

Content Item: New or Edit

Last Updated Wednesday, 04 July 2007

Type:

com_content / new (or edit)

Access:

menu=>Content=>All Content Items=>Content Items Manager=>new (or edit)

or

Quick Icon=>Content Items Manager=>new (or edit)

User Level:

Manager; Administrator; Super Administrator.

Screenshot:

Content Item: New/Edit

Description:

The Content Item New, and Edit, screens allow the creation of new Content Items in the Back-end for display on the Front-end of the Joomla! web site and the ability to edit existing Content Items that have been entered either through the Front-End or the Back-end of Joomla!.

Toolbar:

Content Item: New
Content Items: Edit

Preview: To check the appearance of the current Content Item in a browser-style window, click the Preview icon. A pop-up display page will appear. Close the pop-up by clicking anywhere upon it.

Upload: To upload a file from a local computer click the Upload icon. A small pop up dialogue window will appear. To trace the file to be Uploaded click on the Browse button.

This will open the File Upload dialogue window. Navigate to the location of the desired file on the local hard drive. Select the file and click the Open button. The dialogue window will disappear and the path to, and name of, the file will appear in the File Upload field. Click the Upload button to complete the transfer of a copy of the file from the local computer to the joomla_root/images/stories directory tree in the case of images. Other file types are copied to the joomla_root/media/ directory tree.

NOTE: There is usually an upper limit to the size of files that can be uploaded within the web server itself. This limit is set in the PHP configuration file (php.ini) and may differ between web servers and web hosts. The limit cannot be altered from within Joomla!. Some hosting companies do not allow the limit to be altered at all!

To allow larger files to be uploaded it will probably be necessary to increase the upload_max_filesize and the post_max_size settings.

For very large files it may also be necessary to increase the max_execution_time and the memory_limit settings. Alternatively it may be necessary to use an external program (FTP) to upload the files.

Save: Click Save to save any changes made during the current editing session, and return to the Content Item Manager screen.

Apply: Click Apply to save any changes made so far in the current session, but remain in the Content Item screen to continue editing. If the current action was creating a new Content Item it will now have been saved, and will appear on the Content Item Manager list. In addition, the current session now becomes an Edit action rather than the Add action it was previously. Once the editing session is complete click Save as above.

Cancel: Clicking Cancel at any point ends the current creation session and returns the display to the Content Item Manager screen. Any changes made since the session commenced will be lost and the new Content Item will not have been created.

Close: Click Close at any point to end the current editing session and return to the Content Item Manager 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.

{mospagebreak &title=Item Details}

Item Details

Title: Enter a name for this Item as you would like it displayed at the top of the published page. It is possible to set whether this Title will display or not within the Parameter settings.

Title Alias: Enter a short name for this Item.

Section: Select the Section from the drop down list to which this new Content Item will be assigned. The Section must have been created before the Content Item and Category. This list will only display those Sections that relate to Content Items.

Category: Select the Category from the drop down list to which this new Content Item will be assigned. It is essential to have already created the Section and Category before the Content Item. The drop down list will only display those Categories that belong to the Section selected in the previous box.

Intro Text: (required) This message on the screen reaffirms that a Content Item must have content entered into the Intro Text field below. Without this content it will not be possible to Save the Content Item. It does not matter whether there is text entered in the Main Text field or not you must have content within the Intro field.

The Intro text is the abbreviated version of a Content Item that is shown within Blog and Front Page listings with a Read More navigation link to access the full content as added to the Main Text.

Intro:

The Intro field of the Content Item New/Edit screen is the area where the actual content is entered that will appear in the finished page. In particular this field is the Introductory (or lead-in) text used by Joomla! as the 'headlines' for the Front Page and as the text used in Blog style pages to introduce an article.

Every Content Item created must have content in this field.

Main Text:

The Main Text field is an optional, additional area for the actual content of a Content Item. It is used to hold the main story or article that the Content Item is about. If the Intro is used to hold the complete article then this field is redundant.

If it is used then a Read More... link will be added automatically to the end of the Intro section of content in the finished article that a User clicks to access this section from a Blog or 'headline' style page.

WYSIWYG Editor:

The WYSIWYG (What You See Is What You Get) Editor is the means by which the text is entered into the Content Item.

Joomla! installs the TinyMCE WYSIWYG Editor Mambot by default. In addition, there is the option to use a plain text editor by selecting the No WYSIWYG Editor Mambot. The choice of editor can be made on a personal level by each User via their personal details page in the Front-end if allowed. The default can also be set Globally within the Global Configuration Menu.

Other WYSIWYG editors are also available.
{mospagebreak &title=Additional Features}

Additional Features:
Pagination

Insert page breaks into lengthy documents to make them more easily readable without the User having to keep scrolling down the page. Locate the cursor at the point where the page break is to be inserted and enter the code ` `. This functionality is controlled by the Mambot MOS Pagination. A contents table is then added to each page to aid navigation.

Alternatively, click the insert page break icon. The code ` ` will appear in the text. This functionality is added by the Mambot MOS Pagebreak Editor Button.

Images

Insert image placeholders into a Content Item using the code ``. The Image is then configured within the Images Tab of the Parameters Menu. This functionality is added by the Mambot MOS Image.

Alternatively, click the insert image icon. The `` code will appear in the text. This functionality is added by the Mambot MOS Image Editor Button.

See the Images Tab of the Parameters Menu below for details on configuring the image.

In addition to using the `` tag, most content editors have the ability to insert images as might be considered 'normal' in a word processor program. See the Help Screens on individual editors for details.`{mospagebreak &title=Attributes Tabs - Publishing}`

Attributes Tabs:

Publishing
Images

Parameters

Meta Data

Link to Menu

Publishing:

Show on Front Page: Check the Check Box if this Content Item should be visible within the Front Page Newsflash/Blog style displays if they are active.

Published: Check this Check Box to Publish this Content Item. It will be available to be viewed at the Start Publishing Time and Date set below.

Access Level: Identify which User Group level can view this Content Item. Select from Public, Registered, or Special. See User Access Levels for further details on these.

Author Alias: If needed, enter an alternative name for the Author of this Content Item. This can be used for example, when the 'real' Author - whose User name would otherwise appear on the display page of this Item - wants to make an announcement as the Site Administrator. Another example would be when the Item is actually written by A N Other author but the Content Item is created by one of the administration team.

Change Creator: If needed, it is possible to change the name displayed as the original author of the Item. This might be of use, for example, when an Item has been substantially updated or rewritten by another author, and bears little, or no, resemblance to the original.

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

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.

Override Created Date: If a document is re-issued following a review, or it has been rewritten, for example, it is sometimes appropriate to change the Creation Date for the Item. This avoids the need that would arise for example if a new Content Item was added, of creating new Menu Items and/or breaking external links that may have been made to a particular page.

Start Publishing: This is the date and time when the Content Item will first be viewable from the Front-end of the web site. Prior to this point - provided it has a Published status - it will show in the Back-end as Pending. There are two choices of action here; either enter the Date and Time manually into the field, ensuring that the format is the same as has been set for this parameter in the Global Configuration, or alternatively, click on the calendar icon and select the date from the calendar that is displayed.

Finish Publishing: This is the date and time when the Content Item will no longer be visible in the Front-end. After this date and time it will be displayed in the Back-end as Expired. As with the Start Publishing option above the same two methods of date and time entry exist.

After the new Content Item has been saved for the first time, an non-editable information pane will be displayed at the foot of this tab. It will contain the following information:

- Content ID: The Identification Number that Joomla! (MySQL) has assigned to it.
- State: Whether the Content Item is currently Pending, Published, Expired, or Unpublished.
- Hits: The number of Hits (See: Page Impression Statistics) that have been made on the full Content Item.
- Reset Hit Count (button): The only interactive part of this section. This allows the Hits to be reset to 0 (zero). A warning dialogue box will pop up to check that this is the desired course of action.
- Revised: The number of times that this Content Item has been opened and saved since its original creation.
- Created: The date and time upon which it was originally created.
- Last Modified: The date and time when the Content Item was last amended/saved, and by whom.

Images:
MOSImage Control

As the title above suggests, this tab is the control section for any images that have been created throughout the Content Item.

Gallery Images: This is a display window of all the images currently available - by default in the top level of the joomla_root/images directory. Other folders and, therefore, images within the images directory will be viewable by changing to a sub-folder. See below.

Sub-folder: Select the folder that contains the required image from the drop down list of all folders contained within the joomla_root/images folder. The top level of the folder is represented by the '/' forward slash character (not - on this occasion - intended to represent the 'root' directory of Joomla!).

<< >>: Select the required image and click the >> icon to transfer the image to the Content Images window. To remove an image from the Content Image window, click the << icon.

Content Images: The Content Images window displays all the images that have been selected to be displayed in the current Content Item. It must be remembered that the images will appear in the Content Item in the sequence they are displayed in this window. It is imperative, therefore, to adjust this list to ensure the right image is applied to the correct instance of the `` tag in the Content Item.

Up and Down: Once an image has been copied from the Gallery Images listing to the Content Items listing it is necessary to ensure that it occupies the correct position in the list. This position must relate to the relative number of the `` tag in the Intro or Main Text fields of the editor. So, if the current `` tag is the fourth in the Content Item its actual image must be fourth in this list as well. Use the Up and Down buttons to move a selected image up, or down, the list to ensure it is in the correct location.

Sample Image: The Sample Image field shows a representation of the image currently highlighted/selected in the Gallery Images listing.

Active Image: The Active Image field shows a representation of the image currently highlighted/selected in the Content Images listing.

Edit the image selected:

The following fields allow specific elements of the image to be configured.

Source: This is the internal URL of the image relative to the `joomla_root/images` directory.

Image Align: Select Left, Right, or Center to set the position of the image in the display page of the Content Item in relation to text wrapping. For example if Left is selected the text will wrap the image and appear to the right of the image. If text wrapping is not required and the image should appear on its own line select None.

Alt Text: To assist in accessibility of the web site it is recommended (particular if aiming for a standards compliant web site) to enter an Alternative Text description for the image. If for any reason the image file is unavailable, or the user has a text only browser, or is using a text reader, they will not be left completely without an idea of what is being or should be displayed at this location.

Border: Decide whether a border is required around the image to be displayed. The number entered here will be translated into the thickness of the line around the image in pixels.

Caption: If a caption is required to describe the image being displayed, enter the desired text here.

Caption Position: If a caption is entered in the previous field, decide where, in relation to the images position, the caption will be displayed. Select Top for it to appear above the image, select Bottom for it to appear beneath the image.

Caption Align: Select None, Left, Right, or center, to set the position of the caption in relation to the image. Selecting None will make the caption match the setting of the Image Alignment selected above.

Caption Width: It is a good idea to set this field to match the width of the image being displayed. Otherwise if the amount of text being displayed is quite lengthy it will alter the position of the image and mess up the layout of the displayed page. By setting this to the image width will ensure the text wraps to the next (and subsequent) lines.
{mospagebreak &title=Attributes Tabs - Parameters}

Parameters:

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 .bl (short for Blog) is entered here, all CSS code elements in this page will have .bl added to them. h2 becomes h2.bl. 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 in the Global Configuration), Hide, or Show. The Global site settings are overridden by these individual page settings.

Page Title: Select Show or Hide to set whether the Page Title text entered above will appear at the top of their respective target page displayed in the Front-end of the web site.

Linked Titles: The Global Configuration
->Content Tab screen has a setting within it that sets a Global rule with regard to whether Content Item titles are linkable, or not. It may well be that the Global rule is No. However, there may be occasions when it would be useful and/or essential that a title is linked. It is possible to do this using this feature which can override

the Global rule and allow Items on the target page display to be displayed with linkable titles. The options available are Use Global, Yes, and No. Select Use Global to follow the Global rule for the web site. Select No to always use standard format text titles. This function will only work when the Item Titles field above is set to Show.

Intro Text: Select Show or Hide to set whether the Intro Text is displayed above the Main Text after the User clicks the Read More... link on the Front Page and therefore views the full Content Item. This setting will have no effect if no Main Text has been entered and therefore the full Content Item has been displayed on the Front Page.

Section Name: Select Show or Hide to set whether the Section Name is displayed or not. The Section Name is the name given to the Section when it was created in the Section Manager, and any changes needed are made there.;

Section Name Linkable: It is possible to make the Section Name text appear as a link to the actual Section page and therefore display a list of all the Categories within that Section.Category. This function will only work if the Section Name is set to Show in the previous field. Select Yes or No (default) to set whether this function is activated.

Category Name: Select Show or Hide to set whether the name of the Category, the Content Item belongs to, is displayed beneath the Content Item name.

Category Name Linkable: It is possible to make the Category Name text appear as a link to the actual Category page and therefore display all Content Items within that Category. This function will only work if the Category Name is set to Show in the previous field. Select Yes or No (default) to set whether this function is activated.

Item Rating: Use this feature to set whether the Item Rating images are displayed in Content Items on the target page display. Select Use Global to follow the Global rule for the web site. Select Yes to override the Global rule and always make the Item Rating appear. Select No to override the Global rule and never show the Item Rating. This feature does not control the function of enabling rating.

Author Names: Use this feature to set whether the name of a Content Item's Author is displayed in the Content Item on the target page display. Select Use Global to follow the Global rule for the web site. Select Yes to override the Global rule and always make the Author Name appear. Select No to override the Global rule and never show the Author Name.

Created Date and Time: Use this feature to set whether the the

date and time that this Content Item was created are displayed in the Content Item on the target page display. Select Use Global to follow the Global rule for the web site. Select Yes to override the Global rule and always make the Created Date and Time appear. Select No to override the Global rule and never show the Created Date and Time.

Modified Date and Time: Use this feature to set whether the the date and time that this Content Item was last modified are displayed in the Content Item on the target page display. Select Use Global to follow the Global rule for the web site. Select Yes to override the Global rule and always make the Modified Date and Time appear. Select No to override the Global rule and never show the Modified Date and Time.

PDF Icon: Use this feature to set whether the PDF icon is displayed in Content Items on the target page display. The PDF Icon (sometimes also just represented in plain text) allow the download of the Content Item as a PDF file. Select Use Global to follow the Global rule for the web site. Select Yes to override the Global rule and always make the PDF Icon appear. Select No to override the Global rule and never show the PDF Icon.

Print Icon: Use this feature to set whether the Print icon is displayed in Content Items on the target page display. The Print Icon causes a new browser window to open with the basic text content of the Content Item displayed without any of the web site graphics or design showing. This allows a User to conveniently print the Item. Select Use Global to follow the Global rule for the web site. Select Yes to override the Global rule and always make the Print Icon appear. Select No to override the Global rule and never show the Print Icon.

E-mail Icon: Use this feature to set whether the E-mail Icon is displayed in Content Items on the target page display. The E-mail Icon permits the ever present 'Mail to a Friend' facility to be used allowing a copy of a particular Content Item to be sent to an e-mail address. Select Use Global to follow the Global rule for the web site. Select Yes to override the Global rule and always make the E-mail Icon appear. Select No to override the Global rule and never show the E-mail Icon.

NOTE: Changes made to the Parameters within this Menu Item, only affect this instance of the Blog - Content Category Menu Item display and does not alter the Global rules that may be set for them within the Global Configuration.

Key Reference: This is the unique reference key that can be used to identify a particular document. The Key Reference is searched for by the "option=com_content&task=findkey&pop=1&keyref=key.reference.name" function in the `joomla_root/admin/com_content/content.php` file.

In addition, the key reference is used to link directly with the Joomla! Core Help Screen information. It will either open the files saved locally in the Component `com_help` whilst offline or link to a web site. By default this is <http://help.joomla.org> however this is editable in the Global Configuration.

When the Help icon in the top right hand corner of most Administrator screens is clicked, a corresponding reference attached to that icon calls the correct page either locally or remotely.

DocBook Type: This is a feature under development and should not be used on a production web site.
{mospagebreak &title=Attributes Tabs - Meta Info}

Meta Info:

In addition to the fields below in which to set the Meta Data for this particular Content Item, there is also an option within the Global Configuration -> Metadata Tab, to set a web site wide collection of Keywords and Descriptions that are then automatically appended to every Content Item. These avoid the necessity of repeating the same entry of words and ensures a minimum set of Meta Data wording is always used.

Description: This field corresponds to the Meta Tags in the Head of an HTML page. Enter a brief description as to the purpose of the Content Item. This information is used by some Search Engines which then categorise the page accordingly.

Keywords: Enter a number of Meta Keywords that reflect the substance of the Content Item. This information is used by some Search Engines which then categorise the page accordingly. In addition, Keywords are central to the functioning of the Related Items Module.

Add Sect/Cat/Title: Click the Add Sect/Cat/Title button to automatically add all the words contained in the Section Title, Category Title, and Content Item Title to the Keywords field above. If this is done be sure to edit out the superfluous words (and, then, this, for example)

Link to Menu:

The fields in this Tab will create a Link - Content Item Menu Item in the Menu selected.

Select a Menu: Select the Menu, on which the new Link - Content Item will be created, from the displayed list of existing Menus in the Front-end of the web site.

Menu Item Name: Enter a name for the new Menu Item. This will be the entry that will be visible within the Menu itself.

Link to Menu Button: Once all the fields above have been satisfactorily completed, click the Link to Menu button to commit the changes to the system and create the new Menu Item.

Existing Menu Link: If the Content Item has previously been linked to an existing Menu the details of this will be displayed in this field. The current change will appear in this field once the button has been clicked.
{mospagebreak &title=Related Information}

Related Information:

TinyMCE WYSIWYG Editor
User Access Levels
Global Configuration

No WYSIWYG Editor
MOS Image Editor Button
Related Items Module

MOS Pagination
Calendar
Link - Content Item

MOS Pagebreak Editor Button
Page Impression Statistics

MOS Image
Section Manager

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