

# Content

## Overview

Let's start with some definitions. 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.

It is important to understand that the content of the site (article pages, modules, groups, etc.) is totally separate from the visual formatting (template) of the site. It is best to think of text entered in the Administrator Interface as pure content and there is no need to style each individual component.

# Article Manager

## Creating an Article

First login to the administrative Interface.

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”, “Category Manager”, and “Media Manager”.

Click on the "Add New Article" link.

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 (optional). The alias is used to refer to the title and is important for the URL of the page.

Select a "Category" using the appropriate drop down menu.

Select whether the article is "Published", "Unpublished", "Archived", or "Trashed" using the appropriate drop down menu.

## CONTENT

---

You may also choose Parameters for the article.

Click on each section to view the parameters and change the settings to suit your requirements.

Click the "Save and Close" (star) toolbar button to save your changes and return you to the Article Manager screen.

Alternatively, you may click the "Save" (check in a circle) toolbar button to save your article but leave it open for editing.

### **Editing an Article**

First login to the administrative Interface.

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", "Category Manager", and "Media Manager".

Click on the "Article Manager" link.

You should now be presented with a list of all the content articles. There are a few methods to find the specific entry you want to edit. You can filter by state, category, author, etc. or search for the title of the article page. A third option would be to look through the list manually, if you really want.

Please find the "About Us" page as we will use that as an example. Once found, click the article title to edit it.

You now should be presented with a page where you can edit the text, title and other page parameters similar to the image below.

When your edits are complete, click the "Save and Close" (star) toolbar button to save your changes and return you to the Article Manager screen.

Alternatively, you may click the "Save" (check in a circle) toolbar button to save your article but leave it open for editing.

## **Deleting an Article**

### [Moving To The Trash](#)

First login to the administrative Interface.

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", "Category Manager", and "Media Manager".

Click on the "Article Manager" link.

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

Then click "Trash" (trashcan) toolbar 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.

## CONTENT

---

To retrieve the trashed article, select the status filter of the article list to “trashed”. This will show all the articles with a status of “trashed”. Click on the article’s title and choose the status that you require – typically “published”.

### [Permanently Deleting](#)

If you want to make sure the Article is completely gone from the system (so no further roll back is available), select the status filter of the article list to “trashed”. This will show all the articles with a status of “trashed”.

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

Click the "Empty Trash" (trashcan) toolbar button to remove the article permanently. Recovery is not possible after this action.

## CONTENT

---

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

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

## Category Manager

## Media Manager



## 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 Reference	Section	Category	Article	URL
	about	this	site	<code>http://yourhub.org/about/this/site</code>
	about	this	this	<code>http://yourhub.org/about/this</code>
	this	this	site	<code>http://yourhub.org/this/site</code>
	about	this	about	<code>http://yourhub.org/about/this/about</code>
	about	about	about	<code>http://yourhub.org/about</code>

### 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>

## CONTENT

---

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