

Make a New Article Blog Page Instructions

1. Go to Category Manager from Control Panel. Click New

Use	ers Menus Content Components Extension	ns Help				4	0 Visitors 斗 1 Admir	n 🖻 0 🔲 V	View Site	0 4
Article	Category Manager: Articles	Category Manage	er .	· · · ·	ew Edt	Publish Unpublish	Archive Trash	Rebuild	Options	He
ilter.	Search Clear	click catego	ry manager	click new	- Select Max Lo	evels - 🗸 - Select	Status - 💙 - Select Ac	cess - 🗸 - Sele	ect Language -	~
		TR	itle		Status	Ordering 🛓	D Ac	cess	Language	1
	Current Events (Alios: current-events)	TI	itle		Status	Ordering 🛓	-	ublic	Language	
		Tr	Itle				P			-
	(Alias: current-events) About Us	1	itle		۲	•	р 1 Р	ublic	AI	
	(Alias: current-events) About Us (Alias: about-us) Charism Spirituality	T	lite		0	•	i P 2 P	ublic	Al	
	(Alias: current-events) About Us (Alias: about-us) (- Charism Spirituality (Alias: charism-spirituality) Apostolate	17	tite		0 0 0	• : • • :		ublic ublic ublic	Al Al Al	1 2 1 1 1 1

2. Enter Title, Set Parent, Save & Close

		Give category a	titlo	
Details		Give category a select parent in		ADEC OT
Title *	Title	is going to be or		Select User
Alias Parent	- No parent -	Save & Close		
Status	No parent Current Events About Us - Charism Spirituality		Basic Options Metadata Options	
Access Permissions	- Charam Spirituality - Apostolate - History Formation			
Language	- Vocations A Day in the Life - Bookstore			
ID	Doutside Doutside Tonations - The Guild of St. Francis Other Info			
Description	- Contact us - Home (empty)			
C Font Size	 Paragraph A - 22 - В I Ц 			
1				

Description not needed



3. Move to Main Menu in Administrator. Note menu type. Click to edit a category blog menu item

Us	sers Menus Content Components Extensions Help Click Menus>					🚢 0 Visitors 🛛 📥 1 Adm	in 🖻 0 🖡	View Site	U Log
k	Menu Manager: Menu Items	mponents Extensions			+ New	Edž Publish Unpubl	ish Trash	+ Home	Hel
Menu Filter	Submenu	Add New Menu tem		Main Menu 🗸	- Select Max Levels - 🗸	- Select Status - 🔽 - Select A	ccess - 🗸	Select Language	
	Title	Status	Ord	dering 🛓 📙	Access	Menu Item Type	Home	Language	IC
	Home (Ailas: home)	0	•	1	Public	Articles » Category Blog	*	All	10
	About Us (Ašiss: about-us)	0	• •	2	Public	Articles » Category Blog	公	All	1
	- About Us (Alas: about-us)	0	•	1	Public	Menu Item Alias		All	12
	- Charism & Spirituality (Alias: charism-spirituality)	0	0 0	2	Public	Articles » Category Blog	pes	All	1
5	Apostolate (Alias: apostolate)	0	• •	3	Public	Articles » Category Blog		All	1
_	- Histor (Alas Bary)	0	0	4	Public	Articles » Category Blog	会	All	1
	Formation (Alas: formation) (Alas: formation)	•	• •	3	Public	Articles » Category Blog		All	1
	- Formation (Alia: formation)	0	•	1	Public	Menu Item Alias		All	12

4. Do not change any settings. Click Save as Copy.

Users Menus C	ontent Components Extensions Help	🕹 0 Visitors 🔺 1 Admin 📄 0 🔛 View Ste 🚺 Log
Nenu Ma	nager: Edit Menu Item	Save & Close Save & New Close Save Save Save Save Save Save Save Sav
_		Click Save as Copy
Details	Category Blog Select	Required Settings all settings will carry
Menu Item Type *	Category Bog Select History	Choose a category " to copied menu item
Alias	history	Category Options
Note		Blog Layout Options
Link	index.php?option=com_content&view=category&layout=l	Article Options
Status	Published V	Integration Options
Access	Public	Link Type Options
Menu Location *	Main Menu	Page Display Options
Parent Item	- About Us	Metadata Options
Ordering	Hatory	Dropdown Menu Options
Target Window		Splitmenu Menu Options
		Module Assignment for this Menu Item
Default Page	No Yes	
Language	V IA	
Template Style	Har Particula and	



5. In copied menu item alter respective settings.

_			
🦕 Menu Ma	anager: Edit Menu Item		Save & Cose Save & New Save as Copy Cose
lenu item successfully :	saved		
Details			
Menu Item Type *	Category Blog Select	Change Menu Title	Required Settings
Menu Title *	History (2)	Clear alias	Choose a category * History
Alias	history-2) (will default to same a	s title)
Note		Choose the new categ	ory created in step 2
Link	index.php?option=com_content&view=category&layout=l	onoose the new categ	Article Options
Status	Published 🗸		
Access	Public 🗸	check parent item and	DISTORY Link Type Options
Menu Location *	Main Menu 🗸	Save & Close	Page Display Options
Parent Item	- About Us		Metadata Options
Ordering	History (2)		Dropdown Menu Options
Target Window	Parent		Splitmenu Menu Options
Default Page	No Yes		Module Assignment for this Menu Item
Language	All		
Template Style	- Use Default -		
ID	130		

Can also check settings under Category Options, Article Options & page Display Settings.

6. Refresh website and check your work.