



mamboSchools Tutorial

DocMan (v3)/Document Library Series (jv3.x)

4: Linking to the Document Library

This web application print manual will educate and introduce web managers to the document library (DocMan) component within your mamboSchools™ site.

The document library component allows you to upload .doc, .zip, .pdf, etc. to your website. These documents are organized in categories and viewed/downloaded by your school community.

Creating Document Library Links

Linking to the Document Library

Creating a digital library of documents is one way your public users can locate information, forms, and documents.

In our example, we have placed school menus within the document library. They are organized and stored below the 'Food Services (Lunch Menus)' category.

Once in the document library, these menus can be shared in other ways:

1. As a document entry link in a content article (web page).
2. As a main menu (navigation) link.




All of the lunch menu entries can be listed using:





3. The Docman List content (plug-in) command.

All three ways to create document library links are demonstrated.



Newest Documents


Popular Documents













-  November Lunch Menu
1 download
-  Yearly School Calendar
1 download
-  November Breakfast Menu

-  Athletics
-  General Information
-  Services
 -  Food Services (Lunch Menus)

Food Services (Lunch Menus) Documents

| | |
|------------------------------------------------------------------------------------------------------------------------------------|-------------|
|  November Breakfast Menu (pdf, 713 KB) | 08 Nov 2016 |
|  November Lunch Menu (pdf, 476 KB) (1 download) | 08 Nov 2016 |



 Screen Reader
 











Adding a Document Entry Link to Your Content

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

Articles: New mamboSchools

Save Save & Close Save & New Cancel Help

Title * School Year Opens Alias Auto-generate from title

Content Images and Links Options Publishing Configure Edit Screen Permissions

[Source] Editor Code Preview

Status Published

Category * Information

Featured Yes No

Access Public

Language All

Tags Type or select some options

Version Note

1. Welcome to the mamboSchools Elementary web site. I believe you will find our website informative and a useful tool to gather information regarding mamboSchools Elementary. As we enter the new decade, take note of our new Twitter presence. [Visit our page and follow us on the site, your mobile or portable device.](#)

2. mamboSchools is an outstanding elementary school where we are committed to the success of each of our students. Strong parental involvement in the education of their children is a vital component to our success. Working together, we are helping the children grow into readers, writers, creative thinkers, and problem solvers, as we prepare them for life in the 21st century.

Our school is a traditional elementary school with 320 students, kindergarten through fifth grade. The educators, support staff, and volunteers work together to provide an outstanding program where each student has an opportunity to achieve his or her potential in a safe and nurturing environment. Our School Improvement Plan guides our continuous school improvement efforts.

There are many ways for you to communicate with us. Our address, phone numbers, and email address are listed here on the website. The school site council meets monthly to discuss, support, decide, and communicate school policy. Meetings are listed in the school newsletter. The mamboSchools PTO meets monthly and provides solid support for the students and staff. We look forward to hearing from you regarding anything that can help us continue to thrive as an excellent school.

Weekly Lunch Menus

Path: Words: 261

Linker Widgetkit Tooltip Add Media Add Widget Module Document Article Page Break

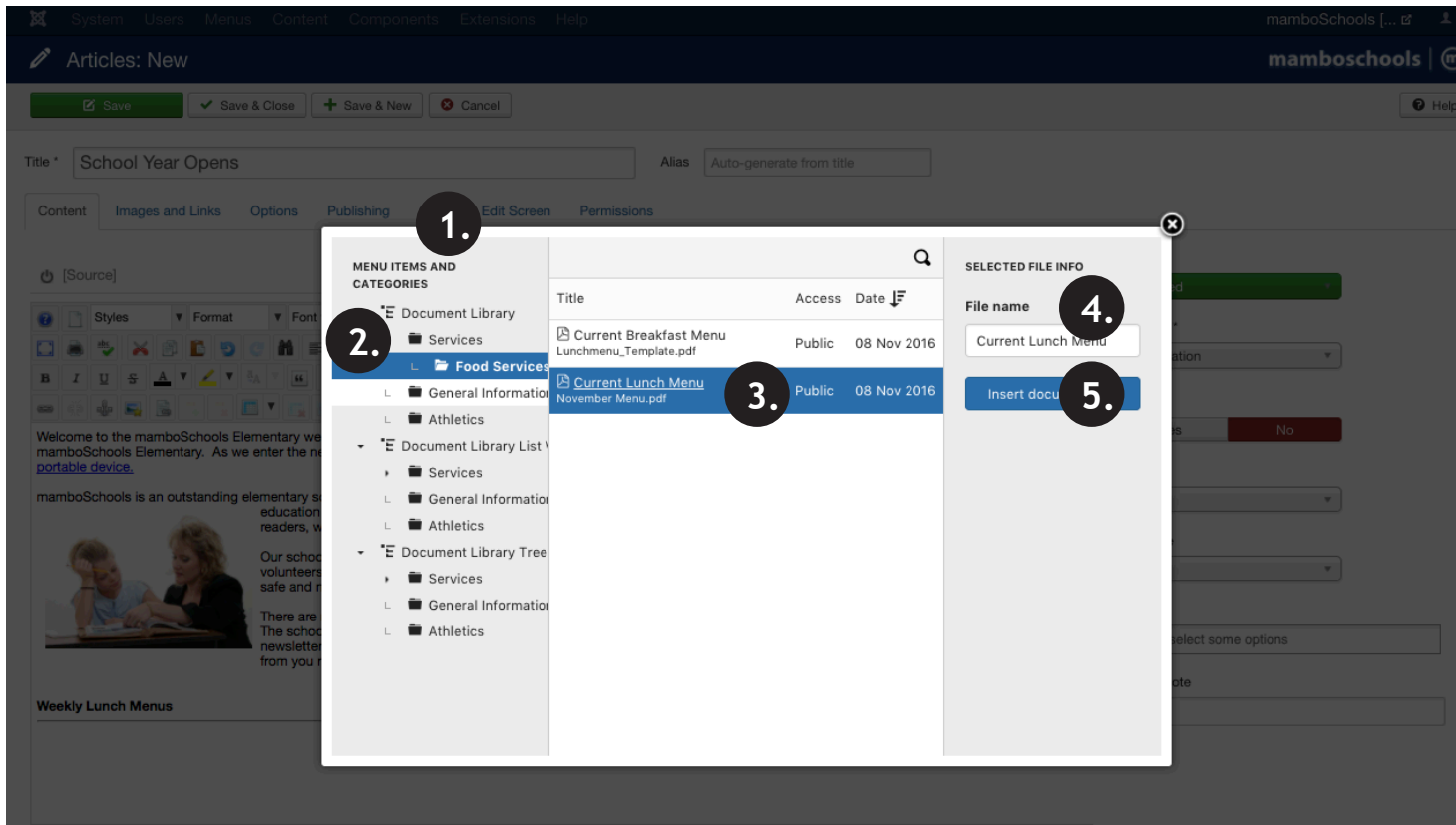
Read More ScreenReader Play

Using the Document Entry Plug-In

Open a content article from the Article Manager (Content menu > Article Manager).

1. In our example, we opened a front page article entitled 'School Year Opens' and created a area called Weekly Lunch Menus. Set your cursor on a blank line
2. Click the 'Document' button located below the web editor window.

Adding a Document Entry Link to Your Content (cont.)



Using the Document Entry Plug-In

Once clicked, the select document entry box opens. In the main window, you will see a left and right column.

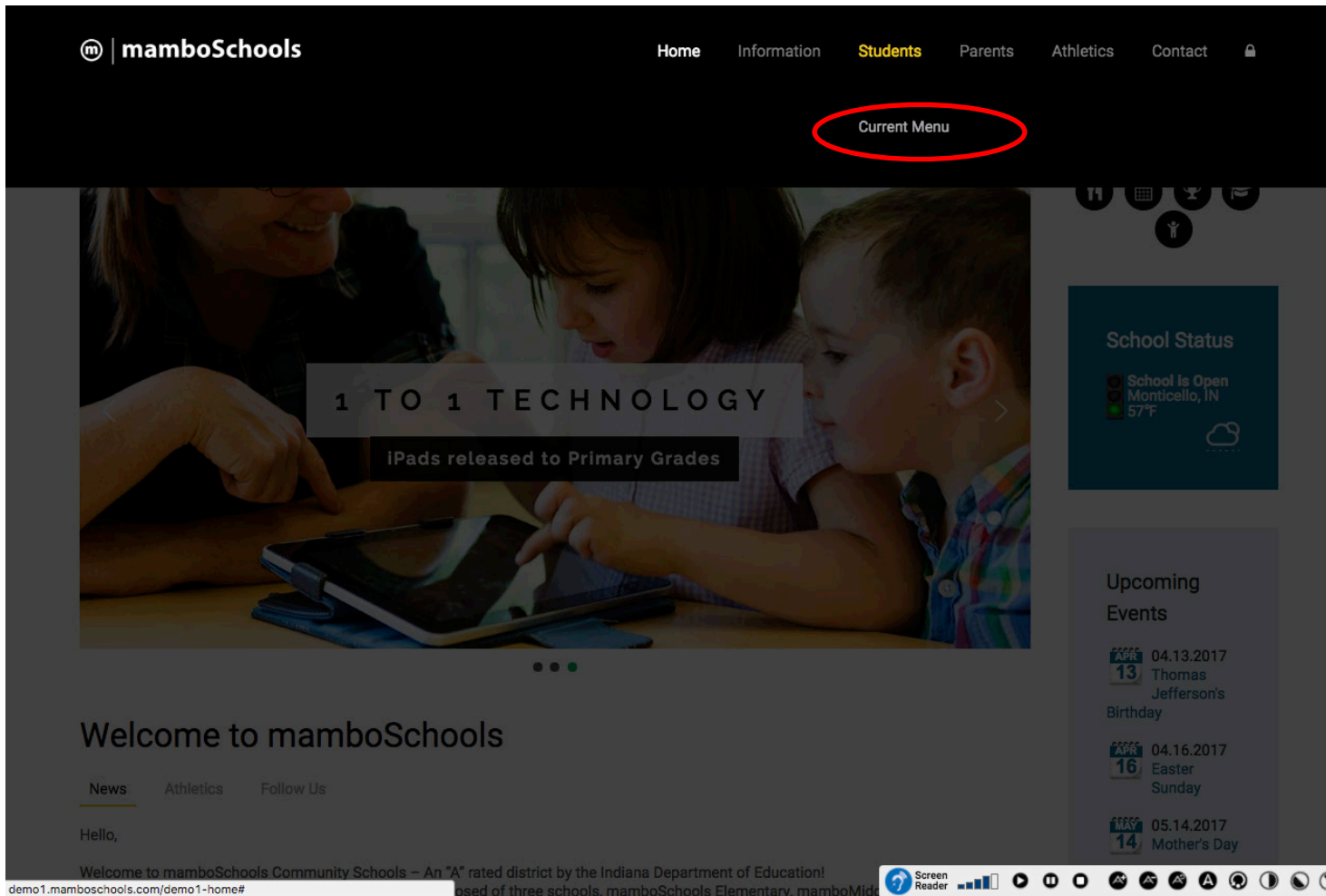
1. The left column displays the categories found within your document library.
2. To locate the document to link, click on a category. For this example, we clicked the Services category and then the 'Food Services (Lunch Menu)' subcategory. The document entry listing for this selected category displays in the middle.
3. Locate the document entry within the listing. Click at the document title.
4. In the right section, the filename (caption) is shown. This caption mirrors the document entry title. **OPTION:** You can edit the caption by clicking your cursor inside the caption area.
5. Click 'Insert document link'. Your link will appear at your cursor within your content article. This link also includes your entry title (the caption).

Highlighting Text and Linking:

By default, the link will use the title or caption of the document entry. However, before accessing the Document button, highlight words within your text. These highlighted words appear in the caption area automatically.

In our example, we might have typed the words, 'Click here for our current elementary menu.' By highlighting these words before clicking the Documents button, they form the link caption.

Creating a Document Library Menu Link



The screenshot shows the mamboSchools website interface. At the top, there is a navigation bar with the following links: Home, Information, **Students**, Parents, Athletics, Contact, and a lock icon. The 'Students' link is highlighted in yellow. Below the navigation bar, there is a large banner image of a teacher and two children looking at a tablet. Overlaid on the banner is the text '1 TO 1 TECHNOLOGY' and 'iPads released to Primary Grades'. To the right of the banner, there is a 'School Status' section indicating 'School Is Open Monticello, IN 57°F' and an 'Upcoming Events' section listing three events: '04.13.2017 Thomas Jefferson's Birthday', '04.16.2017 Easter Sunday', and '05.14.2017 Mother's Day'. At the bottom of the page, there is a footer with the text 'Welcome to mamboSchools Community Schools – An "A" rated district by the Indiana Department of Education!'. The 'Current Menu' link is circled in red in the navigation bar.

Creating A Menu Link

In our example, we would like to add a 'Current Menu' link under the main menu 'Students' link.

When this item is clicked (red circle), the 'Current Lunch Menu' PDF will automatically download to the public user's desktop/browser.

NOTE: *Before beginning, you may want to visit your site document library to review the title of the entry you want to link.*

When creating the menu link, you need to know the document entry title. In our example, our document entry title is 'Current Lunch Menu'.

Creating a Document Library Menu Link

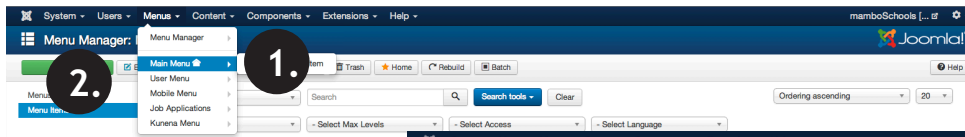


Figure 1

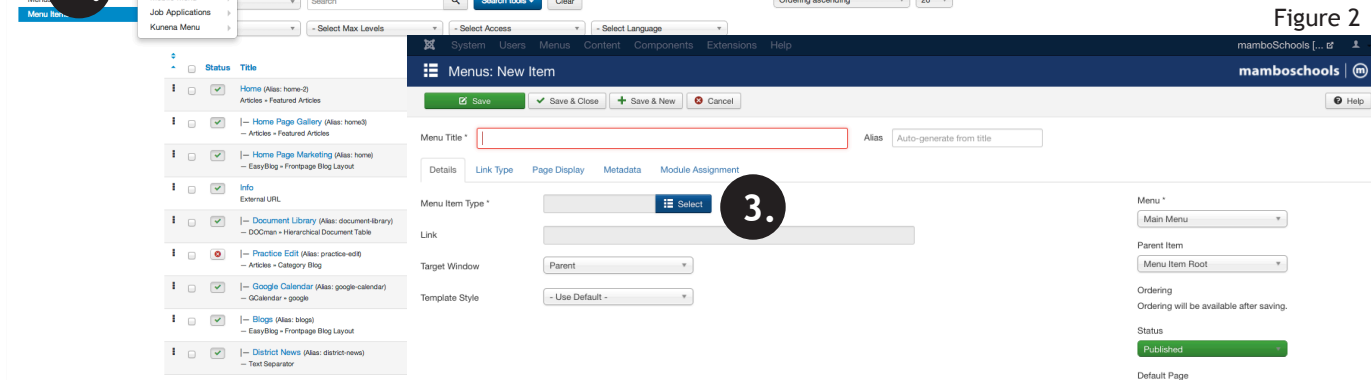


Figure 2

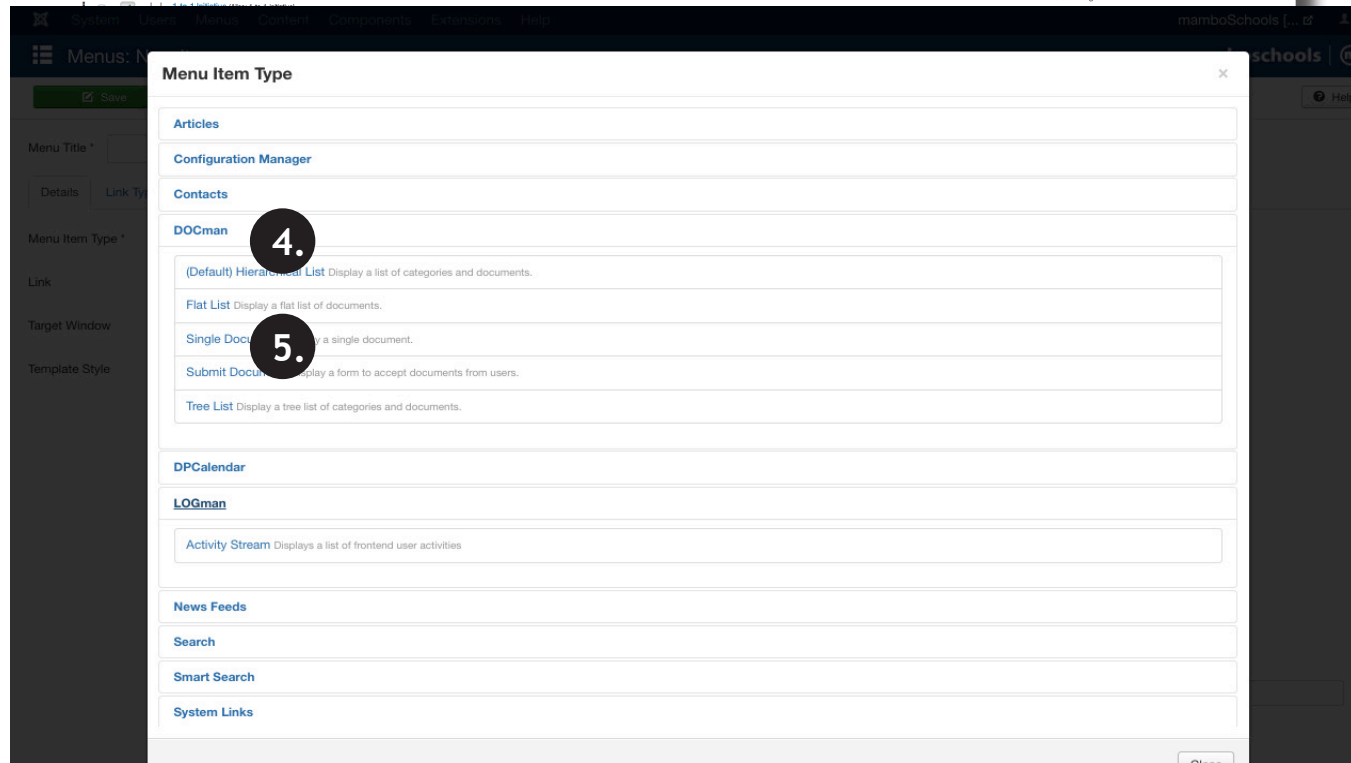


Figure 3

Creating A Menu Link

Return from the public side of your site to the admin side.

Figure 1

1. Select the 'Menus' menu 'Main Menu' (This link will have an 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.

2. Locate the button bar in the upper-right and click the 'New' button. The menu item type screen will appear.

Figure 2

3. The 'New Menu ItemType' box appears. Click the 'Select' button to define the item type.

Figure 3

4. Click the 'DocMan' link from the item type list.
5. Within the 'DocMan' types, select 'Single Document'.

Creating a Document Library Menu Link (cont.)

The screenshot shows the 'Menus: New Item' form in the MamboSchools interface. The form is divided into several sections with numbered callouts:

- 6.** The 'Menu Title' field is set to 'Current Menu'.
- 7.** The 'Document' search field contains the text 'lunch'.
- 8.** The search results list shows 'Current Lunch' as the selected item.
- 9.** The 'Parent Item' dropdown menu is set to 'Students'.
- 10.** The 'Save & Close' button is highlighted in the upper-right corner of the form.

Other visible fields include 'Menu Item Type' (Single Document), 'Link' (Current Lunch), 'Target Window' (Parent), 'Template Style' (- Use Default -), 'Menu' (Main Menu), 'Status' (Published), 'Default Page' (Yes/No), 'Access' (Public), and 'Language' (All).

Creating A Menu Link

Now we can define this document library link.

6. Enter the title or name of your link in the 'Menu Title' area. This title will be seen within your main menu. There is limited width on every menu, so keep your title brief.
7. Click at the 'Search for a document' area, and type a few letters of the document entry title. In our example, 'lunch' causes the entry title to appear.
8. Click at your title.
9. Click into the 'Parent Item' area and use the side scroll bar to move through the main menu links. Select the link you want your document link to appear below. (In our example, we clicked the 'Students' link.)
10. From the upper-right 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 document will download.

The Docman List Command

mamboSchools

Home Information **Students** Parents Athletics Contact

School Year Opens

Welcome to the mamboSchools Elementary web site. I believe you will find our website informative and a useful tool to gather information regarding mamboSchools Elementary. As we enter the new decade, take note of our new Twitter presence. Visit our page and follow us on the site, your mobile or portable device.

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Weekly Lunch Menus

List of the current menus for mamboSchools.

Food Services (Lunch Menus)

| | Name | Downloaded |
|---|--------------------------------------------------|------------|
| 1 | Current Lunch Menu (Details) | 1 times |
| 2 | Current Breakfast Menu (Details) | 0 times |

Figure 1

The screenshot shows the Joomla! administrator interface. On the left sidebar, under 'Categories', the 'Food Services (Lunch Menus)' category is highlighted with a red circle. In the main content area, a table lists categories. The second row shows 'Food Services (Lunch Menus)' with ID '2'. A red circle with the number '1' is placed over this row. At the bottom of the page, the URL bar shows 'demo1.mamboschools.com/administrator/index.php?option=com_docman&view=category&id=2'. A red arrow with the number '2' points to the '2' in the URL.

Figure 2

The Docmanlist Command

Within the document library are categories. Categories are the directories that store groups of documents.

Within a content article, you can easily list all of the document entry links within any category. In our example, we listed the contents of the 'Food Services (Lunch Menu)' category. (See circled on Figure 1) In order to list these easily, we add a DocMan Category list command to our article or web page.

There are two main steps:

- Locating the document library (DocMan) category ID number.
- Adding the actual command to our article.

Step A: Locating the Category ID

From the admin side of your site, select the 'Components' > DocMan > Categories. (You can also access 'DocMan' and click at 'Categories' to see the area.) A list of categories appears. There are two ways to find the category ID. Select the one you find easiest.

Method 1 (See Figure 2):

- Hover your mouse pointer over one category name.
- To find the category ID, look at the web address in the lower left corner of your browser. The final number in the web address is the category ID.

You can continue to hover, pause, and review each category. Note the ID is unique for each category and parent (or sub) category. The ID for the 'Food Services (Lunch Menu)' category in our example is 2. Remember this number for the next step.

The Docman List Command (cont.)

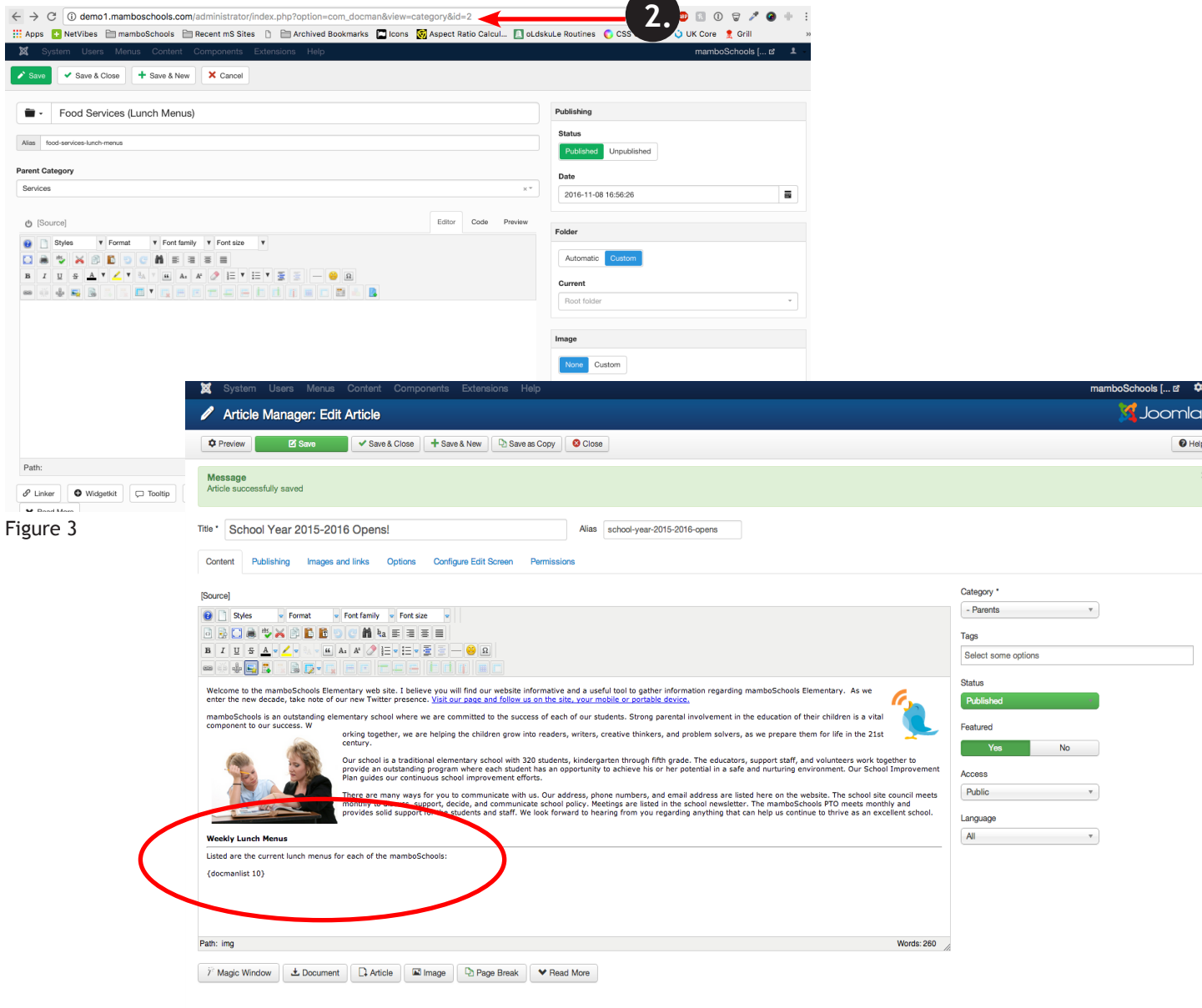


Figure 3

The Docmanlist Command

Method 2 (See Figure 3):

1. Click at any category name in the list (Not Shown. See Figure 2, Pg. 8).
2. The edit category page appears. To find the category ID, look at the web address in the normal top area of your browser. The final number in the web address is the category ID.

You can continue to close the edit page, click a name, and review each category. Note the ID is unique for each category and parent (or sub) category. The ID for the 'Food Services (Lunch Menus)' category in our example is 2. Remember this number for the next step.

Step B: Entering The Category List Command (See Figure 4)

Once you locate the category ID, switch to a content article. (Select the 'Content' menu > Article Manager)

In our example, we created a 'Lunch Menu' section (see red circle). Set your cursor on a blank line and type the following command:

```
{docmanlist 2}
```

NOTE: The brackets are next to the 'P' key. Use the SHIFT key for the curly bracket.

Remember to 'Save' or 'Save & Close' your content and review from the public side. You should see a listing of all the document entries within your selected category.

TROUBLESHOOT: Make sure you surround the command with a curly bracket, not a regular bracket or parenthesis.

Figure 4