Menu Item: Component [Contacts]

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 AdministratorÂ

Screenshot:

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Edit Menu Item : Component [Contacts]

Description:

This particular Menu Item creates a shortcut to the Front-end display of the com_contacts Component.

Toolbar:

Â 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 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 Edit 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
title 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 function 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 the name that is required to appear on the Menu to identify this Menu Item.

Component: Identify the Component from the list of installed
Components to which this Menu Item will create a shortcut. This will
create a new Component Item.
A Component Item is a variant of the Front-end display of that
Component. There can be more than one representation of a Component
Item but with different Access Levels, for example. Once Apply or Save are clicked this field is not editable. It will show

the chosen Component name.

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 display element of the Component 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 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 end 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/ directoryÂ

Page Class Suffix: This field can contain a suffix that is to be
applied to the CSS classes of this page. This allows individual page
styling with relative ease. For example, if the suffix .ct (short for contact) is entered here, all CSS code elements in this page will have
.ct added to them. h2 becomes h2.ct. Separate entries in the CSS file
of the template would then be applied as entered.

Back Button: Set whether there is a Back navigation button inserted at the base of the target page being displayed. Options are Use Global (the setting made for the whole site), Hide, or Show. The Global site settings are overridden by these individual page settings.

Page Title: Select Show or Hide to set whether
the the Page Title entered below will appear at the top of the target
pages display in the Front-end of the web site.

Page Title: Enter the text that will be displayed at the top
of the target page display in the Front-end of the web site. If left
blank the entry defaults to the Menu Item name instead.

Special Defined Category: This setting is used to select the specific Contact Category that this Menu Item creates a shortcut to. Select the name of the Contact Category from the drop down list. The standard Joomla! installation only installs one Category so it might be worthwhile creating another just to see how they work in relation to each other.

Link Descriptions: Select Show or Hide to set
whether the description text entered for each individual Contact, when
it was created will be displayed alongside its entry in the target
display page.

Category List - Section: Select Show or Hide to set whether a list of Contact Categories is displayed in the target Section page. Selecting Hide will not show any Contact Categories at all, whilst still displaying the target page.

Category List - Category: Select Show or Hide to set whether a list of Contact Categories appears in each of the Category pages, as links to those target pages, or not.

Category Description: In the Category target page, a summary list of other Categories available in the Section is displayed. All Categories have an option for a descriptive text to be entered regarding their use or purpose. Select Show or Hide to set whether this description will be shown in this summary.

Category Items: Select Show or Hide to set whether the number of Contacts in each Category is shown in a column on the display page for each Section. This feature adds the suffix (# Items) after each Category name. # is replaced by the actual relevant numerical!

Description: Select Show or Hide to set whether the description text, entered in the following field, will be displayed when this Contact Menu item is opened.

Description Text: Enter a text description of this Contact
Category display to inform Users of the subject that is covered.. If
this field is left blank Joomla! will load the data from _CONTACTS_DESC in the default Language file â€“ languagename.php - found in joomla_root/language/directory.

Image: Select an image from the drop down list of available
images that will be displayed in the Contact Category page. The image
will be located at the top of the page to the left or right of the Page
Title. If an image is not required select - Do Not Use - from the drop down list (default setting). Images must be stored in the joomla_root/images/stories directory.

Image Align: Select Left or Right to set whether the image chosen above is placed to the left or right of the Page Title.

Table Headings: Select Show or Hide to set whether the Table Headings created by the Component will be displayed in the target page, or not.

Position Column: Select Show or Hide to set whether the Position column that provides the entered details of a named individual is displayed.

E-mail Column: Select Show or Hide to set whether the E-mail column that provides the e-mail details of a named individual is displayed.

Telephone Column: Select Show or Hide to set whether the Telephone column that provides the telephone number details of a named individual is displayed.

Fax Column: Select Show or Hide to set whether theÂ the Fax column that provides the fax number details of a named individual is displayed.

Banned E-mail: All e-mail addresses containing any of the entered text will be banned from being submitted/used. To enter different words, separate them with semi-colons. For example: ban;text;rude;swear;

Banned Subject: All subject titles containing any of the listed text will be banned from being submitted/used. To enter different words separate them with semi-colons. For example: ban;text;rude;swear;

Banned Text: All text in the message containing any of the listed text will be banned from being submitted/used. To enter different words separate them with semi-colons. For example: ban;text;rude;swear;

Session Check: Check for the existence of a session cookie, this means that Users without cookies enabled/stored will not be able to send e-mails.

Related Information:

Menu Manager [mainmenu]
Trash Manager

Â Menu Manager [othermenu]
Â Copy Menu Item

Â Menu Manager [topmenu]
Â Manage Contacts

Â Menu Manager [usermenu]
Â Contact Categories

Â Move Menu Item
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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