

Adding Content To Joomla

Menus



NOTE : For the purposes of each of the tutorials below, it is expected that you are already logged into the Joomla Administrator page, at [www.\[YOURDOMAIN\].com/administrator](http://www.[YOURDOMAIN].com/administrator). This tutorial also implies you are using the JCE Editor, which was more than likely installed by the HA Development team.

This is only a basic introduction to menu's and assumes all your menu's are assigned to modules before hand.

*The tutorial shows Menu items in the following format **ARTICLE >> ARTICLE MANAGER**. This implies that you need to hover over the header item ARTICLE, then from the submenu, select ARTICLE MANAGER.*

Other important options or steps will be highlighted in caps.

Most of the steps we outline are the simplest way to carry out tasks...there are, of course, sometimes faster ways or shortcuts that you can develop over time.

HANDY TIPS

- Remember, when creating "Header" or primary menu items, you are limited in how many you can have, by the page width. We would suggest maybe 5-6 primary items as a maximum, and then various sub menus below this as required.
- Keep your names short. For example, use & when possible, "Nuts & Bolts" and not "Nuts and Bolts"
- Menu Items can be linkable/clickable, to direct the site visitor to a new location, or site content. They can also be simply headers. We explain this further below under the "PRIMARY MENU ITEM HEADERS" section.

SINGLE ARTICLES

Menu structure is probably the most important aspect of a Joomla site. You cannot display any content without a menu structure. The most common method is to link a menu to a single article. You will need to create the article beforehand, otherwise you cannot complete the below steps. Please see the separate tutorial on this.

NEW MENU ITEM

To create a new menu item:

1. Click on **MENUS >> MAIN MENU** (NB – this assumes your primary menu is called “main menu” and that this is the menu you are altering. Please substitute the menu name here that corresponds to your site)
2. Click on **NEW**
3. Under **MENU ITEM TYPE**, Click on **SELECT**
4. Click **ARTICLES**
5. Click **SINGLE ARTICLE**
6. Under **SELECT ARTICLE**, click **SELECT**
7. Choose the article you wish to link to. You can use the various filters here to narrow your search, or even search directly for the article name if you know it.
8. In the **MENU TITLE** box, give your article a name. We suggest keeping these fairly short.
9. Under **PARENT ITEM**, If this is a primary/header Item, leave this as default. If this is a sub menu item, choose the item from this box that is to be the header, or primary item. This new item will then display in the submenu when you hover over this.
10. Click **SAVE** or **SAVE & CLOSE**

PRIMARY MENU ITEM HEADERS

If you are creating a primary menu item, but don't wish this to be a link to anything, and simply an item that shows a list of sub categories, you need to assign this menu item as type **TEXT SEPERATOR**. See below :

1. Click on **MENUS >> MAIN MENU** (NB – this assumes your primary menu is called “main menu” and that this is the menu you are altering. Please substitute the menu name here that corresponds to your site)
2. Click on **NEW**
3. Under **MENU ITEM TYPE**, Click on **SELECT**
4. Click **SYSTEM LINKS**
5. Click **TEXT SEPARATOR**
6. In the **MENU TITLE** box, give your article a name. We suggest keeping these fairly short.
7. Click **SAVE** or **SAVE & CLOSE**

NB – you can also assign these to a sub menu, if you require a non linkable submenu.

CATEGORY MENU ITEMS

Sometimes it may be beneficial to link to a group of articles in a given category. For example, NEWSLETTERS or a listing of a group of articles which are relevant to each other. There are two main ways to do this. We would suggest trying each, and seeing how they differ. See below:

CATEGORY ARTICLES

This will display a list of categories with a brief description of each. This is commonly referred to as a “Blog Style” layout.

1. Click on **MENUS >> MAIN MENU** (NB – this assumes your primary menu is called “main menu” and that this is the menu you are altering. Please substitute the menu name here that corresponds to your site)
2. Click on NEW
3. Under MENU ITEM TYPE, Click on SELECT
4. Click ARTICLES
5. Click CATEGORY ARTICLES
6. Under CHOOSE A CATEGORY, select the relevant category you wish to display.
7. In the MENU TITLE box, give your article a name. We suggest keeping these fairly short.
8. Click ADVANCED OPTIONS. Under here you can assign various options relevant to the way the page will display. Below are some important options :
 - a. Click on BLOG LAYOUT OPTIONS, and you will see various options. If you mouse over each option, it will give you a description of what/how each item displays. This allows you to customize how your Category listing will display.
 - b. Click on ARTICLE OPTIONS, this allows you to further configure how your page will display.
9. Click SAVE or SAVE & CLOSE

CATEGORY LIST

This option will display a list of categories in a table, to which you can assign various columns such as publish date, author, hits etc.

1. Click on **MENUS >> MAIN MENU** (NB – this assumes your primary menu is called “main menu” and that this is the menu you are altering. Please substitute the menu name here that corresponds to your site)
2. Click on NEW
3. Under MENU ITEM TYPE, Click on SELECT
4. Click ARTICLES
5. Click CATEGORY LIST
6. Under CHOOSE A CATEGORY, select the relevant category you wish to display.
7. In the MENU TITLE box, give your article a name. We suggest keeping these fairly short.
8. Click ADVANCED OPTIONS. Under here you can assign various options relevant to the way the page will display. Below are some important options :
 - a. Click on LIST LAYOUTS, and you will see various options. If you mouse over each option, it will give you a description of what/how each item displays. These are the various columns that will display on your listing.
 - b. Click on ARTICLE OPTIONS, this allows you to further configure how your page will display.
9. Click SAVE or SAVE & CLOSE