

Joomla 3.x Training Manual

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Introduction

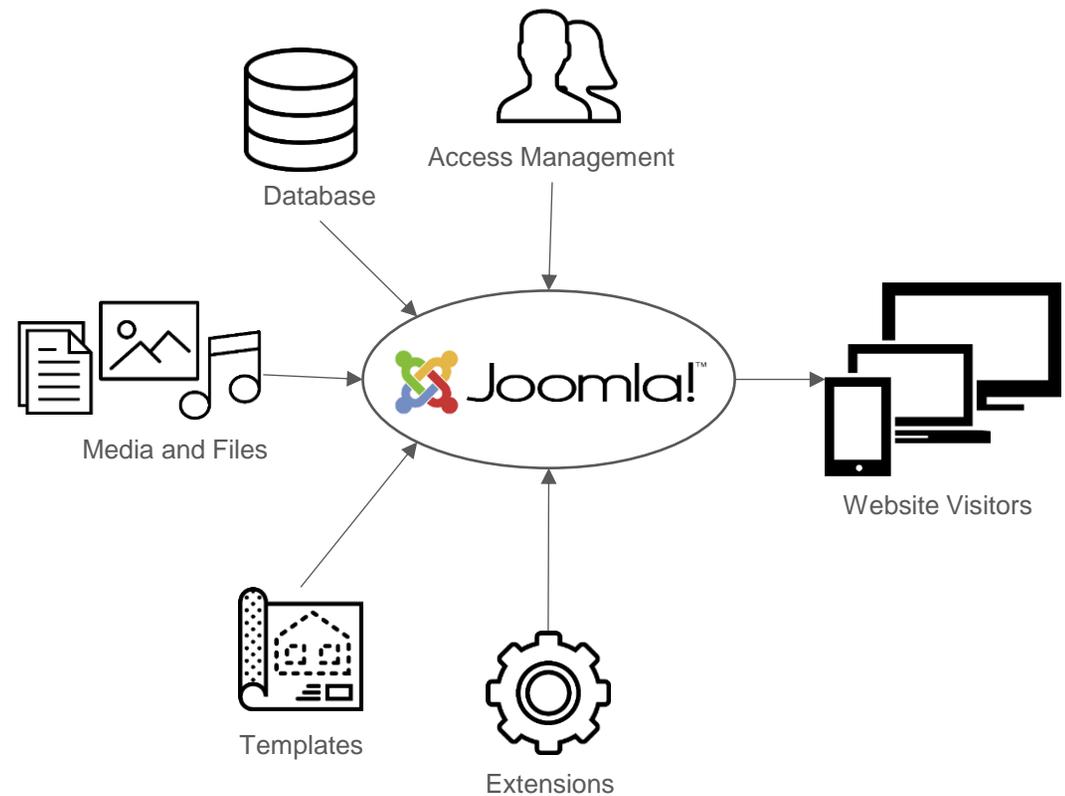
Joomla is a **Content Management System (CMS)**, a software app that runs on a website server, and provides functionality for the efficient management of large websites.

Pages are generated dynamically, using the styles and rules set in various templates, and the content stored in the database.

Joomla also stores related media and files, such as images, music, videos, and documents. These are linked or embedded as needed on the website pages.

Joomla provides an administration interface, and allows access to it allowing only to authorized users.

Joomla functionality can be expanded using extensions: software packages that leverage the core structure of Joomla to provide new tools for website managers and visitors, for example: event registration, contact forms, or online shopping.



Access

Log in to administration backend

To access Joomla Backend Administration interface, go to your website home page and add [/administrator](#) to the URL.

For example, if your website is www.example.com, you can find the backend at www.example.com/administrator.

You will see a login screen like the one shown on the right. Enter the username and password assigned to you and click the Log In button.

If you forgot your username or password, click on the buttons with the question mark to initiate the recovery process. If you forgot your username, you will need to provide your email address, and it will be emailed to you. If you forgot your password, a password reset link will be sent to your email.

When you log in you are taken to the Control Panel, which is described in the following slide.



Finding your way around

The screenshot shows the Joomla! administrator interface with several key elements highlighted by green arrows and labels:

- Control panel:** Points to the top navigation bar containing menu items like System, Users, Menus, Content, Components, Extensions, and Help.
- Administrator menu:** Points to the dropdown menus in the top navigation bar.
- Link to home page:** Points to the Joomla! logo in the top right corner.
- User account:** Points to the user profile icon in the top right corner.
- Quick links:** Points to the left sidebar menu with categories like CONTENT, STRUCTURE, USERS, CONFIGURATION, EXTENSIONS, and MAINTENANCE.
- Notifications:** Points to a blue notification box at the top right of the main content area.

The main content area displays several widgets:

- CONTENT:** Includes links for New Article, Articles, Categories, and Media.
- STRUCTURE:** Includes links for Menu(s) and Modules.
- USERS:** Includes a link for Users.
- CONFIGURATION:** Includes links for Global, Templates, and Language(s).
- EXTENSIONS:** Includes a link for Install Extensions.
- MAINTENANCE:** Includes status messages: "Joomla is up to date." and "All extensions are up to date."

The notification box contains the following text:

You have post-installation messages
There are important post-installation messages that require your attention.
This information area won't appear when you have hidden all the messages.
[Read Messages](#)

The footer of the page shows:

View Site | 0 Visitors | 1 Administrator | 0 Messages | Log out | Joomla! 3.7.4 — © 2017 Joomla 3.7

Content

How is content organized?

We use FLEXIcontent extension in all Joomla installations. FLEXIcontent provides advanced content management functionality that is not available from the Joomla core.

Content Types

All content on the site is assigned a “type” that defines the fields and the layout that will be used when editing and displaying content. On the right you can see an example of the various fields that for an events content type.

Items/Articles

In Joomla each unit of content is known as an Item or an Article. This is to differentiate it from pages, that may be displaying a single Item or multiple Items. Every item has a title, date, and main body, and additional fields that are defined by the content type assigned to the item.

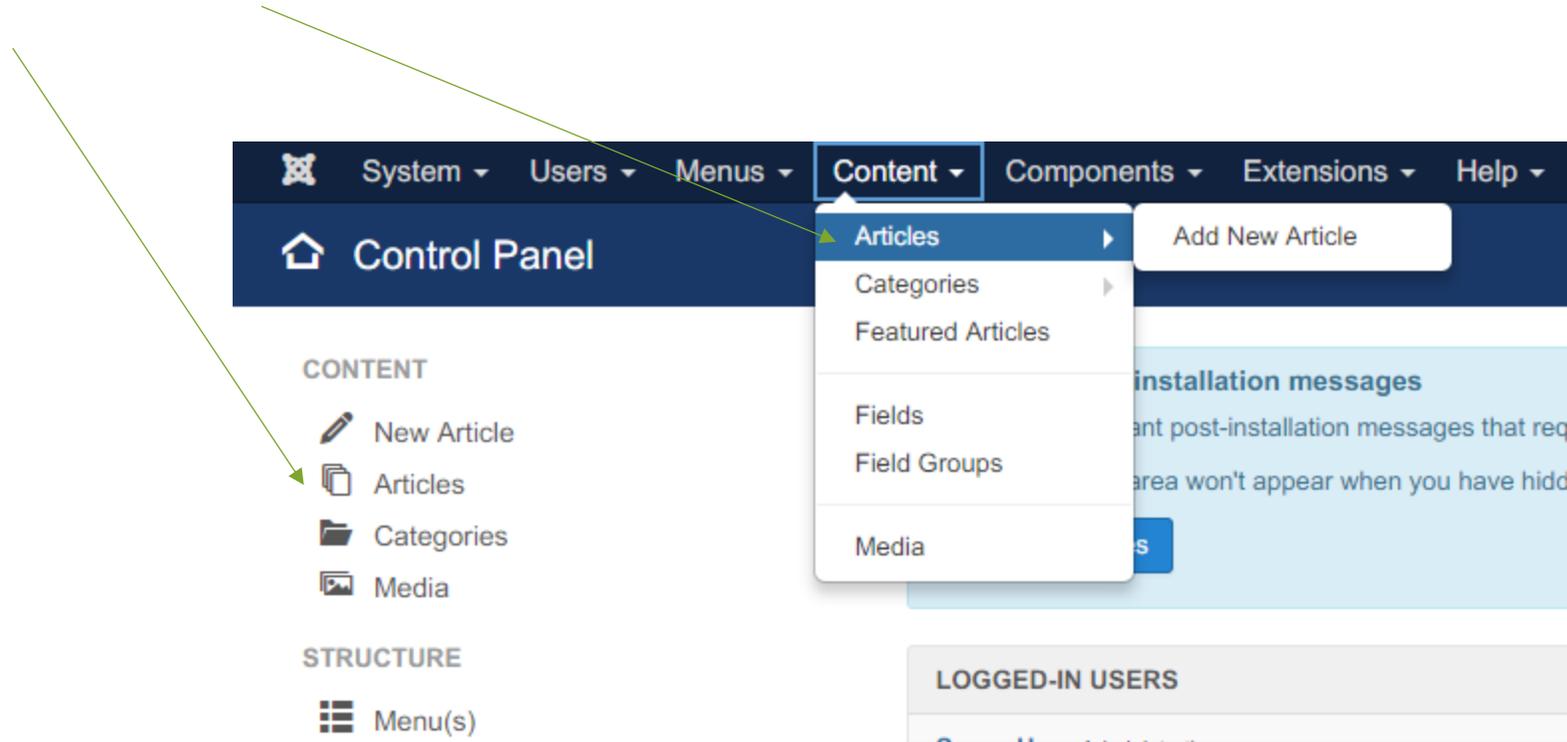
Categories

Items are assigned to one main category and optionally to additional categories. Categories are organized in a tree structure. Categories allow to create groups or lists of items. Categories have layout and styling settings.

The screenshot shows the Joomla! FLEXIcontent event form interface. At the top, there is a navigation bar with tabs for 'Event', 'Image/Video', 'Top Content', 'Speakers', 'Sponsors', 'Bottom Content', and 'Relations'. The 'Event' tab is active. Below the navigation bar, the form is organized into several sections:

- Intro Text ***: A text area containing the text: "Youth sport and high school coaches will hear the latest research on how to effectively keep their athletes safe and get them back to competition quickly."
- Registration Form**: A dropdown menu with the text "Please select".
- Date & Time**: Three input fields for "Date" (2016-06-18), "Start Time" (06:30 am), and "End Time" (02:00 pm).
- Location Name**: A text input field containing "Lincoln Financial Field".
- Location Address**: A search input field.
- Display address**: A text input field containing "1 Lincoln Financial Field Way, Philadelph".
- Latitude**: A text input field containing "39.9007674".
- Longitude**: A text input field containing "-75.1674635".

To access the list of items you can go to **Content > Articles** or click on the **Articles** quick link



List of items

The screenshot shows the Joomla! administration interface for the 'Items' section. The top navigation bar includes 'System', 'Users', 'Menus', 'Content', 'Components', 'Extensions', and 'Help'. The main header displays 'Items' and the Joomla! logo. Below the header is a toolbar with buttons for 'Change State', 'Trash', 'Archive', 'New', 'Edit', 'Batch', 'Check-in', and 'Configuration'. A search bar is located above the table, with a 'Filters' button and a 'Columns' button. The table lists items with columns for '#', 'Title', 'Author', 'Language', 'Type', 'State', 'Template', 'Order', 'Access', 'Categories', 'Tags', 'Created', and 'R'. The 'Client Login' item is highlighted with a green arrow pointing to its title. The 'Perfect Printing Website' item is highlighted with a green arrow pointing to its state icon. The 'Anguilla Partnership Enterprises E-mail Campaigns' item is highlighted with a green arrow pointing to its title. The 'Nelson Website Design & Development' item is highlighted with a green arrow pointing to its state icon. The 'Update: Regain Facebook Privacy' item is highlighted with a green arrow pointing to its title. The 'The Books' item is partially visible at the bottom of the table. The left sidebar contains sections for 'Content editing', 'Types & fields', 'Content viewing', 'Users & Groups', and 'Expert Usage'. The bottom status bar shows 'View Site', '0 Visitors', '1 Administrator', '0 Messages', and 'Log out'. The footer indicates 'Joomla! 3.7.1 - © 2017 Lyquix'.

Annotations:

- Collapse side bar
- Create new item
- Search by title
- Filter list
- Show/hide columns
- Click title to edit
- Change item state

#	Title	Author	Language	Type	State	Template	Order	Access	Categories	Tags	Created	R
1	Contact Us	Ruben Reyes	All	Page	✓	custom-contact	0	Public	Uncategorised		01/03/12 12:21	2
2	Client Login	Ruben Reyes	All	Page	✓	blog ^[1]	0	Public	Uncategorised		29/02/12 21:54	1
3	Perfect Printing Website	Ruben Reyes	All	Project	✗	custom-portfolio ^[1]	0	Public	Archived		05/03/12 21:29	0
4	Anguilla Partnership Enterprises E-mail Campaigns	Ruben Reyes	All	Project	✗	custom-portfolio ^[1]	0	Public	Archived		06/03/12 20:08	0
5	Nelson Website Design & Development	Ruben Reyes	All	Project	✗	custom-portfolio ^[1]	0	Public	Archived		06/03/12 15:10	3
6	Understand How Users Behave	Ruben Reyes	All	Blog	✓	custom-blog ^[1]	0	Public	Blog		14/03/10 20:00	0
7	Update: Regain Facebook Privacy	Ruben Reyes	All	Blog	✗	custom-blog ^[1]	0	Public	Blog		20/06/10 00:00	0
	The Books											

Use the filter functionality to manage websites with many content items. You can apply multiple filters simultaneously, but most likely you will be filtering by Item Type or Category

The filtering interface includes the following fields:

- Author (text input with search icon)
- Language (text input with search icon)
- Category (dropdown menu)
- ID (text input)
- Tag (text input with search icon)
- State (text input with search icon)
- Subcategories (checkbox, checked)
- Created (date range: 2017-07-26 to 2017-07-26)
- Item type (text input with search icon)
- Access (text input with search icon)
- Category state (dropdown menu, set to Published)

Order Save

#	Title	Author	Language	Type	State	Order	Categories	Created	Revised	Hits	ID
						0					
						1					
						2					
						3					
						4					
						5					

Click any column heading to sort by that column. Click again to toggle order ascending and descending.

Drag to move

Order number

Manually Ordering Items

You can organize items to be displayed in a manually set order (for example: Services ordered by priority).

Since items can be assigned to multiple categories, the item ordering is category-specific. For this reason, first you need to filter the list of items by a category, and unselect the Subcategories checkbox.

You can click and drag the 4-point green arrows to move items up and down the list, or enter the order number in the box. When done, click the Order Save button to save the changes.

Items are also ordered within their state, for example: Published items are ordered separately from Unpublished items.

Pagination

You can control the number of items shown per page

Current and total items and pages

5

Results 1 - 5 of 142

Page 1 of 29

#	<input type="checkbox"/>	Title	Author	Language	Type	State	Order	Categories	Created	Revised	Hits	ID
1	<input type="checkbox"/>	Contact Us	Ruben Reyes	All	Page	<input checked="" type="checkbox"/>	<input type="text" value="0"/>	Uncategorised	01/03/12 12:21	22/08/16 15:43	40659	2
2	<input type="checkbox"/>	Client Login	Ruben Reyes	All	Page	<input checked="" type="checkbox"/>	<input type="text" value="0"/>	Uncategorised	29/02/12 21:54	16/05/12 09:41	77	7
3	<input type="checkbox"/>	Perfect Printing Website	Ruben Reyes	All	Project	<input type="checkbox"/>	<input type="text" value="0"/>	Archived	05/03/12 21:29	05/02/14 11:28	2235	10
4	<input type="checkbox"/>	Anguilla Partnership Enterprises E-mail Campaigns	Ruben Reyes	All	Project	<input type="checkbox"/>	<input type="text" value="0"/>	Archived	06/03/12 20:08	05/02/14 11:29	3110	11
5	<input type="checkbox"/>	Nelson Website Design & Development	Ruben Reyes	All	Project	<input type="checkbox"/>	<input type="text" value="0"/>	Archived	06/03/12 15:10	30/09/14 12:46	2382	12

⏪ ⏩ 1 2 3 4 5 6 7 8 9 10 ⏪ ⏩

Use the pagination controls to easily jump pages

Item check out

When you open an item for editing, the system checks it out to prevent other users from making changes at the same time.

When an item has been checked out, a padlock icon is displayed next to its title and you are not allowed to edit it.

Hover over the padlock icon to view the user that has checked out the item and when was it checked out.

When you are done editing an item, make sure you close it so that it is checked back in and it is no longer locked for other users to edit it.

5	<input type="checkbox"/>		Nelson Website Design & Development	Ruben Reyes	All	Project	
6	<input type="checkbox"/>		 Understand How Users Behave	Ruben Reyes	All	Blog	
7	<input type="checkbox"/>		Update: Regain Facebook Privacy	Ruben Reyes	All	Blog	

Edit item interface

[Apply](#) [Save & Close](#) [Save & new](#) [Cancel](#) [Preview](#) [Edit layout & global parameters](#)

Save changes and continue editing

Save changes and close

Save changes and create new item

Close without saving changes

Preview how item will look to visitors

Note: when done editing use Save or Cancel to close the item and ensure that the item is checked back in.

Title

Alias

Category Blog Note

Tags

Type to add a new tag or list existing tags

Alias is generated automatically and used in the item URL

The content or document type defines the field that will be available.

Document type Blog

Language All

State Published

In multi-language sites you can select the language of the item

Main body of the item

Fields specific to the content type

Additional categories, Featured flag, Language associations

Author, Created date, Publishing dates, and Access level

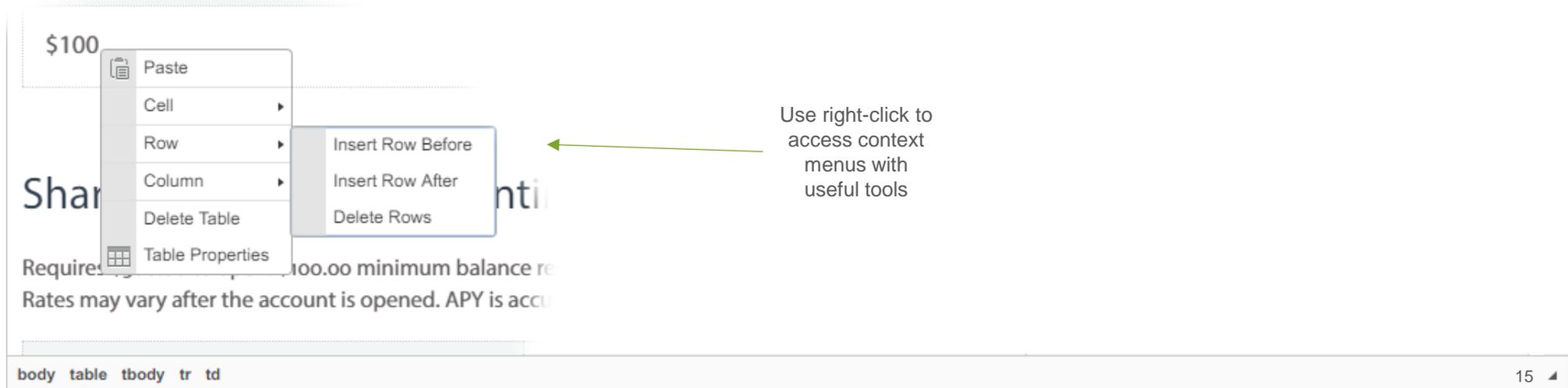
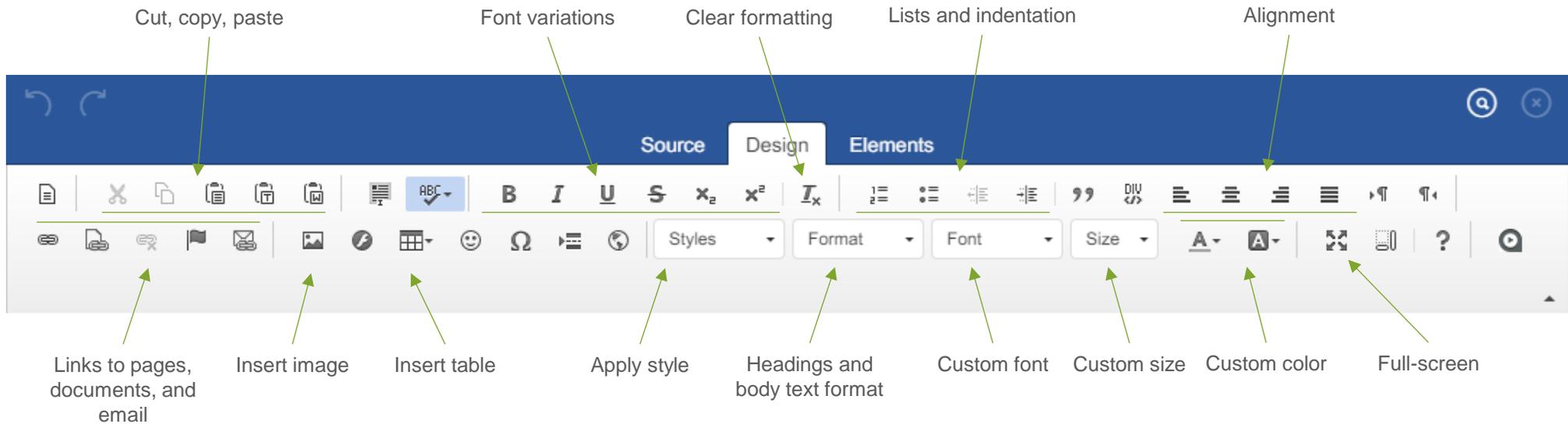
Meta description, index/follow tags, title tag

Access previously saved versions of this item

[Main Content](#) [Blog \(Details\)](#) [Assignments](#) [Publishing](#) [Meta / SEO](#) [Displaying](#) [Compatibility](#) [Layout](#) [Versions](#) [Permissions](#)

Joomla includes a rich-text editor, or WYSIWYG (what you see is what you get). We install **ArkEditor** as the default editor, which provides more advanced functionality.

With the rich-text editor you can edit HTML pages without knowing how to code HTML. The majority of the controls and functions are identical to Microsoft Word, however, HTML has its own idiosyncrasies, which you should keep in mind.



Paste options

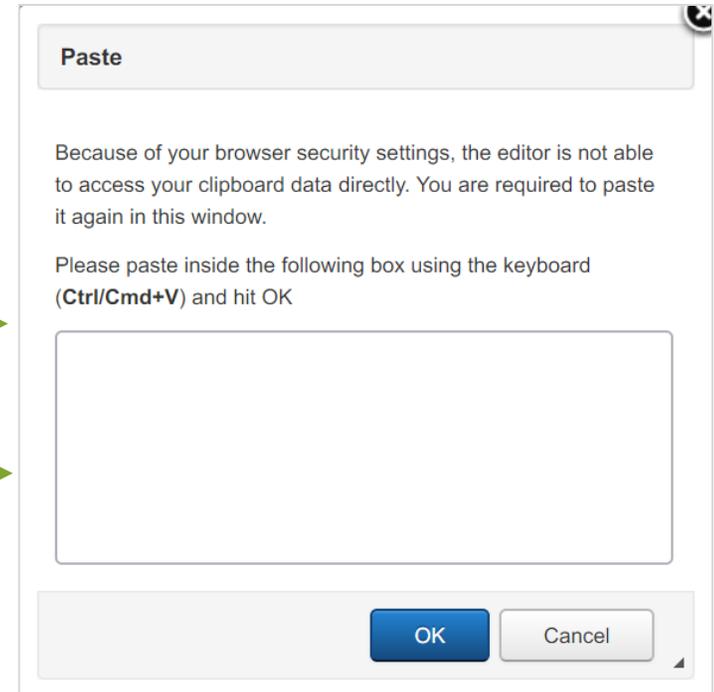
Copying text and images from other programs (Word, Excel, PDF) doesn't always result as expected. This is because the normal Copy-Paste operation may include unnecessary styling and code.

To prevent this unnecessary styling and code you should use one of the following options.

Paste as Plain Text (the button with the "T" in it) to copy just the text. All formatting will be removed. You will need to manually add any desired styling.

Paste from Word (the button with the "W" in it) to bring in addition to the text some basic styling such as headings, bold/italic/underline, lists, tables, links, and images.

In all cases, a dialog window opens where you should paste the content using Ctrl+V or Cmd+V, and then click OK.



Regular links

Regular links points to a web page, either on the same website or another website. They can be configured to open in a new tab.

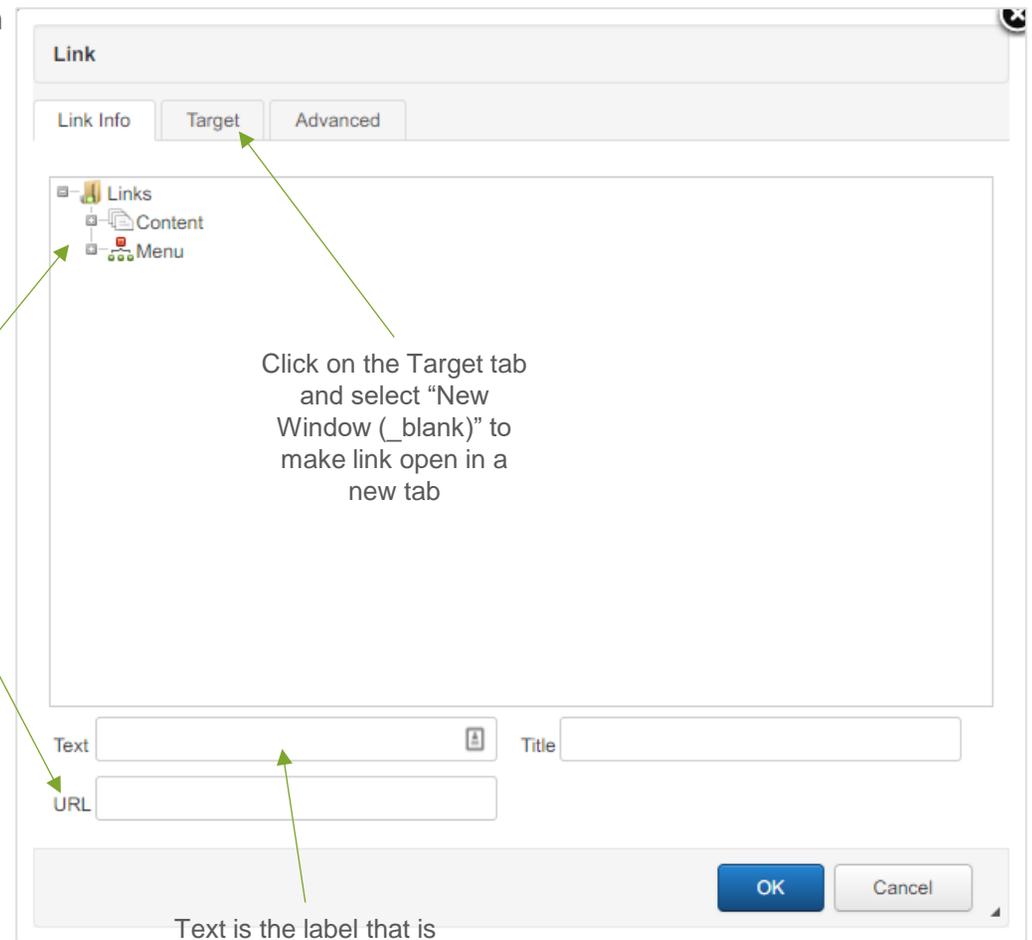
To insert a regular link, select the text that you want to make into a link and click the Link button. A dialog window opens where you can set the link destination by browsing the website content and menus, or by entering the desired URL.

You can optionally click on the Target tab to make the link open in a new tab.



Use the Link button to insert a link

Browse the site content and menus to pick destination, or type a URL



Click on the Target tab and select "New Window (_blank)" to make link open in a new tab

Text is the label that is visible to the user

Links to documents

Document links are similar to regular links but they point to files such as documents. They may be displayed directly or prompt the user to download and save . This type of link can also be configured to open in a new tab.

The screenshot shows a document management interface with the following callouts:

- Use the Document button**: Points to a document icon with a link symbol in the top left corner.
- Browse folders**: Points to a sidebar menu showing a folder named 'docs (1)' and a file named 'Cont...'.
- Grid view, list view and date view**: Points to view toggle buttons (grid, list, calendar) above the file list.
- Upload new files**: Points to the 'Upload' button.
- Create new folder**: Points to the 'New Folder' button.
- Delete**: Points to the 'Delete' button.
- Insert**: Points to the 'Insert' button.
- Search files**: Points to a search icon in the top right corner.
- Click to select file**: Points to a file card titled 'ContentDevelo...' with a size of '1.32 MB'.
- On hover tools are displayed here**: Points to a small menu that appears over the file card.
- Click to insert link to document. Additional options are displayed before returning to the editor**: Points to the 'Insert' button.

Link to email

E-mail links open an email message prepopulated with a destination email address, and optionally subject line and body.

To create a link to an email, select the text that you want to convert to a link, click on the E-mail link button. A dialog window prompts to enter the email address, subject line and message body.



Use the E-mail button

The dialog box is titled "E-mail" and contains three input fields: "E-Mail Address", "Message Subject", and "Message Body". At the bottom, there are "OK" and "Cancel" buttons.

Destination email address. If you need to enter multiple emails, separate them with comma.

Optional email subject line

Optional email body text

Anchors

An **Anchor** is a point on a web page. Links can point anchors on the same page or other pages.

When clicking on anchor links the browser scrolls to the position of the anchor.

If you want to create an anchor on the page you are editing, set the cursor in the position where you want to place the anchor, click the Anchor button and enter the anchor name (preferably, all lower case, and no spaces).

Examples:

```
faqs  
my-anchor  
section-3
```

After an anchor is created, it can be linked to by including it in the link URL. If you want to link to an anchor on the same page the URL only needs to be the hash symbol # followed by the anchor name, for example:

```
#faqs  
#my-anchor  
#section-3
```

If you want to link to an anchor on another page, use the URL of the page and append the hash symbol and the anchor name, for example:

```
/another/page#faqs  
http://mysite.com/another/page#my-anchor
```



Use the
Anchor
button

Insert images

Use the Image button to insert an image in your content. This opens a dialog window very similar to the one displayed for documents.



Use the Document button

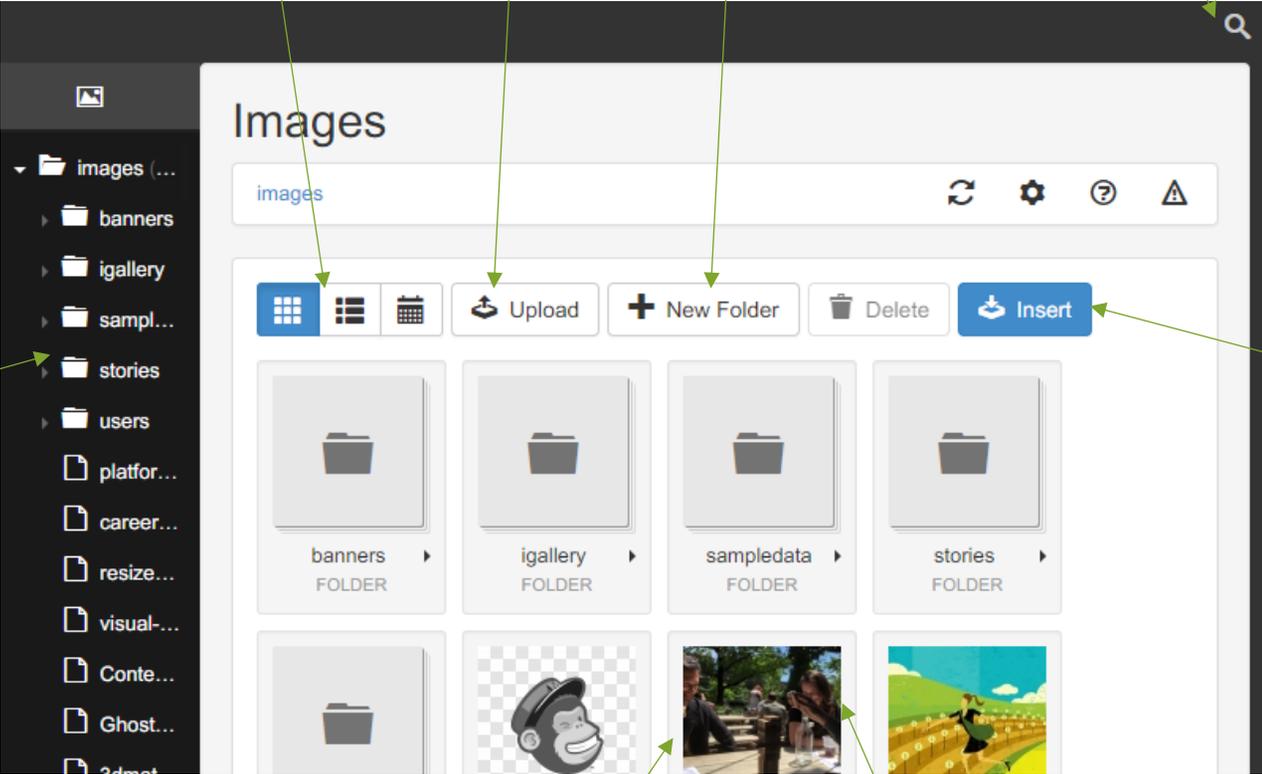
Grid view, list view and date view

Upload new images

Create new folder

Search images

Browse folders



Click to insert image. Additional options and tools for resize, cropping and rotating the image are displayed before returning to the editor

Click to select image

On hover tools are displayed here

Imagine alignment

Images are inserted into the page as part of the content flow. This means that by default images are positioned inline with the text. If you insert an image in the middle of a paragraph, the image will be part of the text flow.

By default inline images are aligned to the **baseline** (the bottom of the image is aligned with the baseline of the text). You can change this alignment if needed. **Top** aligns the top of the image with the top of the text. **Middle** aligns the middle of the image with the middle point of the text between the baseline and the top. **Absolute bottom** aligns the bottom of the image with the absolute bottom of the text. And **absolute middle** aligns the middle of the image with the middle point between top and absolute bottom.

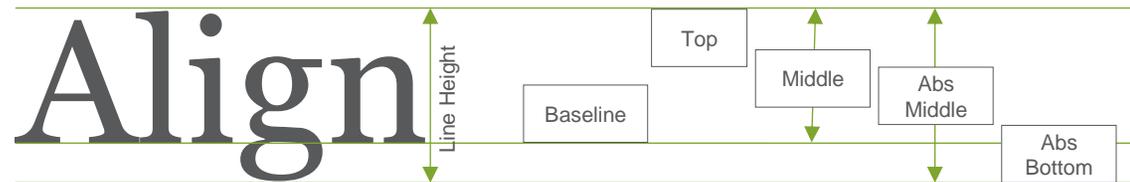
In most cases you may not want images inline with text. In that case just place images in its own paragraph (press enter before and after the image).

You can optionally float the image to the left or the right. In this case, the image is moved to the side of the paragraph and the text wraps around it.

PLorem ipsum dolor sit amet, con
posuere imperdiet nisi hendrerit. S

ornare  nibh semper et. In q
turpis egestas. Maecenas ac mi v
id suscipit metus euismod sed. Se

← Example of an inline image



PLorem ipsum dolor sit amet, cons
posuere imperdiet nisi hendrerit. Si

 ornare nibh semper et. In q
turpis egestas. Maecenas a
purus, id suscipit metus euismod s

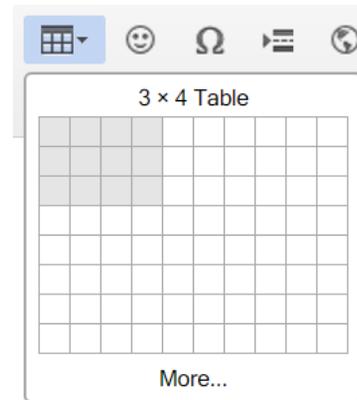
← Example of an image floating left

Tables

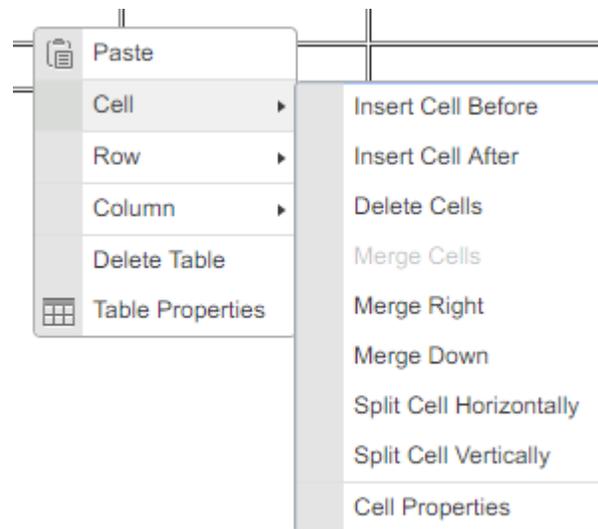
To insert a table, click on the Table icon and select the number of rows and columns that you need. You place the cursor on each cell to edit its contents.

Notes about tables:

- After the table is inserted you can add or remove columns and rows
- By default new tables are set to a width of 500px. You can remove this and let the table grow based on its contents. You can specify the width of cells or the whole table in pixels or percentage
- You can merge cells, and split them back
- You can align the content of each cell horizontally (left-center-right) and vertically (top-middle-bottom)
- You can align the whole table horizontally (left-center-right) on the screen
- You can specify cells to be headers or data cells. This will give them different styling



Use the Table button to insert a new table



Right click on the table to access context menu with useful tools, as well **Table Properties** and **Cell Properties**

Tables properties

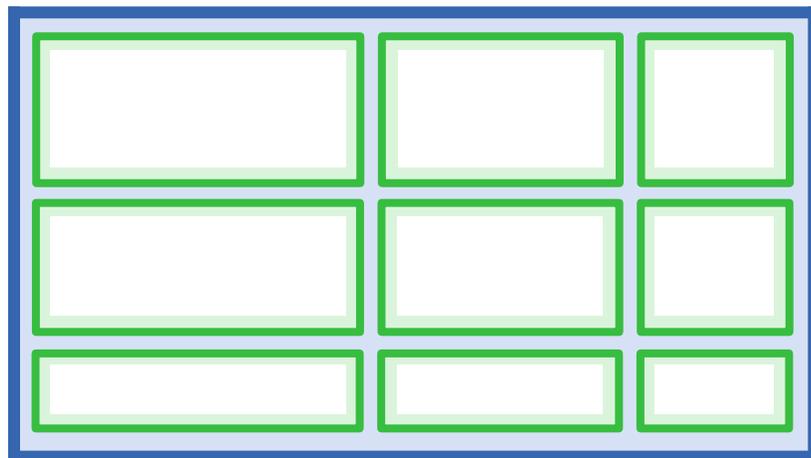
When editing a Table Properties, you can control the following settings:

Width can be set in pixels (e.g. 150) and percentage (e.g. 75%)

Configure the first row and/or column as **Headers**

Set the table **Cell Padding**, **Cell Spacing**, and **Border Size** (see the diagram below to visualize their role on a table)

Align the table to the left, center, or right



■ Table Border ■ Cell spacing ■ Cell border ■ Cell padding

Table Properties

Table Properties Advanced

Rows: 3 Width: 100%

Columns: 3 Height: [input]

Headers: None Cell spacing: 1

Border size: 1 Cell padding: 1

Align: <not set>

Caption: [input]

Summary: [input]

OK Cancel

Cell properties

When editing a Cell Properties you can configure the following settings:

The **Width** and **Height** of the cell, either in pixels or percentage of the whole table width.

Select the **Cell Type**, either Data (default) or Header.

Make the cell **Span** multiple columns or rows. This is equivalent to merging cells.

Allow or prevent text from **Wrapping** inside a cell.

Set the **Horizontal Alignment** and **Vertical Alignment** of the contents of the cell.

Select the cell's **Background Color** and **Border Color**.

Cell Properties

Width pixels
Cell Type

Height pixels
Rows Span

Word Wrap
Columns Span

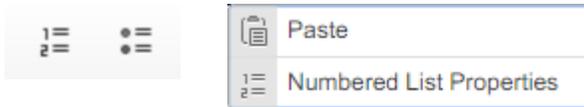
Horizontal Alignment
Background Color

Vertical Alignment
Border Color

Additional editor functionality

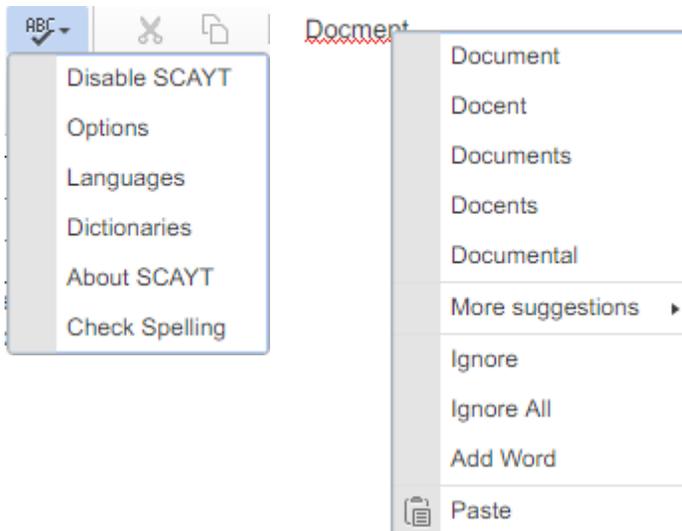
Lists

Use the Ordered List and Unordered List icons to insert lists. Right-click on a list on the content to access additional list settings.



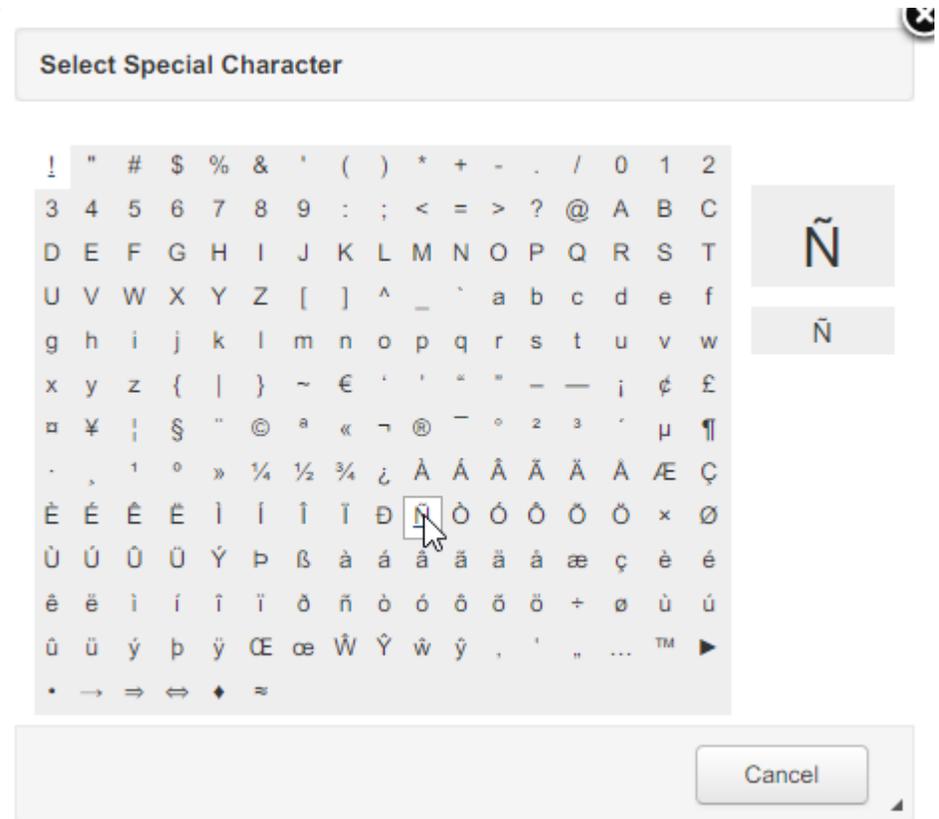
Spell Checker

Activate the Spell Checker to get visual indication of typos. Right-click to view suggested corrections.



Special Characters

Click the Special Characters icon to insert non-English characters and other symbols.



Additional content fields

Each Content Type has additional fields used to enter specific data and provide custom layouts. Some of the field types that you may encounter are:

Basic fields like **Text**, **Drop Downs**, **Checkboxes** and **Radio Buttons**

Date and **Time** fields

Phone Numbers fields

Addresses fields

Business Hours fields

Images and **Image Galleries** fields

File Attachments and **Links** fields

Video and **Audio** fields

Related Items (Connections) fields

The screenshot displays the Joomla! content editor interface for a 'Blog (Details)' article. At the top, there are navigation tabs: 'Main Content', 'Blog (Details)', 'Assignments', 'Publishing', 'Meta / SEO', 'Displaying', 'Joomla fields', 'Layout', and 'Version'. Below these, the 'Author' field is shown with a list of 'Items' and a '- Add item -' dropdown. The 'Intro Text' field is a rich text editor with tabs for 'Source', 'Design', and 'Elements'. The 'Design' tab is active, showing a toolbar with various text and image editing tools. The text in the editor reads: 'When designing a website or a mobile app it's important to understand how u... design that adapts to user behavior will allow for more intuitive navigation. Th... combined with the very low impact of bad choices —when clicking on the wro... bad happens and you can go back very quickly— have made them impatient an...'. Below the text, there are 'Menu' and 'Contact' buttons. The 'Image 16:9' field shows a selected image with a '120x120' thumbnail, a toolbar with upload, search, and delete icons, and an 'Alt text' input field. The 'Media Gallery' field shows a '120x120' thumbnail, a toolbar with add, remove, and refresh icons, and a 'Link to a URL' and 'Alt text' input field. The 'Related Projects' field is a list of 'Items' with a '- Add item -' dropdown.

Basic fields

Text

Office Manager Name

Laura Kelly

Text area: allows for multiple lines. Can be configured to include HTML editor

Intro Text

Drop down (single select)

Location Type

- Office
- Please Select
- Office
- Urgent Care
- Surgical

Checkboxes (multi-select)

Surgery Locations

- Pennsylvania
- New Jersey

Radio button (single select)

Free Parking

- Free Parking
- Paid Parking

Checkboxes list (multi-select)

Body Parts

Elbow x Knee x Shoulder x

- Please select
- Ankle
- Foot
- Hand
- Elbow
- Hip
- Knee

Event Date

2019-09-23



A calendar date picker is displayed when clicking on the calendar icon



< 2019 >

< September >

wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat
35	1	2	3	4	5	6	7
36	8	9	10	11	12	13	14
37	15	16	17	18	19	20	21
38	22	23	24	25	26	27	28
39	29	30	1	2	3	4	5
40	6	7	8	9	10	11	12

Clear Today Close

Input is automatically validated to match configured time format (12 or 24 hrs)



Start Time

10:30 am

Address, phone, and hours

Address is entered with help of Google Maps suggestion

Map zoom level can be set to best work with surrounding area

Address

Display text can be customized

Latitude and longitude are stored for display in map

Phone Number

Office Hours

720 South Main Street
Phoenixville, PA 19460

40.1249007

-75.5136434

Marker tolerance (meters) 50

Zoom level 19

Phoenixville Eye Care Specialists

Main St

Buttonw...

Phone Label

Country Code

Phone Number

Day group type

Select a day

Select open/close hours

Single day

Multiple days

Range of days

Monday

08:00 AM

07:00 PM

Enter one or more hours range for the days range

Select day range that shares same hours

The image shows a form for entering business information. The 'Address' section includes a search bar with a 'Skip' button and a dropdown menu. Below it are fields for 'Address', 'Latitude', and 'Longitude'. The 'Phone Number' section has fields for 'Phone Label', 'Country Code', and 'Phone Number'. The 'Office Hours' section has a 'Day group type' section with radio buttons for 'Single day', 'Multiple days', and 'Range of days'. It also has a 'Select a day' dropdown and a 'Select open/close hours' section with time pickers and a '+' button. A map view on the right shows a location on Main St with a red pin and a zoom level of 19. Annotations with arrows point to various parts of the form and map, explaining their functionality.

Images & videos

Image 1x1

 120x120

   My Files 

Uploaded files are automatically resized and cropped to fit design area



Alt text

Title text

Description

Additional info fields typically include **alt text**, description (caption) and URLs

Main Video

Media URL

 Fetch

Title

Author

Dimensions x Pixels

Description

Enter YouTube URL and click Fetch button to grab video details

Customize information that will be displayed with video



List of available items is pre-configured based on category, type, and count



Related Locations

Items	- Add item- ▾				
Items selected	[P] Ocean City ✕	[P] Egg Harbor Township ✕	[P] Galloway ✕	[P] Manahawkin ✕	[P] Cape May Courthouse ✕
	[P] Margate ✕				

Related items can be easily viewed, removed, and custom sorted



Additional categories:
In some cases items
may be assigned to
multiple categories

Categories / Featured

Secondary categories

Featured

No Yes

Joomla Featured View

Mark as "featured" item:
In some cases featured
items get a different visual
treatment or are listed in a
prominent position

Language Associations

NOTE: dates are converted and displayed in **your timezone**: UTC -5 (America/New_York)

Item owner:
In most cases this is only internal but for blog posts and other content it may be used as the author

Created date is set automatically. It may be used as the item date for display and sorting purposes.

Alias can be used to provide a custom author name

Set the date-time when the item will automatically become published

Set date-time when item will be automatically unpublished

Created by	<input type="text" value="Ruben Reyes"/>	
Created Date	<input type="text" value="2010-03-14 20:00:00"/>	
Created by alias	<input type="text"/>	
Start Publishing	<input type="text" value="2012-03-07 12:30:59"/>	
Finish Publishing	<input type="text"/>	
Access	<input type="text" value="Public"/>	

Meta description is the most important meta data. Every page should have it. Limit it to 160 characters.

Description When designing a website or a mobile app it's important to understand how users really behave. A design th to user behavior will allow...

No longer in use by most search engines

Keywords usability, user behavior, understanding usability, understanding users, common sense usability, user based development

Advanced

Search-engine robots Use Global

External Reference

Author

Content Rights

SEO

Microdata support

Force microdata type Use Global

HTML title Tag

Override <title> Use Global No Yes

Custom <title>

Category to <title> Use Global No On Left On Right

Other SEO parameters

Rel canonical tag Use Global No Yes

Use a different title for the <title> meta tag, instead of the item title

Override <title>

Custom <title>

Category to <title>

Rel canonical tag

Version information

Item ID 14

State Published

Hits 5640 [Reset](#)

Voting Not rated yet

Revised 34 times

Current Version #34
(Frontend Active)

Working Version #34
(Loaded in Form)

Created Sunday, 14 March 2010 20:00

Last modified Wednesday, 03 August 2016 12:11

Version comment

Versions history

#30	23/Apr 09:56	Christian Shea	  
#31	23/Apr 10:05	Christian Shea	  
#32	23/Apr 10:05	Christian Shea	  
#33	27/Jul 16:42	Ruben Reyes	  
#34	03/Aug 12:11	Ruben Reyes	 current

first prev 1 **2** next last

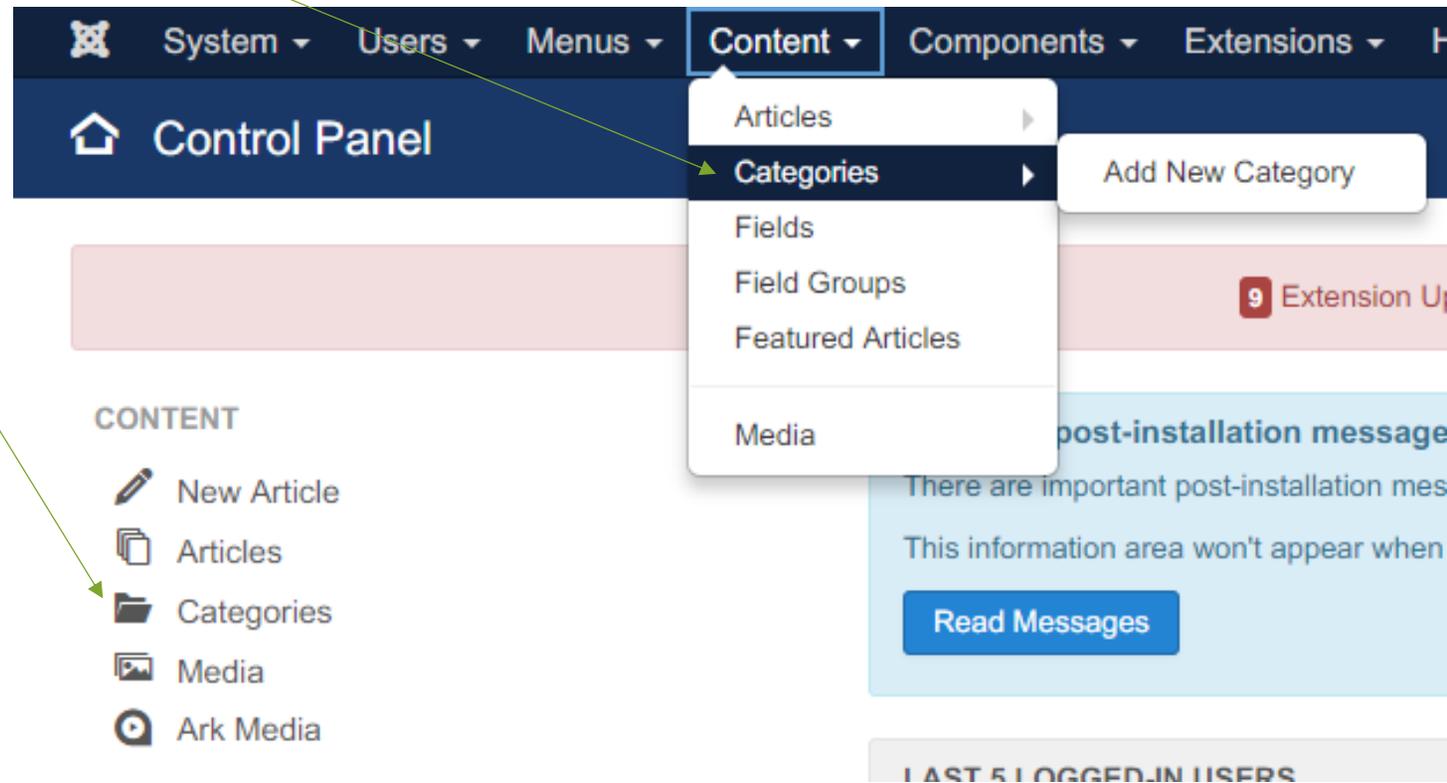
View version comment

Compare with current version

Load previous version

Categories

To access the list of categories you can go to **Content > Categories** or click on the **Categories** quick link



The screenshot shows the Joomla! administrator interface for managing categories. The top navigation bar includes menus for System, Users, Menus, Content, Components, Extensions, and Help. The main header displays 'Categories' and the Joomla! logo. Below the header is a toolbar with buttons for 'Copy parameters', 'New', 'Edit', 'Publish', 'Unpublish', 'Archive', 'Trash', 'Check-in', and 'Rebuild'. A search bar and 'Filters'/'Columns' buttons are also present. The main content area displays a table of categories with columns for Status, Title, Alias, Template, and a set of status counters (green, red, grey, black). The footer shows site statistics and the Joomla! version (3.8.0).

Annotations:

- Create new category:** Points to the 'New' button in the toolbar.
- Search by title:** Points to the search input field.
- Filter list:** Points to the 'Filters' button.
- Show/hide columns:** Points to the 'Columns' button.
- Number of items in this category in different statuses:** Points to the status counter columns in the table.
- Collapse side bar:** Points to the collapse icon in the left sidebar.
- Quick links to change status, view RSS feed and preview:** Points to the icons in the 'Status' column of the table.
- Click title to edit category:** Points to the 'Home' category title.
- Children categories:** Points to the expand/collapse icons in the 'Status' column.
- Drag to sort categories:** Points to the drag handle icon in the 'Status' column.

Status	Title	Alias	Template	Green	Red	Grey	Black	Access	Language	ID
☑	Uncategorised	uncategorised	lyquix-default	5	0	0	0	Public	All	2
☒	Home	home	blog	0	7	0	0	Public	All	8
☑	Blog	blog	custom-blog	40	18	1	1	Public	All	9
☑	Careers	careers	custom-career	0	1	0	0	Public	All	19
☑	Portfolio	portfolio	custom-portfolio	9	1	0	2	Public	All	12
☑	Archived	archived	custom-portfolio Inherited	0	33	0	0	Public	All	18
☑	Services	services	custom-services	0	14	0	0	Public	All	11
☑	Strategy	strategy	redirect	5	1	0	0	Public	All	15
☑	Design	design	redirect	3	1	0	0	Public	All	16
☑	Technology	technology	redirect	5	0	0	0	Public	All	17
☑	Team	team	custom-team	6	1	0	0	Public	All	10

Category settings

Categories have many settings used to control how lists of items are displayed. In most cases you don't need to make changes to Categories. Here is a list of some important settings available:

General

Description is content that is used as introduction text in some cases.

Image allows to set a category image. This may be used when listing subcategories.

Meta/SEO includes meta description and settings for search engine robots.

Items List

It is possible to configure the **number of items** that will be listed in the category, and whether **pagination** links will be displayed.

You can control how items are **sorted**, for example by title, date, author, or other criteria. Items can be sorted in **ascending or descending** order.

Subcategories and their items may also be listed.

Layout

Several layout settings are available to control the display of item titles, description, image, date, author, etc.

A map can be used to render items that include geographic data (latitude and longitude).

Modules

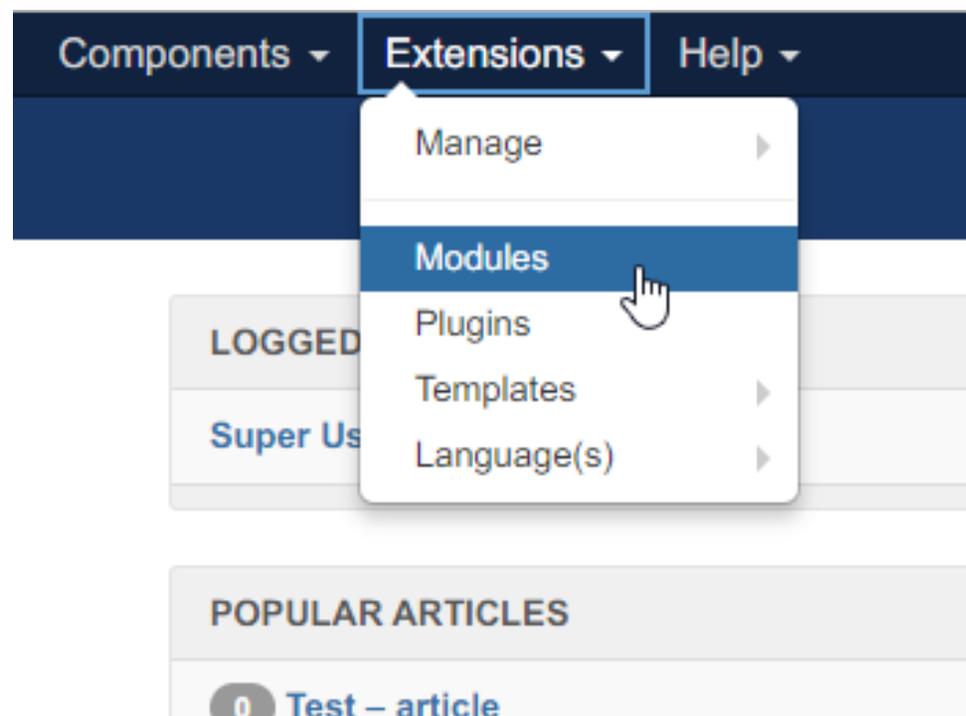
Modules management

Modules are blocks that are placed in **Positions** of the website template. There are different **Types** of modules, and they can render static content, or generate it dynamically.

For example, a static content module can be used to render legal language on the footer of the site. A dynamically generated module can show the most recent blog posts.

You can control on what **Pages** the module should be rendered. The module can be easily turned on and off by controlling its **Published** status, as well as the start and end Publishing Dates.

To access the list of modules, go to **Extensions > Modules**.



Modules list

The screenshot shows the Joomla! Modules (Site) management interface. At the top, there is a navigation menu with items: System, Users, Menus, Content, Components, Extensions, and Help. Below this is a header bar with the Joomla! logo and the text 'Joomla!'. The main content area features a toolbar with buttons for 'New', 'Edit', 'Duplicate', 'Publish', 'Unpublish', 'Check-in', 'Batch', and 'Trash'. A search bar is located below the toolbar, with a 'Search' button and a 'Search Tools' dropdown. The main table lists modules with columns for Status, Title, Position, Type, Pages, Access, Language, and ID. Annotations with arrows point to various elements: 'Create new module' points to the 'New' button; 'Search and filter list' points to the search bar; 'Drag to sort modules within same position' points to the vertical ellipsis icon in the first column; 'Quick status change' points to the status dropdown; 'Click title to edit module' points to the 'Breadcrumbs' title; 'Position name' points to the 'position-2' label; 'Module type' points to the 'Login' label; and 'Assigned pages' points to the 'All' label in the 'Pages' column.

Status	Title	Position	Type	Pages	Access	Language	ID
<input checked="" type="checkbox"/>	Breadcrumbs	position-2	Breadcrumbs	All	Public	All	17
<input checked="" type="checkbox"/>	Main Menu	position-7	Menu	All	Public	All	1
<input checked="" type="checkbox"/>	Login Form	position-7	Login	All	Public	All	16

Standard module settings

Module title

The screenshot displays the Joomla! administrator interface for the 'Breadcrumbs' module settings. At the top, there is a navigation menu with items like 'System', 'Users', 'Menus', 'Content', 'Components', 'Extensions', and 'Help'. Below this is a dark blue header with the Joomla! logo and the text 'Joomla!'. A toolbar contains buttons for 'Save', 'Save & Close', 'Save & New', 'Save as Copy', and 'Close'. The main content area is divided into tabs: 'Module', 'Menu Assignment', 'Advanced', and 'Permissions'. The 'Module' tab is active, showing the 'Breadcrumbs' module settings. On the left, there are several toggle switches for 'Show "You are here"', 'Show Home', and 'Show Last', each with 'Yes' and 'No' options. Below these are text input fields for 'Text for Home Entry' and 'Text Separator'. On the right, there are several configuration options: 'Show Title' (a toggle set to 'Show'), 'Position' (a dropdown menu set to 'position-2'), 'Status' (a dropdown menu set to 'Published'), 'Start Publishing' and 'Finish Publishing' (date pickers), 'Access' (a dropdown menu set to 'Public'), 'Ordering' (a dropdown menu set to '1. Breadcrumbs'), and 'Language' (a dropdown menu set to 'All'). At the bottom, there is a status bar with 'View Site', '0 Visitors', '1 Administrator', '0 Messages', and 'Log out' buttons, along with the Joomla! version '3.8.1' and copyright '© 2017 Joomla!'.

Show module title (depends on module template layout)

Select module position

Select module status

Control start-end publishing dates and times

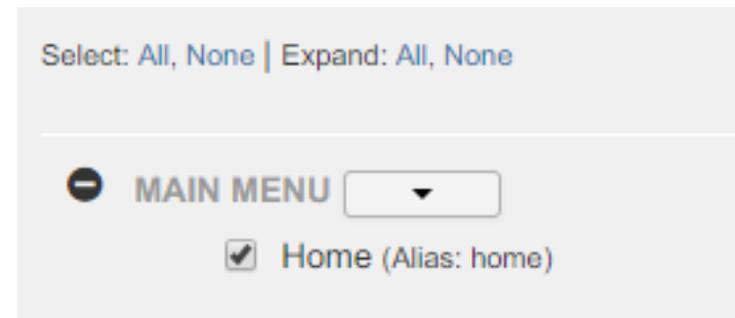
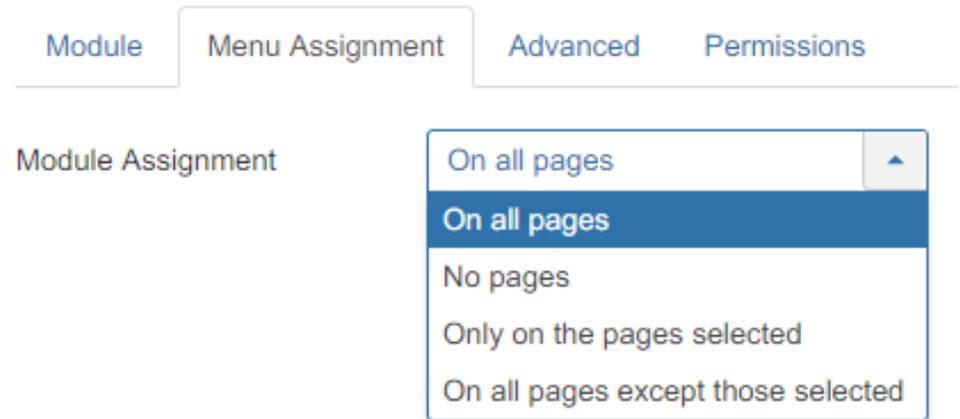
Module menu assignment

In addition of assigning modules to template positions, modules can be assigned to specific pages of the site. The available options are:

- On all pages
- No pages (this option is used when the module is not rendered directly on the template but is “invoked” by other components of the content management system)
- Only on the pages selected
- On all pages except those selected

When choosing any of the last two options all menu items are displayed and you can select by checking the boxes next to them.

You have be mindful that the menu doesn't necessarily includes all pages of the website. Many times individual pages (e.g. Blog Posts) are children of a single menu item.



Types of modules

Menu: Renders a menu. You can select the menu to render, and how to handle multiple menu levels.

Breadcrumbs: Renders the breadcrumbs. This is the path from the home page to the current page.

Login: Renders a login form, including links for account creation, reset password, and logout.

Custom: Render custom HTML that you can edit directly on the module. This module is used for static content such as footer social media links, JavaScript codes, etc.

Lyquix Items: Renders a list of FLEXIcontent items. Items are selected using criteria such as category, types, quantity, and ordering.

You can render regular items, events items, or provide custom database query criteria.

The rendering of items is fine-tuned by controlling fields, ordering, CSS classes, and other settings. It is possible to generate the output as HTML and/or JSON data.

Menus

Menu management

Menus is a special functionality in Joomla that serves a number of different purposes:

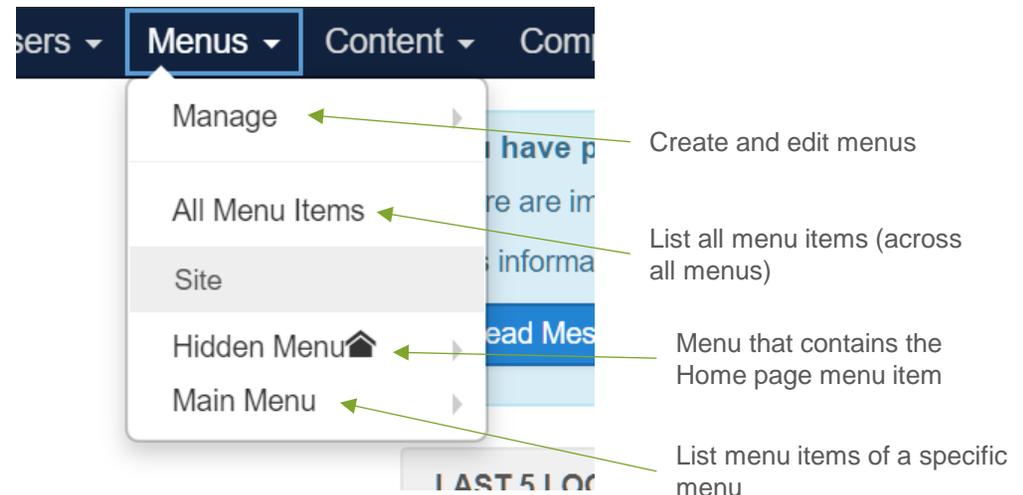
1. They provide the structure for navigation menus for the website
2. They define the basic URL structure for the site

Normally menus don't need to be changed frequently. The specific menu structure and organization is setup to best match the needs of the website design and content.

A menu is simply a collection of menu items. A menu item defines a title, slug, and connects to a specific content on the site identified by an "ugly", non-SEF (non search engine friendly), or internal URL.

Menu items have several other settings that control their display and behavior.

To access the list of menus and menu items go to **Menus > Manage**.



List of menu items

Site or Administration menus

Menu name

Search for menu items

Menus: Items (Main Menu)

Site Main Menu Search Search Tools Clear

Ordering ascending 20

Status	Title	Menu	Home	Access	Language	ID
<input type="checkbox"/>	Portfolio (Alias: portfolio) FLEXIContent » Category » Category	Main Menu	<input type="checkbox"/>	Public	All	138
<input type="checkbox"/>	Services (Alias: services) FLEXIContent » Category » Category	Main Menu	<input type="checkbox"/>	Public	All	136
<input type="checkbox"/>	Team (Alias: team) FLEXIContent » Category » Category	Main Menu	<input type="checkbox"/>	Public	All	135
<input type="checkbox"/>	Blog (Alias: blog) FLEXIContent » Category » Category	Main Menu	<input type="checkbox"/>	Public	All	137
<input type="checkbox"/>	Contact (Alias: contact) FLEXIContent » Content item » Content item	Main Menu	<input type="checkbox"/>	Public	All	134

Drag and reorder menu items to sort them as needed

Publish or unpublish menu item with one click

Basic menu item information: title, slug, and type

Menu name

Edit a menu item

System Users Menus Content Components Extensions Help

Menus: Edit Item

Save Save & Close Save & New Save as Copy Close

Title → Menu Title * Alias Slug →

Details **[Override view parameters]** Link Type Page Display Metadata Module Assignment

Menu type → Menu Item Type * Select

Content → Please select a category * Select Clear

Internal "ugly" URL → Link

Target Window

Template Style

Menu *

Parent Item Parent menu item →

Ordering

Status

Default Page

Access

Language

Note

Menu item types

The screenshot shows the Joomla! administrator interface with a modal window titled "Menu Item Type" open. The modal contains a list of menu item types. The background interface shows the "Menus" management screen with a "Save" button and various form fields.

Menu Item Type
Articles
Configuration Manager
FLEXIcontent
Ignite Gallery
RSForm! Pro
Smart Search
System Links
Tags
Users
Wrapper
sh404SEF

Buttons: Save, Close

Footer: Joomla! 3.8.0 — © 2020 Lyquix

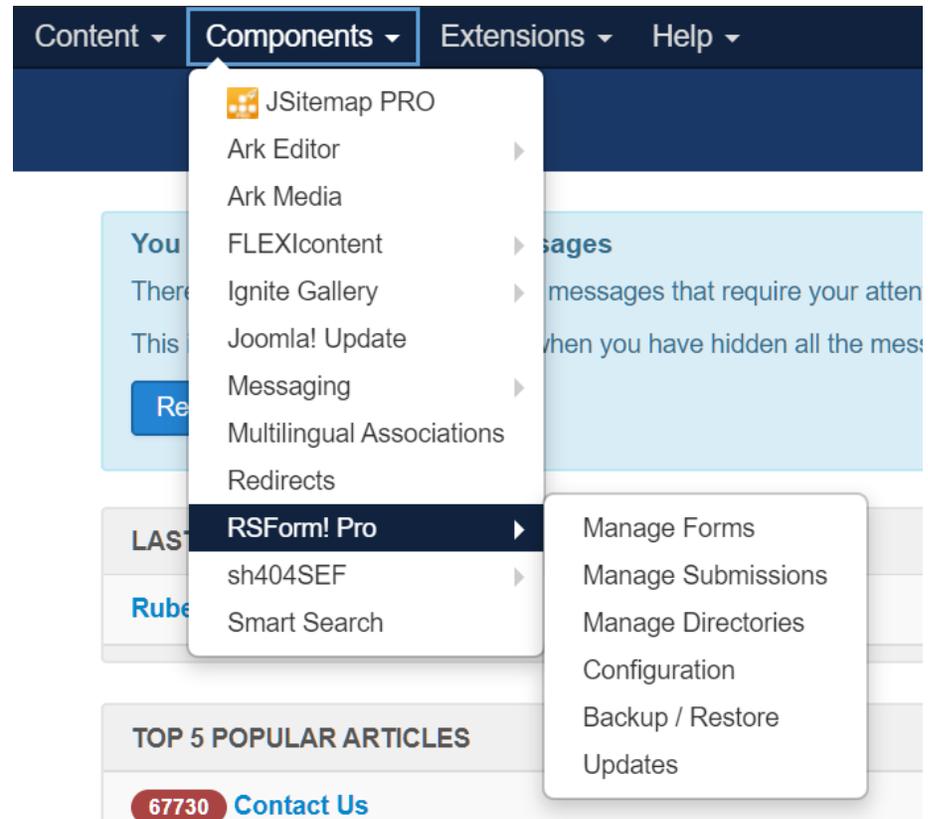
Forms

Forms management

RSForm!Pro is the extension that provides form management functionality. This extension provides:

- A form fields editor that allows to configure the specific fields of the form, including advanced fields, pagination, and conditional fields
- Email notifications, dynamic PDF generation
- Advanced scripting capabilities
- View and export submissions

To manage forms go to **Components > RSForm! Pro > Manage Forms**.



List all forms

Create new form

Copy existing form without submissions

Publish/Unpublish

View Submissions:
Today / This Month / All

The screenshot displays the RSForm! Pro Joomla! administration interface. At the top, there is a navigation menu with options: System, Users, Menus, Content, Components, Extensions, and Help. The RSForm! Pro logo is on the left, and the Joomla! logo is on the right. Below the navigation, there is a toolbar with buttons: New (green), Duplicate, Delete, Publish, and Unpublish. A left sidebar contains a 'Manage Forms' menu with sub-items: Manage Submissions, Manage Directories, Configuration, Backup / Restore, Updates, and Plugins. The main content area features a search bar and a table of forms. The table has columns for #, Form Title, Form Name, Published, Submissions, Tools, and Form ID. The 'Submissions' column includes a date range selector set to '20'. Green arrows point from the text labels above to specific elements in the interface: 'Create new form' points to the 'New' button; 'Copy existing form without submissions' points to the 'Duplicate' button; 'Publish/Unpublish' points to the 'Published' column; and 'View Submissions: Today / This Month / All' points to the date range selector in the 'Submissions' column.

#	Form Title	Form Name	Published	Submissions	Tools	Form ID
1	Contact Us	contact-us	<input checked="" type="checkbox"/>	2 5 1694	Preview Tools	3
2	Meeting Request	meeting-request	<input type="checkbox"/>	0 0 889	Preview Tools	4
3	Submit Your Resume	resume	<input type="checkbox"/>	0 0 27	Preview Tools	5
4	Submit Your Resume	resume	<input checked="" type="checkbox"/>	0 11 264	Preview Tools	6
5	Event RSVP	event-rsvp	<input checked="" type="checkbox"/>	0 0 9	Preview Tools	7

View submissions

Select form

Export submissions

Resend emails

System ▾ Users ▾ Menus ▾ Content ▾ Components ▾ Extensions ▾ Help ▾

RSForm! Pro [Contact Us] Joomla!

Export to CSV Export to OpenDocument Spreadsheet Export to Excel XML Export to Excel Export to XML Back to form Resend Emails Edit Delete Close

View submissions for: Contact Us In All Languages Search Date

To

Choose which columns to show

#	<input type="checkbox"/>	Date Submitted ▾	Submitter's IP Address	Name	Email	Subject	Message
1	<input type="checkbox"/>	2020-01-07 13:22:36	192.168.82.80	Willem Hovest	hovev@andropages.com	testing services/maintenance services	Hi - I'm wondering how much it would cost if you offer testing services. Also how about monthly maintenance services? (both tools I worked with before when I was at BELSOM.)
2	<input type="checkbox"/>	2020-01-07 09:33:40	198.162.216.137	David Pouch	d.pouch@gmail.com	Download theRTT app for both Android and iOS	The moment where many Dutch and Belgian customers are looking for theRTT app for both android and ios. I have been waiting for a while now. TheRTT app for both android and ios is what we will give you all information about how to

System Users Menus Content Components Extensions Help Lyquix Joomla!

RSForm! Pro [Editing "Contact Us"]

Save Save & Close Preview Submissions Directory Copy to another form Duplicate Delete Publish Unpublish Cancel

English (en-GB) You are currently editing this form in en-GB. Fields that are translatable have been marked with a icon.

Form Fields Form Properties

- Standard Form Fields
- Textbox
- Textarea
- Dropdown
- Checkbox Group
- Radio Group
- Submit Button
- Password
- File Upload
- A-Z Free Text
- Calendar
- Date and Time Picker
- Button
- Image Button
- CAPTCHA Antispam
- Hidden Field

Layout autogeneration has been disabled. If you add more components to your form, please make sure you add their placeholders in the HTML of the Form Layout tab or else they will not show up on your form at all.

Name	Caption	Preview	Ordering	Published	Required	Validation Rule
<input type="checkbox"/> Name	Name	<input type="text"/>	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
<input type="checkbox"/> Email	Email	<input type="text"/>	2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	email
<input type="checkbox"/> Subject	Subject	<input type="text"/>	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
<input type="checkbox"/> Message	Message	<input type="text"/>	4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
<input type="checkbox"/> Send	Send	<input type="button" value="Send"/>	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-
<input type="checkbox"/> Captcha	Captcha		6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-

Field types

Internal field name / ID

Field title

Field preview

Reorder fields

Edit form properties

Form Fields **Form Properties**

Design

- Form Layout
- Form Theme
- CSS and Javascript

Form

- Form Info
- Form Attributes
- Meta Tags

Emails

- User Emails
- Admin Emails
- Additional Emails

Scripts

- PHP Scripts
- PHP Email Scripts
- PHP PDF Pre-Processing Scripts

Extras

- Mappings
- Conditional Fields
- Post to Location (Silent Post)
- Calculations

User Emails

Mandatory fields for emails to be sent have been marked with an asterisk *. You can type your own values or use placeholders to grab information from the submitter.

Sender

From Email * ▼

From Name * ▼

Recipient

To * ▼

Reply To ▼

CC ▼

BCC ▼

Contents

Subject * ▼

Message *

Mode

Quick Add

Select > drag > drop

Name

Email

Subject

Message

Toggle Quick Add

Configuration sections

Edit email body

Field values

URLs

With **sh404SEF** you can manage all the URLs of the website. After the initial setup of menu items and categories, new items get assigned their URL automatically, based on their category and the individual item slug (aka alias).

For example, if the Events category has a URL like <https://example.com/events> then a new item under the Events category will be automatically assigned a URL like <https://example.com/events/new-event>

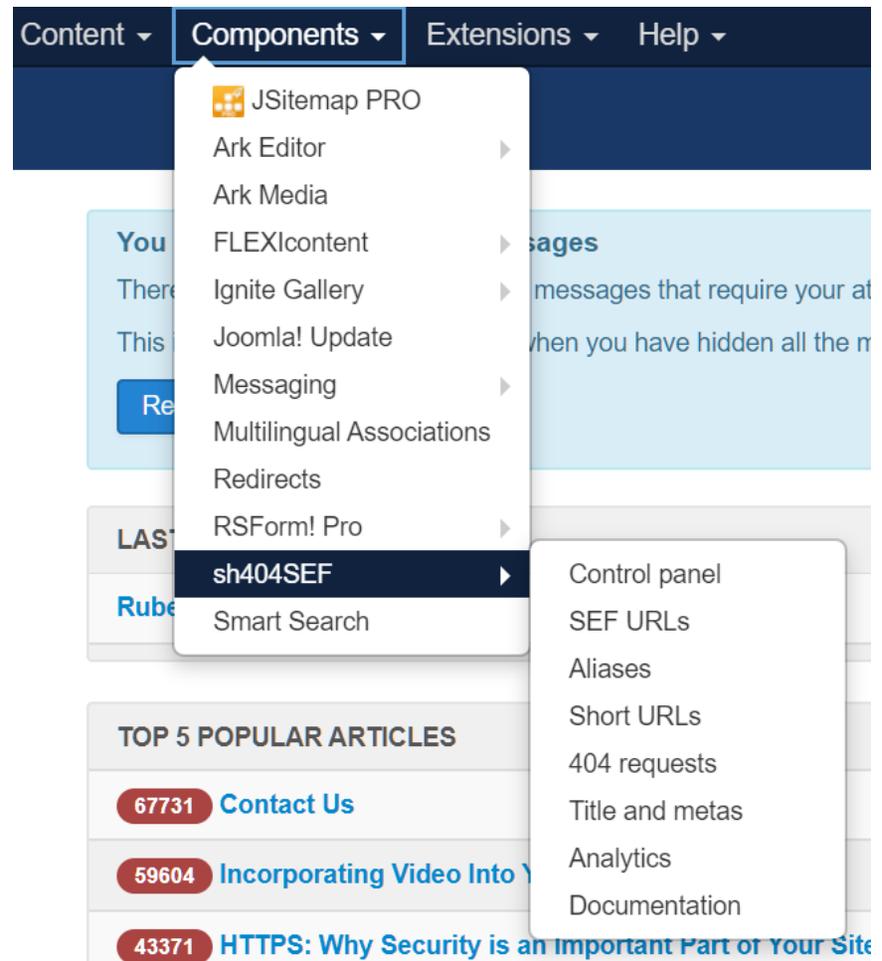
These are known as SEF URLs (search engine friendly), as opposed to non-SEF URLs that are made up of codes and numbers, for example:

https://example.com?option=com_content&id=1&cid=2

In order to make changes to URLs already assigned to items you must go to sh404SEF where you will find a list of all URLs and you will be able to:

- Edit existing URLs
- Add "Aliases" (redirects)
- Delete an existing URL
- Convert a broken URL (404 error) into a valid URL or an alias (redirect)
- Create new URLs from scratch (advanced, not recommended)

To manage URLs go to **Components > sh404SEF > SEF URLs**.



List URLs

Search by entering text that can be found on the SEF URL or the non-SEF URL

Manage redirects (alias) to the home page here

System ▾ Users ▾ Menus ▾ Content ▾ Components ▾ Extensions ▾ Help ▾

sh404SEF: URL manager

Lyquix ↗

home page meta

Configuration

- Control panel
- SEF URLs
- Aliases
- Short URLs
- 404 requests
- Title and metas
- Analytics
- Documentation

Search 20

	Hits	shURL	SEF url ↕	Meta	Duplicates	Aliases	Custom	Source
1	32.1K		blog		4	61		+
		Non-SEF url index.php?option=com_flexicontent&Itemid=137&cid=9&lang=en&view=category						
2	2819		blog/5-technical-questions-you-should-ask-when-selecting-a-website-development-agency		1			+
		Non-SEF url index.php?option=com_flexicontent&Itemid=137&cid=9&id=189&lang=en&view=item						
3	1378		blog/a-better-web-for-everyone		1			+
		Non-SEF url index.php?option=com_flexicontent&Itemid=137&cid=9&id=206&lang=en&view=item						
4	3066		blog/beware-of-ghosts-in-your-analytics-how-to-manage-google-analytics-spam		1	3		+

Non-SEF URL, for geeks

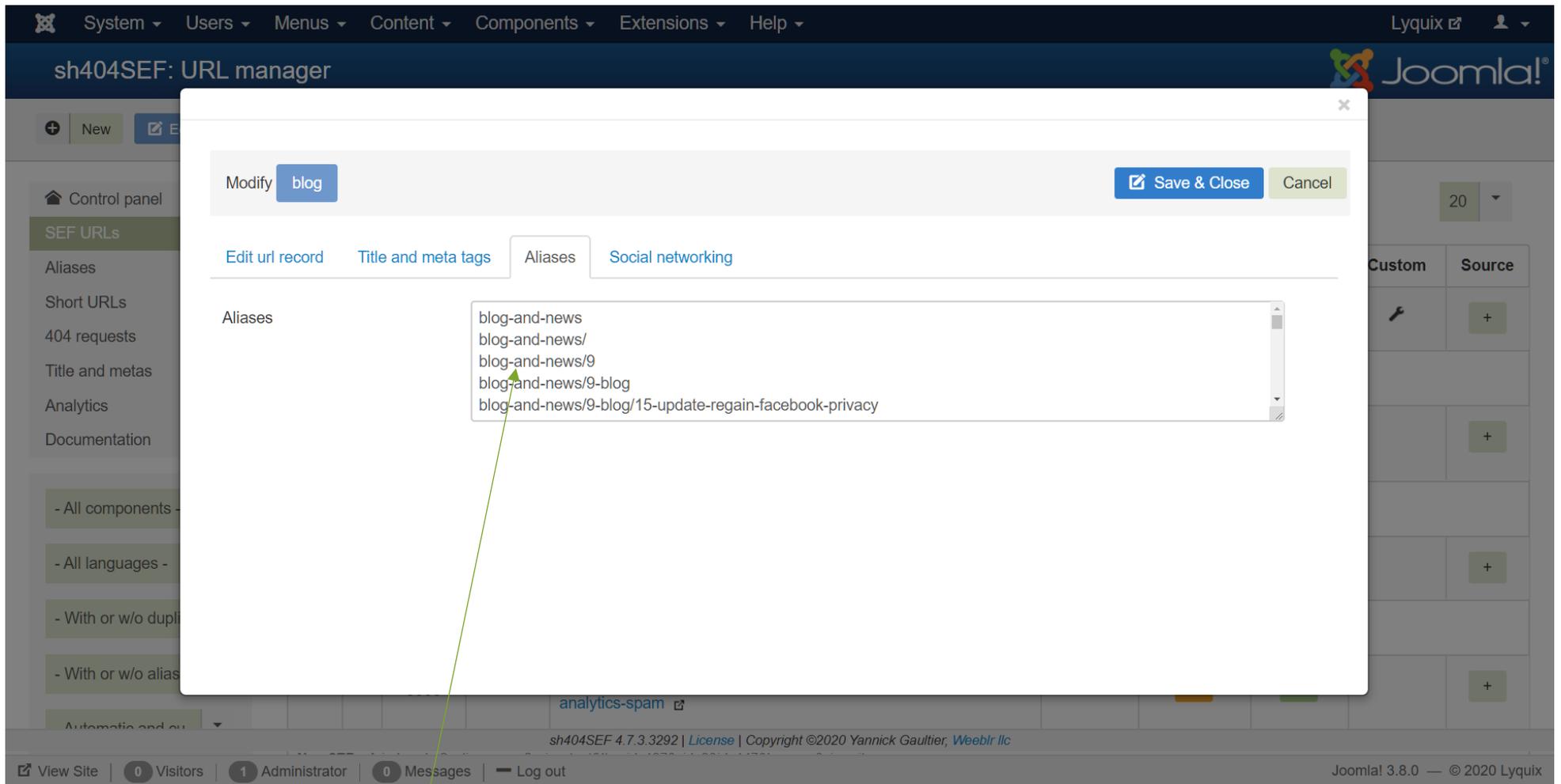
SEF URL, click to edit

Click to open URL on website

Duplicates indicate multiple non-SEF URLs that all produce the same SEF URL

Number of redirects that point to this SEF URL

You may change a non-SEF URL as long as it is not already in use. Do not include leading nor trailing slashes. Previous non-SEF URL is automatically added as alias to avoid broken links.



Enter as many aliases (redirects) as needed, one per line.

Users

Users management

Joomla provides a powerful user management and access control system. The default installation includes pre-configured user groups:

Frontend

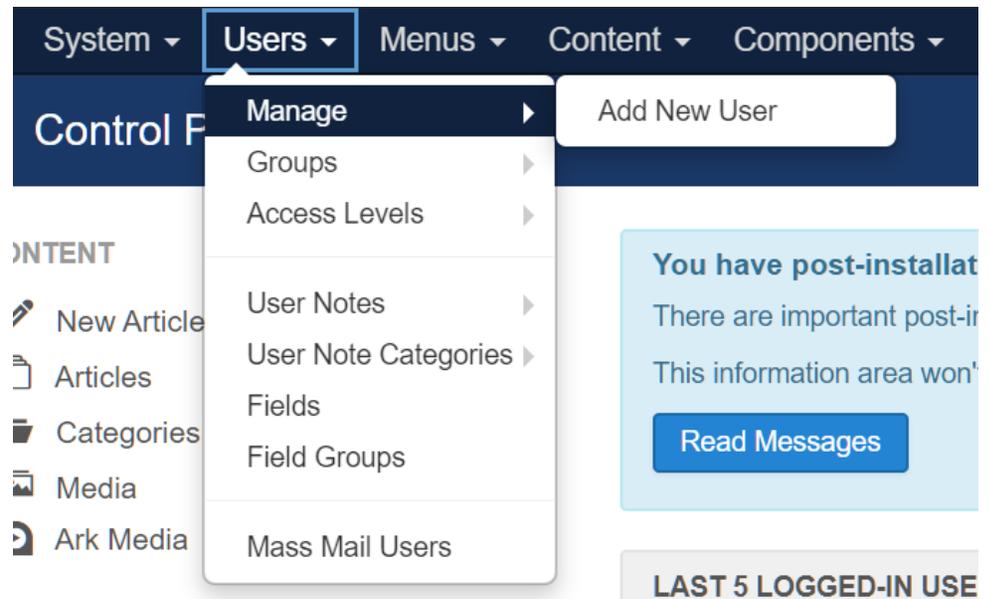
- Registered: allows the user to log in
- Author: can create new items and edit them
- Editor: can edit items created by others
- Publisher: can change the status of an item

Backend

- Manager: allows user to log in to the backend and can access all functions except user management, change extensions options, and install/remove extensions
- Administrator: can manage users, and change extensions options
- Super User: can install/remove extensions

It is possible to create custom groups and access levels to provide a greater level of granularity in the control of what content the users can access and what actions they can perform.

For more information on the access control system, refer to https://docs.joomla.org/J3.x:Access_Control_List_Tutorial



List users

Create new user

Enabled: user allowed to log in

Activated: self-registered users must validate email address

System ▾ Users ▾ Menus ▾ Content ▾ Components ▾ Extensions ▾ Help ▾

Users

Lyquix ↗

Users

⊕ New Edit Activate Block Unblock Delete Batch

Help Options

Search Search Tools Clear Name ascending 20

<input type="checkbox"/>	Name ^	Username	Enabled	Activated	User Groups	Email	Last Visit Date	Registration Date	ID
<input type="checkbox"/>	Camilla Kronenwetter <small>Add a Note</small> <small>Advanced Permissions Report</small>	cami@lyquix.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Super Users	cami@lyquix.com	2016-08-08 17:27:29	2012-09-24 11:51:44	49
<input type="checkbox"/>	Christian Shea <small>Add a Note</small> <small>Advanced Permissions Report</small>	christian@lyquix.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Super Users	christian@lyquix.com	2017-03-31 15:36:51	2012-02-27 09:40:48	45
<input type="checkbox"/>	Josh Cuevas <small>Add a Note</small> <small>Advanced Permissions Report</small>	josh.cuevas@lyquix.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Super Users	josh.cuevas@lyquix.com	2015-06-25 09:55:04	2012-12-06 09:47:33	53
<input type="checkbox"/>	Matt Austin <small>Add a Note</small> <small>Advanced Permissions Report</small>	matt.austin@lyquix.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Super Users	matt.austin@lyquix.com	2018-10-12 14:59:37	2015-08-11 13:45:13	63
<input type="checkbox"/>	Matt Hyde <small>Add a Note</small> <small>Advanced Permissions Report</small>	matt.hyde@lyquix.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Super Users	matt.hyde@lyquix.com	2019-12-30 16:01:58	2013-11-25 14:14:46	60
<input type="checkbox"/>	Miguel Santana	miguel.santana@lyquix.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Registered	miguel.santana@lyquix.com	2015-01-23 00:50:00	2012-02-27 00:40:00	44

To block a user it is safer to disable than to delete

Edit user

It is recommended to use the email address as login name (user name)



Account Details		Assigned User Groups	Basic Settings
Name *	Josh Cuevas		
Login Name *	josh.cuevas@lyquix.com		
Password			
Confirm Password			
Email *	josh.cuevas@lyquix.com		
Registration Date	2012-12-06 09:47:33		
Last Visit Date	2015-06-25 09:55:04		
Last Reset Date			
Password Reset Count	0		
Receive System Emails	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
User Status	<input type="checkbox"/> Blocked <input checked="" type="checkbox"/> Enabled		
Require Password Reset	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
ID	53		

Block or allow users from logging in



Force password reset on the next login



Assigned User Groups	Basic Settings
<input type="checkbox"/> Public	
<input type="checkbox"/> - Guest	
<input type="checkbox"/> - Manager	
<input type="checkbox"/> - Administrator	
<input type="checkbox"/> - Registered	
<input type="checkbox"/> - Author	
<input type="checkbox"/> - Editor	
<input type="checkbox"/> - Publisher	
<input checked="" type="checkbox"/> - Super Users	



Assign user to groups in order to get access