

Web Link Category Manager

Last Updated Sunday, 15 April 2007

Type:

com_categories

Access:

menu=>Components=>Web Links=>Web Link Categories

User Level:

Administrator; Super Administrator.

Screenshot:

Web Link Category Manager

Description:

This page displays a list of the Web Link Categories that have been created. It is possible amongst other functions, to add a new Category or edit an existing Category.

Toolbar:

Publish: Check the check box next to the Web Link Category that is to be Published (displayed). Multiple Web Link Categories may be selected. Then click the Publish icon.

Unpublish: Check the check box next to the Web Link Category that is to be Unpublished (not displayed). Multiple Web Link Categories may be

selected. Then click the Unpublish icon. Unpublishing a Category does not delete it.

Delete: To delete a Web Link Category, check the check box next to the name of the Web Link Category to be deleted and click the Delete icon. A pop up dialogue box will appear requesting a confirmation of the required delete operation. Click the OK button to delete the Web Link Category, and the Web Link Category file will be permanently deleted from the server (unlike the Trash function Items that are deleted do not get placed in the Trash Manager). Select the Cancel button to abort the delete operation.

Upon completing the deletion - or cancelling the action - the administrator will be returned to the Web Link Category Manager screen. It is possible to delete more than one Web Link Category at a time simply by checking more than one check box.

Edit: Click the name of the Web Link Category to be edited, or select the check box next to the name and click the Edit icon. This opens the selected Web Link Category file in the Web Link Category: Edit screen.

New: Click the New icon to create a new Category. The Web Link Category: New screen will be displayed.

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

Columns:

#: This is simply an indexing number automatically inserted by Joomla! for ease of reference. It has no particular bearing on the use of the Web Link Category Manager.

Check Box: The column of check boxes are the means by which individual Categories are selected before clicking one of the appropriate icons in the Toolbar. Single Items can also be opened, for editing, by clicking upon the Web Link Category Name.

NOTE: A padlock icon replacing the Check box next, to the Web Link Category Name, shows that the item is already checked-out. To check the Web Link Category back in, click the name to continue editing, followed by the Save icon to keep any changes or Cancel icon to discard the same. Super Administrators can also click the menu=>System=>Global Checkin function.

WARNING:

This will close all open Items for the whole web site not just the

single item currently under review. Any Content of other Users not already Saved will be lost.

Category Name: The name that identifies the Web Link Category and is used as its heading in displayed pages.

Clicking the Web Link Category name opens the Web Link Category Manager in edit/view mode. This allows the details of the Web Link Category to be changed if necessary using the information above.

Published: The icons in this column identify the current publication status of a particular Web Link Category, as follows

- The Published icon identifies that a Web Link Category is published. Clicking this icon will unpublish the Web Link Category.
- The Unpublished icon identifies that a Web Link Category is unpublished. Clicking this icon will publish the Web Link Category.

Reorder: Change the order that the Web Link Categories will be displayed within the Web Link Category Manager. Click the Up or Down direction mini-icons to increase, or decrease, the Web Link Category's position in the list by one. Repeat as necessary.

Order: If you wish to change the order of the Web Link Category in this Back-end table, then type in the new order number and click the Save Order icon in the heading of this column.

Access: Click the Public, Registered, or Special text link to change the User Access Level. The three levels scroll through in a continuous loop when clicked.

Category ID: This is the Category Identification Number automatically assigned by Joomla! when the Web Link Category is first created.

Related Information:

Web Link Manager
Menu Item: Table - Web Link Category

Web Link: New/Edit
Menu Item: Component [Web Links]

Web Link Category: New or Edit

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!

The User Documentation Team