Category: New or Edit [Content:All]

Last Updated Monday, 09 April 2007

Â Please note that at the present time a number of Help icons in Joomla! direct you to this Help Screen. In fact there are now separate Help Screens for these functions as follows: Contact Category: New or Edit ; News Feed Category: New or Edit ; Web Link Category: New or Edit

Type:

com_categories /new (or edit)

Access:

menu=>Content=>Category Manager->New (or Edit)

or

Quick Icon=>Category Manager->New (or Edit)

User Level:Â

Manager; Administrator; Super Administrator.

Screenshot:

Category: New
Category: Edit

NOTE: Only one screenshot is displayed as both functions have a identical layout. Some of the fields are not editable whilst creating a new Category until the Category is saved for the first time.

Description:

Create a New Category or Edit the details of an existing Category to which Content Items can then be assigned.Â

Toolbar:

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 UploadÂ 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 Category Manager screen.

Apply: Click Apply to save any changes made so far in the current session, but remain in the Category: Edit screen to continue editing.

When the Apply icon is clicked during the creation of a new Category, the screen changes from the Category: New to the Category: Edit screen, and allows additional details, settings, and parameters to be edited. The new Category will have been saved in the Category Manager, with the name and initial details that have been entered up to that point. The Section field, to which the New Category belongs, will no longer be editable.

Once the editing session is complete, click Save as above.

Cancel: Click Cancel to terminate the current editing session and return to the Category Manager screen. Any modifications that have been made since the last time Apply, or Save, was clicked will be lost. If the Category is opened for editing, it returns to a state of checked-in and is available for re-selection. If a new Category was being created, and Apply had not been clicked at any time, all trace of the new Category will be deleted.Â

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

Category Details:

Category Title: Enter the short name of the Category, as it should appear in the database, and in the Administrator Back-end Category Manager.

Category Name: Enter the full name of the Category as it is to be displayed on target display page in the Front-end, whenever the Show Category Name option is selected in a Menu Item.Â

Section: Select the Section that this Category is to belong to from the displayed list of all Sections that are available. This field will not be editable once the Apply, or Save icons are clicked.Â Once the initial details have been saved it will show the Section, to which the Category belongs, as a fixed field.

Image: Select an image that will be displayed next to the Category Title in a target display page. The drop down list shows the available images in the joomla_root/images/stories directory.

Image position: Select Left or Right, from the displayed list, to set where the chosen image will be displayed above the Category display, in the target display page, relative to the Description text. The image will not be displayed in Menu Items when multiple Categories are selected.Â

Ordering: Control where this Category will appear in the Category 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 Categories contained in the Category Manager.

NOTE:
By default the new Category is placed at the top of the list. Its
position can be changed once the new Category has been saved for the
first time. The drop down box displays all Categories in the Category Manager whether they are published or not.Â

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

Published: Check this check box to Publish the Category. If there is no check mark in the check box, then the Category is Unpublished.

Description: Enter a description of the Category that explains its Content Items in the open text field. The text will be displayed above the list of Content Items in the target display page of a Menu Item, if the Show Description option is selected in its parameters. The text will not be displayed when there are multiple Categories selected by a Menu Item to be displayed in a single page.

WYSIWYG Editor:

The WYSIWYG (What You See Is What You Get) Editor is the means by which the text is entered into the Description of the Category.

Joomla! installs the TinyMCE WYSIWYG Editor Mambot by default. In addition, there is the option to use a plain text editor by selecting theÂ
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.Â

Link to Menu:

The fields in this section will create a new Menu Item in the Menu selected.

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

Select Menu Type: Select the type of Menu Item that is to be created. Choose from the list of: Table - Content Category, Blog - Content Category , or Blog - Content Category Archive, Menu Item types.

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 Category has previously been
linked to an existing Menu the details of this will be displayed in
this field. The new Menu Item will appear in this field once the Link to Menu button has been clicked. The information contained, in the displayed table, directly reflects the details entered above.

Related Information:

Â Category Manager
Â Global Configuration

Â TinyMCE WYSIWYG Editor
Â Table - Content Category

Â No WYSIWYG Editor
Â Blog - Content Category

Â User Access Levels

Â Blog - Content Category Archive

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