Articles

Overview

Let's start with some definitions. In Joomla!, an Article is some written information that you want to display on your site. It normally contains some text and can contain pictures and other types of content. For many Joomla! sites, articles form the majority of the information presented in the website.

It is important to understand that, with Joomla!, the content of the site (for example, Articles) is totally separate from the formatting of the site — the way it looks on the page. So it is best to think of articles as pure content, independent of the way it might be presented. For example, the same Article might be shown with different fonts, colors, headings, and background, and might be shown in different locations on the page.

Sections & Categories

Overview

Sections and categories in Joomla! provide an optional method for organizing your articles. Here's how it works. A Section contains one or more categories, and each Category can have articles assigned to it. One Article can only be in one Category and Section.

For example, you might have a Section called "Pets", and categories called "Dogs" and "Cats". Articles about dogs would be assigned to the "Dogs" Category, ones about cats the "Cats" Category. So an Article about dogs would be in the "Pets" Section and the "Dogs" Category. You could not have one Article that is in both the "Cats" and "Dogs" categories. To work around this, you could either (1) create a new Category called "Cats and Dogs" or (2) create a second Article to put in the second Category.

Why Use Sections & Categories?

There are two main reasons you might want to organize your Articles in sections and categories.

List and Blog Layouts

First, there are built-in Menu Item Types in Joomla! that take advantage of this organization. These are the Section Blog, Section List, Category Blog, and Category List. These Menu Item Types (also called "layouts") make it very easy to show articles that belong to sections or categories. As new articles are created and assigned to sections and categories, they will automatically be placed on these pages according to the parameters you set for each page.

For example, say you have a Section Blog layout for the "Pets" section, and say you have it set to order articles starting with the most recent one first. When you add a new Article to the "Pets" Section, it will automatically show on the "Pets" blog page as the first Article. You don't have to do anything other than add the Article and assign it to the "Pets" Section.

Organizing Articles in Article Manager

If you will have a large number of articles on your site, a second reason to use sections and categories is to simply group the articles so you can find them. For example, in the Article Manager, you can filter articles based on Section or Category. So if you have 200 articles in your site, you can more easily find an Article if you know it's Section or Category.

Sections and Categories vs. Menu Organization

It is important to understand that, just because Joomla! uses a 3-tier organization level for

articles (Section ? Category ? Article), this has nothing to do with the structure of the menus on your site. For example, your site could have one menu level or six menu levels.

Other Types of Categories

There is also a potential for confusion about categories. Sections are only used for articles. However, categories are also used for other components, including Banners, Contacts, News Feeds, and Weblinks. These categories are completely different from Article categories and are set up in different screens in the back end of Joomla!. So when you see something about categories, it might refer to Article categories or it might refer to categories for these other components.

Creating a Section & Category Hierarchy

Coming soon.

Creating/Editing

Creating an Article

1. First login to the administrative back-end.
2. Once logged in, find "Content" in the main menu bar located toward the top of the page. You should be presented with a drop-down menu containing items such as "Article Manager", "Article Trash", etc.

3. Choose "Article Manager" from the available options.

4. Then click the "New" toolbar button.

5. The New Article screen contains options for categorizing and naming the article, editing content and selecting parameters.

   - Enter a title in the "Title" field. This is used when the article title is displayed.
   - Enter an alias in the "Alias" field. The alias is used to refer to the title and is important for the URL of the page. If you do not enter anything Joomla! will generate it for you.
   - Select a "Section" and "Category" using the drop down menus.
   - Choose whether the article is published or not using the "Published" radio buttons.
   - Choose whether the article will be displayed by the Frontpage component using the "Front Page" radio buttons.

6. You may also choose Parameters for the article. Click on each section to view the parameters and change the settings to suit your requirements.

7. Click the "Save" or "Apply" toolbar button to save your article.

   - The "Save" toolbar button will save your changes and return you to the Article Manager screen.
   - The "Apply" button will save your changes but leave you in the Article Edit screen.

Editing an Article

1. First login to the administrative back-end.
2. Once logged in, find "Content" in the main menu bar located toward the top of the page. You should be presented with a drop-down menu containing items such as "Article Manager", "Article Trash", etc.

3. Choose "Article Manager" from the available options.

4. You should now be presented with a list of all the content articles on your site. There are a variety of methods to find the specific entry you wish to edit: you can filter by selecting section, category, author, or even state (published, unpublished, archive). The about page should be in the section "about" and category "about". You may also search for "About" in the filter search box or scroll to the bottom of the page and navigate your way through the entire list. Once found, click the article title to edit it.

5. You may then edit the page title, content, etc.

6. Once you feel ready to save your changes, scroll back to the top of the page and click "Save" (the icon that looks like a floppy disk) in the upper right portion of the page.

Adding an Image

Images are added to articles using the *Editor Buttons* below the content editor window in the Edit Article screen. Note: It is possible to insert images using the editor in Joomla! however this feature provides a simple way of inserting images stored in the *images/stories* directory of Joomla!

1. Open the Article for editing either by:
   - Click the **Content > Article Manager** menu item to go to the *Article Manager*, select the Article and click the *Edit* toolbar button.
   - Clicking the *Add New Article* button in the Control Panel.

- If logged in to the Front-end, you have appropriate permissions and are viewing the Article you wish to edit: Click the *Edit* toolbar button.

2. Choose where you would like your image placed in the flow of the text by moving the cursor and click the Image editor button at the bottom of the screen.
3. The Insert Image screen will open over the top of the Edit Article screen. Choose an image by clicking on it.
    - You may also move directory by clicking on the folder icons.
    - Use the drop down *Directory* field to quickly select a directory and click the *Up* button to go up a directory level.
4. Set the image properties as required:
    - **Image Description**: This becomes the **alt** attribute for the image, an important feature for accessibility and compliance with web standards.
    - **Image Title**: Used for the optional caption and also becomes the **title** attribute in HTML.
    - **Align**: Sets the image alignment. If left blank the align attribute is not set.
    - **Caption**: Enables the caption which displays the Image Title below the image.
5. Click the *Insert* button to insert the image. The Insert Image screen will close and the image will be displayed in the editor.
    - Click the *Cancel* button to leave the Insert Image screen.

Uploading images using the Insert Image screen

You may also upload new images using the Upload section of the Insert Image screen.

1. Click the Browse button to open a file browser.
2. Select the image files you wish to upload. Click Open in the file browser to confirm the selection. Note: The file browser style and layout depends on the browser and operating system you are using.
    - To remove selected files before uploading click the red icon next to the listed files.
    - If you are uploading multiple files in batches you can clear the list of completed files by clicking the *Clear Completed* button.
3. The selected file(s) appear as a list at the bottom of the Insert Image screen. Click *Start Upload* to begin uploading files.
    - When the upload is complete a green tick will appear next to the file.
4. You may now select and insert the uploaded image as before.

Metadata

Overview

Metadata are data about data, for instance a description of a website. Metadata are important for search engines and are written in HTML. Exactly how important metadata are in the rating by search engines is debatable. However, metadata represent a good way to describe your website in short and precise words.

Note: Google does not use the keywords meta tag in web ranking. See the following article for details.

Available Tags

If you check out the HTML source code of a Joomla! site, you will see the following meta tags in the top area:

```
<meta name="generator" content="Joomla! 1.5" />
<meta name="description" content="Joomla! - the dynamic portal engine
and content management system" />
<meta http-equiv="Content-Type" content="text/html; charset=utf-8" />
<meta name="robots" content="index, follow" />
<meta name="keywords" content="joomla, Joomla" />
```

Of these, the two attributes description and keywords can be set on an article-by-article basis.

description
> This description of site content is often displayed by search engines. You should pay special attention to this tag, since the user who has entered a search term often uses this information to make a decision of whether to visit a site or not. You can add further information about every individual page to the global description.

keywords
> Keywords are very important for a document. You should list the most important concepts of your website with them. Some search engines index keywords in particular. The individual words are separated by commas; several words can be entered between two commas with normal spaces in between. The keywords should be limited to a maximum of 1000 characters; more than that will not be read by the search engines. Note that the use of fewer keywords helps each individual word get a higher priority in the search engine. Deliberate carefully about which are the most often used keywords and which are likely to be searched for most. You can add more keywords to the global keywords for every individual page of your website.

Each article may also specify, in its parameters, whether to include a title or author attribute.

Show Title Meta Tag

This parameter will insert the following meta tag with the title of the article:

```
<meta name="title" content="Welcome to Joomla!" />
```

Show Author Meta Tag

This parameter will insert the following meta tag with the author of the article:

```
<meta name="author" content="Administrator" />
```

The Home Page

Setting a Home Page

By default in Joomla! 1.5.x the first page in the main menu is also the default home page for your site.

If you wish to change the current home page to a different article, you must add the desired article to the main menu and make it the first item.

Edit

First login to the administrative back-end.

Once logged in, find "Content" in the main menu bar located toward the top of the page. You should be presented with a drop-down menu containing items such as "Article Manager", "Article Trash", etc.

Choose "Article Manager" from the available options.

You should now be presented with a list of all the content articles on your site. There are a variety of methods to find the specific entry you wish to edit: you can filter by selecting section, category, author, or even state (published, unpublished, archive). The home page should **not** be in a section or category (uncategorized). You may also search for the title of your home page in the filter search box or navigate your way through the entire list. Once found, click the article title to edit it.

The home page may look a little different than other pages you've edited, such as the "About" page. Some of the content you see on the front page doesn't appear to be in the page you're editing! This is because the home page embeds modules to output some of its content. This is done with {xhub} tags:

```
{xhub:module position="frontLeft" style="-1"}
```

You may assign multiple modules to a position. The {xhub} tag will output **all** active (published) modules assigned to the position specified. The style attribute determines if the module(s) should be wrapped in a containing div or not and is optional.

Note: The animated banner and welcome message on the front page are also modules and managed through Joomla's "Module Manager" found under the "Extensions" menu item.

Once you feel ready to save your changes, scroll back to the top of the page and click "Save" (the icon that looks like a floppy disk) in the upper right portion of the page.

Banner

XFlash

The rotating flash banner is designed to highlight important announcements, recent or upcoming events, new website features or other information valuable to your hub community. The banner is commonly placed as a central feature on a hub's homepage.

You can change the dynamic content of the banner through administrative interface. To do so:

First login to the administrative back-end.

Once logged in, find "Components" in the menu bar located toward the top of the page. You should be presented with a drop-down menu containing items such as "Module Manager", "Plugin Manager", etc.

Choose "XFlash" at the bottom of the list.

You will be presented with a form to fill in titles, subtitles, brief descriptions, images and label/URL to a page with additional information for each slide. To ensure best possible display, the maximum number of slides allowed is limited to 9. You have an option of displaying text as dynamic Flash text fields, by filling in titles etc., or you can make text part of the background image. Integrating text as part of the background image gives you the flexibility to move text around within the standard 600×230 px space. To design your images, you can use a Photoshop template that we can provide you with.

For each slide, you can specify its type: regular, quote or resource. Choose "general" for slides with general announcements. To feature quotes received from users via the hub success story form, select type "Quote". This will only work if you have quotes available, otherwise the slide will be skipped from rotation. You can also feature resources from your hub, and these will be randomly rotated within the slide with type "Resource". To enter information about featured resources, use the Featured area at the very bottom of the form. You will need a resource id or alias name for Flash to compile correct URL. By going to Parameters of the XFlash component at the top of the screen, you can specify how many resources you want to feature. This is one good way to include more content within the 9 rotation slides.

If you use images within your banner, either as backgrounds or embedded images, you can upload them through a designated image upload area, and then reference them in the slide edit form by providing the file name, e.g. somefile.jpg. You do not need to specify a directory name, since the upload form will automatically place images in the right spot.

Slideshow (Flash)

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Sliding Panes (Javascript)

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Welcome

The "welcome" text, typically found to the right of the Flash banner on the home page is a module. To edit this module (or any module):

First login to the administrative back-end.

Once logged in, find "Extensions" in the main menu bar located toward the top of the page. You should be presented with a drop-down menu containing items such as "Module Manager", "Plugin Manager", etc.

Choose "Module Manager" from the available options.

You should now be presented with a list of all the modules installed on your site. There are a variety of methods to find the specific module you wish to edit: you can filter by selecting position, type, or even state (enabled, disabled). The welcome module would be in position "welcome" and of type "mod_custom". You may also search for "welcome" in the filter search box or scroll to the bottom of the page and navigate your way through the entire list. Since modules are alphabetically sorted by their position by default, "welcome" will most likely be on the last page of results. Once found, click the module name to edit it.

Once in edit mode you will be presented with some options such as the title, position, etc. To edit the actual content of the module, scroll down until you see a large text area called "Custom Output".

Edit the HTML/text to be outputted.

Scroll back to the top of the page and click "Save" (the icon that looks like a floppy disk) in the upper right portion of the page.

Your changes should now be applied and immediately viewable on the front page.

Deleting

Moving To The Trash

1. Login to the Joomla! Administrator Back-end.
2. Go to "Content" ? "Article Manger" on the toolbar menu.

3. Check the box next to the article you want to trash.

4. Then click "Trash" button. This will move the article to a trash bin so that it can be retrieved later if needed. It does not permanently delete the article.

Permanently Deleting

1. If you want to make sure the Article is completely gone from the system (so no further roll back is available), go to "Content" ? "Article Trash" on the toolbar menu.

2. Check the box next to the article you want to delete.

3. Then click "Delete" button. This will permanently delete the article. Recovery is not possible after this action.

Note: Articles in the Trash Manager are not the same as Archived Articles.

Archiving

Archiving an Article

Archiving is useful if you publish a lot of articles and which you still want to be published on the site, but have been displaced in priority by new ones.

1. Login to the Joomla! Administrator Back-end.
2. Go to "Content" ? "Article Manger" on the toolbar menu.

3. Check the box next to the article you want to archive.

4. Then click "Archive" button.

Unarchiving an Article

1. Login to the Joomla! Administrator Back-end.
2. Go to "Content" ? "Article Manger" on the toolbar menu.

3. Check the box next to the article you want to unarchive.

4. Then click "Unarchive" button.

Content Modifiers

Loading Modules in Articles

Modules may be loaded in an article by including a specific {xhub:module} tag. This tag requires one attribute: position, which specifies the position that you wish to load. Any modules assigned to the specified position (set via the administrative Module Manager) declared in the position attribute will have their output placed in the article in the location of the {xhub:module} tag.

```
{xhub:module position="footer"}
```

Note: To use this feature, the xHUB Tags plugin for content must be installed and active.

Including CSS or JavaScript

Sometimes we need to load a stylesheet or script for a specific article. HUBzero allows this through the use of the xHUB content plugin. CSS and JavaScript may be loaded in an article by including a specific {xhub:include} tag. This tag has a few attributes, each with multiple options:

type
  Required. Determines what sort of file to be included. Accepts "script" or "stylesheet".
filename
  Required. The name of the file to be included.
component
  Optional. The name of the component the file is to be included from. If not specified, the
  file will be included from the template's directory.

```
<!-- A stylesheet called "home.css" from the current template's /css f
older -->
{xhub:include type="stylesheet" filename="home.css"}

<!-- A script called "resources.js" from the com_resources component -
->
{xhub:include type="script" filename="resources.js" component="com_res
ources"}
```

Note: To use this feature, the xHUB Tags plugin for content must be installed and active.

Outputting Hub Configurations

Sometimes we need to output the value of a specific hub configuration setting. HUBzero allows this through the use of the xHUB content plugin. HUBzero based configurations (**not** Joomla!) may be loaded in an article by including a specific {xhub:getCfg} tag. This tag has one attribute: the name of whatever configuration variable you wish to output.

```
{xhub:getCfg hubShortName}
```

Note: To use this feature, the xHUB Tags plugin for content must be installed and active.

We also advise extreme caution when using this particular {xhub} tag.

See [Hub Configuration](#) for more information on what configurations are available and how to set them.

Getting The Template Directory

Sometimes we need to include content (images, javascript, etc.) from the active template's directory. HUBzero allows this through the use of the xHUB content plugin. The name of the active template will be outputted in an article by including the templatedir xhub tag. This tag has no attributes.

```
<img src="{xhub:templatedir}/images/logo.png" alt="Our Logo" />
<!-- outputs: -->
<img src="/templates/mytemplate/images/logo.png" alt="Our Logo" />
```

Note: To use this feature, the xHUB Tags plugin for content must be installed and active.

URLs

Understanding URLs for Sections, Categories, and Articles

When SEF URLs are being used, it can become tricky at times to discover which article a URL path leads to. HUBs try to simplify some of this and make the association(s) of the path to sections, categories, and articles a little more obvious.

For the purposes of this explanation, we assume every section, category, and article has an alias. In its simplest form, a URL will map to a path of http://yourhub.org/{SectionAlias}/{CategoryAlias}/{ArticleAlias}. So, a URL of http://yourhub.org/about/this/site would map to a section with an alias of "about", a category with an alias of "this", and an article with an alias of "site".

The resulting URL will start to collapse, or shorten, when sections, categories, and articles have the same alias. For instance, if you have a section with alias "about", a category with an alias of "this", and an article with an alias of "this"– notice it is the same as the category–the resulting URL will be http://yourhub.org/about/this.

If all three portions have the same alias, the http://yourhub.org/about/this/site shortens further. A section alias of "about", category alias of "about" and article alias of "about" will simply produce http://yourhub.org/about.

Quick ReferenceSection	Category	Article	URL
about	this	site	http://yourhub.o /this/site
about	this	this	http://yourhub.o /this
this	this	site	http://yourhub.o ite
about	this	about	http://yourhub.o /this/about
about	about	about	http://yourhub.o

URL Redirects

If you find yourself wanting to redirect a certain URL to another page, then *Joomla!* has a solution for you. And fortunately, the solution is as simple as creating a menu.

1. Navigate to "Menus -> Menu Manager" on the Joomla! backend

2. At this point, you can either create a new Menu or use an existing one. If you prefer the former, click "New" in the upper right-hand corner, and give your new Menu a name such as "Redirects". Alternatively, you could use the "Default" menu. The only thing to remember is that you should use a menu that is not displayed on the site (e.g. the "Main Menu" and "About" menus or displayed on the standard hub)

3. Irrelevant of which option you chose, select the icon in the "Menu Item(s)" row to add a new Menu Item to your Menu to handle the redirect

4. Next, fill in the necessary fields
   - Add a "Title"
   - The "Alias" will be the address that a user would enter into the address bar of their browser
   - The "Link" will be the page where the actual content exists

Example: According to the image below, if a user types http://myhub.org/example, though that page does not exist, they will get the content found at http://myhub.org/example/examplearticle1

5. Select "Save"
6. That's about it. Try typing the correct address into your browser to make sure that it works

Menus

Organizing Your Articles Using Menus

If you have a set of articles that you would like to group together, you can use *Joomla!* menus to organize those articles in an easy-to-navigate fashion.

An example of this can be found on the default hub under the About (yourhub.org/about) section (see also below).

1. To begin, find the URLs of the articles that you're interested in grouping together

Note: If you can't find, or don't know the URL, it comes from the article alias, the section and the category (see below and view these documentation pages: [Sections and Categories](#), [URLs](#)).

2. With your article pages created, you'll need to make the menu structure
3. Navigate to "Menus -> Menu Manager" on the *Joomla!* backend and select "New"

4. Give your new menu a unique name and title, then click "Save"

Now you will see your new menu in the list.

     5. Click the icon indicated below to start adding menu items to your new menu

Note: It is important to realize, for clarity's sake, that there is a different between "Menu" and "Menu Item". "Menu Item" represents an instance, or individual menu link, while "Menu" represents the entity as a whole.

     6. Now click the "New" button to add new menu items to your menu

7. After clicking "New", scroll down and select "External Link"

8. Next, fill in the necessary information
   - This is where you'll need to remember the URLs for the articles that you've created (you'll add the URL to the "Link" field)
   - After creating this menu item, you'll be able to access this article page via the URL for the article, or the Alias of the menu item

For example: according the screenshot below, both http://yourhub.org/example/examplearticle1 & http://yourhub.org/article1 will work when trying to access this page via the browser (See URL Redirects for more details). For the navigational menus to display properly, though, you'll want to use the menu item alias when trying to access your article page (http://yourhub.org/article1 in this example).

9. Click "Save" in the upper right-hand corner

If you switch over to the front-end and navigate to your article page (via the menu item URL), you should see a page similar to this one:

10. At this point, simply repeat the previous steps to create menu items for all of the articles that you want to use together

The final step in this process is to assign the menu items that you've created to display on the article pages.

11. To do this, navigate to "Extensions -> Module Manager" on the backend *Joomla!* interface
12. Next, select "New"

13. Scroll down and select "Menu" from the list (either click on the link, or select the radio button then scroll back up and click "Next")

14. Now fill in the correct information...make sure to:
    - Give it a "Title"
    - Be sure "Enabled" is set to "Yes"
    - Give it the position "Left"
    - Set it to display on the correct pages
        - Under menu assignment, "control click" the menus items that we made in the preceding steps. This is what tells *Joomla!* which pages to display our new menu on.
    - Under "Module Parameters", "Menu Name" should be the title of the menu that we created earlier ("example" in this case)
    - "Menu Style" should be "List"

15. When all of this has been done, click "Save"
16. Now if you navigate back to your article page on the front-end, you should find something similar to this: