News Feeds Category Manager New / Edit

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How to Access

Select Components --> News Feeds --> Categories. Once at the News Feeds Category Manager, from the toolbar, select New.

Description

The New/Edit page for the News Feeds Category Manager is a create/edit screen that allows website administrators to create or edit News Feed Categories. Categories allow a broken down structure of News Feeds. You must have at least one category before you can create any News Feeds!

Screenshot

Column Headers

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Title. The name of the item. For a Menu Item, the Title will display in the Menu. For an Article, Section, or Category, the Title may optionally be displayed on the web page. This entry is required. You can open the item for editing by clicking on the Title.

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Alias. The internal name of the item. Normally, you can leave this blank and Joomla! will fill in a default value. The default value is the Title or Name in lower case and with dashes instead of spaces. You may enter the Alias manually. The Alias should consist of lowercase letters, and no blank spaces are allowed. Use a hyphen (-) instead. The Alias will be used in the URL when SEF is activated.

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Published. Whether the item has been published or not. You can change the Published state by clicking on the icon in this column.

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Access Level. Who has access to this item. Current options are:

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Public: Everyone has access

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Registered: Only registered users have access

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Special: Only users with author status or higher have access

You can change an item's Access Level by clicking on the icon in the column.

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Image. Image for this Page. Image must be located in the folder "images/stories".

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Image Position. Position of the Image on the page. Select Left or Right from the drop-down list box.

Toolbar

At the top right, you will see this toolbar:

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Save. Save it and return to the main screen of the Manager.

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Apply. Save it, but stay in the same screen. If you have been working on a screen for a long time and don't want to risk losing your work, pressing Apply saves your work and lets you continue working. If, for example, you lost your Internet connection, your work will be saved up this point.

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Cancel. Go back to the main screen of the Manager, without saving the modifications you made.

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Help. Opens this Help Screen.

Quick Tips

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You must create at least one News Feed Category before you can create any News Feeds.

Related Information

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To work with News Feeds: News Feed Manager

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