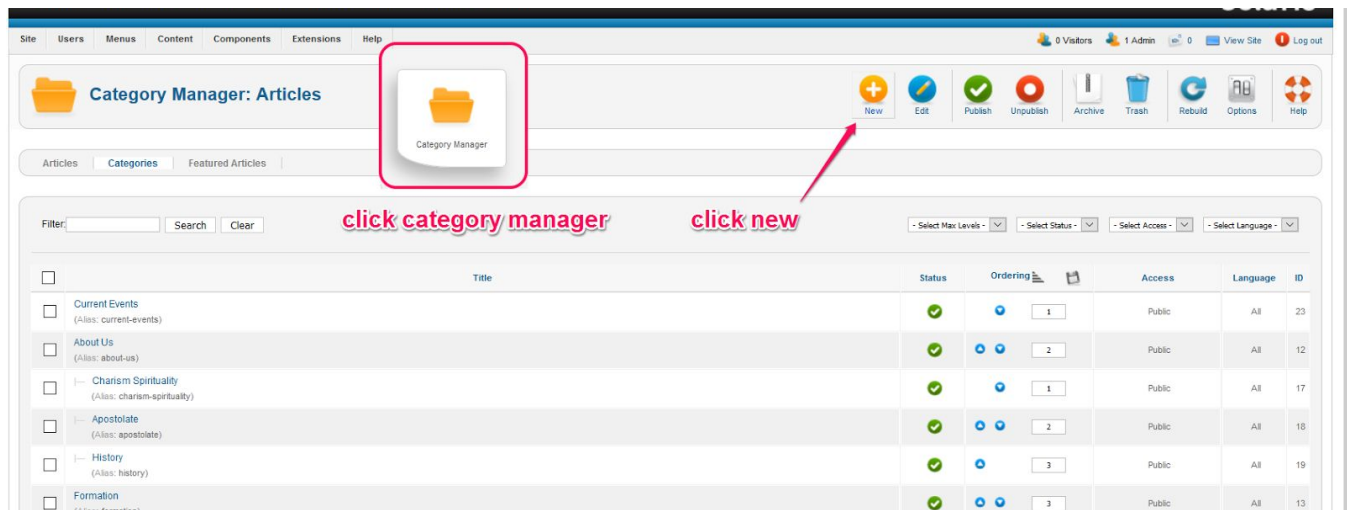
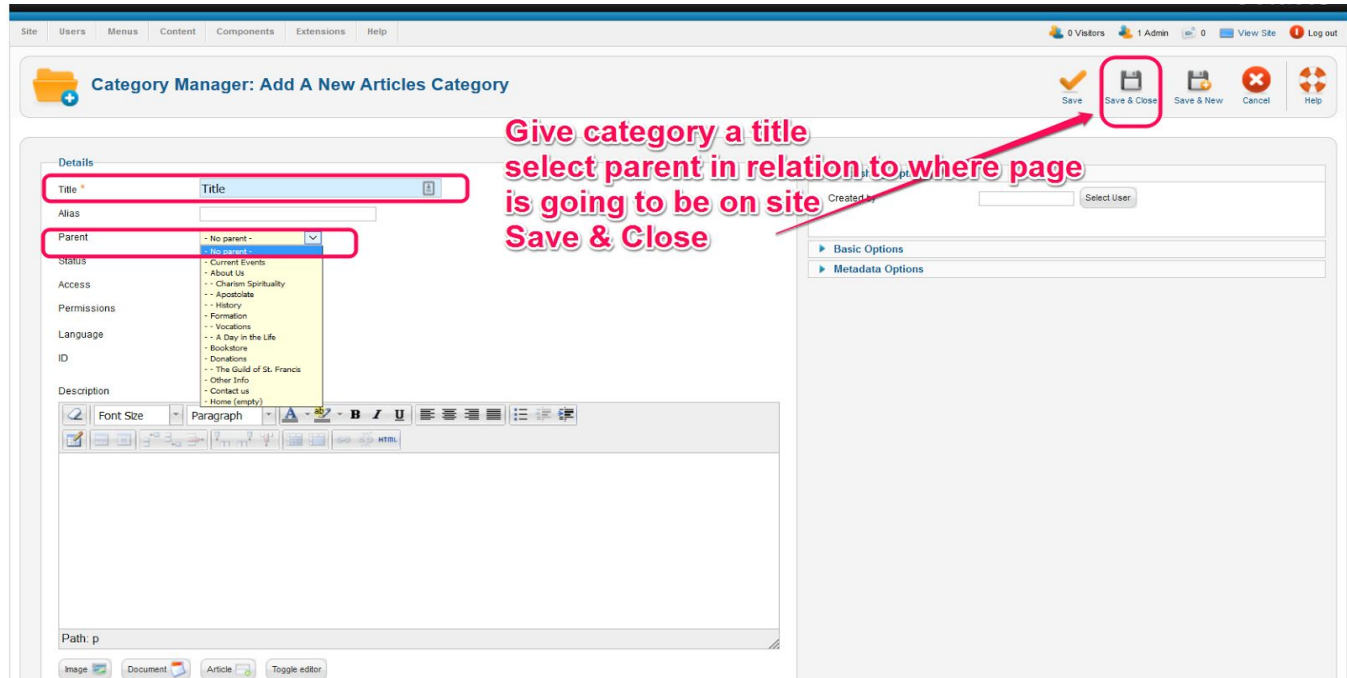


# Make a New Article Blog Page Instructions

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



## 2. Enter Title, Set Parent, Save & Close



Description not needed

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

**Click Menus --> Main Menu**

**note menu types**

**Click title of an item to edit it**

	Title	Status	Ordering	Access	Menu Item Type	Home	Language	ID
<input type="checkbox"/>	Home (Alias: home)	✓	1	Public	Articles » Category Blog	★	All	101
<input type="checkbox"/>	About Us (Alias: about-us)	✓	2	Public	Articles » Category Blog	☆	All	111
<input type="checkbox"/>	About Us (Alias: about-us)	✓	1	Public	Menu Item Alias		All	127
<input type="checkbox"/>	Charism & Spirituality (Alias: charism-spirituality)	✓	2	Public	Articles » Category Blog	☆	All	112
<input type="checkbox"/>	Apostolate (Alias: apostolate)	✓	3	Public	Articles » Category Blog	☆	All	113
<input type="checkbox"/>	History (Alias: history)	✓	4	Public	Articles » Category Blog	☆	All	114
<input type="checkbox"/>	Formation (Alias: formation)	✓	3	Public	Articles » Category Blog	☆	All	115
<input type="checkbox"/>	Formation (Alias: formation)	✓	1	Public	Menu Item Alias		All	128
<input type="checkbox"/>	Vocations	✓	2	Public	Articles » Category Blog	☆	All	116

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

**Click Save as Copy  
all settings will carry  
to copied menu item**

**Required Settings**

Choose a category \*

History

Category Options

Blog Layout Options

Article Options

Integration Options

Link Type Options

Page Display Options

Metadata Options

Dropdown Menu Options

Splitmenu Menu Options

Module Assignment for this Menu Item

5. In copied menu item alter respective settings.

**Menu Manager: Edit Menu Item**

Menu item successfully saved

**Details**

Menu Item Type \* Category Blog Select

Menu Title \* History (2) History (2)

Alias history-2

Note

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

Status Published

Access Public

Menu Location \* Main Menu

Parent Item - About Us

Ordering History (2)

Target Window Parent

Default Page ☒ No ☐ Yes

Language All

Template Style - Use Default -

ID 130

**Required Settings**

Choose a category \* History

**Category Options**

Article Options

Integration Options

Link Type Options

Page Display Options

Metadata Options

Dropdown Menu Options

Splitmenu Menu Options

Module Assignment for this Menu Item

**Annotations:**

- Change Menu Title
- Clear alias (will default to same as title)
- Choose the new category created in step 2
- check parent item and history
- Save & Close

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

6. Refresh website and check your work.