Content Item Manager

Last Updated Sunday, 15 April 2007

Type:

com_content

Access:

menu=>Content=>Content Items Manager [Content: All]

or

Quick Icon=>Content Items Manager=>

User Level:

Manager; Administrator; Super Administrator.

Screenshot:

Content Item Manager [Section: All]

Description:

The Content Item Manager is the control centre for Content Items in Joomla! It displays a list of all the Content Items that have been created (except those currently in the Trash or Archive) whether they are Published or Unpublished.

Toolbar:

Archive:Â Check the check box next to the Content Item that is to be
Archived. Multiple Content Items may be archived at the same time by checking the relevant check boxes. Then click the Archive icon

Publish: Check the check box next to the Content Item that is to be Published (displayed). Multiple Content Items may be selected. Then click the PublishÂ icon.

Unpublish: Check the check box next to the Content Item that is to be Unpublished (not displayed). Multiple Content Items may be selected. Then click the Unpublish icon. Unpublishing a Content Item does not delete it.

Move: Check the check box next to the Content Item to be moved. Click the Move icon. The Move Content Item screen will open. Check multiple check boxes to move several Content Items at the same time.

Copy: Check the check box next to the Content Item to be copied. Click the Copy icon. The Copy Content Item screen will open. Click multiple check boxes to copy several Content Items at the same time.

Trash: Check the check box next to the Content Item to be trashed. Click the Trash icon to delete the Content Item selected. The deleted Content Items are moved to the Trash Manager - Content Items Tab. Multiple Content Items can be trashed at the same time by selecting multiple check boxes.

Edit: Check the check box next to the Content Item that is to be edited. Click the Edit icon to edit the details and parameters of an existing Content Item. The Edit Content Item screen will open.

New: Click the New icon to create a new Content Item. The Content Item: New screen will open.

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

Columns:

#: This is simply an indexing number automatically inserted by Joomla! for ease of reference. It has no particular bearing on the use of the Content Item Manager.

Check Box: The column of check boxes are the means by which individual Content Items are selected before clicking one of the appropriate icons in the Toolbar. Single Items can also be opened, for editing, by clicking upon the Title of the Content Item.

NOTE: A padlock icon replacing the Check box next to the Content Item Name shows that the item is already checked-out. To check the Content Item back in, click the name to continue editing, followed by the Save icon to keep

any changes or Cancel icon to discard the same. Super Administrators can click the menu=>System=>Global Checkin function.

WARNING:
This will close all open Items for the whole web site not just the single item currently under review. Any Content of other Users not already Saved will be lost.

Title: This is the name of the Content Item as it appears at the top of the display page when viewed.

Published: The icons in this column identify the current publication status of a particular Content Item, as follows

- The Published icon identifies that a Content Item is published. Clicking this icon will unpublish the Content Item.

- The Unpublished icon identifies that a Content Item is unpublished. Clicking this icon will publish the Content Item.

- The Pending icon identifies that a Content Item has been approved for publication at the Start Publishing time and date set within the Publishing Tab options of the Content Item. Clicking this icon will unpublish the Content Item.

- The Expired icon identifies that a Content Item is published but that it has reached the Finish Publishing time and date as set in the Publishing Tab options of the Content Item. Clicking this icon will unpublish the Content Item.

Front Page: This column identifies whether a Content Item is published to the Front Page or not. A tick icon confirms that it is published on the Front Page of the web site. No icon confirms it is not published on the Front Page.

Reorder: Change the order that the Content Items will be displayed within the Section/Category. Click the up or down direction mini-icons to increase, or decrease, the Content Item's position in the list by one. Repeat as necessary.Â

Order:Â To change the order of the Categories in this back-end table, then type in the new order number and click the Save Order icon in the heading of this column.

Access: Click the Public, Registered, or Special text link to change the User Access Level. The three levels scroll through in a continuous loop when clicked.

ID:Â This is the Content Item Identification Number automatically assigned by Joomla! when the Content Item was first created.

Section: This column shows the name of the Section to which the Content Item is assigned within the Item Details section of the Content Item.

Category: This column shows the name of the Category to which the Content Item is assigned within the Item Details section of the Content Item.

Author:Â This column shows the Author of the Content Item as set in the Publishing Tab options of the Content Item.

Date: This column shows the Creation Date (or Overridden Creation Date) as set in the Publishing Tab options of the Content Item.

Filters:

Select Section: Select the Content Item Section, from the drop down list of all Sections, that should be displayed in the current display. This makes Content Item selection easier. To reset the list choose the - Select Section -Â entry in the drop down list.

Select Category: Select the Content Item Category, from the drop down list of all Categories, that should be displayed in the current display. This makes Content Item selection
easier. To reset the list choose the - Select Category -Â entry in the drop down list.

Select Author: Select an Author, from the drop down list of all Authors, that should be
displayed in the current display. This makes Content Item selection
easier. To reset the list choose the - Select Author-Â entry in the drop down list.

Filter: Enter a keyword that the Filter should identify within the Content Item Title in order to reduce the results output within the Content Item Manager list screen. To reset the list delete the entry in the Filter field.

NOTE: It is possible to refine the listing further by using a combination of all filters. Always start with the Section, then theÂ Category, then the Author, and finally the Filter field. Failure to do this will remove the selection of the lower level choice.

Status Icon Definitions:

Published, but is Pending

Published and is Current

Published, but has Expired

Not Published

The Status Icon definitions appear at the base of the Content Item Manager display table. They have no functionality and are an aide memoir only.

Related Information:

Â Copy Content Item
Â Section Manager

Â Move Content Item
Â Category Manager

Â Content Items
Â Static Content Manager

Â Static Content Items
Â Archive 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!

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The User Documentation Team