttons. The main content area has tabs for 'Component', 'User Notes History', 'Mass Mail', and 'Permissions'. The 'Component' tab is active, showing a sidebar with 'SYSTEM' (Global Configuration) and 'COMPONENT' (Banners, Cache Manager, Check-in). The main area displays 'Save History' with a 'Yes' button 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 interface with the 'Mass Mail' tab selected. The navigation menu and header are the same. The toolbar contains 'Save', 'Save & Close', and 'Cancel' buttons. The 'Mass Mail' tab is active, showing a sidebar with 'SYSTEM' (Global Configuration) and 'COMPONENT' (Banners, Cache Manager, Check-in, Contacts, Articles, Smart Search, Installation Manager). The main area displays 'Mass Mail options' with 'Subject Prefix' and 'Mailbody Suffix' text input fields.

- **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.

SYSTEM
Global Configuration

COMPONENT
Banners
Cache Manager
Check-in
Contacts
Articles
Smart Search
Installation Manager
Joomla! Update
Language Manager
Media Manager
Menus Manager
Messaging
Module Manager
Newsfeeds
Plugins Manager

Public

Public

Guest

Manager

Administrator

Registered

Author

Editor

Publisher

Super Users

Default permissions used for all content in this component.
Manage the permission settings for the user groups below. See notes at the bottom.

Action	Select New Setting ¹	Calculated Setting ²
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

- **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.

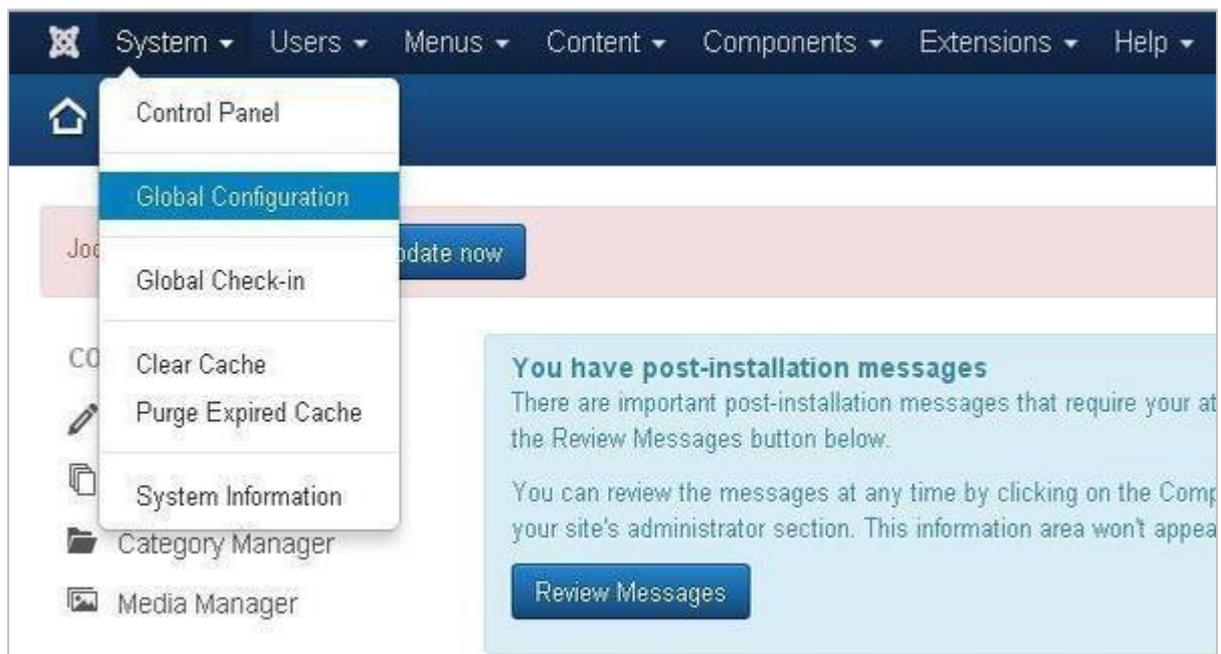
32. DEBUG

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.

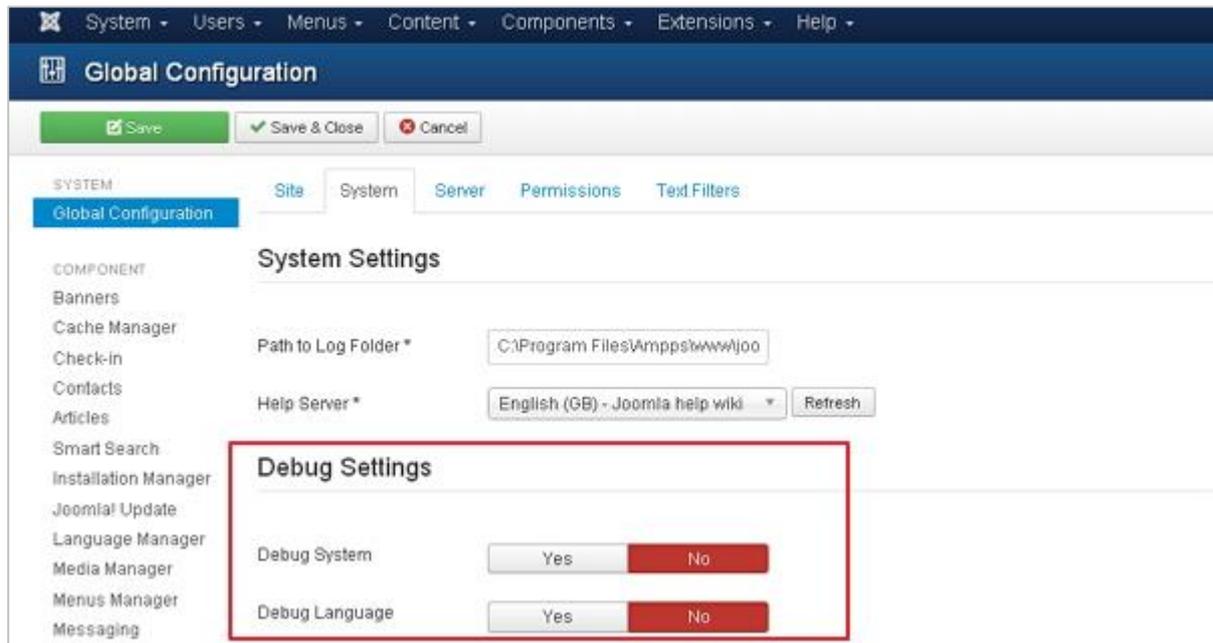
Joomla Debug

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.



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.

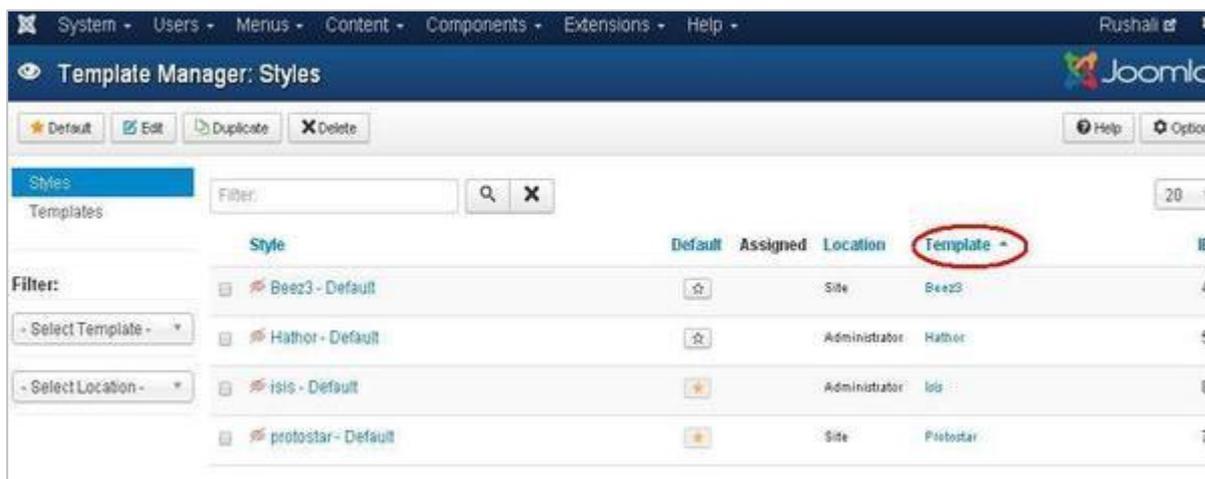
Template Manager

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

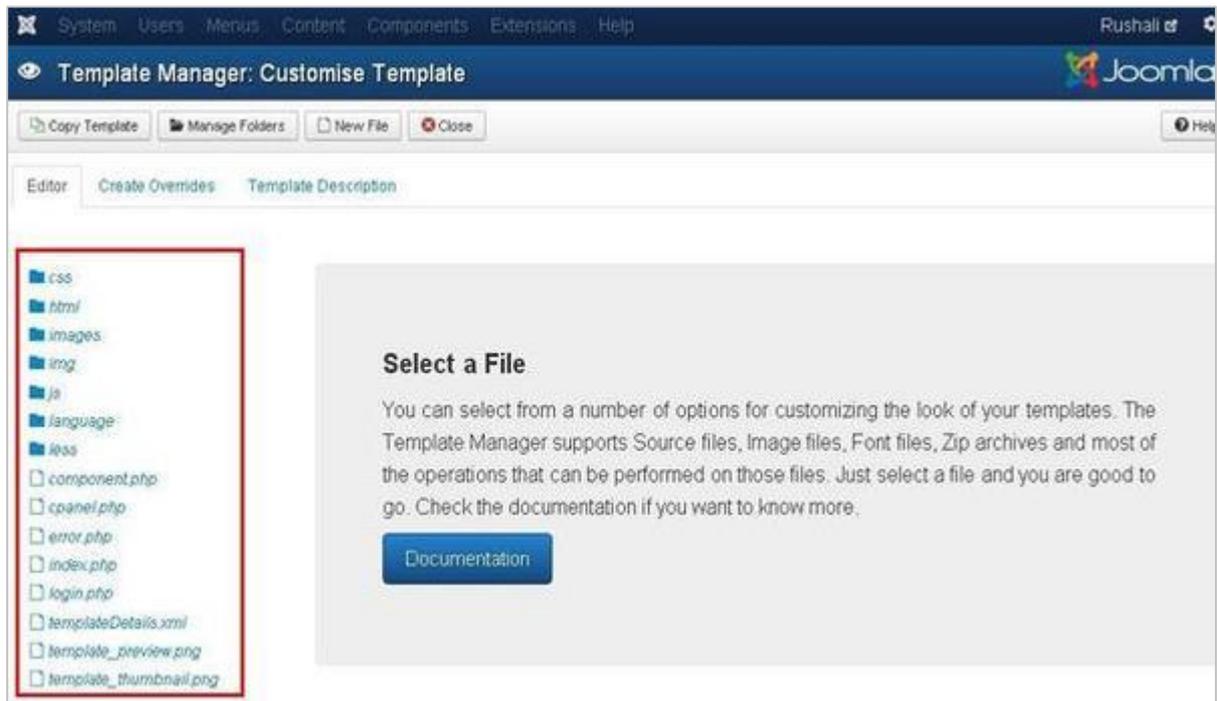
Step (1): Click **Extensions --> Template Manager** as shown below.



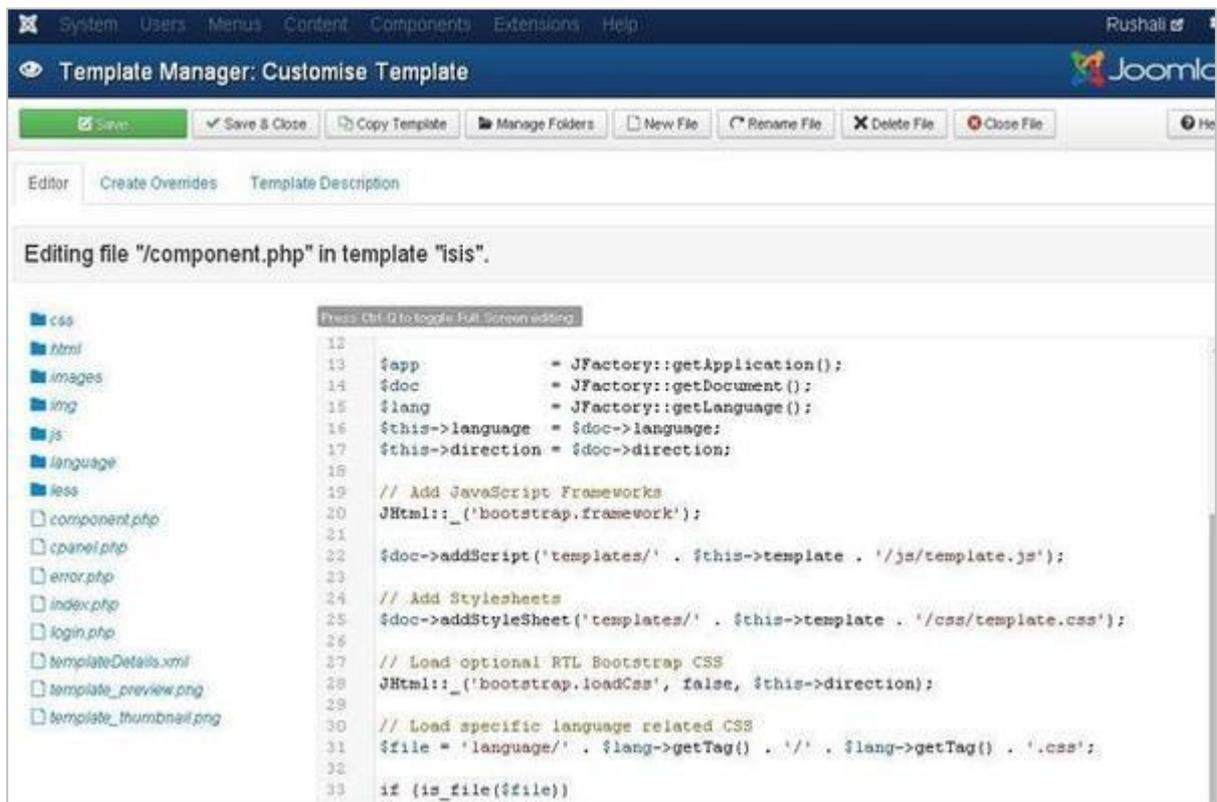
Step (2): Template Manager: Styles page get displayed as shown below. Here, you can click directly on any of the templates listed in **Template** column.



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:



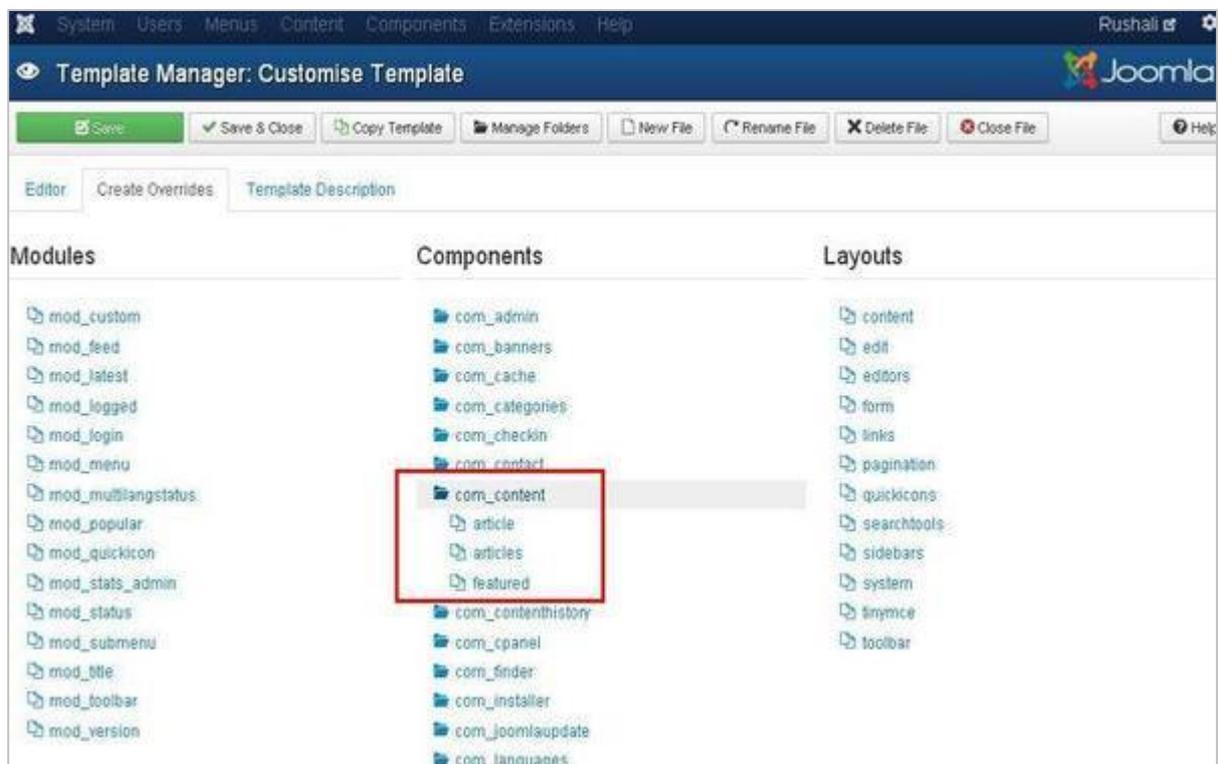
Step (4): Select any of the files by clicking on it for editing.



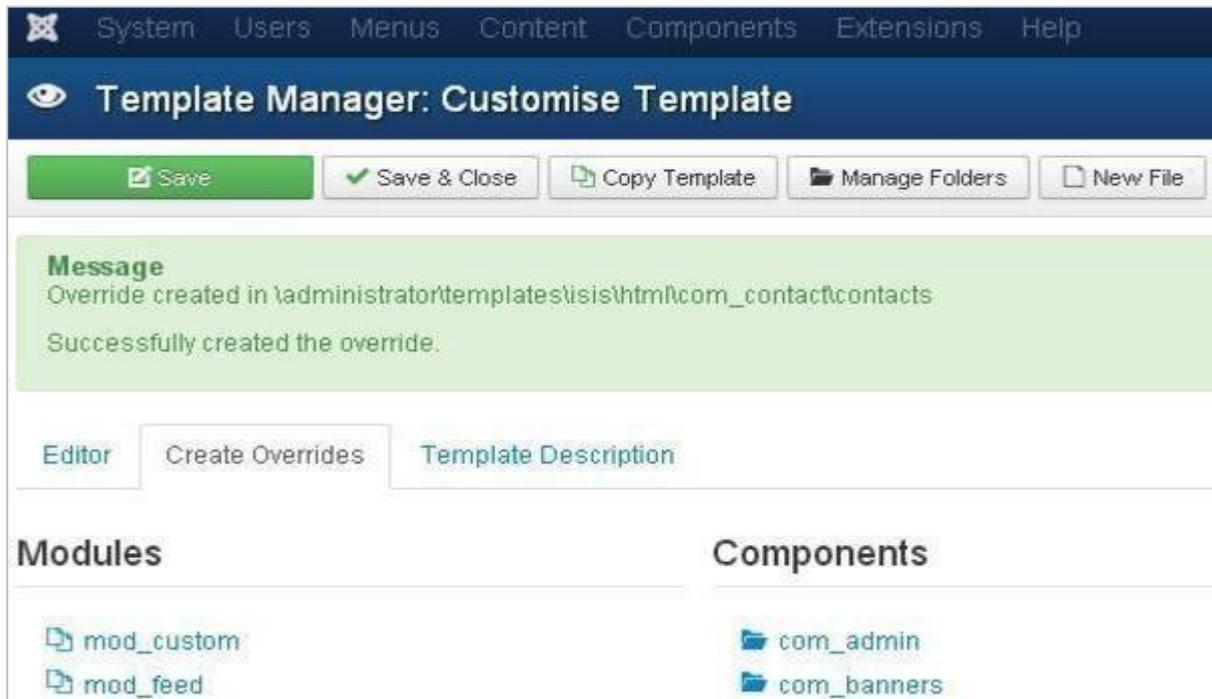
Step (5): Click on **Create Overrides** tab, you will see the list of **Modules**, **Components**, and **Layouts** present in the template manager as shown below. Here you can easily override the new templates.



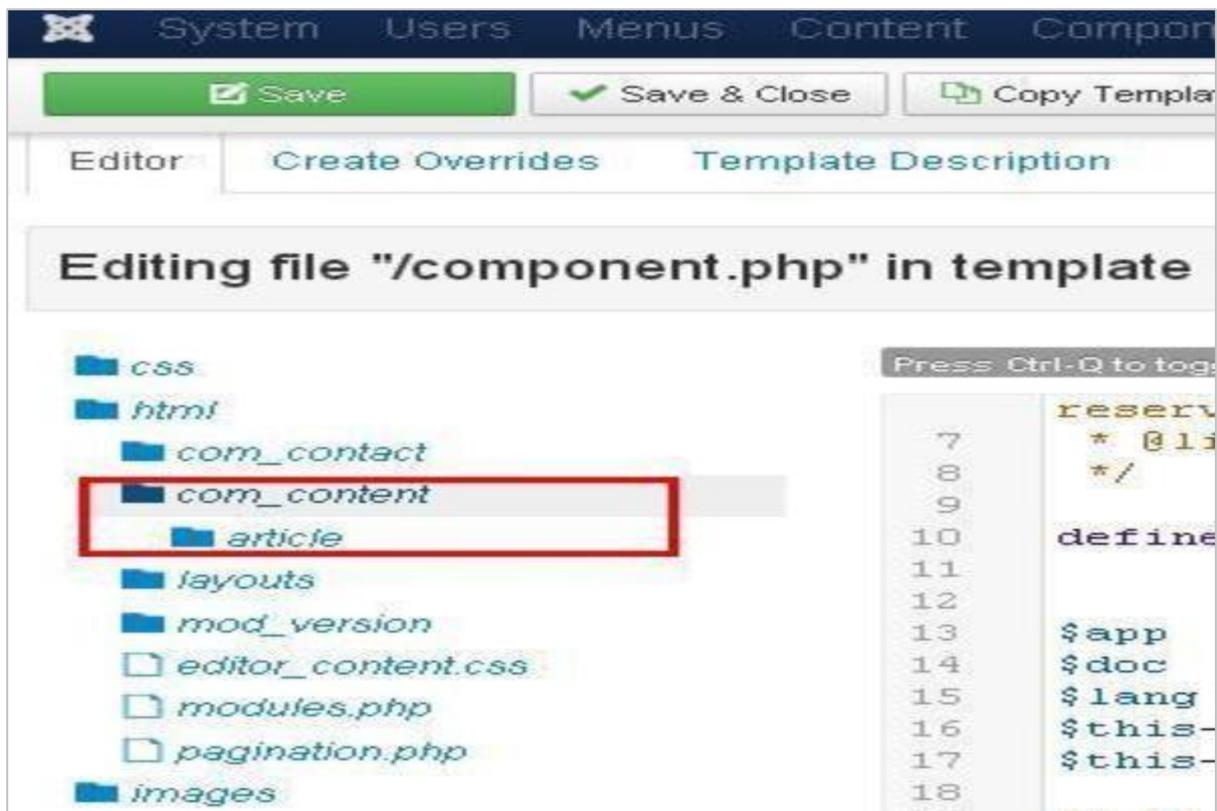
Step (6): Click on any one component and you will see many sub components present inside it as shown below.



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



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



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



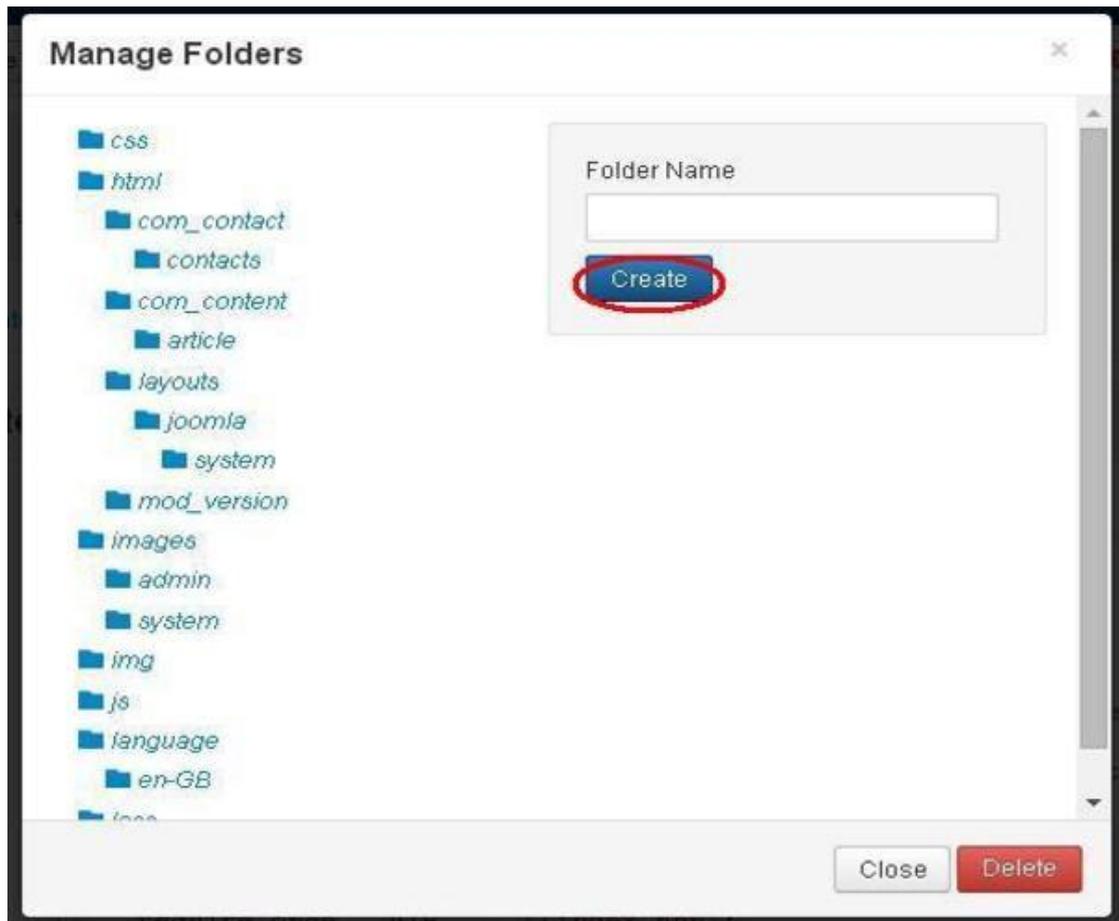
Toolbar

Following are the toolbar options in the Template Manager.

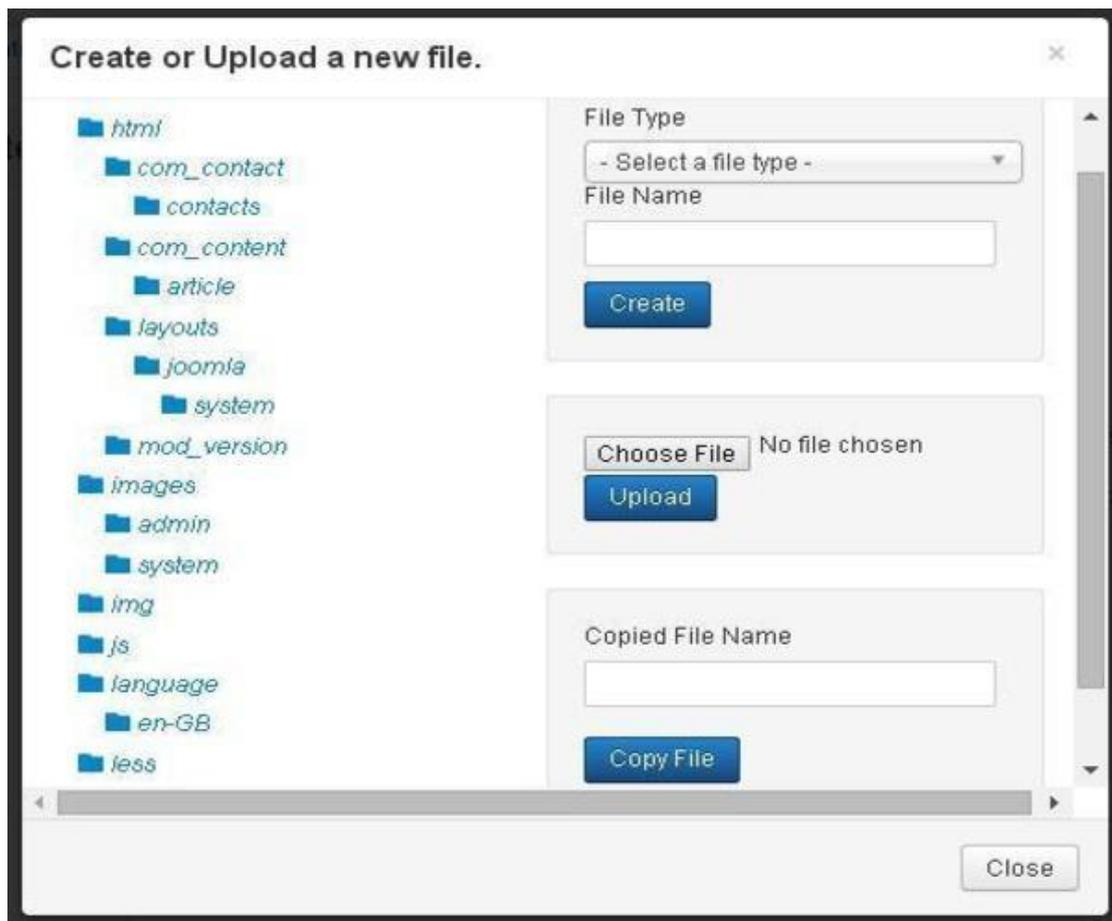
- **Save:** Saves your template manager.
- **Save & Close:** Saves the templates and closes the current screen.
- **Copy Template:** Enter the template name and click on **Copy Template** button. This will copy the template.



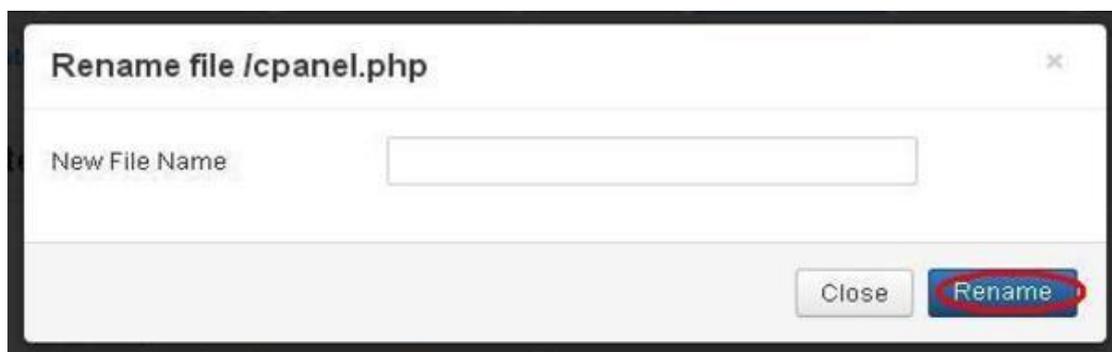
- **Manage Folders:** It creates a new folder inside the template. Enter the folder name in the field and click on **Create** button.



- **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.

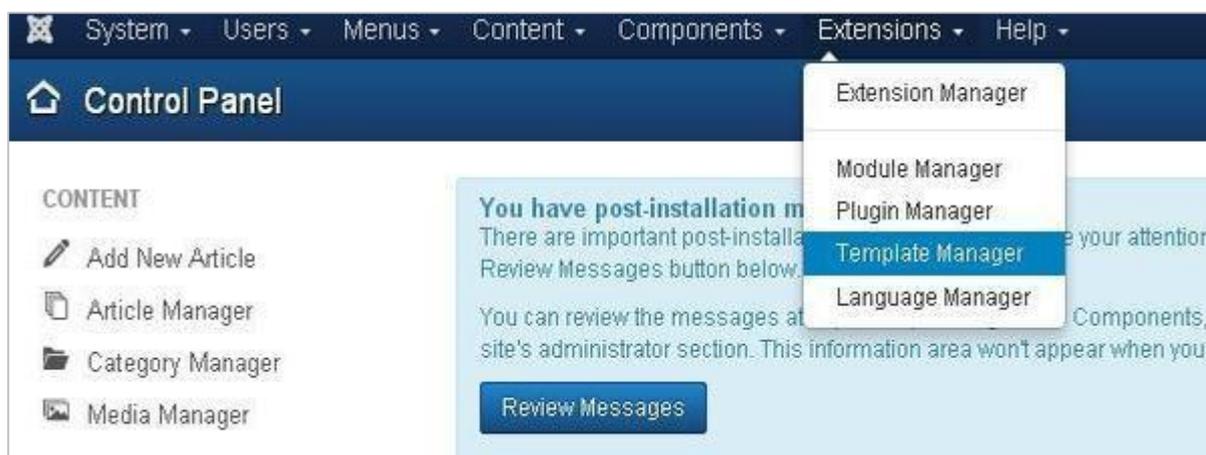
34. CUSTOMIZE TEMPLATE

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

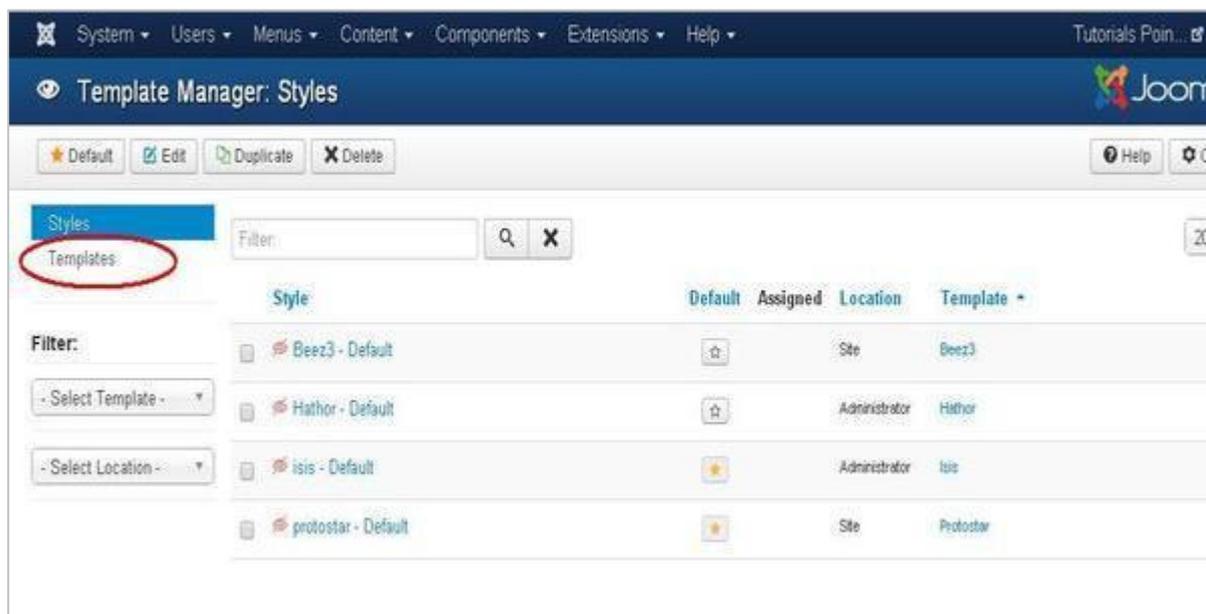
Customize Template

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

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



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

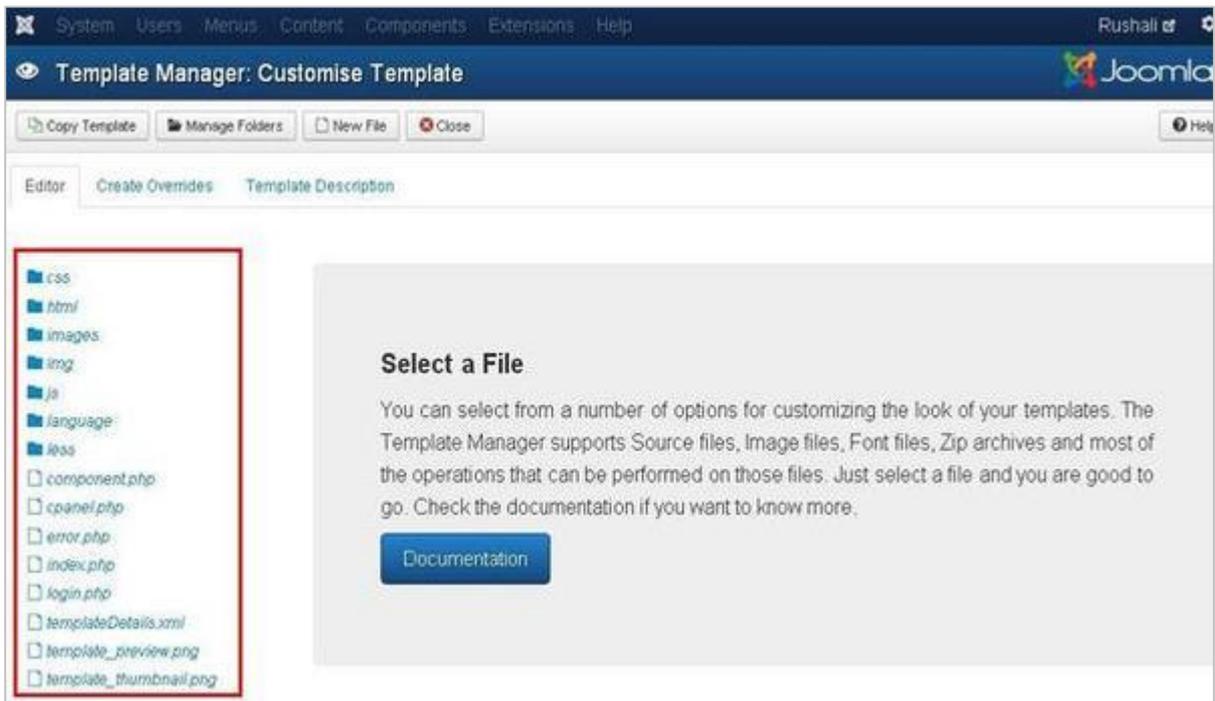


Step (3): Next, click on **Templates** as shown above, you will get the following screen. Here select any one of the Templates.

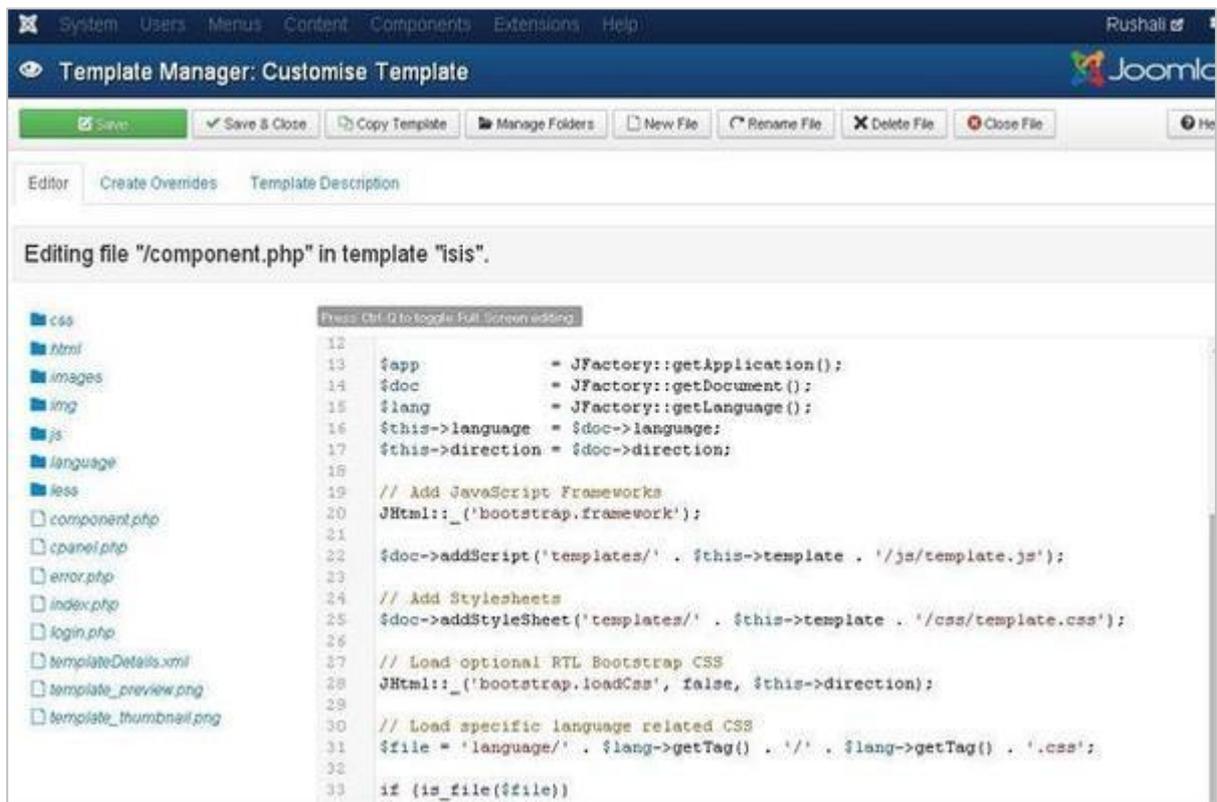
The screenshot shows the Joomla! Template Manager interface. The top navigation bar includes 'System', 'Users', 'Menus', 'Content', 'Components', 'Extensions', and 'Help'. The main header is 'Template Manager: Templates'. Below the header, there is a search bar and a filter dropdown set to 'Select Location'. The main content area displays a table of templates with columns for 'Template', 'Location', 'Version', 'Date', and 'Author'. The 'Isis Details and Files' entry is circled in red.

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 Radtke a.radtke@derauftritt.de http://www.der-auftritt.de
Hathor Details and Files No preview available for Administrator templates	Administrator	3.0.0	May 2010	Andrea Tarr hathor@tarconsulting.com http://www.tarconsulting.com
Isis Details and Files No preview available for Administrator templates	Administrator	1.0	3/00/2012	Kyle Ledbetter admin@oomla.org
Protostar Details and Files No preview available. You can enable preview in the options.	Site	1.0	4/00/2012	Kyle Ledbetter admin@oomla.org

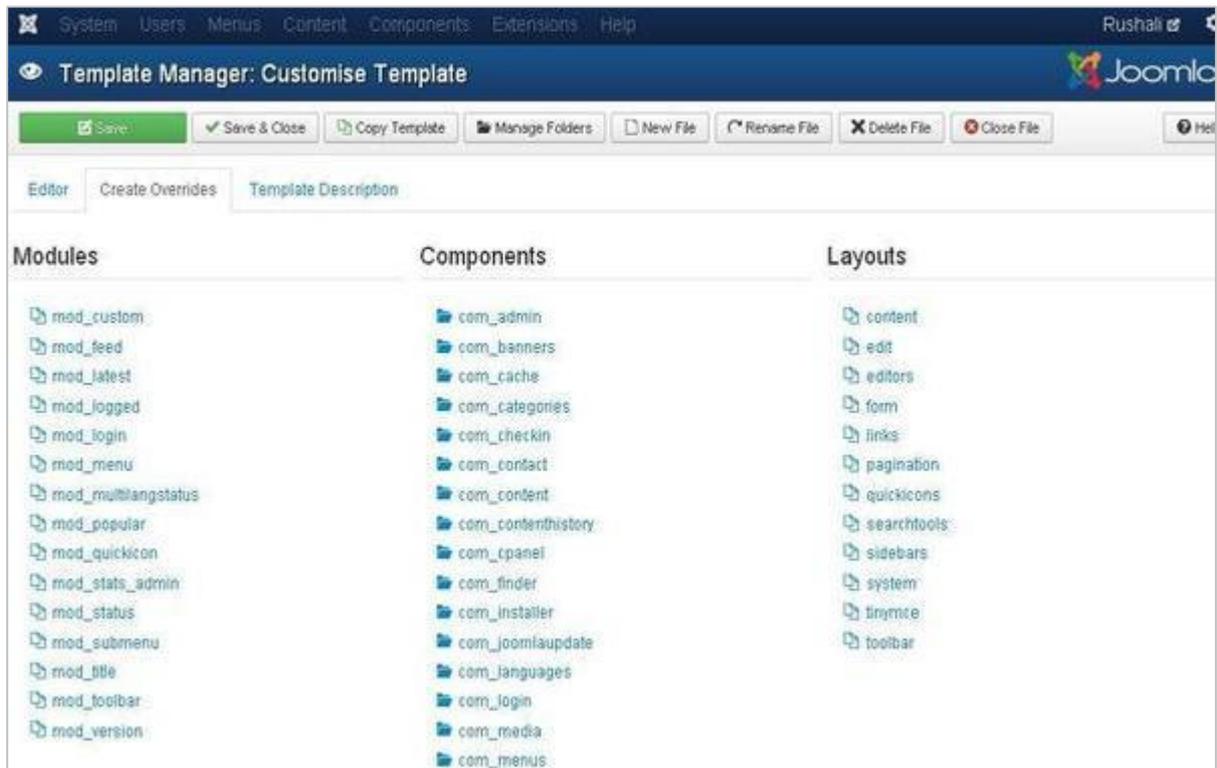
Step (4): After selecting a template, you will get the screen as shown below. In the **Editor** tab, template files are listed on the left side of the page as seen below.



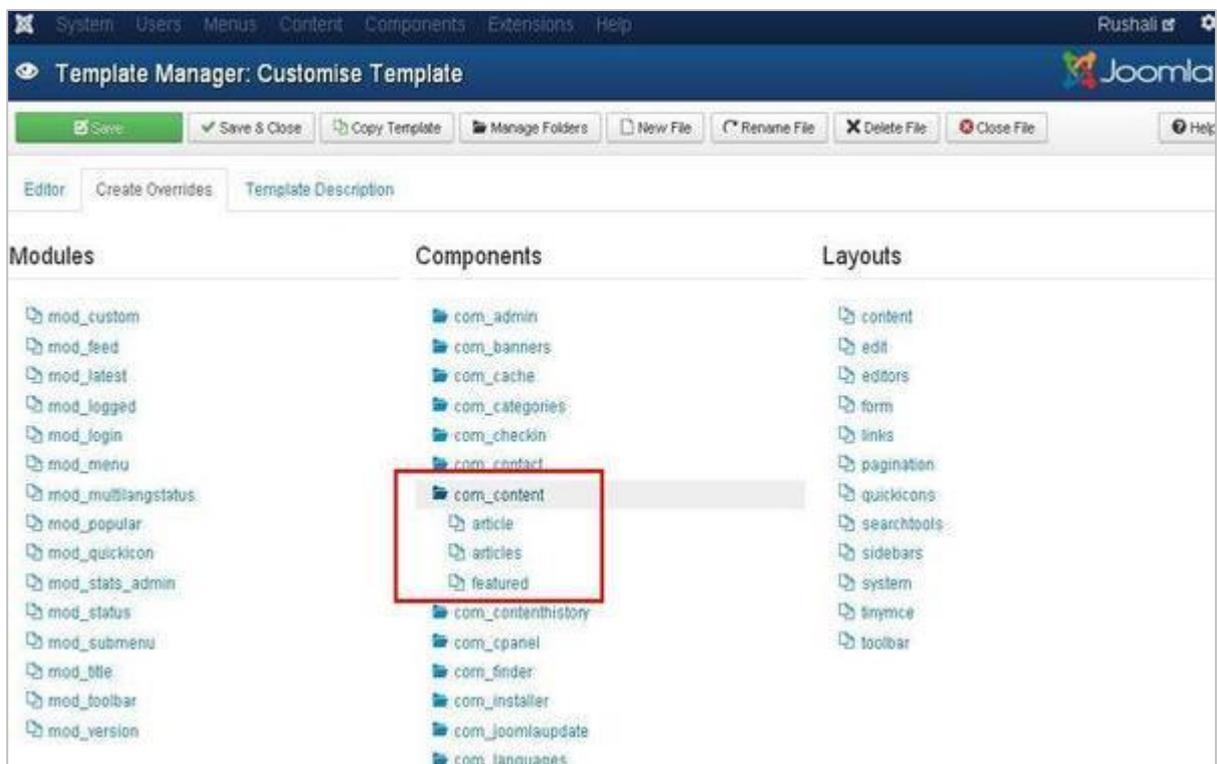
Step (5): Select any of the files by clicking on it for editing.



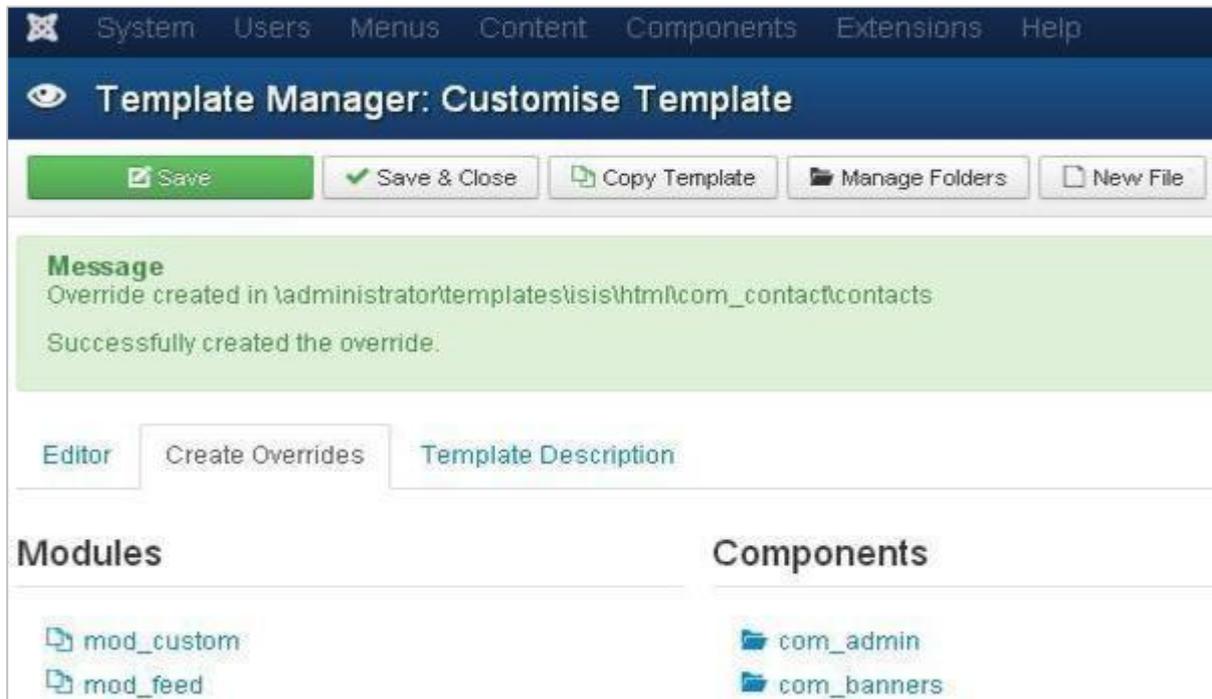
Step (6): Click on **Create Overrides** tab, you will see the list of **Modules**, **Components**, and **Layouts** present in the template manager as shown below. Here you can easily override the new templates.



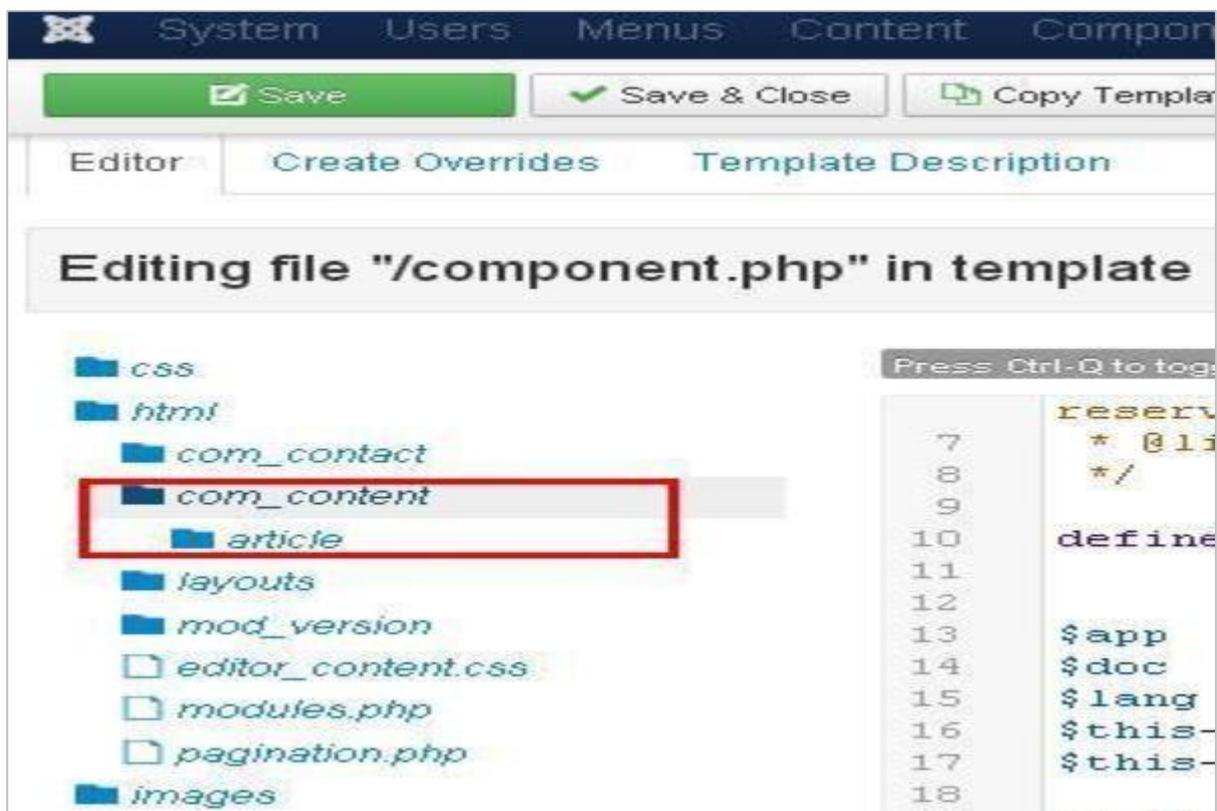
Step (7): Click on any one component and you will see many sub-components present inside it as shown below.



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



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



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



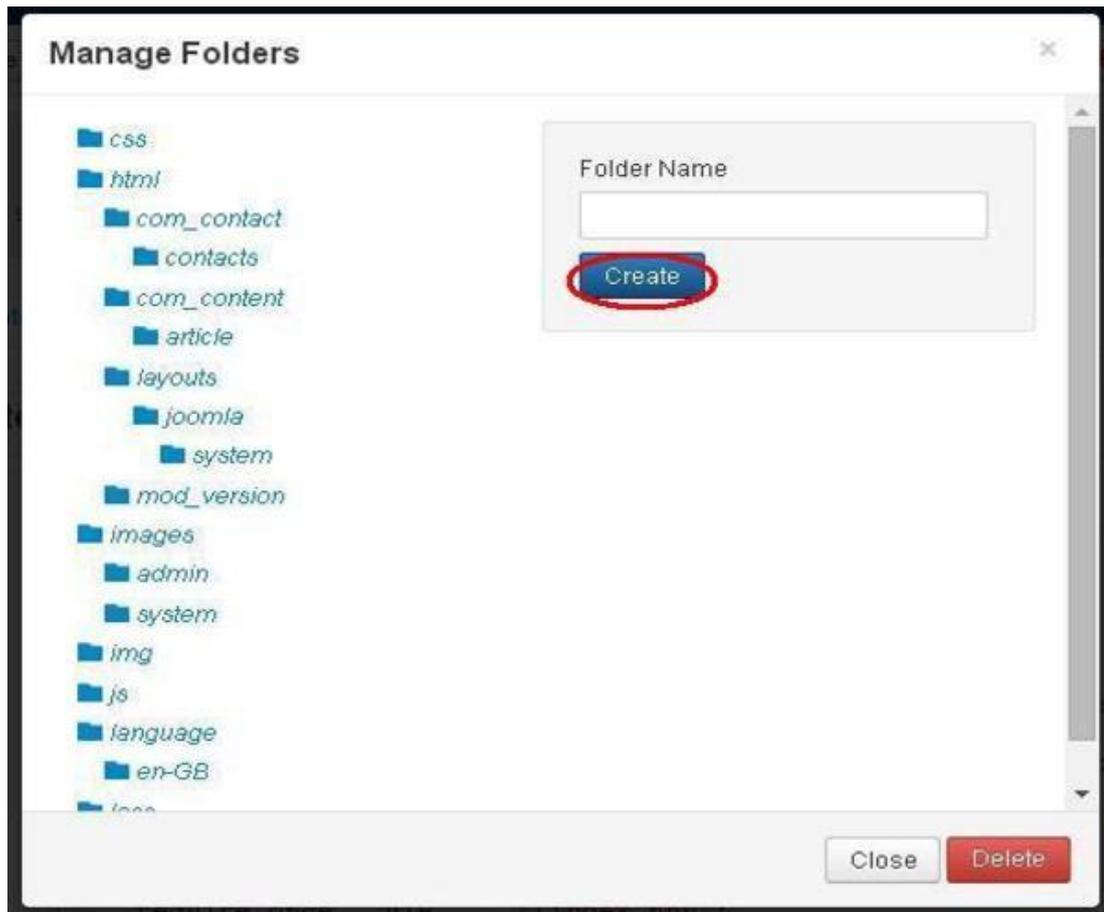
Toolbar

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

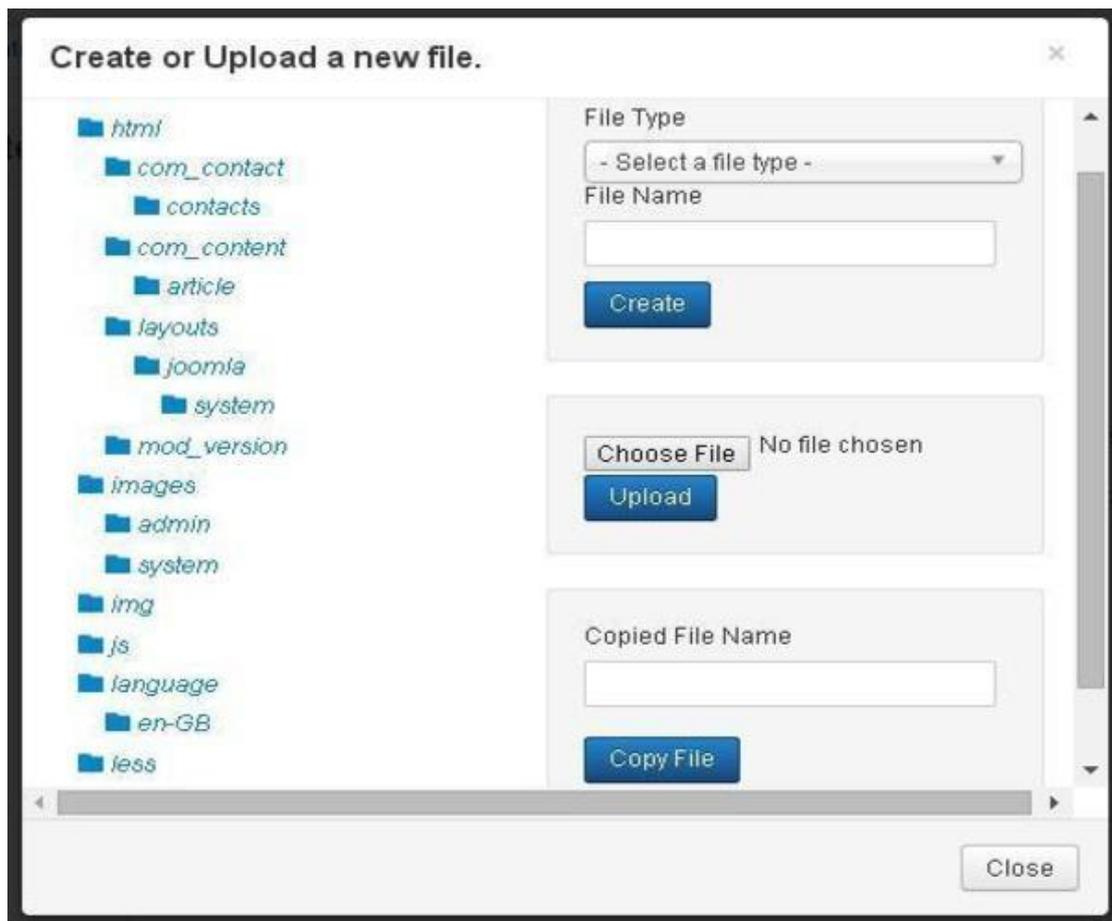
- **Save:** Saves your template manager.
- **Save & Close:** Saves the templates and closes the current screen.
- **Copy Template:** Enter the template name and click on **Copy Template** button which will help you to copy the template.



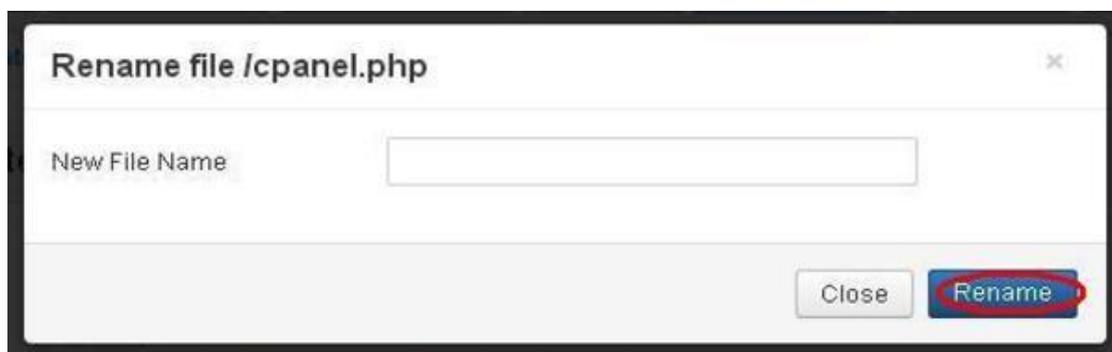
- **Manage Folders:** It creates a new folder inside the template. Write the folder name in the field and click on **Create** button.



- **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.

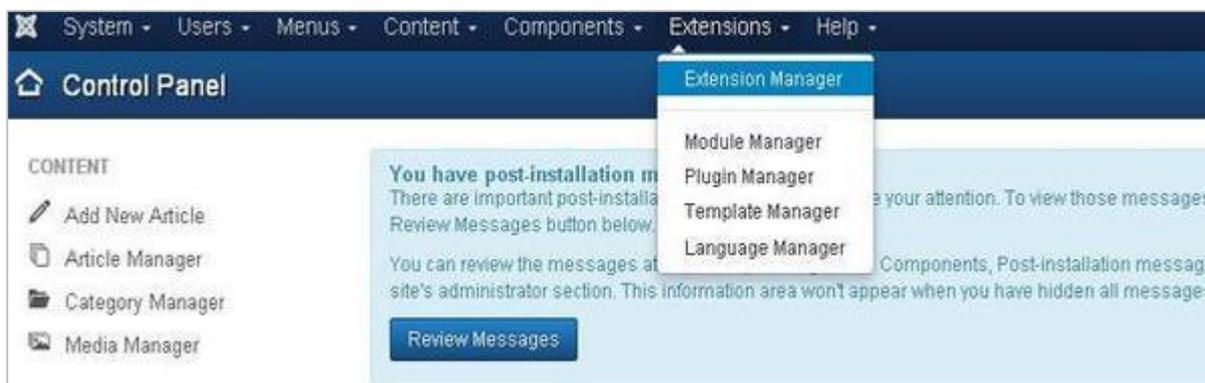
35. ADDING TEMPLATE

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

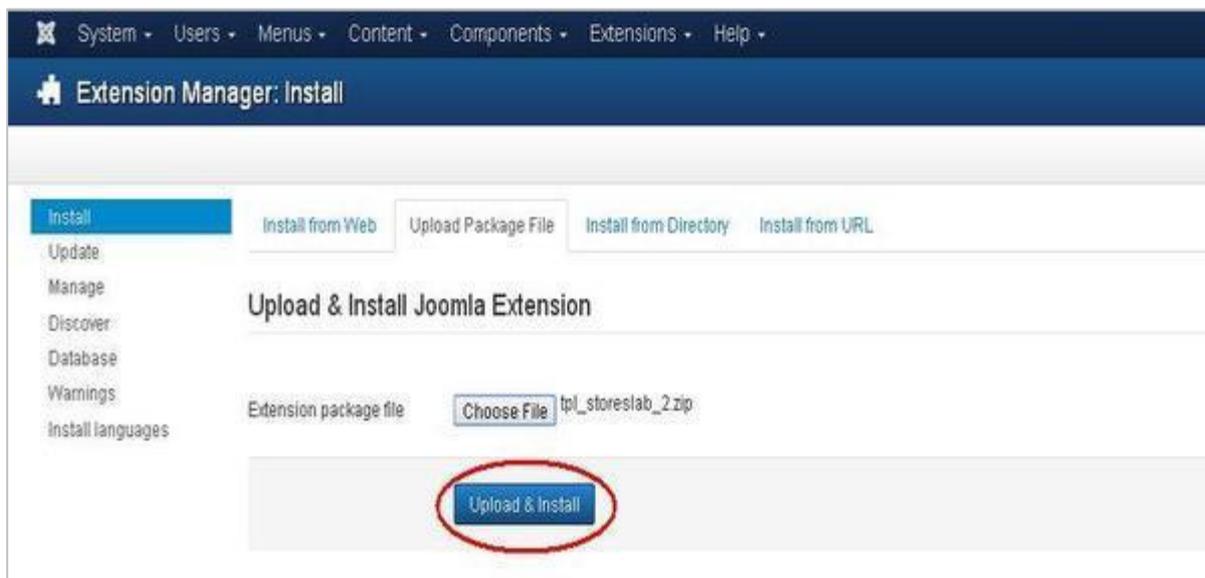
Adding Template

Following are the simple steps to add / install template in Joomla.

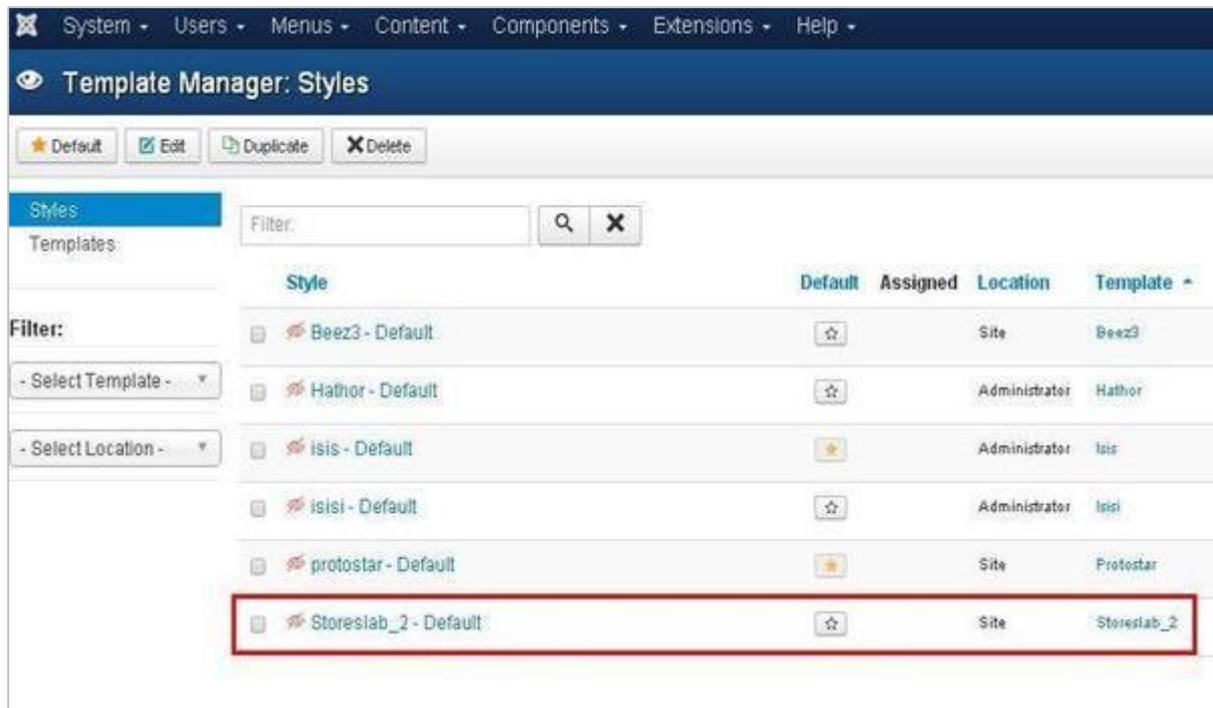
Step (1): Click on **Extensions --> Extension Manager** as shown below.



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.



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.

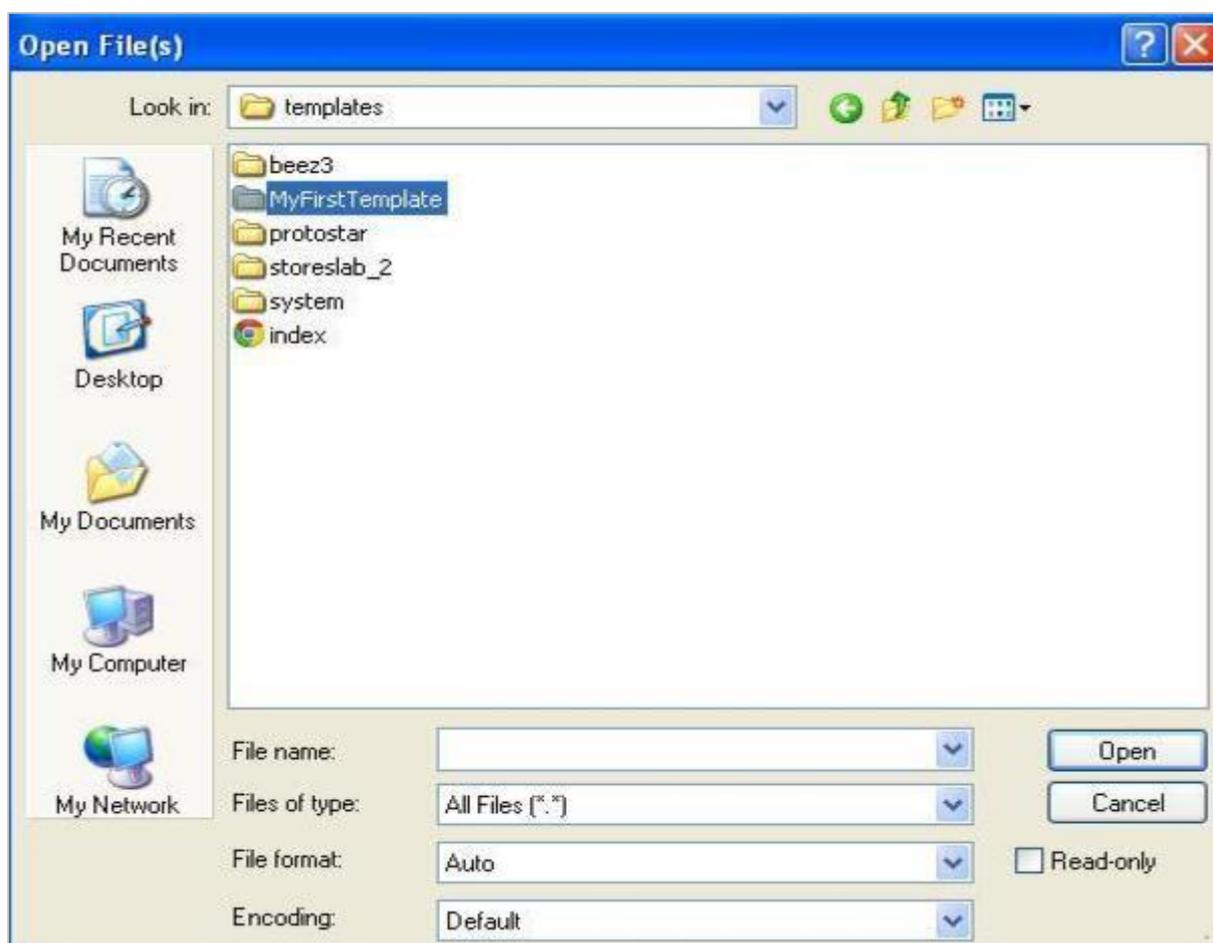
36. CREATING TEMPLATE

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 'System', 'Users', 'Menus', 'Content', 'Components', 'Extensions', and 'Help'. The main heading is 'Extension Manager: Install'. Below this, there are tabs for 'Install from Web', 'Upload Package File', 'Install from Directory', and 'Install from URL'. A left sidebar contains a menu with 'Install', 'Update', 'Manage', 'Discover' (circled in red), 'Database', 'Warnings', and 'Install languages'. The main content area features a search bar, a 'Sort by Score' dropdown, and a list of popular extensions. Three extensions are highlighted in a grid:

- Akeeba Backup**: 934 reviews with a score of 100/100. Description: Akeeba Backup Core is the successor to the now famous...
- Breezing Forms**: 743 reviews with a score of 100/100. Description: Easy Multi-Language Forms, Responsive, Bootstrap, Virtuemart...
- Google Maps by Reumer**: 702 reviews with a score of 100/100. Description: Plugin for displaying one or more Google...

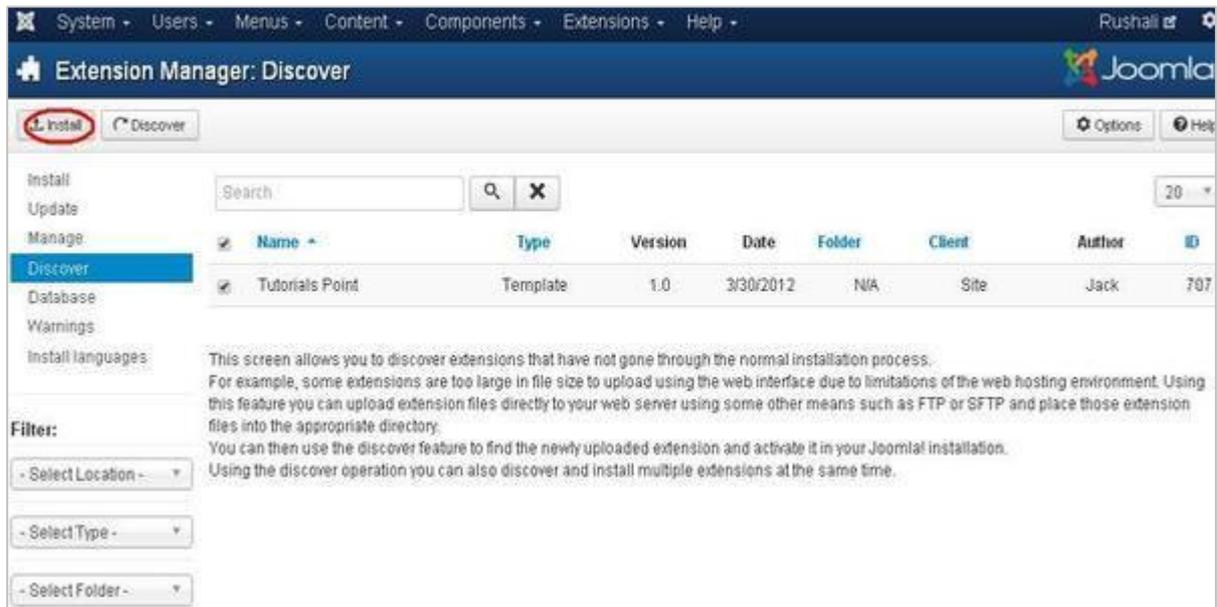
Step (5): In the above page, click on **Discover** link, the following page is displayed.



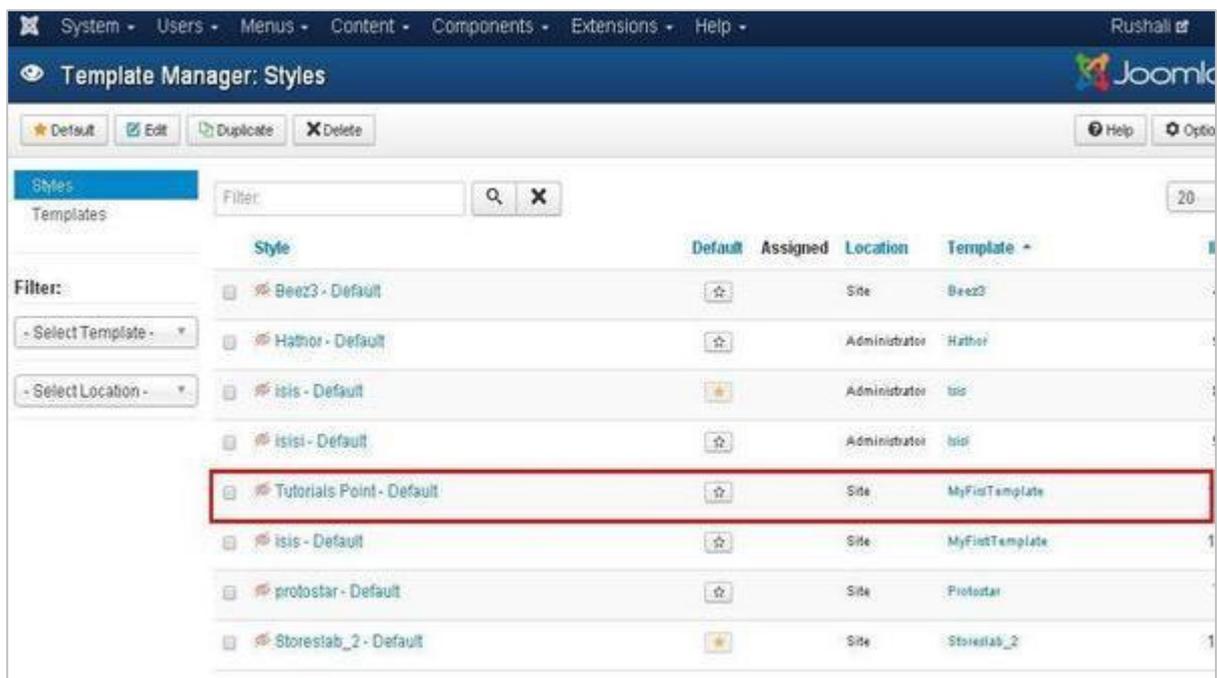
Step (6): Next, click on the **Discover** button to discover the new created template as shown below.



Step (7): Click on the checkbox to select the template and click on **Install** button to install the template in Joomla.



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.



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.

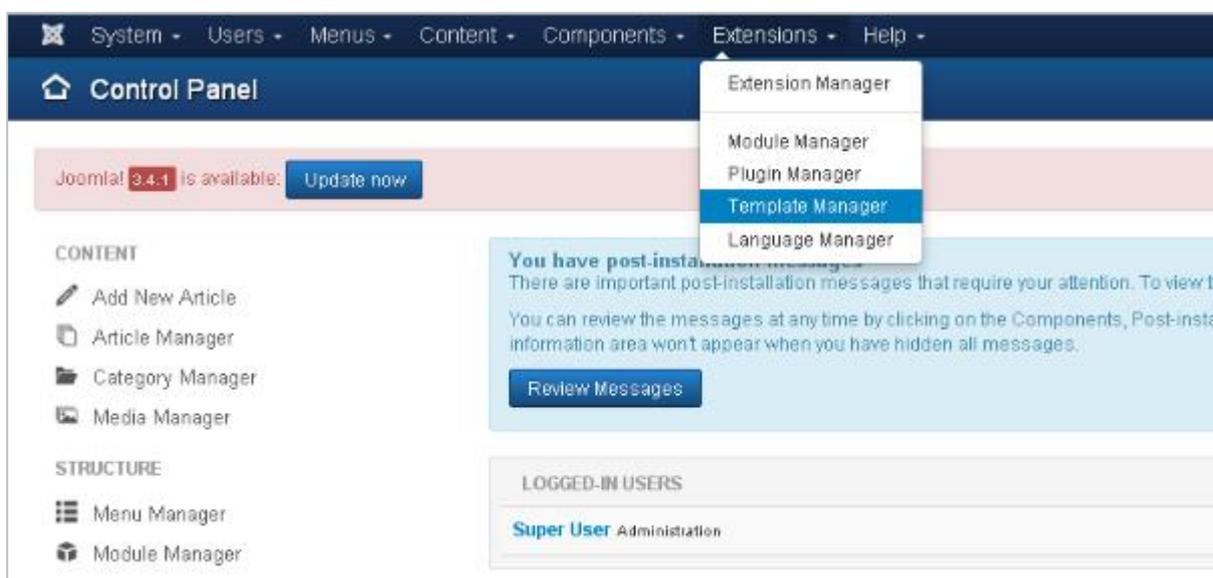
37. CUSTOMIZE LOGO

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.

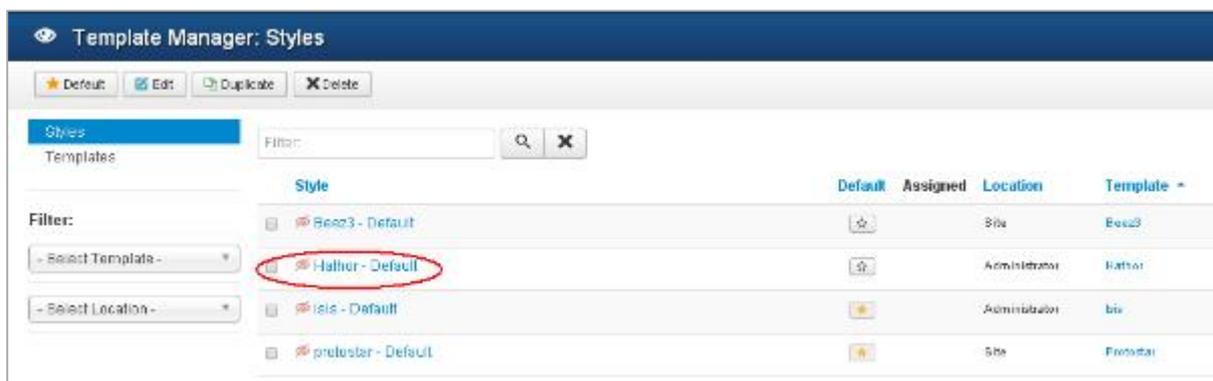
Joomla Customize Logo

Following are the simple steps used to set the customize logo in Joomla:

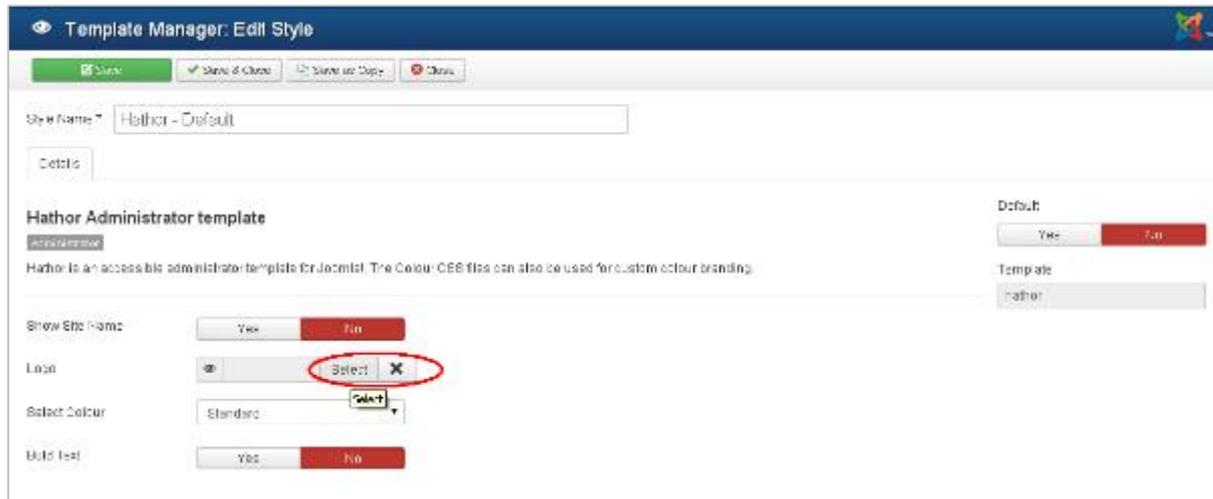
Step (1): Click on **Extensions -> Template Manager**.



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

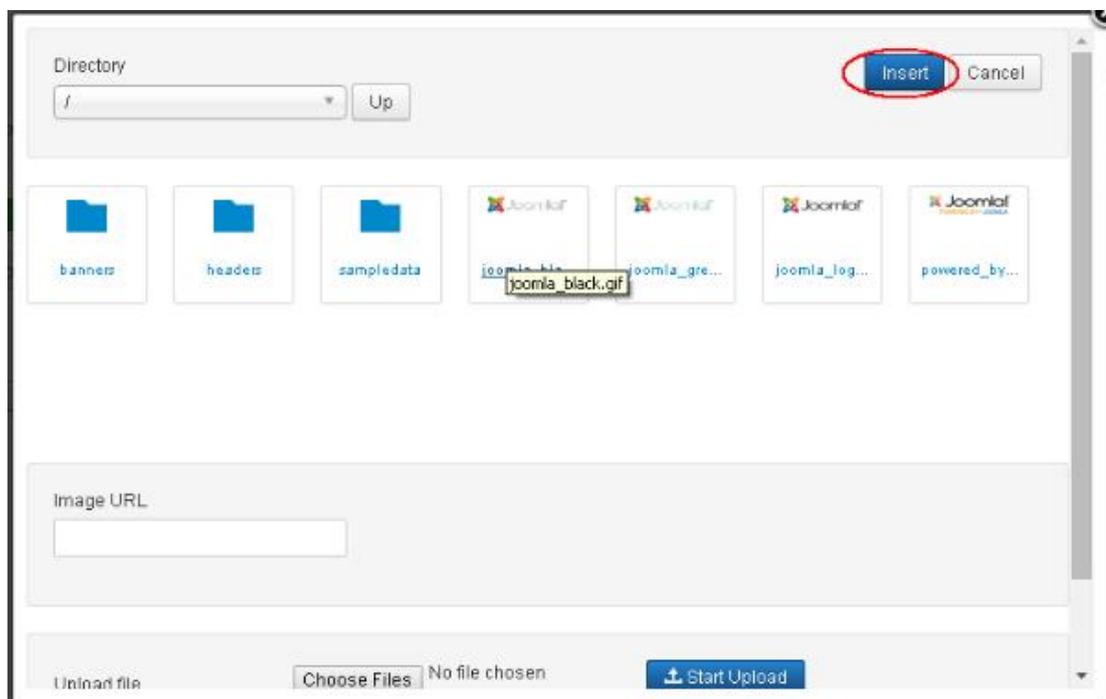


Step (3): Click on the **Hathor Default** option, a screen as below will be displayed. You can customize the logo for your web site here.



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.

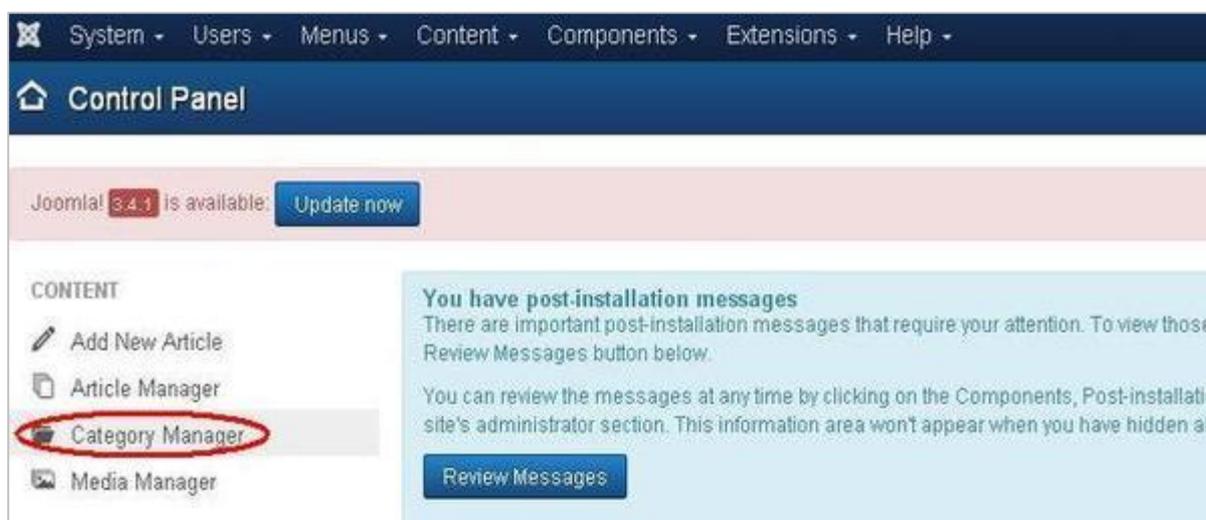
38. CATEGORY MANAGEMENT

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.

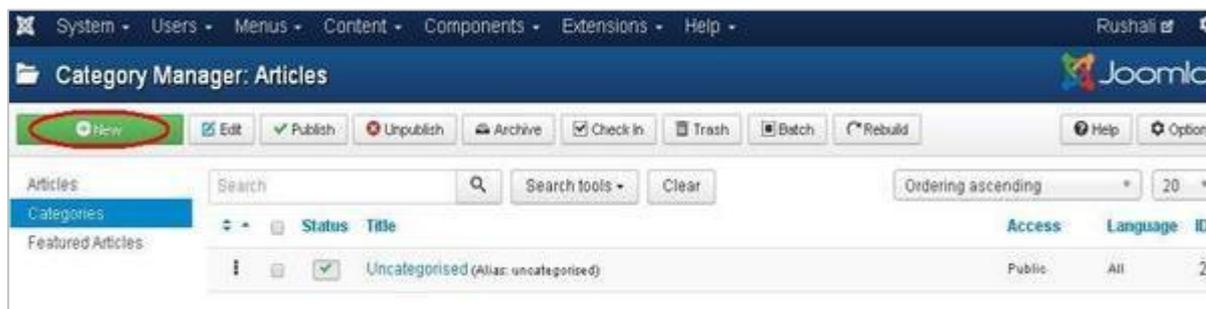
Category Management

Following are the simple steps to add new category manager in Joomla.

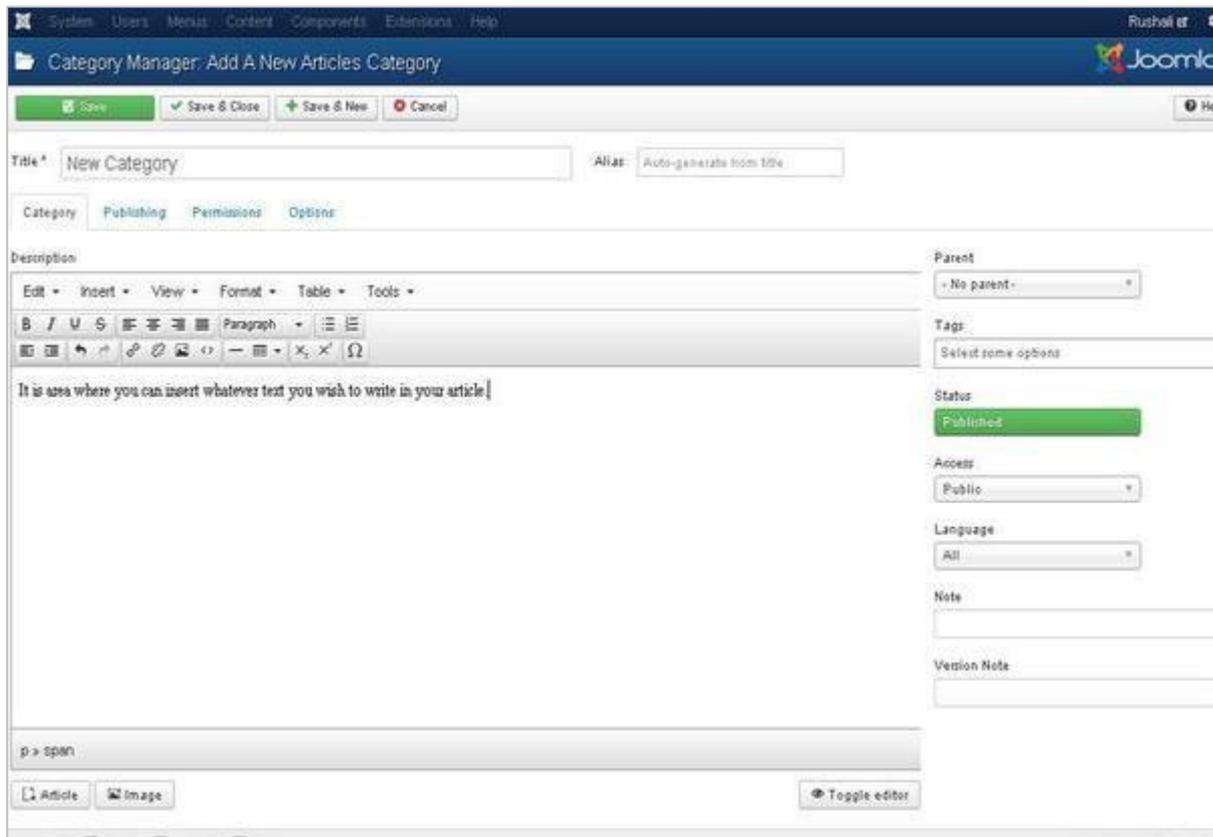
Step (1): Click on **Category Manager** in Control Panel as shown below.



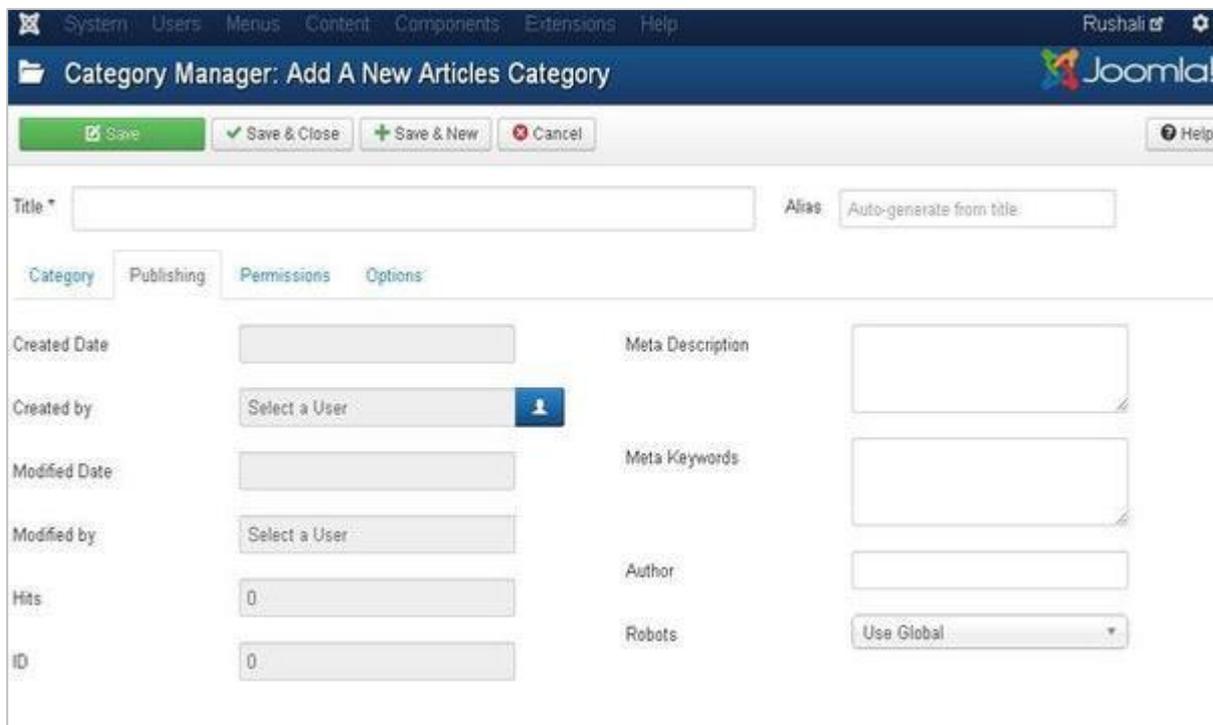
Step (2): After clicking on a **Category Manager**, you will get the following screen.



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.



Step (4): In **Publishing** tab, it gives the information of Joomla category.



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 ¹	Calculated Setting ²
- 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			

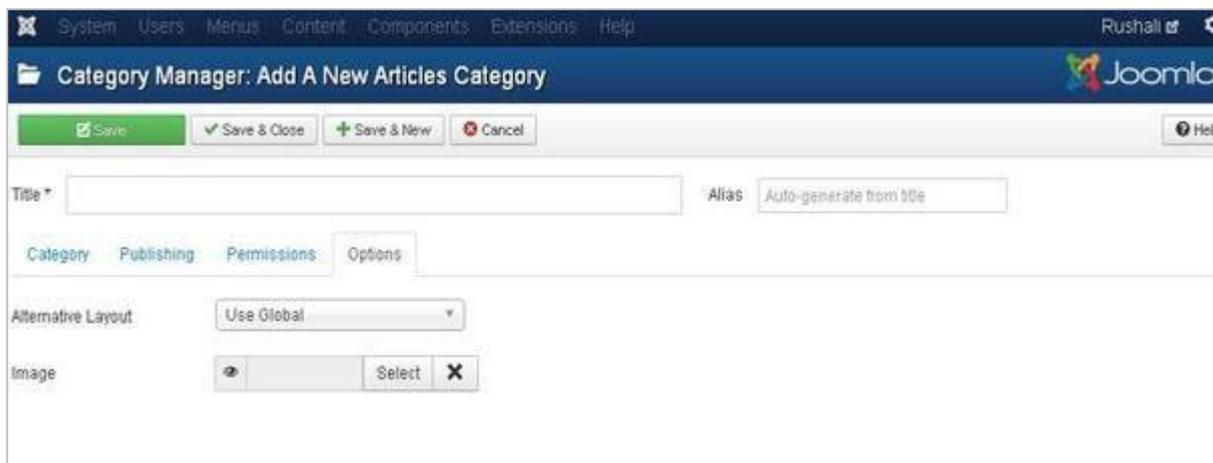
1. If you change the setting, it will apply to this article. Note that:
Inherited means that the permissions from global configuration, parent group and category will be used.
Denied means that no matter what the global configuration, parent group or category settings are, the group being edited cannot 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.

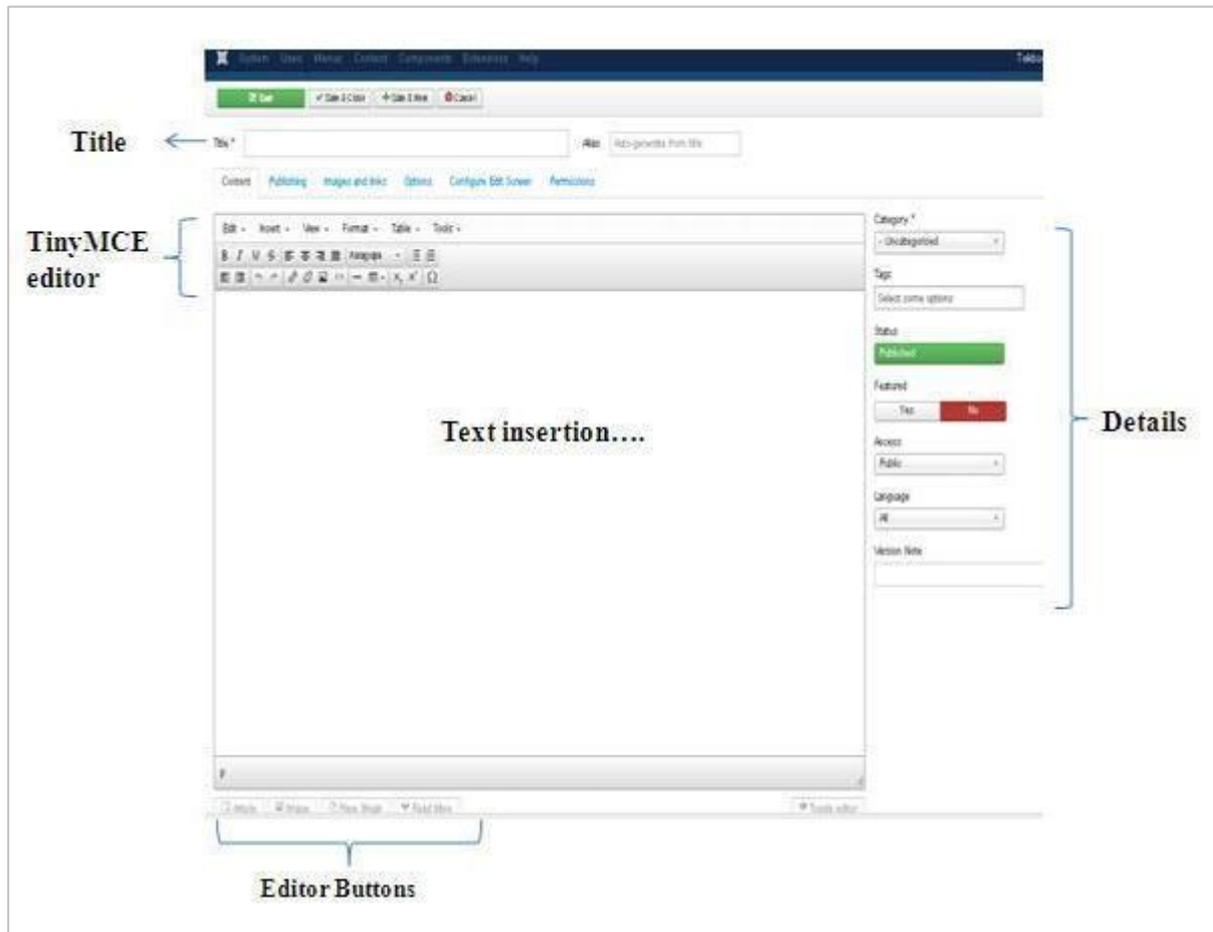
Adding Content

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.



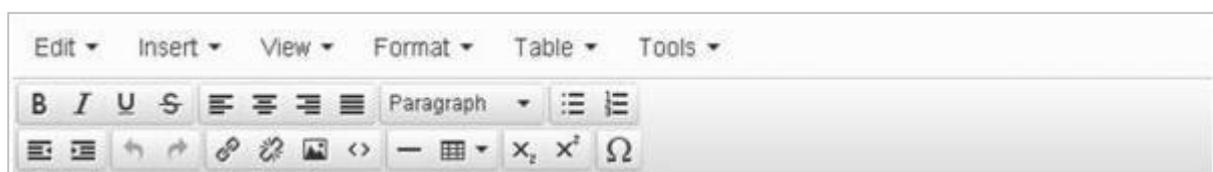
Following are the details of the fields on editor page of the **Article Manager**.

Title

- **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

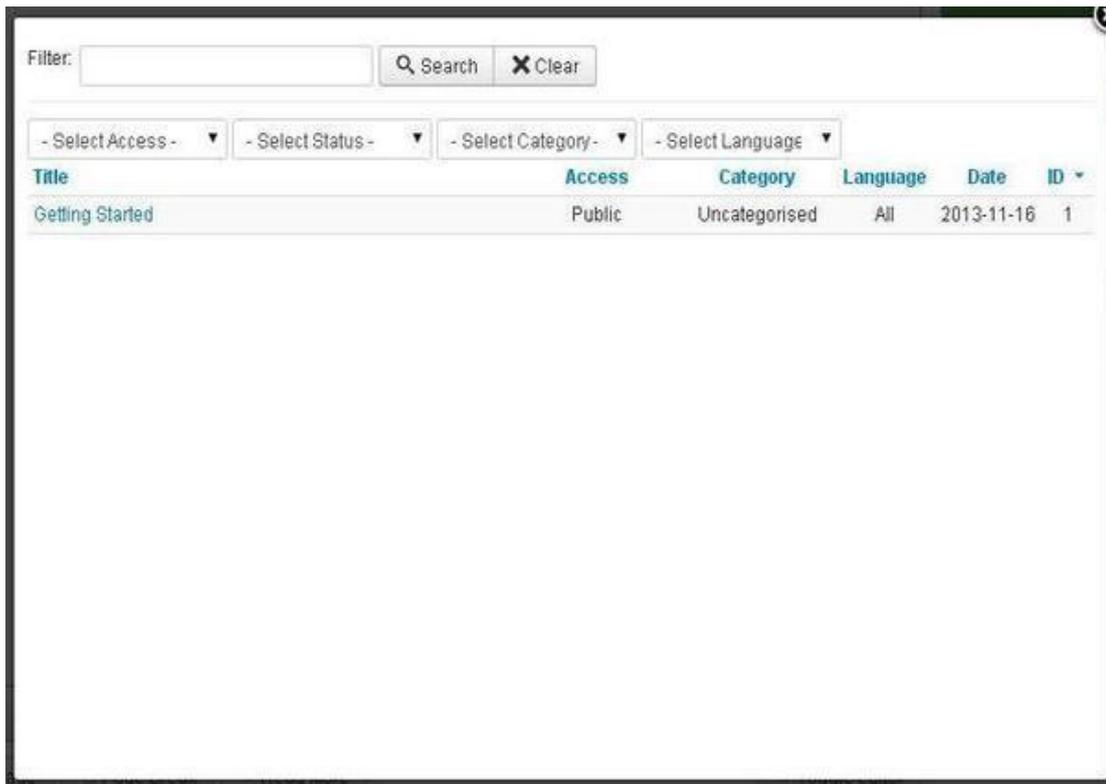
It is used for writing the content of an article.

Editor Buttons

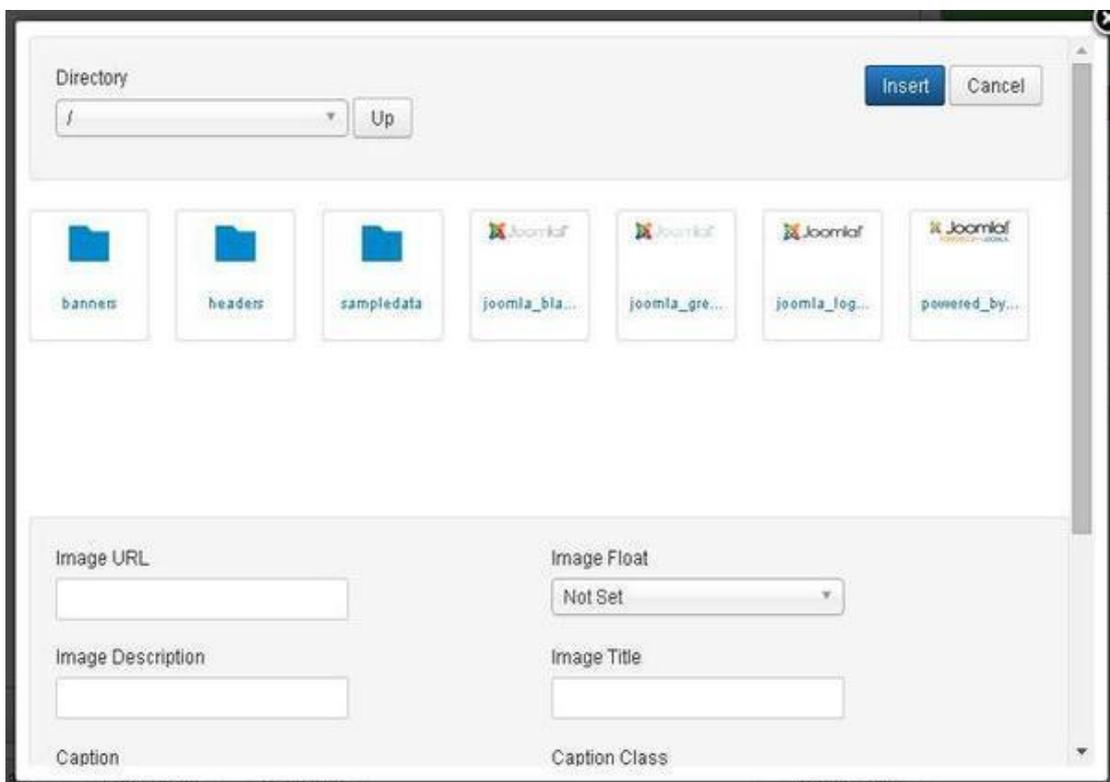
Five buttons present at the bottom of the text editor as shown below are the editor buttons.



- **Article Button:** Click on **Article** button, a window pops up as shown below. Here, we can select the required article to view.



- **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.



The image shows a dialog box for inserting a page break. It has a white background and a black border. At the top, there is a text input field labeled 'Page Title:'. Below it is another text input field labeled 'Table of Contents Alias:'. At the bottom left of the dialog, there is a button with the text 'Insert Page Break'.

- **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.

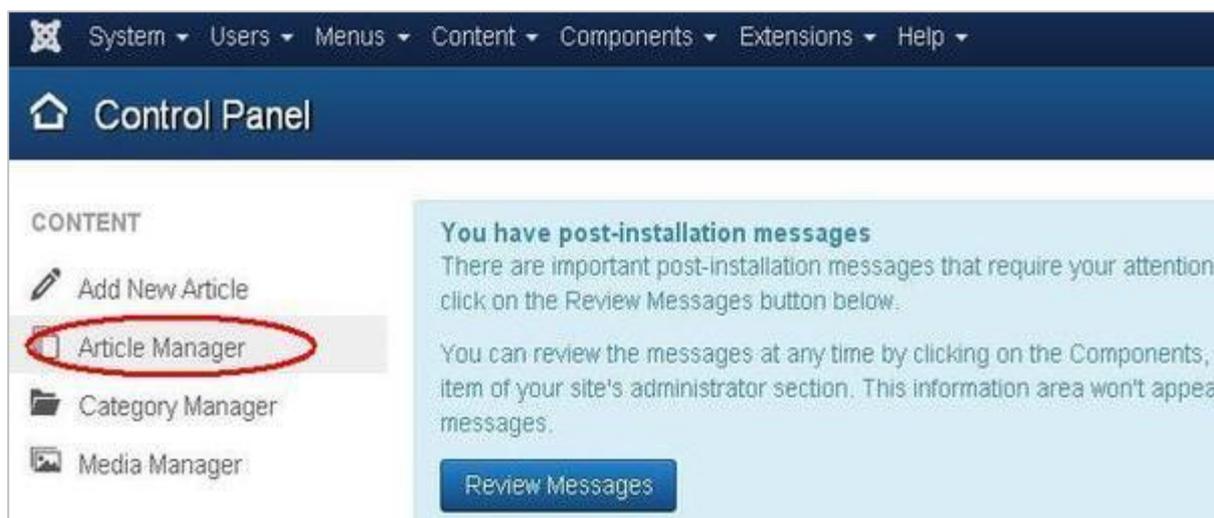
40. FORMATTING CONTENT

In this chapter, we will study how to **format content** on the Joomla website.

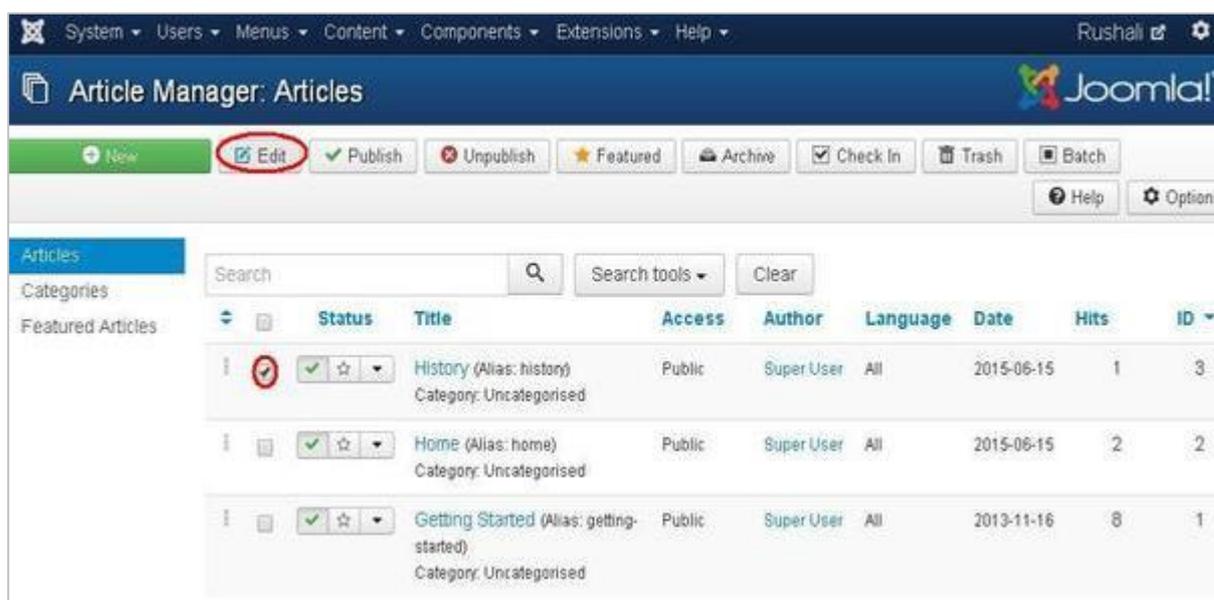
Formatting Content

Following are the simple steps to format content in Joomla:

Step (1): Click on **Article Manager** in Control Panel as shown below.

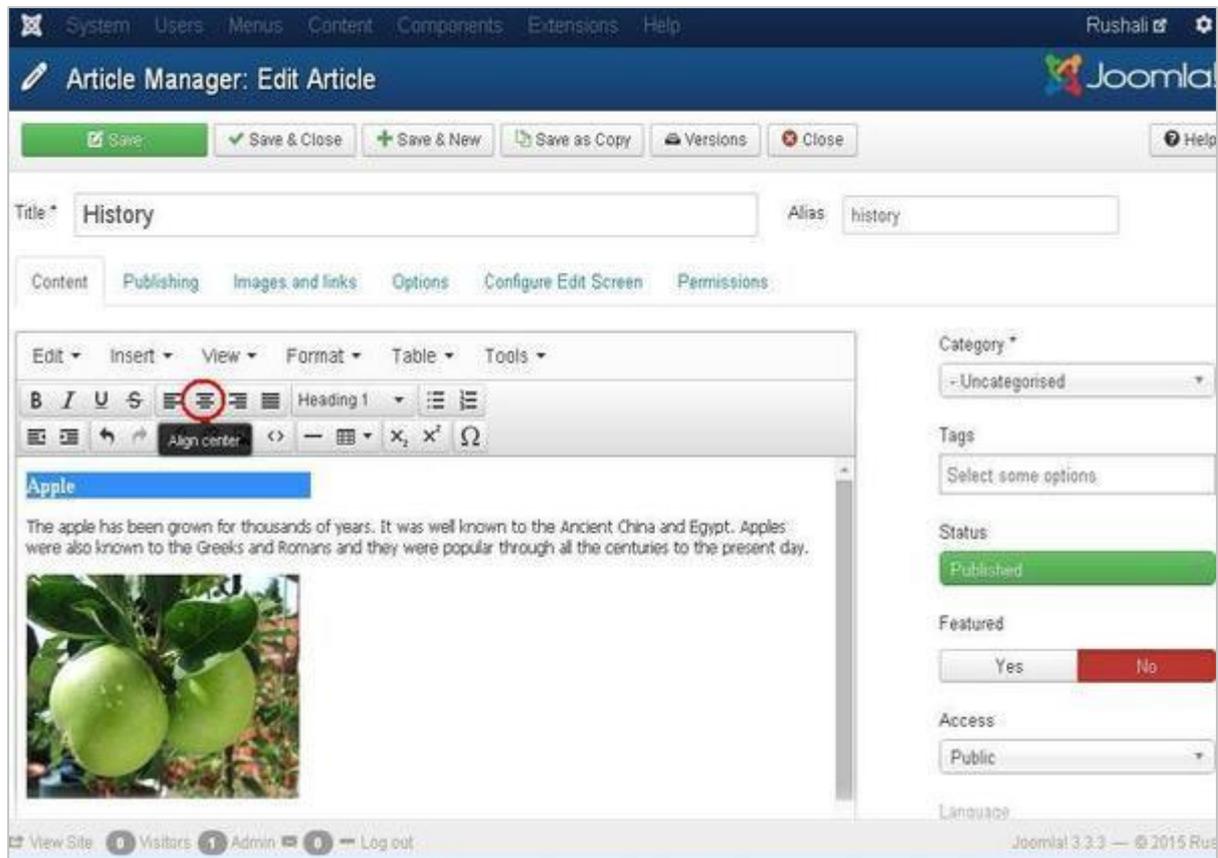


Step (2): Select the article to be formatted by clicking on the checkbox. Next, click on the **Edit** button as shown below.



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](#).



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.

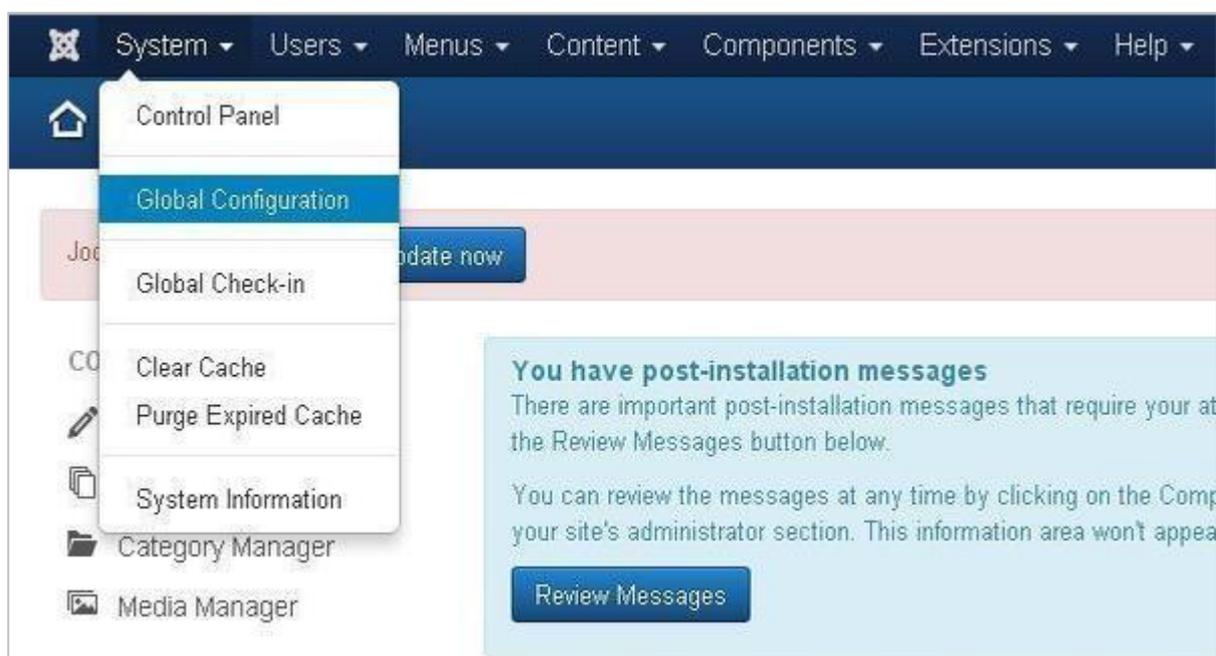
41. ARTICLE METADATA

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

COMPONENT

- Banners
- Cache Manager
- Check-in
- Contacts
- Articles
- 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
- Weblinks

Site Settings

Site Name *	<input type="text" value="My Site"/>
Site Offline	<input type="radio"/> Yes <input checked="" type="radio"/> No
Offline Message	<input type="text" value="Use Custom Message"/>
Custom Message	<input type="text" value="maintenance.
 Please check back again soon."/>
Offline Image	<input type="text" value=""/> <input type="button" value="Select"/> <input type="button" value="X"/>
Mouse-over edit icons for	<input type="text" value="Modules"/>
Default Editor *	<input type="text" value="Editor - TinyMCE"/>
Default Captcha *	<input type="text" value="- None Selected -"/>
Default Access Level *	<input type="text" value="Public"/>
Default List Limit	<input type="text" value="20"/>
Default Feed Limit	<input type="text" value="10"/>
Feed email	<input type="text" value="Author Email"/>

Metadata Settings

Site Meta Description	<input type="text"/>
Site Meta Keywords	<input type="text"/>
Robots	<input type="text" value="Index, Follow"/>
Content Rights	<input type="text"/>
Show Author Meta Tag	<input checked="" type="radio"/> Yes <input type="radio"/> No
Show Joomla! Version	<input type="radio"/> Yes <input checked="" type="radio"/> No

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.

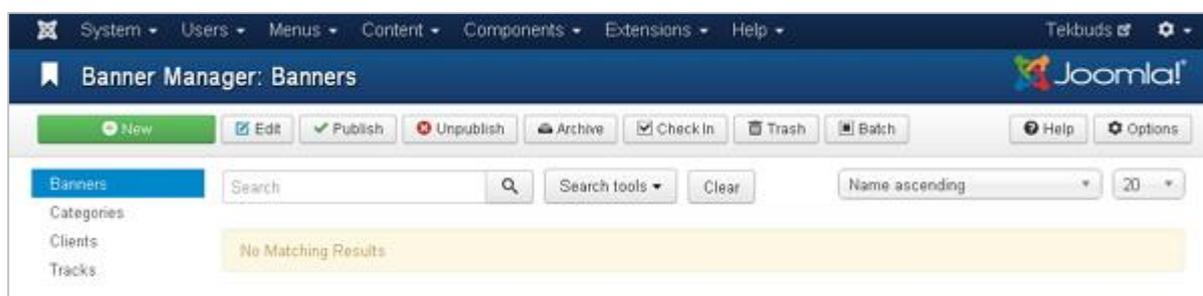
42. ADDING BANNERS

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.

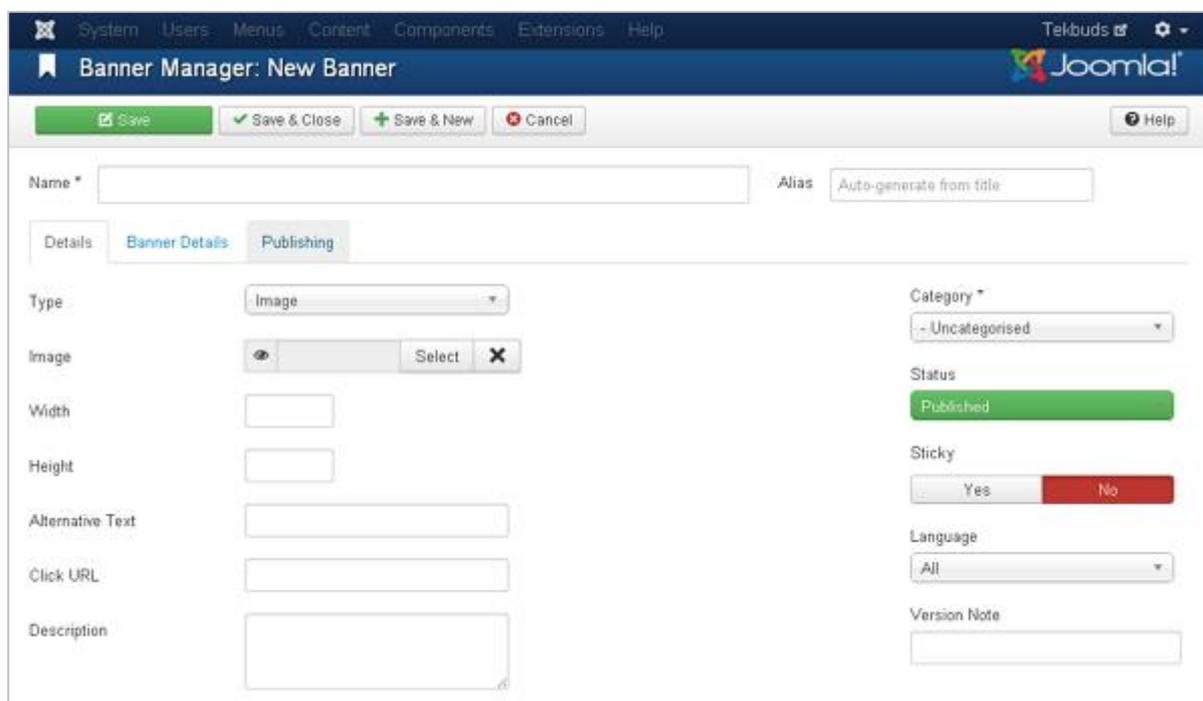
Adding Banners

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.

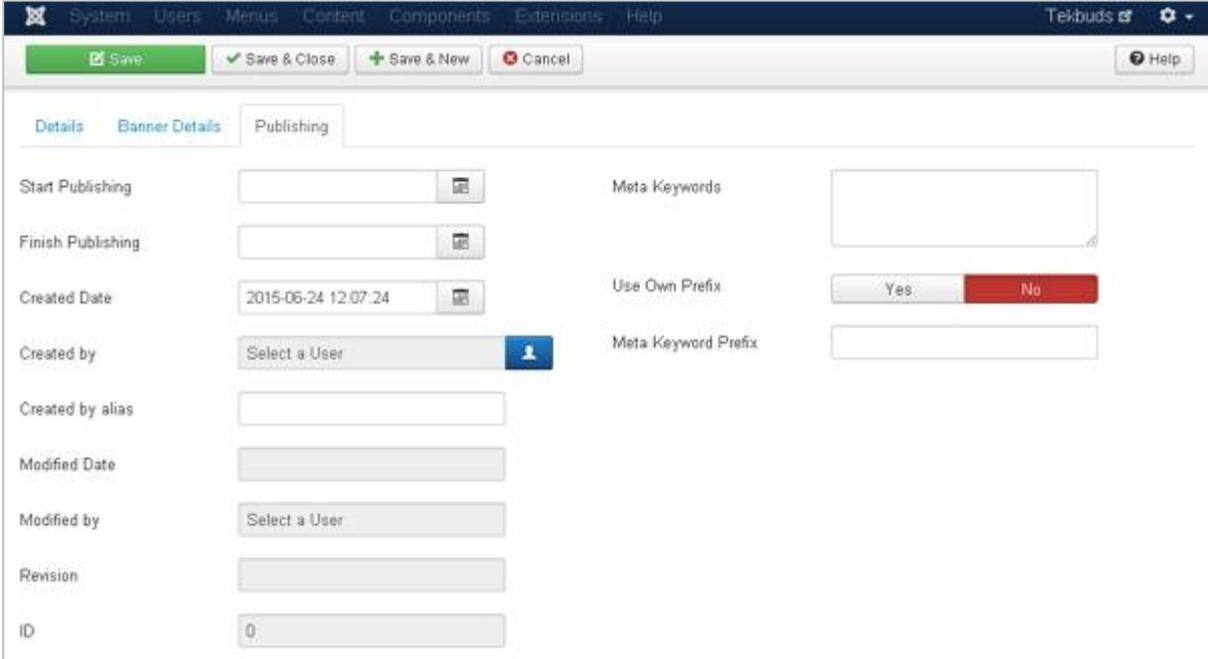
The screenshot shows the Joomla! Banner Manager interface for creating a new banner. The top navigation bar includes 'System', 'Users', 'Menus', 'Content', 'Components', 'Extensions', and 'Help'. The current page title is 'Banner Manager: New Banner'. Below the title are buttons for 'Save', 'Save & Close', 'Save & New', 'Cancel', and 'Help'. The form has a 'Name' field and an 'Alias' field set to 'Auto-generate from title'. There are three tabs: 'Details', 'Banner Details', and 'Publishing'. The 'Banner Details' tab is active, showing the following fields:

- Max. Impressions:** A text input field with a checked 'Unlimited' checkbox below it.
- Total Impressions:** A text input field showing '0' and a 'Reset impressions' button.
- Total Clicks:** A text input field showing '0' and a 'Reset clicks' button.
- Client:** A dropdown menu with '- No client -' selected.
- Purchase Type:** A dropdown menu with '-- Use Client Default --' selected.
- Track Impressions:** A dropdown menu with 'No' selected.
- Track Clicks:** A dropdown menu with 'No' selected.

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! administration interface for editing a banner. The top navigation bar includes 'System', 'Users', 'Menus', 'Content', 'Components', 'Extensions', and 'Help'. The user 'Teikbuds' is logged in. Below the navigation bar are buttons for 'Save', 'Save & Close', 'Save & New', and 'Cancel'. The main content area has three tabs: 'Details', 'Banner Details', and 'Publishing'. The 'Publishing' tab is active and contains the following fields:

- Start Publishing:** A date-time picker field.
- Finish Publishing:** A date-time picker field.
- Created Date:** A date-time picker field showing '2015-06-24 12:07:24'.
- Created by:** A user selection dropdown menu.
- Created by alias:** A text input field.
- Modified Date:** A date-time picker field.
- Modified by:** A user selection dropdown menu.
- Revision:** A text input field.
- ID:** A text input field showing '0'.
- Meta Keywords:** A text area for entering meta keywords.
- Use Own Prefix:** A radio button group with 'Yes' and 'No' options. 'No' is selected.
- Meta Keyword Prefix:** A text input field.

- **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

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.

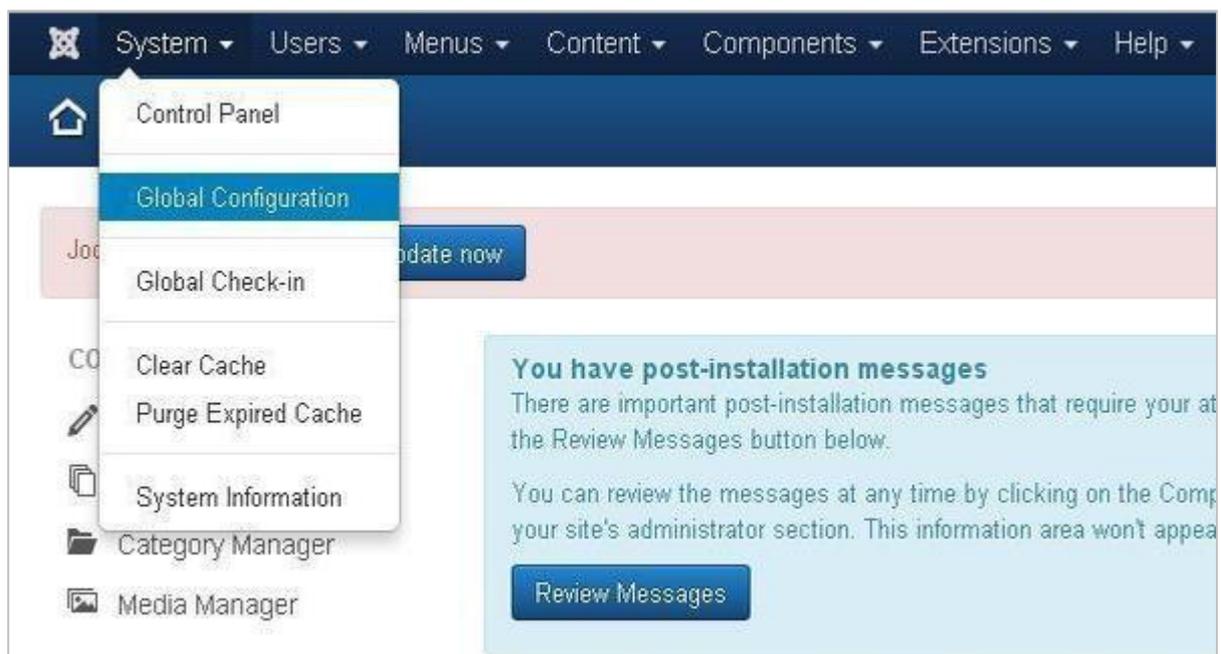
43. ADDING CONTACTS

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

SYSTEM
Global Configuration
Contact
Icons
Category
Categories
List Layouts
Form
Integration

These settings apply for single Contact unless they are changed for a specific menu item or C

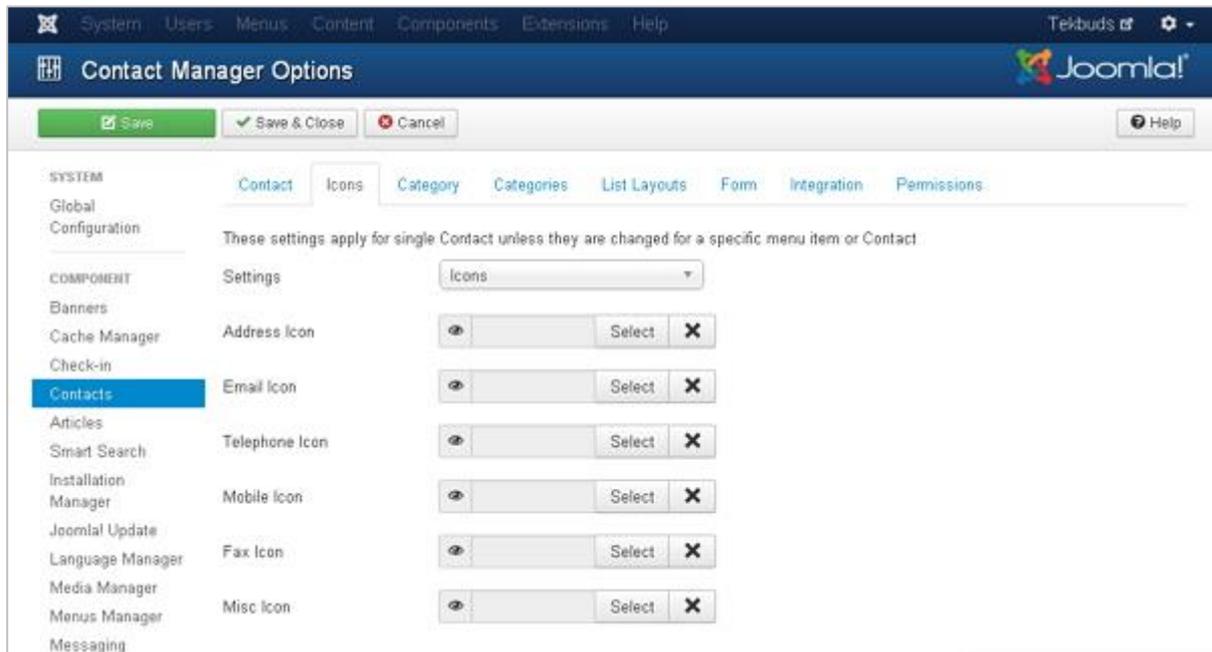
COMPONENT	Choose a layout	Default
Banners	Contact Category	Hide
Cache Manager	Save History	Yes No
Check-in	Maximum Versions	10
Contacts	Show Contact List	Show Hide
Articles	Display format	Sliders
Smart Search	Name	Show Hide
Installation Manager	Contact's Position	Show Hide
Joomla! Update	Email	Show Hide
Language Manager	Street Address	Show Hide
Media Manager	City or Suburb	Show Hide
Menus Manager	State or County	Show Hide
Messaging	Postal Code	Show Hide
Module Manager	Country	Show Hide
Newsfeeds	Telephone	Show Hide
Plugins Manager	Fax	Show Hide
Post-installation	Webpage	Show Hide
Messages	Misc. Information	Show Hide
Redirect	Image	Show Hide
Search	Image	Image Select X
Tags	vCard	Show Hide
Template Manager	Show User Articles	Show Hide
Users Manager	Show Profile	Show Hide
Weblinks	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.



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.

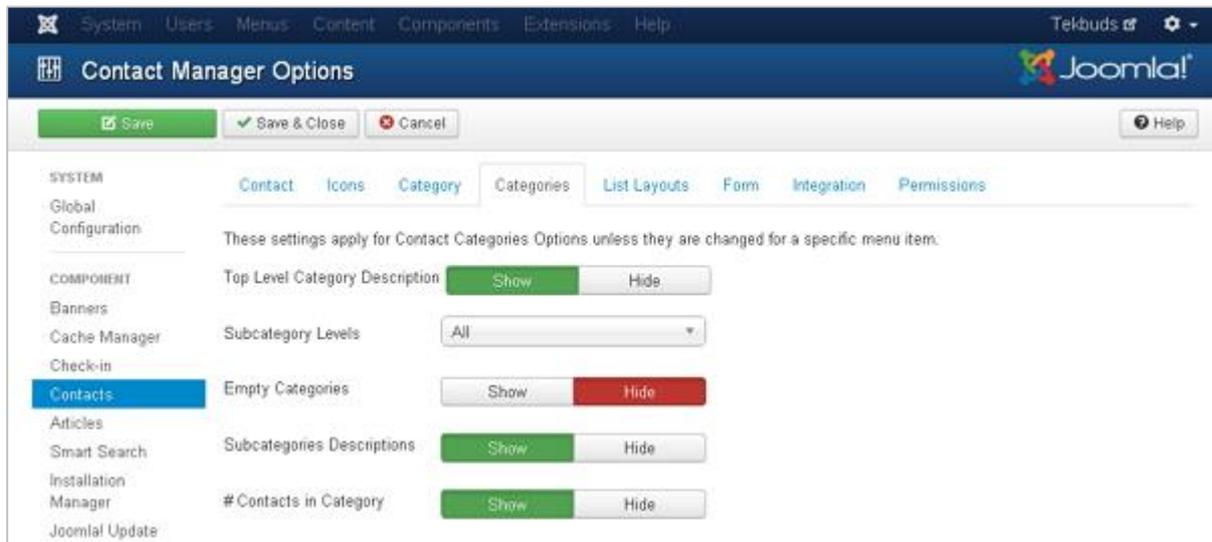
The screenshot displays the Joomla! administration interface for the Contact Manager Options, specifically the Category tab. The top navigation bar includes System, Users, Menus, Content, Components, Extensions, and Help. The Joomla! logo is visible in the top right corner. Below the navigation bar, there are buttons for Save, Save & Close, and Cancel. The main content area is titled 'Contact Manager Options' and contains a sidebar with a list of system components, with 'Contacts' selected. The main panel shows settings for 'Contact Category Options' with the following fields and controls:

Field Name	Control
Choose a layout	Dropdown menu (Contact Category Layout)
Category Title	Show/Hide toggle (Show selected)
Category Description	Show/Hide toggle (Show selected)
Category Image	Show/Hide toggle (Hide selected)
Subcategory Levels	Dropdown menu (All)
Empty Categories	Show/Hide toggle (Hide selected)
Subcategories Descriptions	Show/Hide toggle (Show selected)
# Contacts in Category	Show/Hide toggle (Show selected)
Show Tags	Show/Hide toggle (Show selected)

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.



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! Contact Manager Options interface, specifically the 'List Layouts' tab. The interface includes a sidebar with a 'Contacts' menu item highlighted. The main content area displays settings for contact list options, with a note stating: 'These settings apply for Contact List Options unless they are changed for a specific menu item.' The settings are as follows:

Setting	Show	Hide
Filter Field	Selected	Not Selected
Display Select	Selected	Not Selected
Table Headings	Selected	Not Selected
Position	Selected	Not Selected
Email	Not Selected	Selected
Phone	Selected	Not Selected
Mobile	Not Selected	Selected
Fax	Not Selected	Selected
City or Suburb	Selected	Not Selected
State or County	Selected	Not Selected

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.

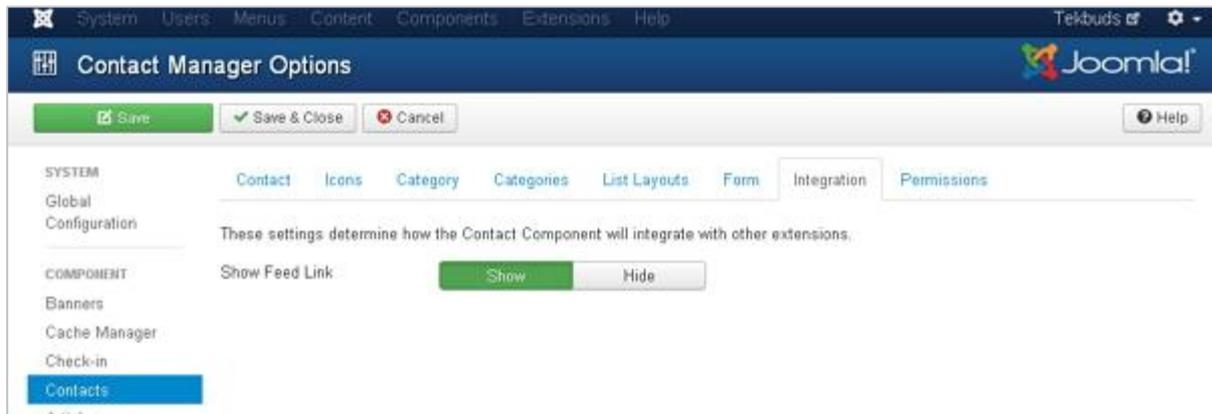
Step (6): In **Form** tab, you can apply setting for single contact.

The screenshot shows the Joomla! administrator interface with the 'Form' tab selected for the 'Contact' component. The interface includes a top navigation bar with 'System', 'Users', 'Menus', 'Content', 'Components', 'Extensions', and 'Help'. Below the navigation bar are buttons for 'Save', 'Save & Close', and 'Cancel'. The main content area is divided into a left sidebar with a component list and a main settings area. The 'Form' tab is active, displaying settings for a single contact. The settings include:

- Allow Captcha on Contact:** A dropdown menu set to '-- Use Default --'.
- Show Contact Form:** A toggle switch set to 'Show'.
- Send Copy to Submitter:** A toggle switch set to 'Show'.
- Banned Email:** A text input field.
- Banned Subject:** A text input field.
- Banned Text:** A text input field.
- Session Check:** A toggle switch set to 'Yes'.
- Custom Reply:** A toggle switch set to 'No'.

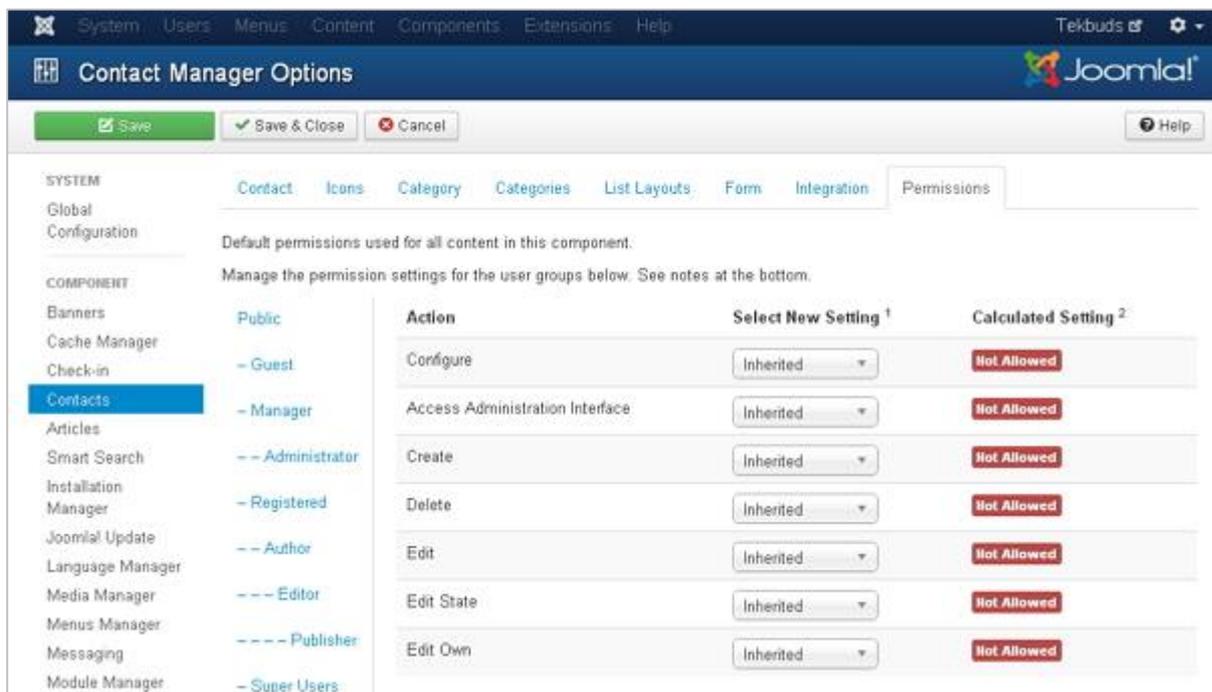
- **Allow Captcha on Contact:** In contact form, the captcha plugin is selected.
- **Show Contact Form:** Contact form is shown or hidden.
- **Send Copy to Submitter:** It allows email copy to be sent to submitter.
- **Banned Email:** In contact form, email address is not allowed to submit.
- **Banned 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:



- **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.



- **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.

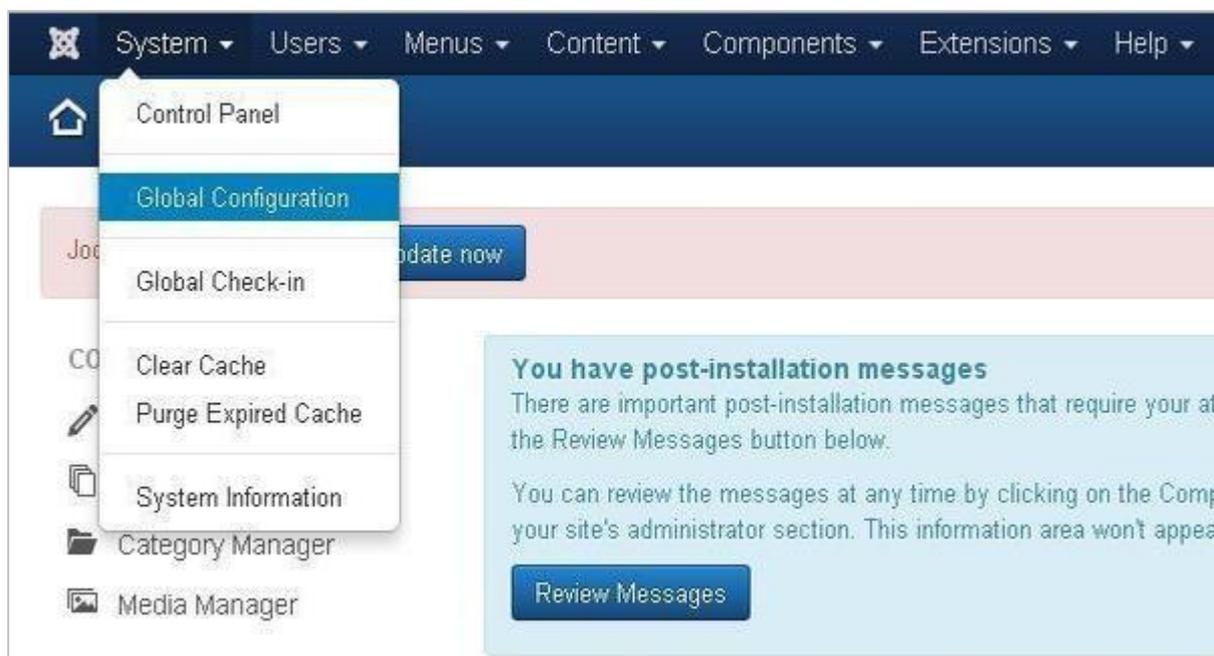
44. ADDING NEWS FEED

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.

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.

The screenshot displays the Joomla! News Feed Manager Options interface, specifically the 'Category' tab. The interface includes a sidebar on the left with 'Newsfeeds' selected. The main content area shows the following settings:

- Choose a layout:** NEWSFEED CATEGORY.LAY...
- Category Title:** Show (selected) / Hide
- Category Description:** Show (selected) / Hide
- Category Image:** Hide / Show (selected)
- Subcategory Levels:** All
- Empty Categories:** Show / Hide (selected)
- Subcategories Descriptions:** Show (selected) / Hide
- # Feeds in Category:** Show (selected) / Hide
- Show Tags:** Show (selected) / Hide

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 ¹	Calculated Setting ²
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

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.

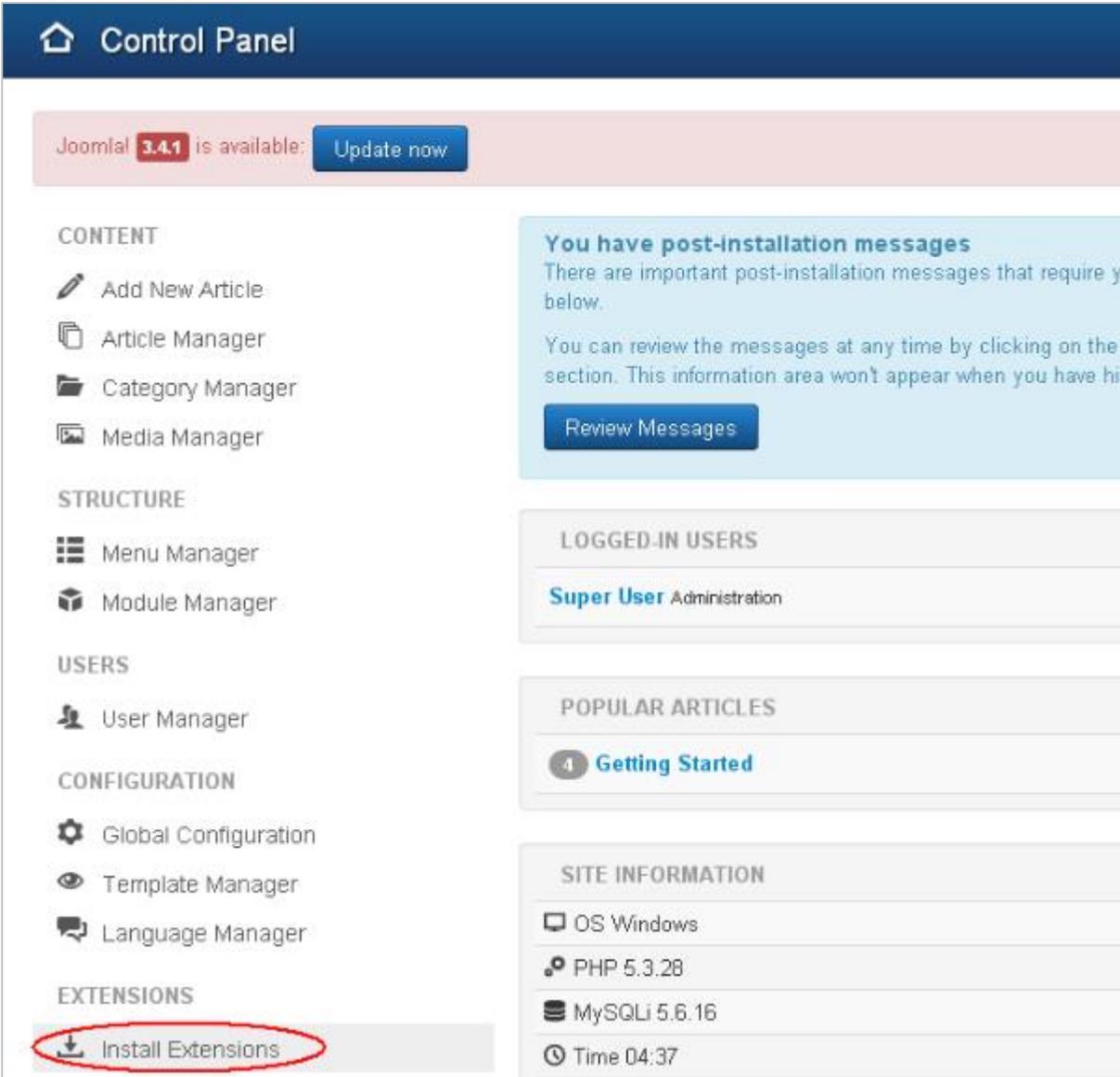
45. ADDING FORUM

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

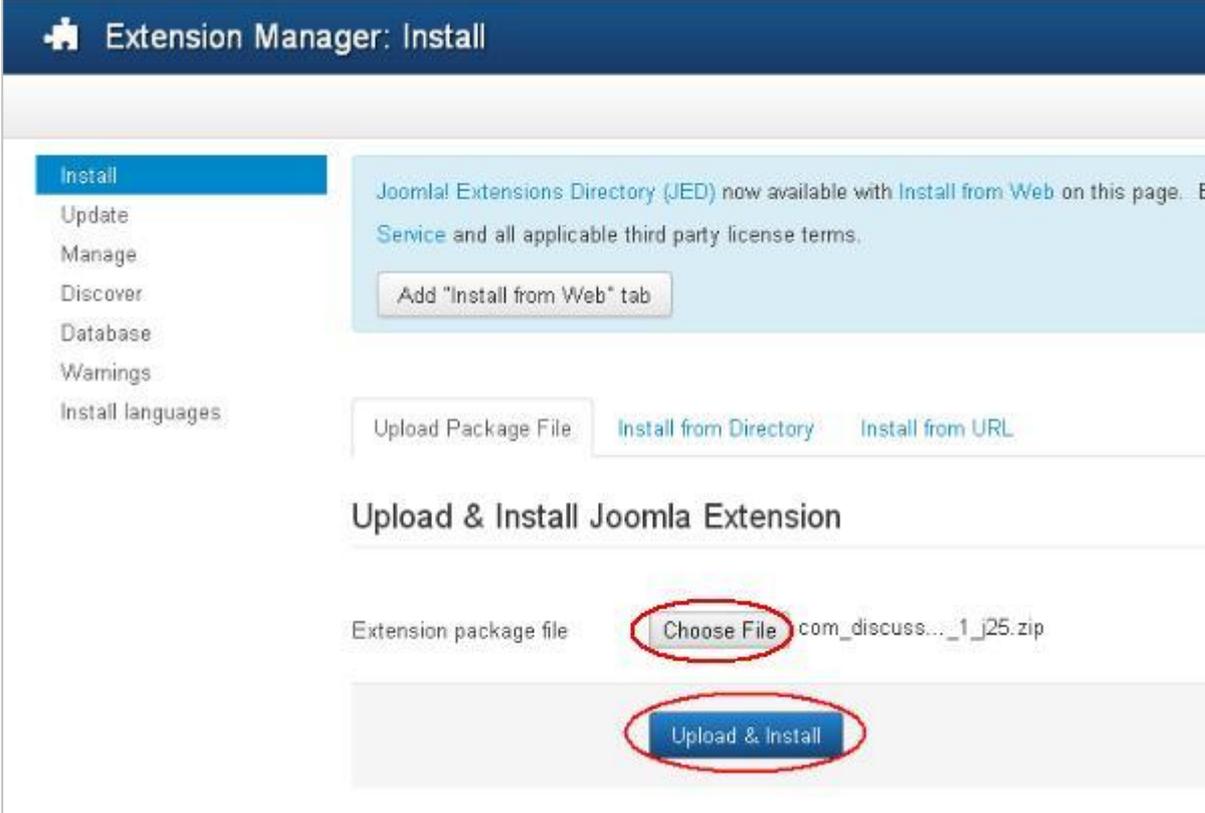
Following are the simple steps used to set the Joomla Adding Forum.

Step (1): Click on **Install Extensions** option in Joomla.



The screenshot displays the Joomla! Control Panel interface. At the top, there is a notification for Joomla! 3.4.1. Below this, the main menu is organized into several categories: CONTENT, STRUCTURE, USERS, CONFIGURATION, and EXTENSIONS. The 'Install Extensions' option under the EXTENSIONS category is highlighted with a red oval. On the right side of the panel, there are several informational boxes: 'You have post-installation messages', 'LOGGED-IN USERS' (showing Super User Administration), 'POPULAR ARTICLES' (showing Getting Started), and 'SITE INFORMATION' (showing OS Windows, PHP 5.3.28, MySQLi 5.6.16, and 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 title bar reads "Extension Manager: Install". On the left is a navigation menu with "Install" selected. The main content area has a light blue header with text about Joomla! Extensions Directory (JED) and an "Add 'Install from Web' tab" button. Below this are three tabs: "Upload Package File", "Install from Directory", and "Install from URL". The "Upload Package File" tab is active, showing the heading "Upload & Install Joomla Extension". Underneath, there is a text input field for the "Extension package file" containing the filename "com_discuss..._1_j25.zip". To the right of the input field is a "Choose File" button, which is circled in red. Below the input field 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.

Step (4): Click on **Menus -> Main Menu -> Add New Menu Item** option in Joomla.

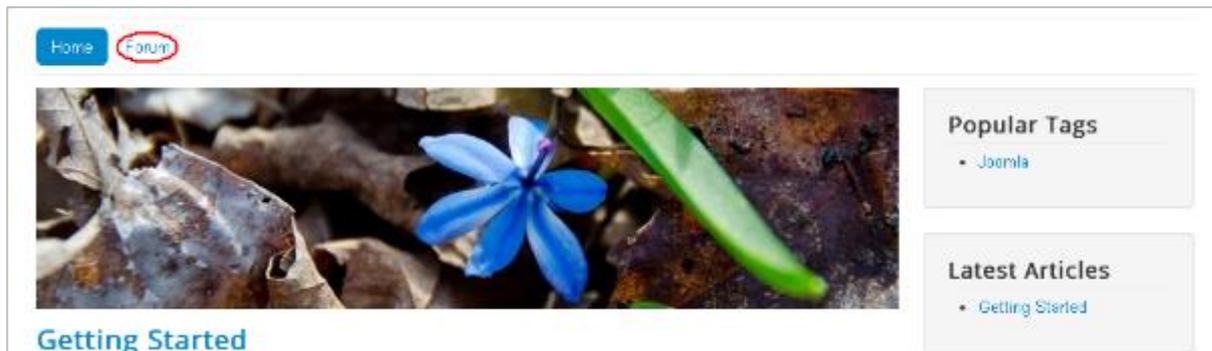
Step (5): In **Add New Menu Item** page, specify title in the **Menu Title**. Click on the **Select** button to choose the **Forum** extension for your website.

The screenshot shows the Joomla! Menu Manager interface for editing a menu item. The title bar reads "Menu Manager: Edit Menu Item". Below the title bar are five buttons: "Save", "Save & Close", "Save & New", "Save as Copy", and "Close". The "Menu Title" field contains the text "Forum". Below this are four tabs: "Details", "Link Type", "Page Display", "Metadata", and "Module Assignment". The "Menu Item Type" field is set to "Discussions", and a blue "Select" button with a grid icon is highlighted with a red circle. The "Link" field contains "index.php?option=com_discussions". The "Target Window" dropdown is set to "Parent". The "Template Style" dropdown is set to "- Use Default -".

Step (6): Click on the **Discussion** and choose the **Discussion discussion index views**.

The screenshot shows the Joomla! Menu Manager interface for creating a new menu item. The title bar reads "Menu Manager: New Menu Item". Below the title bar are four buttons: "Save", "Save & Close", "Save & New", and "Cancel". The "Menu Title" field contains the text "Forum". Below this are four tabs: "Details", "Link Type", "Page Display", and "Metadata". The "Menu Item Type" field is empty. The "Link" field is empty. The "Target Window" dropdown is set to "Parent". The "Template Style" dropdown is set to "- Use Default -". A modal dialog box is open in the foreground, displaying a list of menu item types. The list includes "Articles", "Configuration Manager", "Contacts", "Discussions", "Discussions Discussion Index View", "Newsfeeds", "Search", "Smart Search", "System Links", "Tags", and "Users Manager". The "Discussions" and "Discussions Discussion Index View" items are highlighted with red circles.

Step (7): Open your website which contains the Forum menu as shown in the screen below.



Toolbar

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.

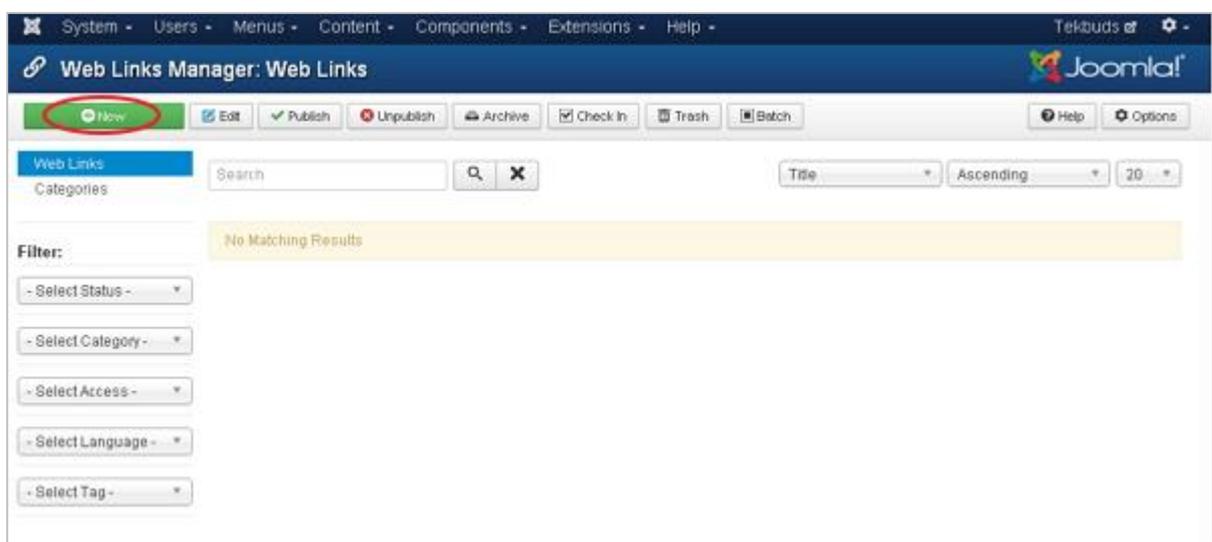
46. ADDING WEB LINKS

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.



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 is a navigation menu with 'System', 'Users', 'Menus', 'Content', 'Components', 'Extensions', and 'Help'. The user 'Tekbuds' is logged in. The main title is 'Web Links Manager: Web Link'. Below the title are buttons for 'Save', 'Save & Close', 'Save & New', and 'Cancel'. The 'Title' field is empty, and the 'Alias' is set to 'Auto-generate from title'. There are four tabs: 'New Web link' (selected), 'Images', 'Publishing', and 'Options'. The 'URL' field is empty. The 'Description' field has a rich text editor with a toolbar including 'Edit', 'Insert', 'View', 'Format', 'Table', and 'Tools'. The 'Category' dropdown is set to '- Uncategorised'. The 'Tags' field is empty. The 'Status' dropdown is set to 'Published'. The 'Access' dropdown is set to 'Public'. The 'Language' dropdown is set to 'All'. The 'Version Note' field is empty.

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 Joomla! Web Links Manager interface with the 'Images' tab selected. The 'Title' and 'Alias' fields are the same as in the previous screenshot. The 'New Web link' tab is now inactive. The 'Images' tab contains two sections for adding images. The first section is for the 'First image' and includes a 'Select' button with an eye icon and a close button. Below it are fields for 'Image Float' (set to 'Use Global'), 'Alt text', and 'Caption'. The second section is for the 'Second image' and includes a 'Select' button with an eye icon and a close button. Below it are fields for 'Image Float' (set to 'Use Global'), 'Alt text', and 'Caption'.

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.

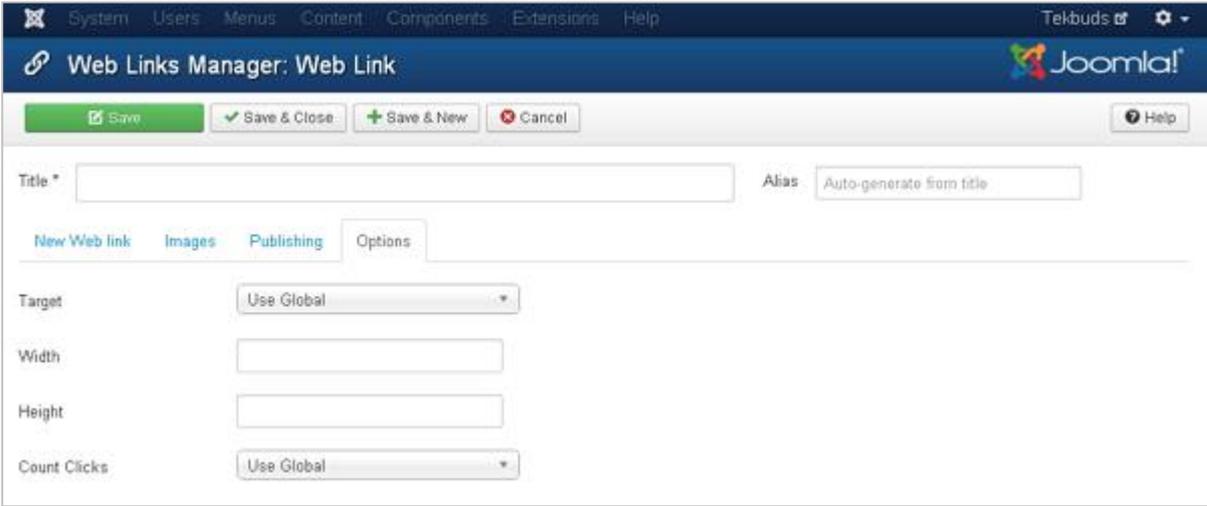
Step (4): Click on **Publishing** tab, you will get the following screen.

The 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! Web Links Manager interface. The top navigation bar includes 'System', 'Users', 'Menus', 'Content', 'Components', 'Extensions', and 'Help'. The user 'Tekbuds' is logged in. The main heading is 'Web Links Manager: Web Link'. Below the heading are buttons for 'Save', 'Save & Close', 'Save & New', 'Cancel', and 'Help'. The 'Options' tab is selected, showing fields for 'Title *' and 'Alias' (set to 'Auto-generate from title'). Below these are tabs for 'New Web link', 'Images', 'Publishing', and 'Options'. The 'Options' tab contains the following settings:

Target	Use Global
Width	
Height	
Count Clicks	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

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.

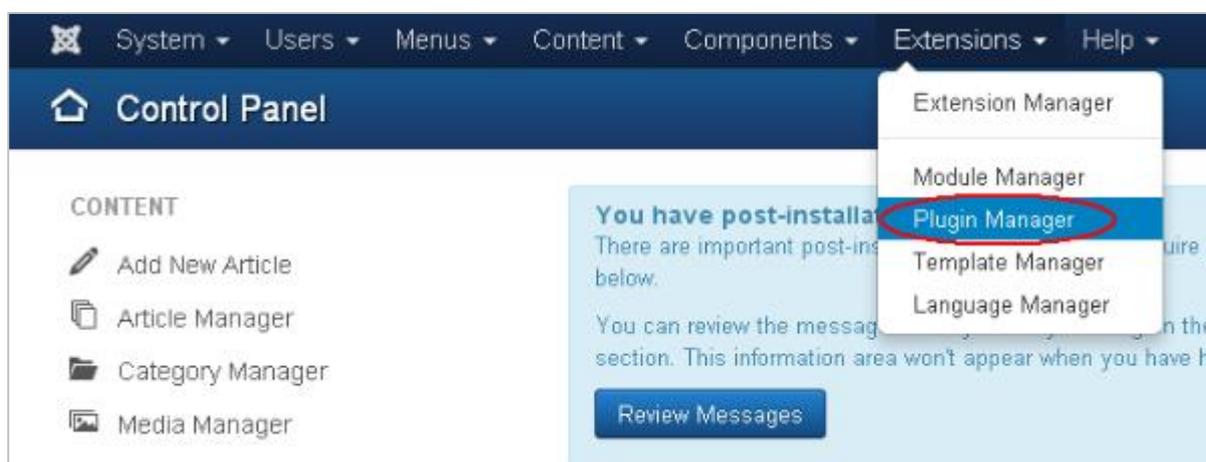
47. PLUGIN MANAGER

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.

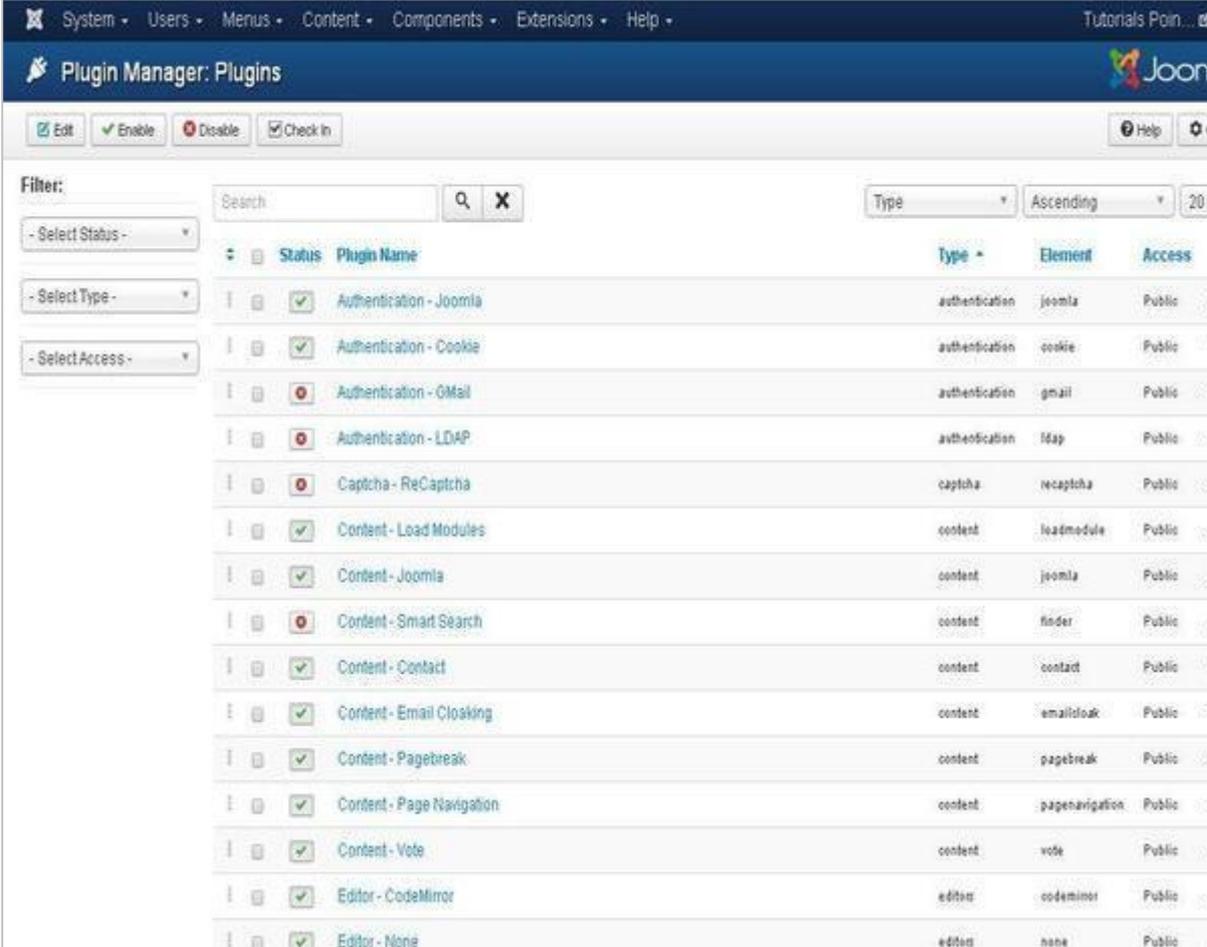
Joomla Plugin Manager

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 is a navigation menu with options: System, Users, Menus, Content, Components, Extensions, and Help. The main title is "Plugin Manager: Plugins". Below the title, there are buttons for "Edit", "Enable", "Disable", and "Check In", along with a "Help" button. A search bar and filter options are present. The main content area displays a table of installed plugins.

Status	Plugin Name	Type	Element	Access
<input checked="" type="checkbox"/>	Authentication - Joomla	authentication	joomla	Public
<input checked="" type="checkbox"/>	Authentication - Cookie	authentication	cookie	Public
<input type="checkbox"/>	Authentication - Gmail	authentication	gmail	Public
<input type="checkbox"/>	Authentication - LDAP	authentication	ldap	Public
<input type="checkbox"/>	Captcha - ReCaptcha	captcha	recaptcha	Public
<input checked="" type="checkbox"/>	Content - Load Modules	content	loadmodule	Public
<input checked="" type="checkbox"/>	Content - Joomla	content	joomla	Public
<input type="checkbox"/>	Content - Smart Search	content	finder	Public
<input checked="" type="checkbox"/>	Content - Contact	content	contact	Public
<input checked="" type="checkbox"/>	Content - Email Clogging	content	emailcloak	Public
<input checked="" type="checkbox"/>	Content - Pagebreak	content	pagebreak	Public
<input checked="" type="checkbox"/>	Content - Page Navigation	content	pagenavigation	Public
<input checked="" type="checkbox"/>	Content - Vote	content	vote	Public
<input checked="" type="checkbox"/>	Editor - CodeMirror	editor	codemirror	Public
<input checked="" type="checkbox"/>	Editor - None	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.

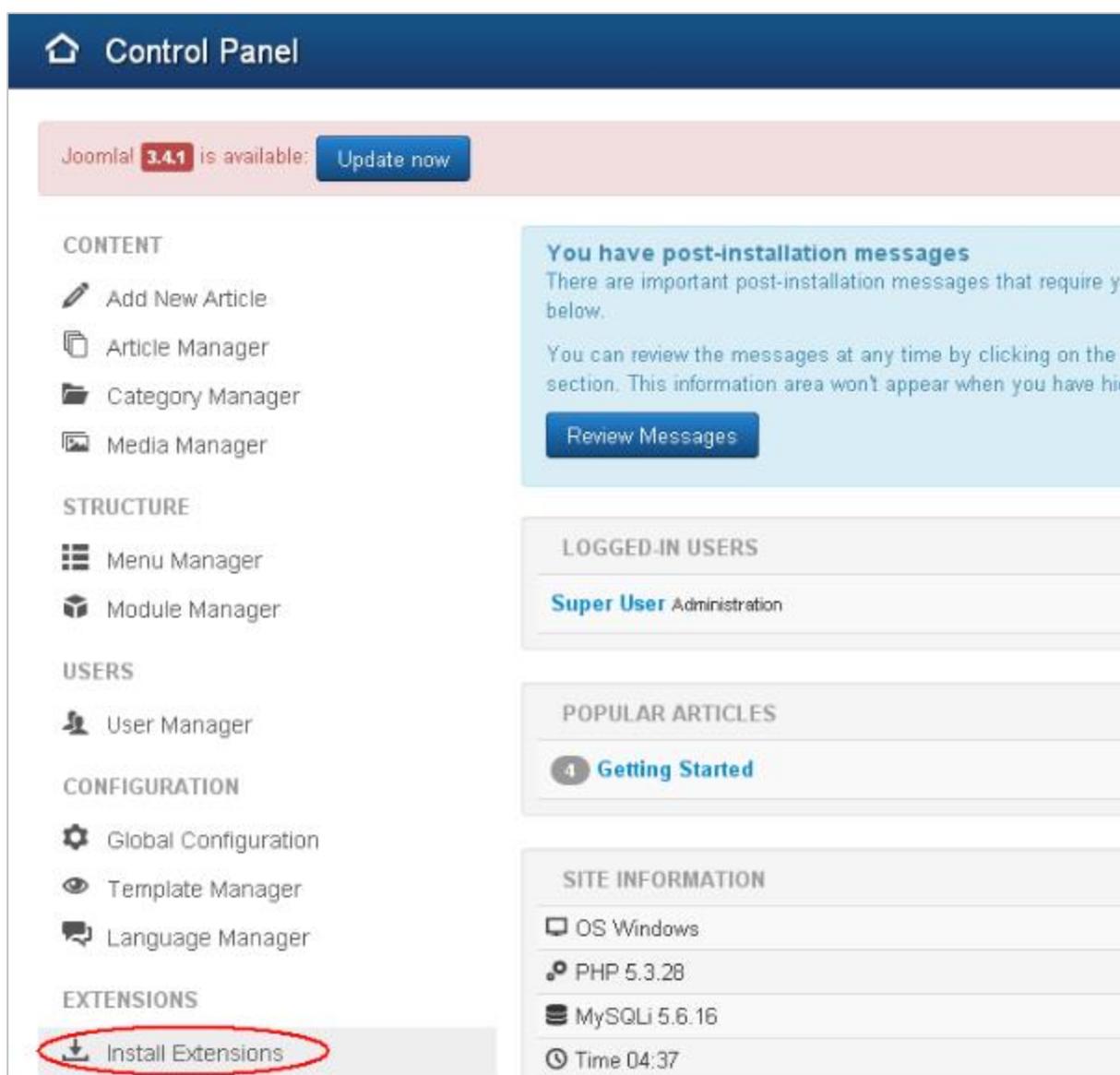
48. EXTENSION MANAGER

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

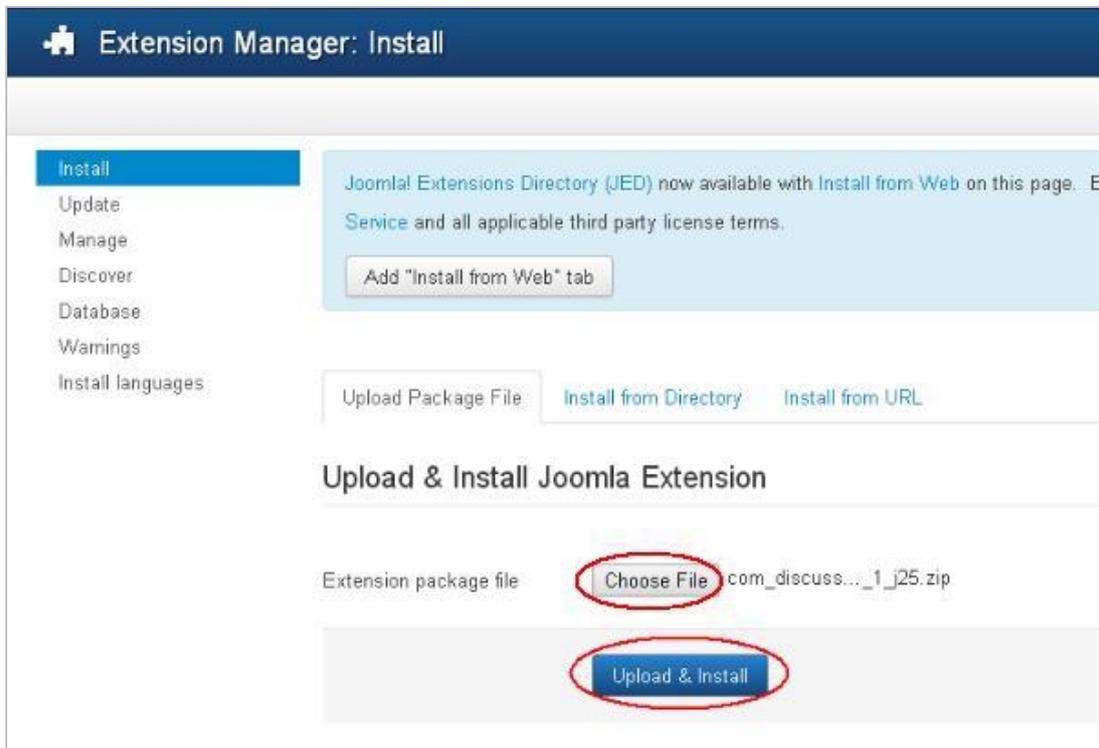
Following are the simple steps used to set the Joomla Extensions Manager.

Step (1): Click on **Install Extensions** option in Joomla.

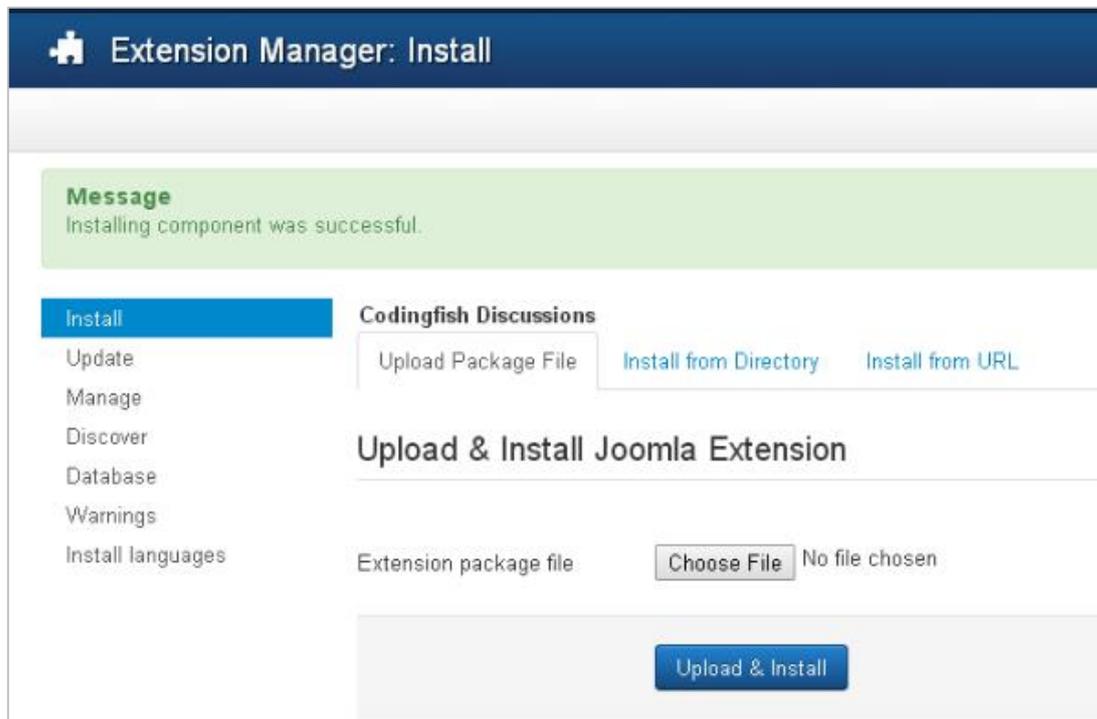


The screenshot displays the Joomla! Control Panel interface. At the top, there is a notification for Joomla! 3.4.1 and an 'Update now' button. The main navigation menu on the left includes sections for CONTENT, STRUCTURE, USERS, CONFIGURATION, and EXTENSIONS. The 'Install Extensions' option under the EXTENSIONS section is highlighted with a red oval. On the right side, there are several informational panels: 'You have post-installation messages' with a 'Review Messages' button, 'LOGGED-IN USERS' showing 'Super User Administration', 'POPULAR ARTICLES' with 'Getting Started' as the top article, and 'SITE INFORMATION' listing OS Windows, PHP 5.3.28, MySQLi 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.



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.



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 interface. The main heading is "Extension Manager: Install". Below this, there are tabs for "Install from Web", "Upload Package File", "Install from Directory", and "Install from URL". The "Install from Web" tab is active. On the left, there is a sidebar menu with options like "Install", "Update", "Manage", "Discover", "Database", "Warnings", and "Install languages". The main content area displays the details for the "Google Maps by Reumer" extension. It includes a search bar, a breadcrumb trail "Extensions / Maps & Weather / Maps & Locations / Google Maps by Reumer", and a section for the extension's details. The details include a thumbnail image of the extension, a rating of "708 reviews with a score of 100/100", and the following information: "Version: 3.3 (last update on Friday, 12 June 2015)", "License: GPLv2 or later Free download", and "Added On: Thursday, 21 September 2006". At the bottom of the extension details, there are three buttons: "Install" (highlighted with a red circle), "Directory Listing", and "Developer Website".

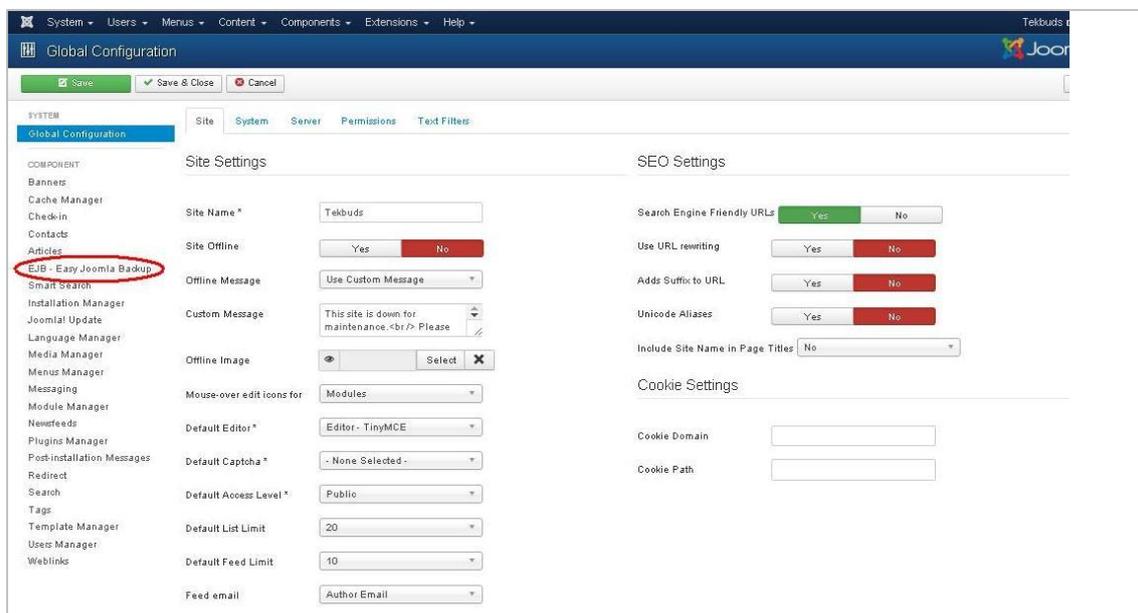
49. WEBSITE BACKUP

In this chapter, we will study about **Website backup** in Joomla. It allows backup of files, folders and re-opens it in Joomla.

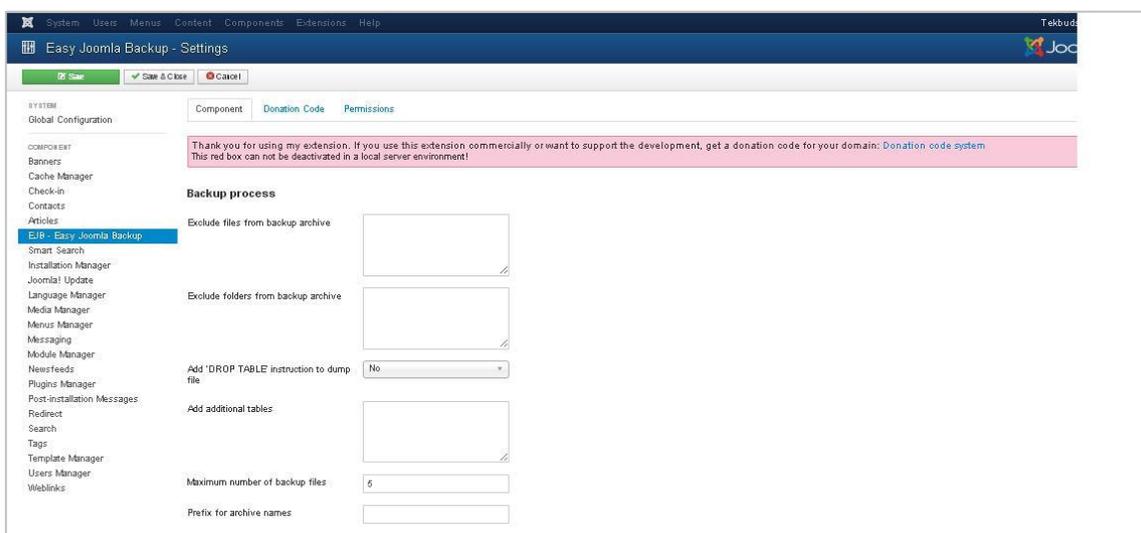
Website Backup

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.



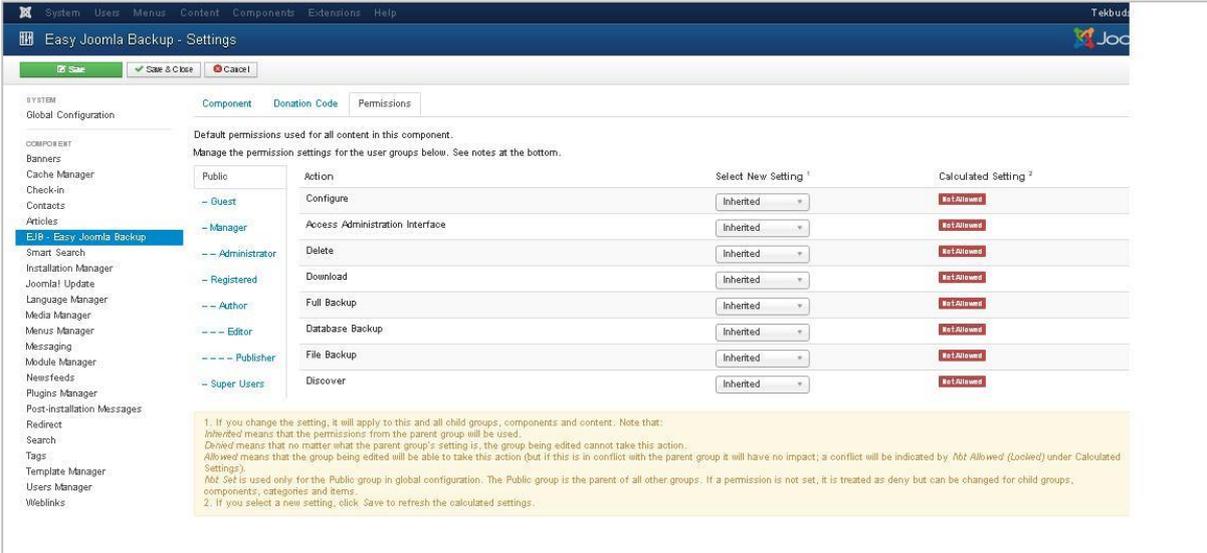
Step (2): Next, click on **EJB - Easy Joomla Backup** at the left sidebar. You get a basic editor page for Joomla Backup. Here by default, the **Component** tab is displayed.



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.



The screenshot shows the Joomla! administrator interface for the 'Easy Joomla Backup - Settings' page. The 'Permissions' tab is active, showing a table of permissions for various actions across different user groups. The table has columns for 'Action', 'Select New Setting', and 'Calculated Setting'. The 'Calculated Setting' column shows 'Not Allowed' for all actions across all user groups.

Action	Select New Setting	Calculated Setting
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 Settings). *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, components, categories and items.

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

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

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.