Manager v1.0

User manual

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User manual version 1.0

Intro

Manager is file manager component for Joomla 3.

After download and install it is necessary to enable Manager button, and configure Manager options (*images 1-5*).
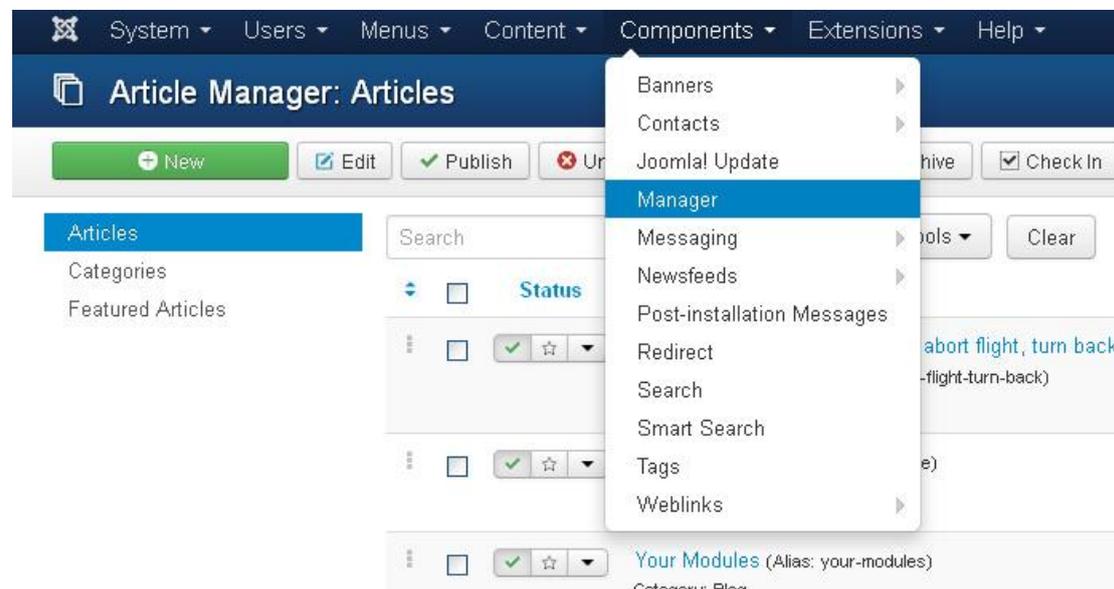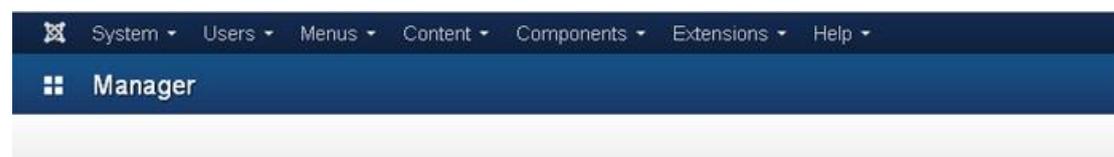

Image 1

Image 2

Now go to Exstension/Plugin Manager, select type *editors-xtd*, find and enable plugin *Button-Manager*.
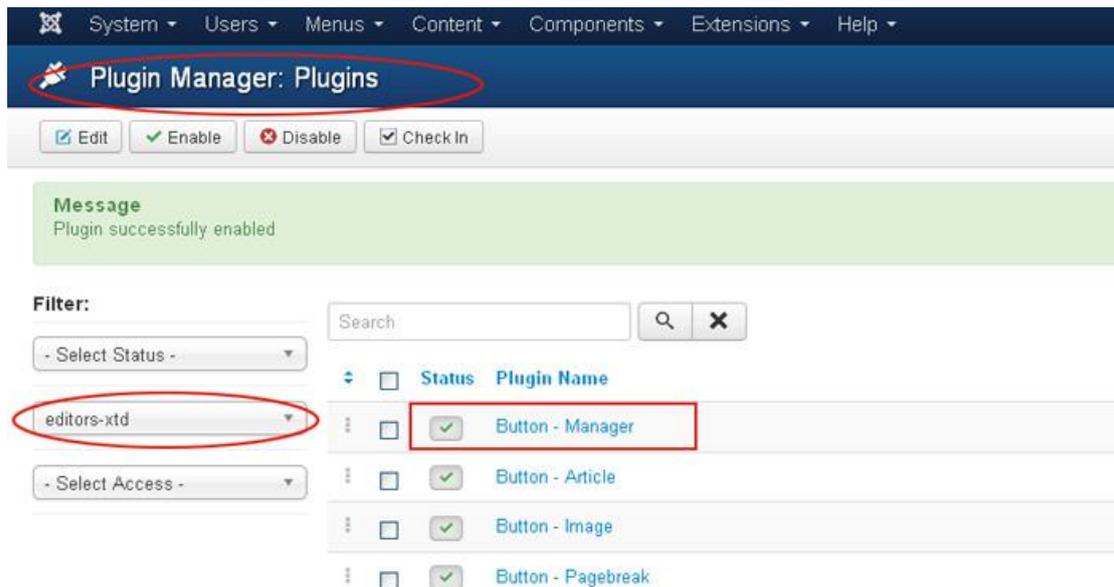
Image 3 – plugin activation

After plugin enabled, go back to Manager (*Image 2*) and configure Options.
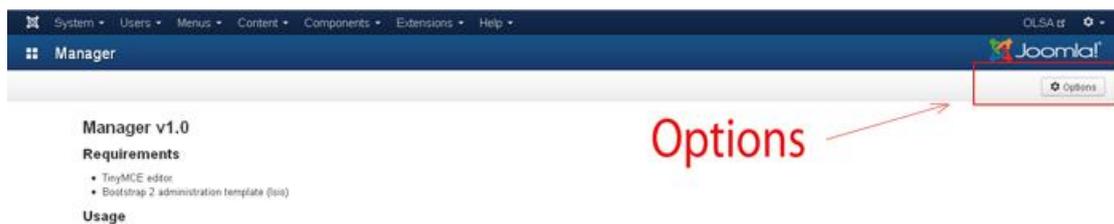
Image 4 – Options

Configuration

Image 5 - Configuration

Thumbnails folder name

Manager always create new image and save it inside thumbnails folder.
That folder will be at the same place where is original image.

Intro image width and height

Here you need to write your website intro image width and height, but if you
have different intro images sizes on your website it's not problem because
you can change that values inside crop and resize pop up window.

Configuration

Resize uploaded images
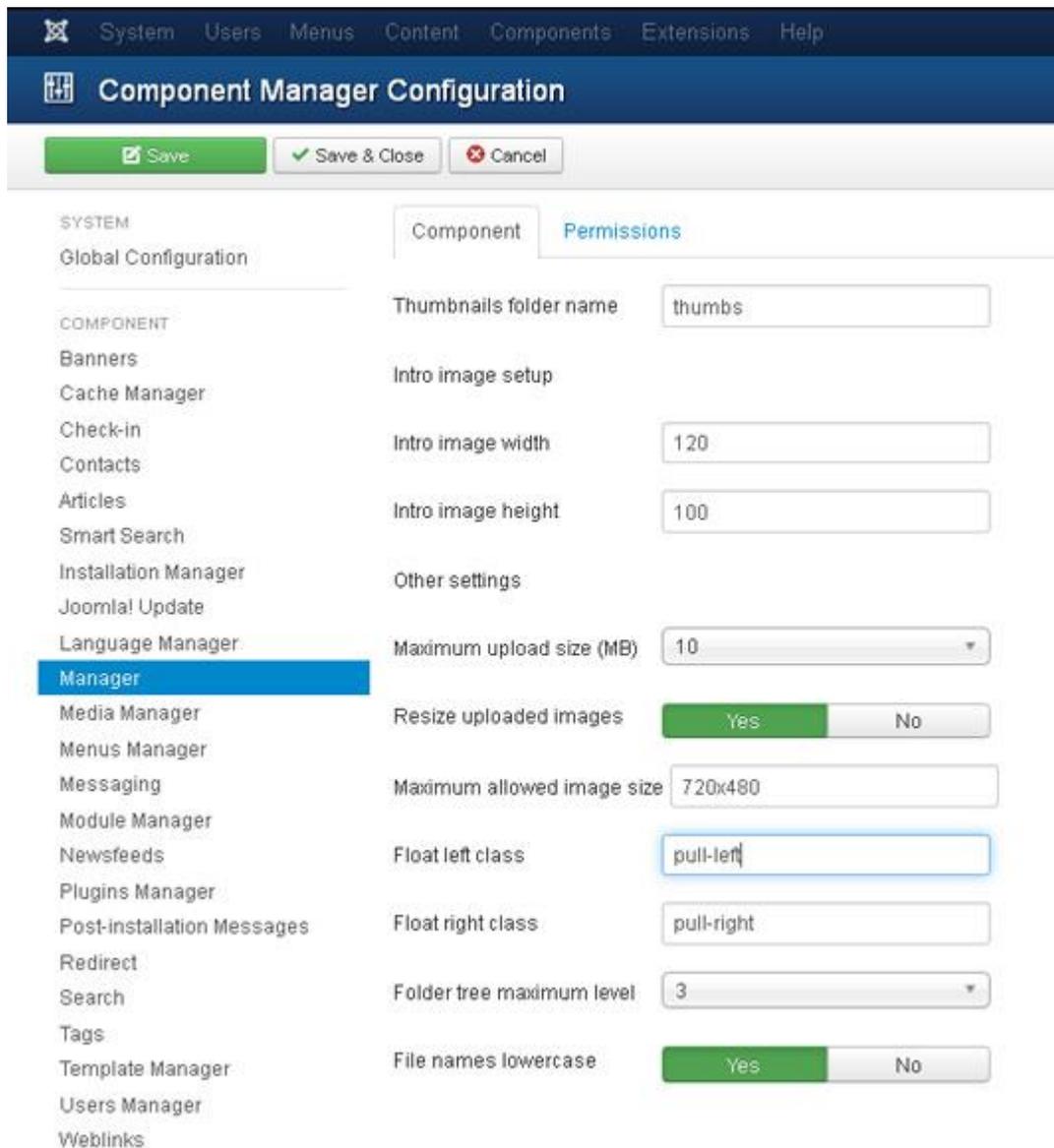
That option saves your server space because if you upload image from digital camera or photo (eg. 2048 x 1536, ~3MB) than it will be resized "on the fly" inside upload process to lower dimension (field: *Maximum allowed image size*).

Float left and right class

When you insert an left or right aligned image in editor, Manager will add these values to that image. That is important if your website use responsive template. Example: for Bootstrap that values are "*pull-left*" and "*pull-right*", for Foundation are "*left*" and "*right*", for Skeleton "*u-pull-right*" and "*u-pull-left*"…

Folder tree maximum level

Inside Manager top-toolbar are few navigation elements, but major is select dropdown folder list. Main Joomla media folder is "images" and that is first level, all subfolders are next level.

Filenames lowercase

If you enable these settings than Manager will rename uploaded files to lowercase filenames.
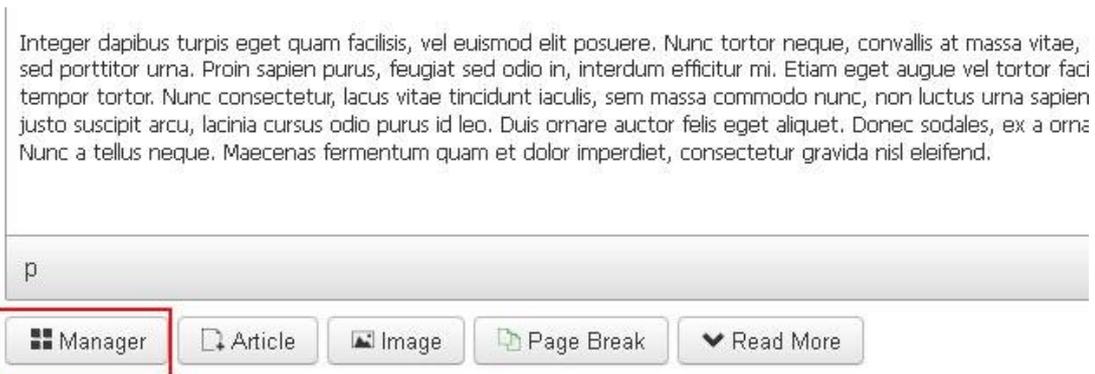
Usage

Image 6 – Manager editor button

Manager button is at the editor bottom left position, and it opens a Manager pop up window.
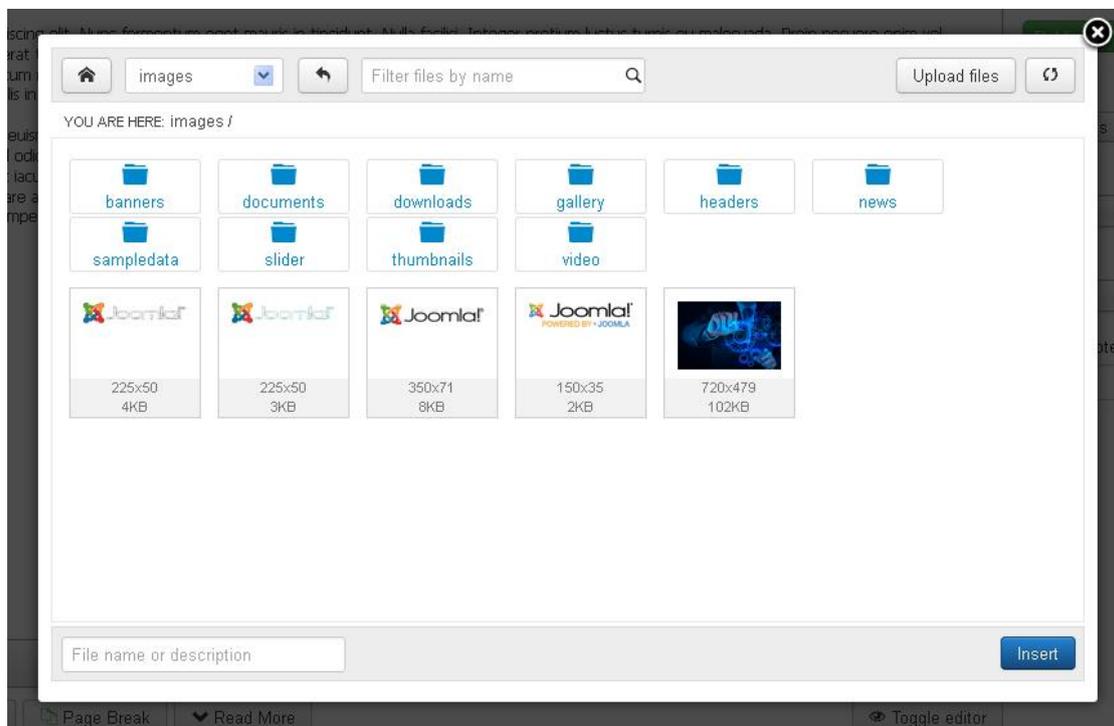

Image 7 – file manager

Toolbars

Image 8 – top and bottom toolbar

1. Home button (folder "images")

2. Select dropdown folder list ("main menu")

3. Return to selected ("back to selected folder inside drop down list")

4. Find file inside current folder (filter view)

5. Upload button (open upload form)

6. Refresh current folder list (after upload need to reload)

7. Crop and resize images (open crop and resize form)

8. Info bar and input field to set image alt tag or document link title

9. Image container (Editor, Intro image, Full text image)

10. Image align (none, left, right)

11. Insert button

NOTE:

Image 8 does not show *bredcrumbs* and *progressbar*.

If we click on some image, fields 7, 8, 9 and 10 are visible, but if we click on some document, that part is different (*Image 12*).

Upload files

If we press upload button it will open pop up window with upload form.
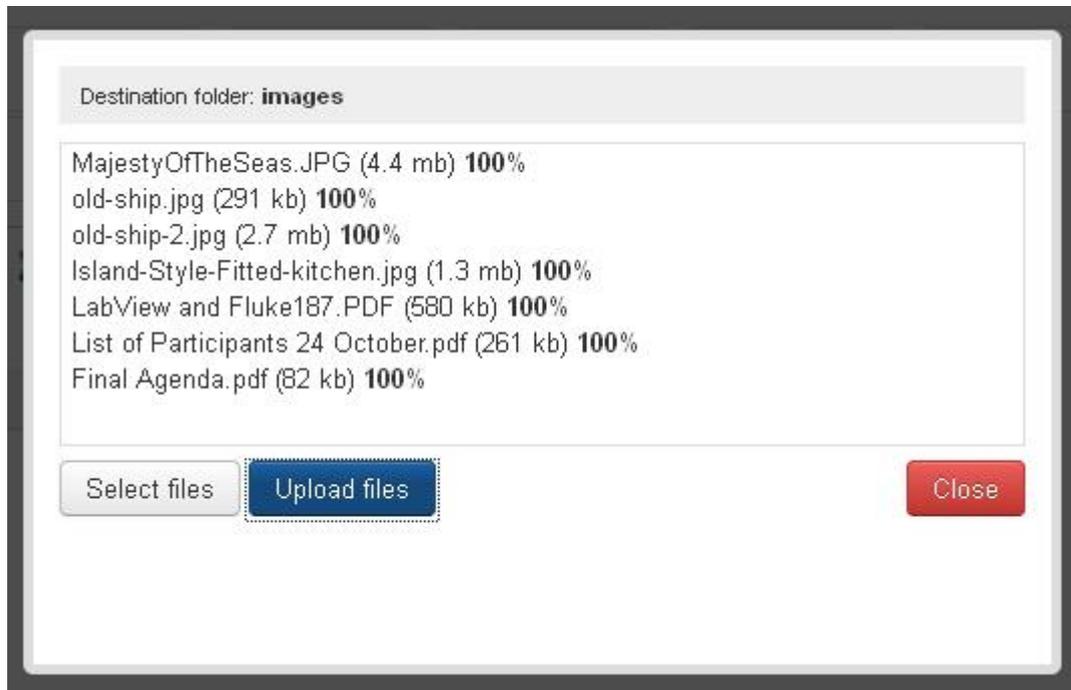Next image shows finished upload process of multiple and different file types.

Image 9 - Upload files

NOTE:

First file on the list is 4.4MB weight (image *MajestyOfTheSeas.JPG*), but after upload it get new lower size of 128KB ("*Resize uploaded images*" is enabled).

System also replace spaces in filenames with hyphens.

After upload need to close these pop up, and reload current folder

Crop and resize images

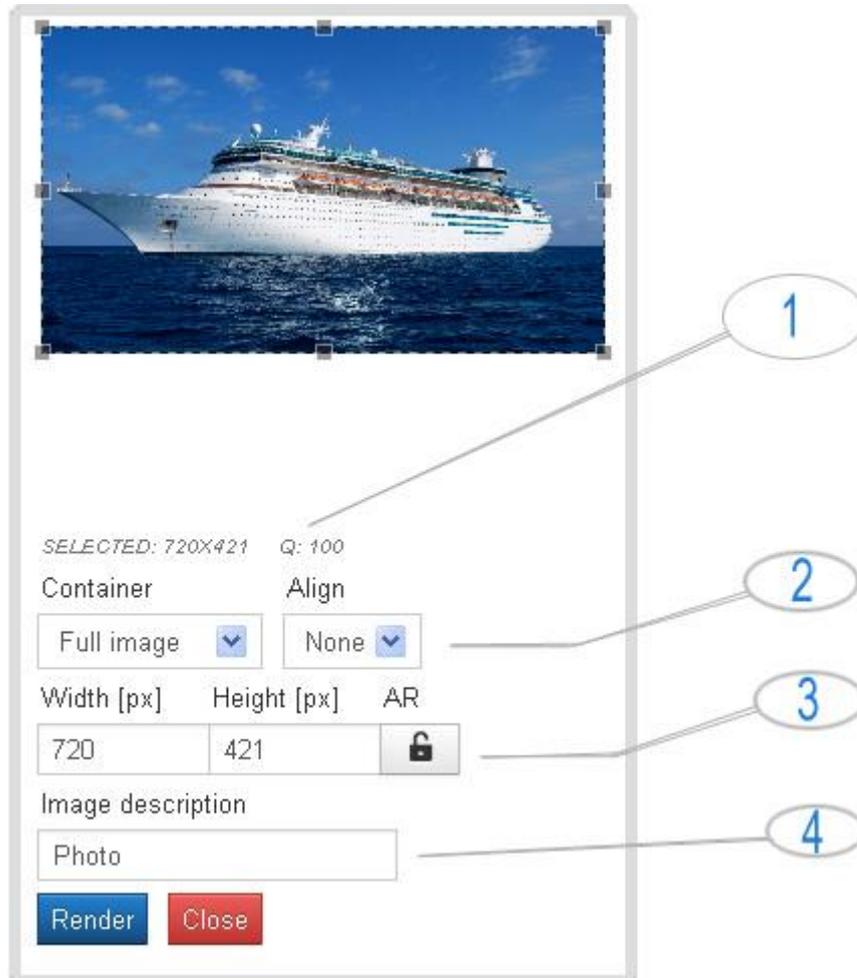Select some image and press Crop and resize button

Image 10 - Crope and resize images

1. Info bar shows selected image area, Q is calculated new image quality, and next is progress bar (not shown).

2. Container (Intro image, Full text image, Editor), Align (none, left, right)

3. Multiple options fields (Width, Height, Aspect Ratio lock/unlock):
   - shows current selection (like Info bar)
   - if we enter new Width it will calculate Height depends on selected AR
   - AR lock will lock desired width and height, but we can change selected area

4. Image description (image alt tag)

RENDER: processing
CLOSE: close this form

Crop and resize images

Example: *Quality*

Image 11 - Crop and resize images

This example shows that selected area is smaller than desired new image and because of that, Q (image quality) is displayed in red (<100%).
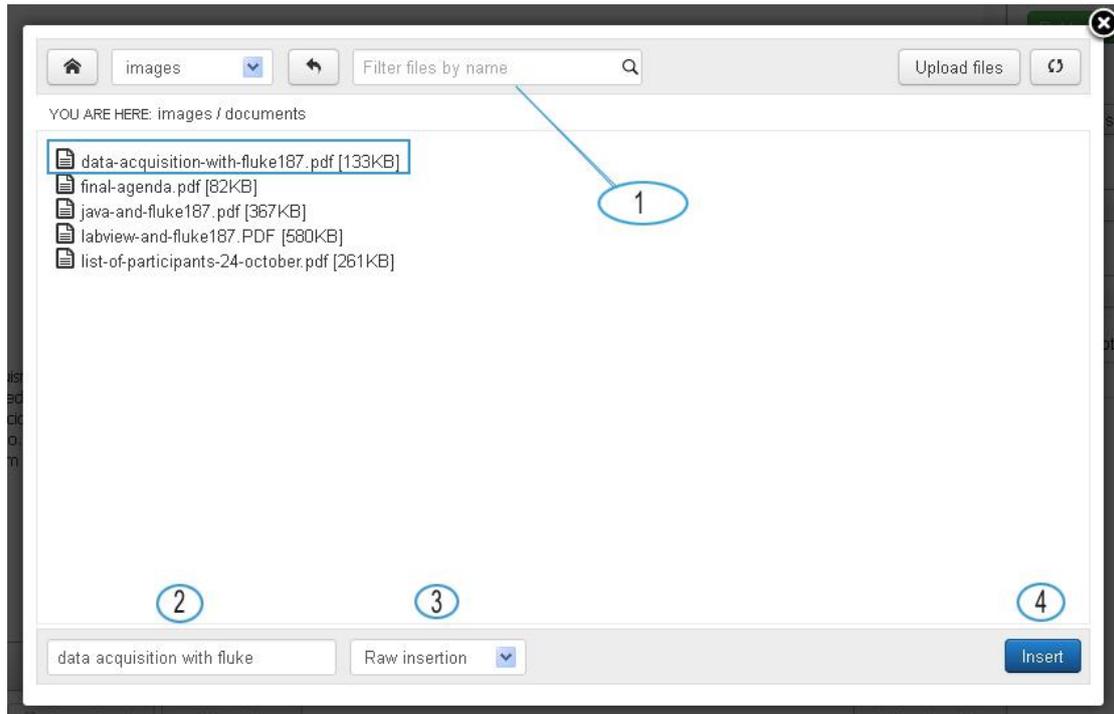
Working with documents

Image 12 - Working with documents

To insert some document into the editor, first need to click on empty space inside editor, open Manager, find desired document and click Insert button (4).

Description

1. Find file by name (filter view)
2. Shows selected file name (after insert it would be document link title)
3. Insert variant (Raw, Inside paragraph)
4. Insert button

Raw insertion

Select option "Raw" if you want to insert document within the existing paragraph, or if inside editor is prepared empty list element ("<li>").

 "Raw" insertion do this: "Title"

Inside paragraph

Can be used when we need to insert more documents in one step.
"Inside paragraph" do this: "<p>Title</p>".

Working with documents

Insertion type example: "Inside paragraph"

Need to upload 5 documents and all them insert into editor.

1. select empty space in editor
2. press button Manager
3. upload files
4. reload folder
5. insert documents (one by one) with selected option "Inside paragraph".

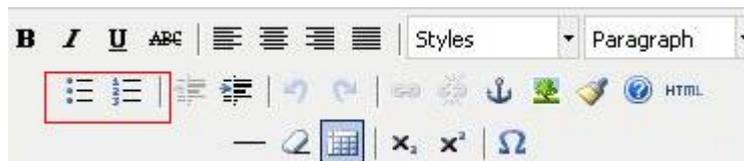After that, inside editor, we can group all 5 documents as list.

Image 13

FAQ

Working with images

1. On my website I use 2 different intro images sizes (210x140 and 120x 80) but when I open Crop and resize form there is preselected 120x100?

A:
First you didn't change default configuration Intro image size.
Need to go to Manager Options (*image 5*) and enter what you use most frequently (210x140 or 120x80).

Inside Crop and resize form you can set any intro-image size:

1. AR unlock
2. Enter desired intro image size (Width and Height)
3. AR lock
4. Select image area
5. Render new image

Working with documents and other files

1. After upload, filenames are written with lowercase letters?

A: Inside component options switch of "*Filenames lowercase*".

2. After upload video files I noticed that all have the same icon like my .docx and .pdf files? Is there something wrong?

A: That's ok. Currently, all files (except images) have the same icon.

3. When I select some document with numbers in filename, than inside Infobar, filename is written without numbers (eg. "my-cv-2014", inside infobar is "my-cv")?

A:
File name is filtered (without numbers and special characters) to help a user to write short descriptive document link title.
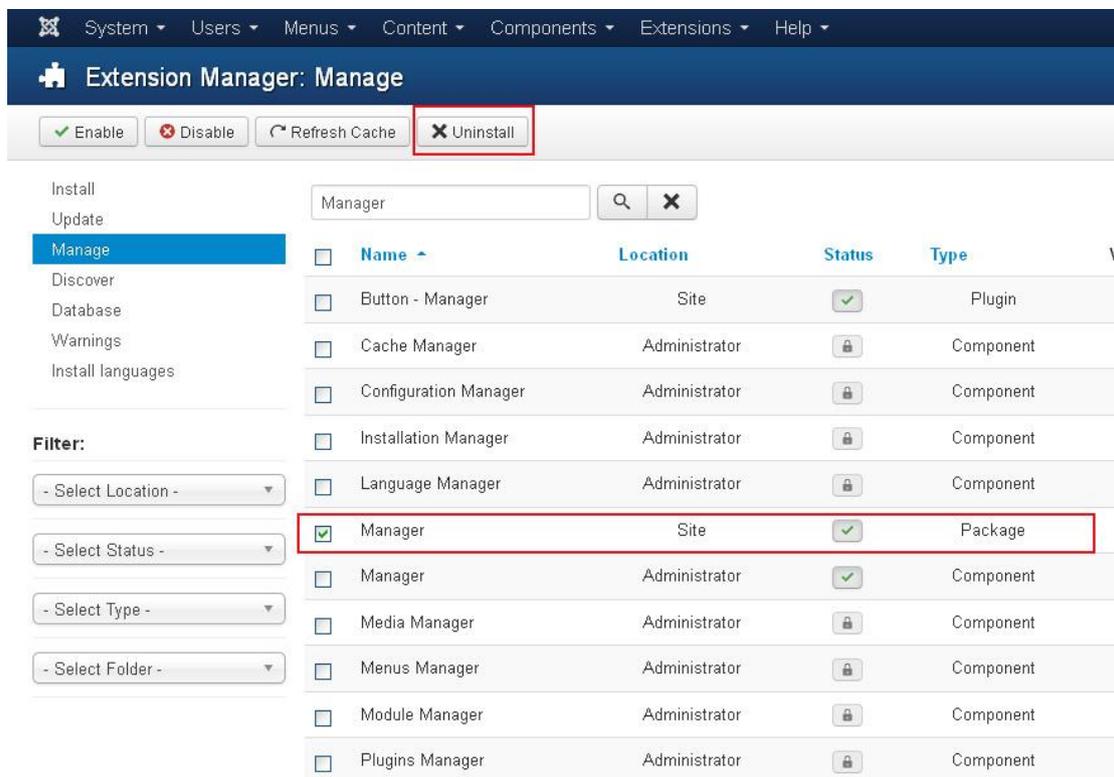
FAQ

4. I can't find option to rename file or folder and how to delete some file?

A: Manager v.1.0 leave that part to default Joomla Media Manager, but in next release that would be integrated

5. How can I remove this component from my Joomla install?

A: Go to Joomla *Extension Manager*, from the left sidebar menu select *Manage*, search for "Manager", and on the list select

- **Manager**, type: **package**,
- press *Uninstall* button

Image 14 – Uninstall Manager