Section: New or Edit [section_name]

Last Updated Tuesday, 03 July 2007

Type:

com_section

Access:

menu=>Content=>Section Manager->New or Edit

Quick Icon=>Section Manager->New or Edit

User Level:

Manager; Administrator; Super Administrator.

Screenshot:

New Section
Edit Section

Description:

New Content Sections are created in the first screen display accessed through the Section Manager. Ordering, Link Menu, and Existing Menu Links become editable when the new Section is first saved either by clicking the Apply or Save icons.

Existing Content Sections are editable in the second screen display accessed through the Section Manager. All available fields are now editable.

Toolbar:

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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 Uploadbutton 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 Section Manager screen.

Apply: Click Apply to save any changes made so far in the current session, but remain in the Edit Section screen to continue editing. If the current action was creating a new Section it will now have been saved, and will appear on the Section Manager list. In addition, the current session now becomes an Edit action rather than the New 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 Section Manager screen. Any changes made since the session commenced, or the Apply icon was last clicked, will be lost. If this was a session to create a new Section, it will not have been created.

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

Section Details:

Scope: This identifies the type of Section that is being created. Principally this will be content.

Title: A short descriptive name for the Section. This will be used in pathways, for example.

Section Name: A longer descriptive name for the Section. This will be used in Section headings, for example, when set to be displayed.

Ordering: Control where this Section will appear in the Section Manager listing in the Back-end, and its position (and as a consequence its Categories and Content Items) in
any Menu Item display
page in the Front-end. Select this position from the drop-down display of
current Sections contained in the Section Manager.

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

Image: Select an image that will be displayed, alongside the Section Title, in any display page where the image is set to be shown. Additional images can be uploaded via the Toolbar Upload icon above. Images are, by default, stored in the joomla_root/images/stories directory. If an image is selected the default Global setting for Show Image is set to Show. This can be overridden within individual Menu Items, for example.

Image Position: If an image has been selected for display in the previous field, it is possible to set where it will be located at the top of the page...to the Left side, Right side, or in the Center. The position for the image selected here becomes the default Global setting for all Section Images. This can be overridden within individual Menu Items, for example.

Image Preview: Although not specifically labelled, this field is represented by the empty, frame on a New Section screen. Once an image has been selected above, a preview of that image will be shown here.

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 Section. This will display the Section Name, as entered above,

in the Section Manager.

Description:The open text editor area of the screen permits a description of the Section to be created. This will, by default, be published along with the other settings above, however the Menu Items have the option to not show this information. The text editor adopts the default or User set choice of WYSIWYG editor or No WYSIWYG editor.

Other Details:
Link to Menu:

The fields in this Tab will create a Menu Item of the chosen Type in the Menu selected.

Select a Menu: Select the Menu, on 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: Choose the type of Menu Item to be created from the displayed selection of available Types: Section List, Section Blog, Section Blog Archive .

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 Links:

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.

Menu: Displays the name of the Menu upon which the existing Menu link is set.

Type: Displays the Type of Menu Item that was created for the existing link.

Item Name: The Menu Item Name that was given to this Item when it was created. This is the name that appears in the Menu itself.

State: Identifies whether the Menu Item is currently Published or Unpublished.

MOSImage Directories:

Select the highest level of directory within the joomla_root/images/ directory that will be available to the creators of Content Items and appear in their image drop down lists. Simply click on the directory of choice to highlight it. Nothing else will appear to have happened but the selection will have been made.

Related Information:

Â Content Items
Â Section List

Â Category Manager
Â Section Blog

Â Archive Manager
Â Section Blog Archive

Â Section Manager

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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