

## Chapter: 5

# Content Summary Lists

(7.0.5)

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Using the Content Summary List module you can easily view any content in one place with links to full content pages. You can manipulate the output using the many display options such as: restricting the length of the preview, splitting long listings into many pages, selecting sections of the content item to be shown in list view, manipulating the displayed date and times, adding preview images, changing the ordering of the list, adding a feed of your list using RSS, restricting the visibility of a content item to one or more user groups.

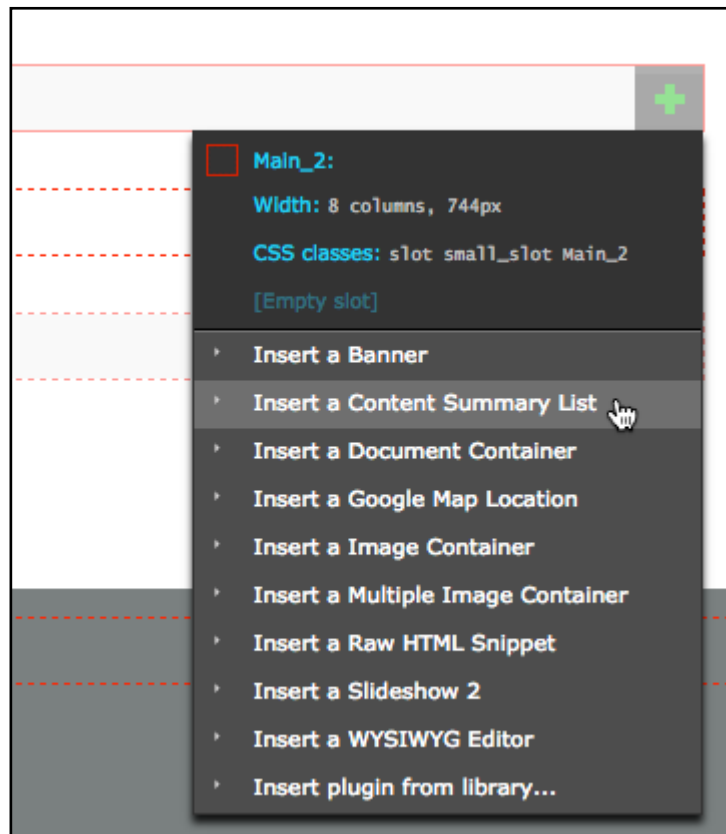
## Content Summary List

### Note

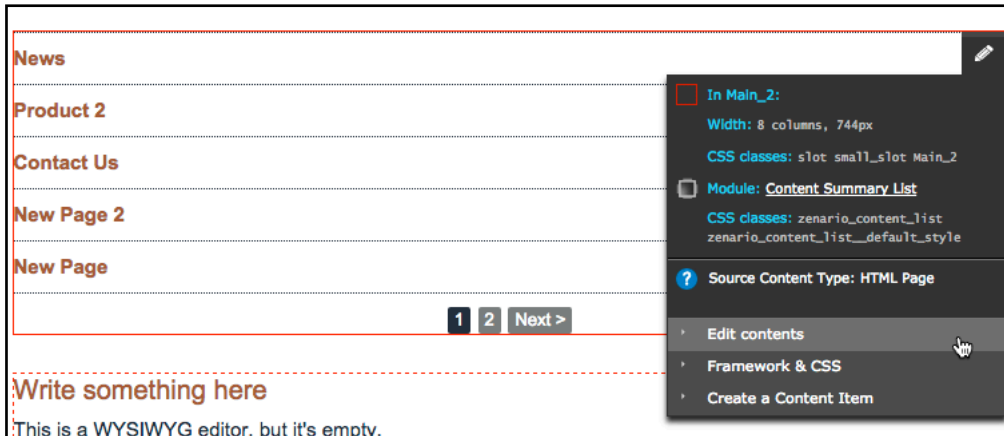
*A content summary list can also be used to create a list of news items, blog posts, news archives and web pages with assigned categories.*

In order to generate a list, in this example of news items, follow the steps below.

- 1) You can insert a "Content Summary List" on either the layout as a version controlled plugin or make a library plugin if wanting to reuse the settings (see Chapter 1 - Editing for more information on this). For the purposes of this guide we will insert a version controlled Content Summary List on the layout.



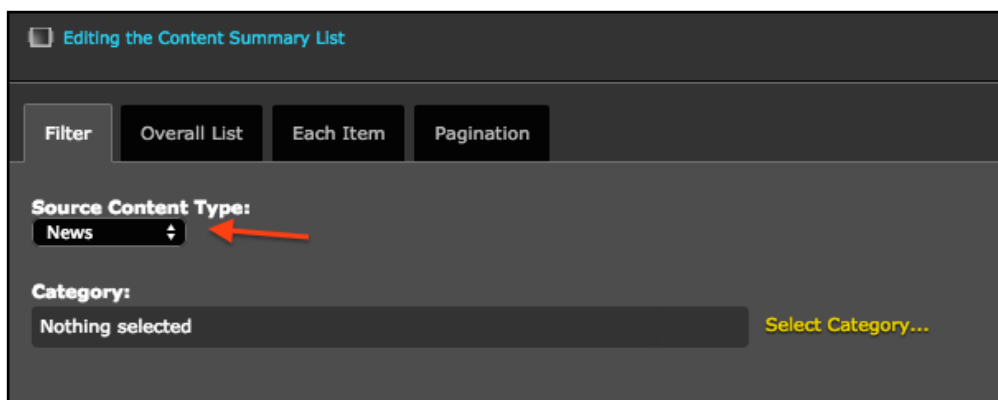
- 2) There will now be a list displaying on your page, and by default it will show any HTML pages. To change this go to the Edit tab in the admin toolbar and then click on the pencil icon of the plugin and choose “Edit contents”.



Note that this box also shows the “Source Content Type” as HTML page.

- 3) A pop-up box will appear that has several options for you to control how the CSL works.

The first tab is “Filter” here you can choose what type of content the list displays. We have chosen News.



4) The second tab is “Overall List”. Here you can show a heading to the list and choose it’s html tag, order the results in various ways, link to a longer list and also an option to generate an RSS feed (which is explained in more detail below).

The screenshot shows the 'Overall List' configuration tab. At the top, there are four tabs: 'Filter', 'Overall List' (selected), 'Each Item', and 'Pagination'. Below the tabs, the settings are as follows:

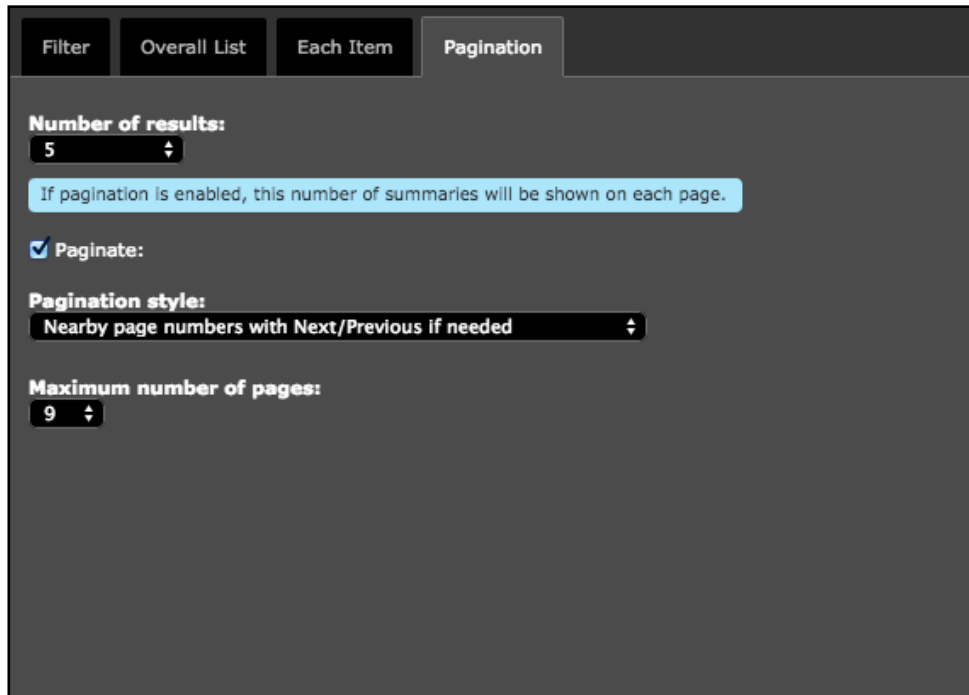
- If results:** A dropdown menu set to 'Show a heading'.
- Heading:** A text input field containing 'Latest News'.
- Title heading tags:** A dropdown menu set to 'Heading 2'.
- Title heading tags:** A light blue tooltip box with the text: 'Choose which HTML tags the heading will be displayed in.'
- If no results:** A dropdown menu set to 'Hide the plugin's output from visitors'.
- Order results by:** A dropdown menu set to 'Release date (most recent first)'.
- Order results by:** A light blue tooltip box with the text: 'We recommend that you give your content items a release date. If an item does not have a release date, the item's creation date will be used instead.'
- Show a link to another item:** An unchecked checkbox.
- Show a link to another item:** A light blue tooltip box with the text: 'Use this if you wish to show a short list here, and a link to a further page with a longer list.'
- Generate RSS feed:** An unchecked checkbox.

5) The third tab is “Each Item” which has settings about how each listing item should show. You can choose to show the item’s title, an image associated with it, the release date, the author and author’s image (if applicable) and also any links to private items

The screenshot shows the 'Each Item' configuration tab. At the top, there are four tabs: 'Filter', 'Overall List', 'Each Item' (selected), and 'Pagination'. Below the tabs, the settings are as follows:

- Show title:** A checked checkbox.
- Show text preview from:** A dropdown menu set to 'Item's summary'.
- Show sticky image:** An unchecked checkbox.
- Show sticky image:** A light blue tooltip box with the text: 'The sticky image attached to the content item will be shown if it exists. For picture content items, a thumbnail will be automatically generated if no sticky image exists.'
- Show item's release date/time:** An unchecked checkbox.
- Show writer name:** An unchecked checkbox.
- Show writer image:** An unchecked checkbox.
- Links to Private Items:** A dropdown menu set to 'Only show to authorized Users'.

6) The last tab is "Pagination". Here you can control the number of results on a page and how many pages should be shown. Navigation buttons will appear at the bottom of the list if pagination is turned on.



The screenshot shows a dark-themed configuration panel with four tabs: "Filter", "Overall List", "Each Item", and "Pagination". The "Pagination" tab is active. It contains the following settings:

- Number of results:** A dropdown menu set to "5". Below it is a light blue tooltip that reads: "If pagination is enabled, this number of summaries will be shown on each page."
- Paginate:** A checked checkbox.
- Pagination style:** A dropdown menu set to "Nearby page numbers with Next/Previous if needed".
- Maximum number of pages:** A dropdown menu set to "9".

7) The end result will look something similar to this.



The screenshot shows a "List of Content" page with a list of news items and pagination controls at the bottom.

List of Content	
News 7	
News 6	
News 5	
News 4	
News 3	
1 2 Next >	

## RSS feeds

If you would like an RSS feed for your list select the 'Overall List' tab and tick the 'Generate RSS feed' option.

Editing the Content Summary List

Filter Overall List Each Item Pagination

**If results:**  
Show a heading ▾

**Heading**  
Latest News

**Title heading tags**  
Heading 2 ▾  
Choose which HTML tags the heading will be displayed in.

**If no results:**  
Hide the plugin's output from visitors ▾

**Order results by:**  
Release date (most recent first) ▾  
We recommend that you give your content items a release date. If an item does not have a release date, the item's creation date will be used instead.

Show a link to another item:  
Use this if you wish to show a short list here, and a link to a further page with a longer list.

**Generate RSS feed:**

Once saved an RSS Feed button will display on your list:

