

Configuring and Managing Your Hub: Content Customization – Activity Solutions

Step 1: Create a new section and category

1. Log in to the administrative interface (*myhub.org/administrator*)
2. Navigate to “Content -> Section Manager” and create a new section by clicking “New”
3. Navigate to “Content -> Category Manager” and create a new category by clicking “New”
 - a. Make sure that you assign the correct section to this category (i.e. the section created in the previous step)

Step 2: Create two or three test articles and assign them to that newly created section and category

1. Navigate to “Content -> Article Manager” and create three new articles by clicking “New”
 - a. Each of these articles should be assigned the section and category that you just previously created

Step 3: Create a new menu and menu items for those articles

1. Navigate to “Menus -> Menu Manager” and select “New”
2. Give your new menu a unique name and title, then click “Save”
3. Now you will see your new menu in the list. Click the icon next to that list to add menu items
4. Now click the “New” button to add new menu items to your menu
5. After clicking “New”, select “Article Layout”
6. Next, fill in the necessary information
 - a. After creating this menu item, you’ll be able to access this article page via the Alias of the menu item
7. Click “Save” in the upper right-hand corner
8. At this point, simply repeat the previous steps to create menu items for all of the articles that you want to use together

Step 4: Create a new menu module and position it on those article pages

9. To do this, navigate to “Extensions -> Module Manager”
10. Next, select “New”
11. Scroll down and select “Menu” from the list
12. Now fill in the correct information...make sure to:
 - a. Give it a “Title”
 - b. Be sure “Enabled” is “yes”
 - c. Give it the position “Left”
 - d. Set it to display on the correct pages
 - i. Under menu assignment, “control click” the menu items that we made in the preceding steps. This is what tells *Joomla!* which pages to display the new menu on.
 - e. Under “Module Parameters”, “Menu Name” should be the title of the menu that we created earlier

- f. "Menu Style" should be list
13. When all of this has been done, click "Save"