Menu Item: Submit Content

Last Updated Monday, 09 April 2007

Title:

com_menus - add (or edit)

Access:

menu=>Menu=>Menu Manager=>Menu Manager [menuname] - New (or Edit)

menu=>Menu=>Menu Manager [menuname] - New (or Edit)

Quick Icon=>Menu Manager=>Menu Manager [menuname] - New (or Edit)

User Level:

Manager; Administrator; Super Administrator

Screenshot:

Menu Item: Submit Content

Description:

The Menu Item creates a shortcut to a New Content Item screen, in the form of a new editor page. Access from the Front-end is limited to those Users with the appropriate access permissions.

Toolbar:

New Menu Item Toolbar
Edit Menu Item Toolbar

Back: Click Back to return to the previous screen to select a different type of Menu Item to create the new entry from.

Save: Click Save to save a New Menu Item or any changes made during the current editing session and return to the Menu Manager [menuname] screen.

Apply: Click Apply to save any changes made so far in the current editing session but remain in the current Menu Item screen to continue editing. Once the editing session is complete click Save as above. If a New Menu Item was being created the screen definition switches from New to Edit, and the New Menu Item will have been added to the particular Menu. The Toolbar changes to reflect the change of definition and it is no longer possible to select an alternative Menu Item type.

Cancel: Clicking Cancel at any point ends the creation of a New Menu Item and returns the display to the Menu Manager [menuname] screen. Any changes made since the session commenced will be lost.

Close: Clicking Close at any point ends the current editing session and returns the display to the Menu Manager [menuname] screen. Any changes made since the session commenced, or since the last time Apply was clicked, will be lost.

Help: Click the Help icon at any time to view this Help Screen.

Details:

Name: Enter a name for this Menu Item as it should appear on the Menu.

Section: Select the Content Section that this Menu Item will relate to, from the list of available Sections. New Content Items created from this link will automatically be added to the Section. See Content Item: New/Edit [Section: content_item_name] for details.

URL: The URL will be created automatically by Joomla! when the Apply or Save icons are first clicked. The URL represents the internal link to the Submit Content display page itself.

Parent Item: Select the existing Parent Item to which this
Menu Item is to be associated. By default this is Top. Top is the Menu
itself. The Menu Item will be visible in the normal view of the Menu.
If another Menu Item is selected then this Menu Item will become a sub-Menu Item (Child) and will not be visible until the Parent is clicked.

Ordering: Control where this Menu Item will appear in its Menu,
in the Front-end. Select this position from the drop-down display of
current Menu Items contained in the Menu.

NOTE:
By default the new Menu Item is placed at the Top of the Menu. Its
position can be changed once the New Menu Item has been saved for the
first time. The resulting drop down box displays all Menu Items in the
Menu whether they are published or not.

Access Level: Define which of the three document Access Levels applies to this Menu Item. Select from Public, Registered, or Special.

Published: Select Yes (the default setting) to Publish this Menu Item in the Menu. This will display the Name of the Menu Item, as entered above, in the Menu.

Parameters:

Menu Image: Select a small image, from the drop down
list of available images, to be placed to the left or right of the Menu
Item Title in the Menu. Images must be located in joomla_root/images/stories/ directory. Alternatively, select - Do Not Use - (the default) from the list and no image will be added.

Related Information:

Menu Manager [mainmenu]

Trash Manager

Content by Section

Menu Manager [othermenu]

Move Menu Item

Category Manager

Menu Manager [topmenu]

Copy Menu Item

Section Manager

Menu Manager [usermenu]

All Content Items
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NOTE: If you have any comments or suggestions regarding this Help screen then please post them in the Suggestions, Modifications, and Corrections forum in the User Documentation Work Group.

Thank you!

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The User Documentation Team