



# **mamboSchools Tutorial**

## **Content/Web Page Series (jv3.x)**

### ***2: Creating a New Web Page and Adding the Page to a Menu Item***

This web application print manual will educate and introduce web managers to the content component within your mamboSchools™ site.

The content component allows you to add and edit web pages within your site. You use the content component to update the scrolling billboard or announcement areas within your site.

# Step 1: Creating a New Web Page

System ▾ Users ▾ Menus ▾ Content ▾ **1.** Components ▾ Extensions ▾ Help ▾ mamboSchools [ ... ]

Article Manager: Articles Joomla!

**2.** New Edit Publish Unpublish Featured Archive Check In Trash Batch Help Options

Articles school Search tools Clear Title ascending 20

	Status	Title	Access	Author	Language	Date	Hits	ID
		Category:			Undefined	-0001-11-30	0	6
		1-to-1 Initiative Approved Category: Front Page Tabbed News	Public	Super User	All	2011-11-06	0	30
		1-to-1 Initiative Approved Category: News	Public	Super User	All	2011-11-06	62	31
		A Blue-Ribbon School! Category: Front Page Tabbed News	Public	Super User	All	2011-11-06	1	28
		A Blue-Ribbon School! Category: News	Public	Super User	All	2011-11-06	48	29
		About Our School Category: General - Information	Public	Super User	All	2011-11-07	53	34
		Activities Abound at mSD Category: Front Page Tabbed News	Public	Super User	All	2011-11-06	0	32
		Activities Abound at mSD Category: News	Public	Super User	All	2011-11-06	68	33
		Audio & Podcasts in Content Category: School Blog	Public	Super User	All	2009-06-03	0	5
		Ghosts Category: School Blog	Public	Super User	All	2009-06-03	0	3
		Image Gallery in Content Category: School Blog	Public	Super User	All	2009-06-03	0	7
		Information Category: General - Information	Public	Super User	All	2009-06-03	33	11
		mamboSchools District News Posts Category: General - Information	Public	Super User	All	2009-06-03	75	2
		Mission Statement	Public	Super User	All	2012-11-07	37	35

View Site 0 Visitors 1 Admin 0 Log out © 2014 mamboSchools [Lava]

## Creating a New Web Page

Soon after opening your new site, you will need to create a new web page, and not just edit one that already exists.

You learned about editing web pages in the first of three manuals. In this exercise, we will be creating a new web page.

**There are two major parts to creating a new web page:**

- The creation and authoring of the page.
- Defining a link on your main menu navigation that when clicked opens your new page.

Our first of two steps is to create the page.

- Move to the admin side of your site. At the control panel, select the 'Content' menu > Article Manager. Again, a list of all of the site web pages appear.
- We are not editing an existing page, so we need to create a new one. In the upper-right toolbar, select the 'New' button. The 'New' button is a green circle with a plus on it.

# Step 1: Creating a New Web Page (cont.)

System Users Menus Content Components Extensions Help mamboSchools [...]

**Article Manager: Add New Article** Joomla!

5b. 5a. + Save & New Cancel ? Help

Title \* 2016 Blue Ribbon School 1. Alias Auto-generate from title

Content Publishing Images and links Options Configure Edit Screen Permissions

[Source]

the 2016 Blue-Ribbon School Award was given to Principal Rodney Rich during an all-school ceremony held on September 7th. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque cursus lacus vitae urna sollicitudin accumsan. Nulla vel erat metus. Sed vel fringilla dolor.

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Path: Words: 324

Document Magic Window Article Image Page Break Read More

## Creating a New Web Page (cont.)

After clicking the “New” button, you are ready to prepare your article:

1. Click into the Title area. Type the title you wish the public to view. In our example, we are creating a page called ‘2016 Blue Ribbon School’.
2. Click at the (web page) category dropdown. You can use the default category that appears (Uncategorized) OR click at the category dropdown menu and select a category.

NOTE: Categories are used to organize and store your web pages. They become important searching tools as your collection of web pages grow larger. ***It is recommended that you select a storage category other than the ‘Uncategorized’ default.***

3. Click into the text area. Type your article.
4. If desired, use text formatting menus and button commands. (See Content Manual 1 of 3, page 6).
5. After authoring your article, click the ‘Save & Close’ button (a.) in the upper right button bar. You will return to the Article Manager. Remember, clicking the ‘Save’ button (b.) will also save, but keep you within the web page editor.

# Step 2a: Adding a Main Menu Link

Figure 1

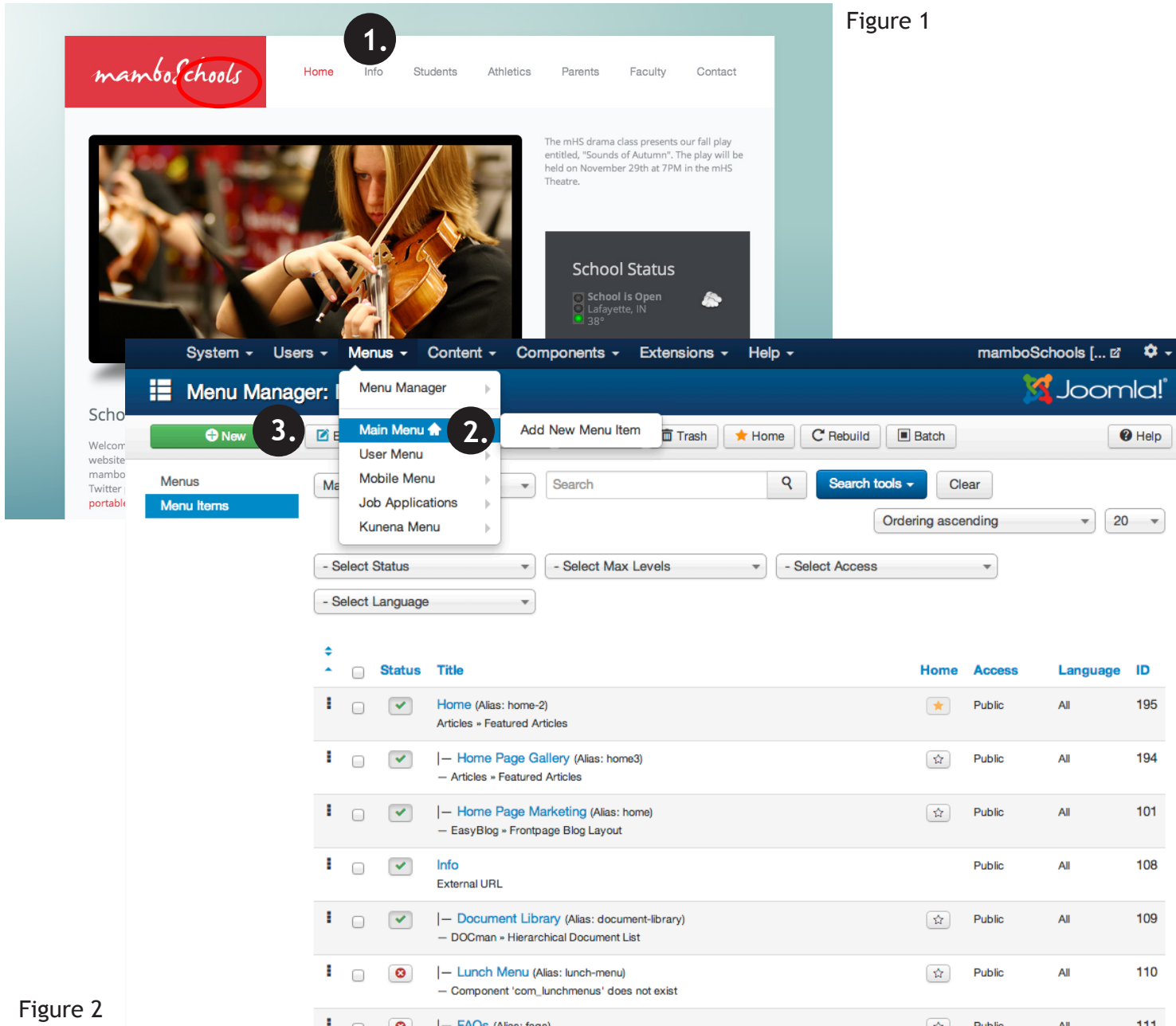


Figure 2

## Adding a Main Menu Link

Figure 1

1. In our example, we would like to add the “About Our Schools” content (web) page under main menu ‘Info’ link.

Figure 2

Access the admin side of your web site.

2. Select the ‘Menus’ menu ‘Main Menu’ (This link will have a home icon beside it.). The menu item manager (main menu) will appear.

NOTE: The main menu manager displays a vertical representation of your horizontal main menu.

3. Locate the button bar and click the ‘New’ button. The menu item type screen will appear.

# Step 2b: Defining a Main Menu Link

System Users Menus Content Components Extensions Help mamboSchools [...]

## Menu Manager: New Menu Item

Save Save & Close Save & New Cancel Help

Menu Title \* **1.** A Blue-Ribbon School! Alias Auto-generate from title

Details Options Link Type Page Display Metadata Module Assignment

Menu Item Type \* Single Article **2.** Select

Select Article \* Select an Article Select

Link index.php?option=com\_content&view=article

Target Window Parent

Template Style - Use Default

**3.** Articles

- Archived Articles Display all archived articles.
- Category Blog Displays article introductions in a single or multi-column layout.
- 4.** Create Article Displays article introductions in a single or multi-column layout. Create a new article
- Featured Articles Show all featured articles from one or multiple categories in a single or multi-column layout.
- List All Categories Shows a list of all the article categories within a category.
- Single Article single article.

Configuration Manager

Contacts

DOCman

View Site 0 Visitors 1

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Figure 1

## Defining a Main Menu Link (cont.)

For our example, we are going to create a menu link called 'A Blue-Ribbon School!' that links to our article/web page in the Article Manager.

Figure 1

1. Add the title in the 'Menu Title' area: A Blue-Ribbon School!. This short title will be seen by the public within your main menu. You can title the link the same as the title of your web page. However, if your web page title is long it may not fit the width of your menu.
2. Let's first select the 'Menu Item Type'. Click the blue 'Select' button.

Figure 2

3. From the list, select 'Articles'. Note: Seven (7) other article menu items types appear.
4. Select 'Single Article'. This item type creates a link to a single article in the Article Manager.

Figure 2

# Step 2b: Defining a Main Menu Link (cont.)

System Users Menus Content Components Extensions Help mamboSchools [...]

## Menu Manager: New Menu Item

Save Save & 8. Save & New Cancel Help

Menu Title \* A Blue-Ribbon School! Alias Auto-generate from title

Details Options Link Type Page Display Metadata Module Assignment

Menu Item Type \* Single Article Select

Select Article \* A Blue-Ribbon School! Select 5.

Link index.php?option=com\_content&vie

Target Window Parent

Template Style - Use Default

Menu Location \* Main Menu

Parent Item - Info 7.

Ordering Ordering will be available after saving

Status Published

Filter: Search Clear

- Select Access - - Select Status - - Select Category - - Select Language -

Title	Access	Category	Language	Date	ID
1-to-1 Initiative Approved	Public	Front Page Tabbed News	All	2011-11-06	30
1-to-1 Initiative Approved	Public	News	All	2011-11-06	31
2016 Blue Ribbon School	Public	Parents	All	2014-02-23	39
A Blue-Ribbon School!	Public	Front Page Tabbed News	All	2011-11-06	28
A Blue-Ribbon School!	Public	News	All	2011-11-06	29
About Our School	Public	General - Information	All	2011-11-07	34
Activities Abound at mSD	Public	Front Page Tabbed News	All	2011-11-06	32
Activities Abound at mSD	Public	News	All	2011-11-06	33
Audio & Podcasts in Content	Public	School Blog	All	2009-06-03	5

6.

Figure 3

## Defining a Main Menu Link (cont.)

Now, we will tie our article/web page to this link.

Figure 3

- After the menu item type was selected, locate the 'Select Article' area below it. Click the 'Select' button.

Figure 4

- Your article manager list will appear. Scroll through the list (or use the search area) to locate your web page title. Click the title. In our example, we will click the 'A Blue-Ribbon School' article. The title of the web page will now appear before the select button. NOTE: This article manager list does not allow you to edit the web page, only define the title. Edit web pages outside the menu area, using the 'Content' menu > Article Manager.

Now let's actually assign our new menu item under one of the current ones.

Figure 3

- Click into the 'Parent Item' area and use the side scroll bar to move through the main menu links. Select the link you want the 'Single Article' link to appear below. (In our example, we clicked the 'Info' link.)
- From the button bar, click the 'Save & Close' button.

You can return to the public side. Be sure to select the 'Home' link or refresh your browser. Your new link will appear within your chosen menu item. When selected, the web page will appear.