

Chapter 13: Creating/Editing and Managing Content

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The Content of your Mambo site is managed in the various Content Managers in the Content menu item on the horizontal Menu bar. They are: Content by Section, All Content Items, Static Content Manager, Section Manager, Category Manager, Frontpage Manager and Archive Manager.

Content by Section:

News Section:In the default set-up, the News section contains a single category, called Latest News. Additional categories can be added using the Category Manager . A News item is the same as any other content item in structure (title, intro text and main body text). Publishing items in the News section means that they are displayed in the Latest News modules (see Modules) which controls the way the content items are displayed.

To learn how to manage your News Items, click on this [Help Screen link](#). Content Items Manager

To learn how to manage your News Categories, click on this [Help Screen link](#).

Category Manager

Newsflash Section:

In the default set-up, the Newsflash section contains a single category, also called Newsflash. Additional categories can be added using the Category Manager. A Newsflash item is the same as any other content item in structure (title, intro text and main body text). Publishing items in the Newsflash sections means that they are displayed in the Newsflash modules (see Modules) which controls the way the content items are displayed.

To learn how to manage your Newsflash Items, click on this [Help Screen link](#).

Content Items Manager

To learn how to manage your Newsflash Categories, click on this [Help Screen link](#).

Category Manager

FAQs Section:

FAQs are Frequently Asked Questions. In this section you can publish your FAQs and their responses in an orderly fashion. In the default set-up, the FAQs section contains a single category called, "Example FAQs". Additional categories can be added using the Category Manager . A FAQs item is the same as any other content item in structure (title, intro text and main body text).

To learn how to manage your FAQs Items, click on this [Help Screen link](#).

Content Items Manager

To learn how to manage your FAQs Categories, click on this [Help Screen link](#).

[Category Manager](#)

All Content Items:

Click on this [link](#) to be able to view all of your content items. You can filter them for specific searches.

To learn how to manage all of your content items, click on this [Help Screen link](#).

[Content Items Manager](#)

To learn how to manage your all your Categories, click on this [Help Screen link](#).

[Category Manager](#)

Static Content Manager:

The Static Content Manager is used to create and edit your content you have classified as static (which means that it will change infrequently and only the main site Administrators will update it). Static content is used for content items that do not fit into the usual section/category/item structure and will not be displayed as blog or table displays on the user pages of the site.

There are restrictions on the use of content held as Static Content:

- Static content has no section/category structure - all content is held at the same level.
- Static content can not be displayed in the Front Page Manager.
- Modules can not be assigned to pages containing static content and so text should only be placed in Static Content if it is to have the Modules displayed with it that appear on All pages (see Modules)

To learn how to create and manage your Static Content Item, click on this [Help Screen link](#).

[Static Content Manager](#)

Section Manager:

The Section Manager is used to create sections for your content or to edit the details of existing sections. Sections will not be visible on your site unless the section has a published category in it and that category has a published item.

The Sections created and their status (published/unpublished) is shown in the Section manager. A section can have description text and an image associated with it. (screen shot of create section page.

To learn how to manage your Sections, click on this [Help Screen link](#).

[Section Manager](#)

To learn how to create and edit your Sections, click on this [Help Screen link](#).

Section Manager: [New / Edit](#)

Category Manager:

The Category Manager is used to create categories for your content or to edit the details of existing categories. Categories will not be visible on your site unless the category is in a published section and that category has a published item.

The categories created and their status (published/unpublished) is shown in the Category Manager. A category can have description text and an image associated with it. (screen shot of create category page.

To learn how to manage your Categories, click on this [Help Screen link](#).

Category Manager

To learn how to add and edit your Categories, click on this [Help Screen link](#).

Category Manager: [Add / Edit](#)

Frontpage Manager:

The Frontpage Component shows all the published content items from your site marked 'Show on Frontpage (see [Creating Items](#) for more information). The Frontpage is similar to a blog content section with a special feature. The special feature is that you can display any content within your site on the Frontpage regardless of which section/category the content belongs. So you are not limited to only displaying one particular category on the Front page e.g. News, but you can display items from any content section such as News, Articles, or anything else you have published.

Adding content to the Frontpage:

To add content to the Frontpage you must set the corresponding flag within the content editing. To add the content to the Frontpage you either mark it in the overview table of your items or check the box for "Show on Frontpage" within the content editing form.

Management of your Frontpage:

Select Components > Frontpage from the menu. This page shows you a list of the content items marked for the Frontpage.

Manage Items:

Within this overview you can Publish, Unpublish, Archive, sort your display order, and Delete the Content Items, that are located on the Frontpage.

Configuring the Frontpage:

You may configure the display of the Frontpage by editing the menu item associated with it. You may configure:

- the total number of Items to display on the Frontpage
- the number of Items to display with the introduction text shown
- the text to display as a header to all of the displayed Items
- the text to be displayed if there are no Items found to be displayed for the Frontpage
- the ordering of the Frontpage Items

To learn how to manage your Front Page Items, click on this Help Screen link.

Frontpage Manager

Archive Manager:

The Archive manager shows all your content that you have archived (see Content Manager). The Archive Manager allows you to restore or to trash your archived content.

To learn how to manage your Archive Items, click on this Help Screen link.

Archive Manager

Note: If you have suggestions/corrections for this chapter, please visit the doc forum.
<http://forum.joomla.org/index.php/board,59.0.html>

Thank you!

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