Static Content Manager

Last Updated Monday, 09 April 2007

Title:

com_typedcontent

Access:

Â menu=>Content=>Static Content Manager

Quick Icon=>Static Content Manager

User Level:

Manager; Administrator; Super Administrator.

Screenshot:

Static Content Manager

Description:

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current Static Content Items that have been created (except those currently in the Trash) whether they are Published or Unpublished.

Toolbar:

Static Content Manager

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

Unpublish: Check the check box next to the Static Content Item that is to be Unpublished (not displayed).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

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

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

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

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

Filters:

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

Order by: Select how the list of Static Content Items should be displayed in the Static Content Manager display page. This will also become the default setting for any Front-end listings of the Static Content Items.

Select Author: Select an Author's name from the list of recorded Authors on the system. All the Static Content Items by that person will be displayed. To reset the filter select the -Select Author - item from the list.

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 Static Content Manager.

Check Box: The column of check boxes are the means by which individual Static Content Items are selected before clicking the one of the appropriate icons in the Toolbar. Multiple check boxes can also be selected for certain functions - Publish, Unpublish, and Trash. Static Content Items can be individually opened, for editing purposes, by clicking on the Static Content Item Title.

NOTE: A padlock icon replacing the Check box next to the Static Content Item Name shows that the item is already checked-out. To check the Static 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 Static 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 Static Content Item, as follows

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

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

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

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

Order: To change the order of the Static Content Items in this back-end table, type in the new order number. To commit the new order to the database, click the Save Order icon in the heading of this column.

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

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

Links: This column identifies how many Menu Items have been created to each Static Content Item.

Author: This column shows the Author of the Static Content Item as set in the Publishing Tab options of the Static Content Item. By default it will display the name in the Author Alias field. However, if there is no entry in this field, it will use the name in the Change Creator field instead.

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

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 TinyMCE WYSIWYG Editor
Â User Access Levels
Â Global Configuration

Â No WYSIWYG Editor
Â MOS Image Editor Button
Â Related Items Module

Â MOS Pagination
Â Calendar
Â Archive Manager

Â MOS Pagebreak Editor Button
Â Page Impression Statistics

Â Trash Manager

Â MOS Image
Â Static Content Items

Â Content Item 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