

JOUWEB AGENCY

Articirra Publisher Free Support Manual

Product version 0.7.226 · Manual edition 1.0

17 November 2026

Installation, Facebook connection, everyday publishing, schedules, delivery checks, troubleshooting and recovery for Joomla website owners and support staff.

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1 Start here

This manual explains how to install, configure, operate and support Articirra Publisher Free for Joomla. It covers version 0.7.226, including the supplied Articirra logo, the Free network restrictions and the first-install class-loading repairs. It is intended for website owners, editors, administrators and hosting support staff.

Articirra runs inside your own Joomla installation. It prepares article-based social posts, records jobs, sends eligible posts to your authorised Facebook Page and helps you investigate the result. Joomla, your hosting service and Meta each have a separate role. A saved setting does not prove that a scheduled task is running, and a successful connection read does not prove that publishing is permitted.

The most important operating rule

When a delivery outcome is uncertain, check the existing Facebook post before authorising another attempt. Status checks ask about an existing attempt; Retry and Re-Publish can lead to a new publishing request. Use the job evidence and the actual Facebook Page together.

A short route through the manual

1. New installation: read chapters 2 to 7, then configure scheduling in chapter 11.
2. Daily editorial work: use chapters 8 to 10 and the daily checklist in chapter 24.
3. A missing or failed post: start with chapters 14 to 18, then use the symptom guide in chapter 25.
4. A server migration, reinstall or JED submission: use chapters 22, 23 and 27 and the recovery procedures in chapter 26.

The HTML edition includes a linked contents list, links back to the contents and a browser Print button. The PDF includes linked contents and bookmarks. Search the PDF or HTML for the exact error wording when troubleshooting.

Examples and live actions

Example article titles, hashtags, domains, server paths and times are illustrations. Replace them with your own values. Running publishing, approving work and deliberately re-publishing are

operational actions; simply reading a guide, checking status or inspecting an account identity does not send a new post.

2 Understand the Free edition

A fresh installation starts in Free mode without a purchased licence. Free does not have a paid renewal date. Installing the Free download over a site that already has a valid signed paid entitlement preserves that entitlement; it does not force the site back to Free. Confirm the active edition shown in the application before comparing its controls with this manual.

Capability	Free version 0.7.226
Publishing destination	One connected Facebook Page
Post image allowance	One main image, including a permitted Facebook image override
Editorial controls	Article network selection, shared hashtags, short summary and social preview
Operations	Jobs, scheduling, status checks, confirmations, diagnostics and safeguards
Planning tools	Calendar, publishing rules and Facebook post templates
RSS intake	Up to two saved feeds, with draft import for review
Exports	CSV, JSON, Markdown and plain text
Paid features	Other networks, multiple-image publishing, Gallery, Article Video, Arti, evergreen campaigns, TikTok Roundup and Agency facilities are unavailable

The Article Image Gallery plugin is included in the package but remains inactive for Free. A Gallery or Article Video tab may present an availability notice rather than editing controls. Do not enable the bundled plugin manually as a way to obtain paid functionality: its entitlement checks still apply.

Network settings show the Free connection controls and the message **Upgrade For More Networks**. Agency settings and the planned-network preparation forms are not part of the Free settings navigation. Upgrading does not automatically authorise another network; provider credentials and account permissions are still required.

Free is the Joomla edition described here. WordPress releases have their own feature allowances and version numbers. Instructions from a paid, Master or WordPress installation may show extra buttons and should not be used as a Free feature list.

3 Check the website before installation

Use a supported Joomla 5.4 or Joomla 6 installation, a working HTTPS address, a supported PHP configuration and a database appropriate to Joomla. The component ships MySQL/MariaDB installation scripts; do not infer PostgreSQL support from Joomla core supporting that database. Joomla 7 is not a compatibility claim for this release.

Hosting requirements

- Ask the host to confirm that the website PHP version and the PHP used by cron both meet your Joomla release requirements. Joomla 6 requires PHP 8.3 or later.
- The server needs outbound HTTPS access to Meta and, for update checks, the configured update server.
- PHP Sodium is used for encrypted credentials and licence verification. Ask the host to enable the extension if an error explicitly reports that it is missing.
- Joomla needs writable temporary and installation directories. Check the configured temporary path, available disk space and upload limits if installation fails before files are copied.
- Scheduled operation needs a reliable trigger: Joomla Web Cron, a suitable server cron command or another supported Joomla scheduler arrangement.
- Joomla mail must work if watchdog email alerts will be used.

Access and backup

Make a restorable backup of both the database and site files before installing or updating. Confirm that you can reach the hosting file manager if an administrator error blocks Joomla. Record the Joomla version, PHP version, active domain and the installer filename. Keep the backup outside public download folders.

Use a Joomla administrator account with extension-install permission for installation. Later, use the minimum permissions appropriate to each editor. A person who can edit an article may not have permission to change Articirra settings, run publishing, review a revision or manage Scheduled Tasks.

Facebook preparation

You need a Facebook Page that you are authorised to manage, a Meta developer app configured for the connection flow and the applicable publishing permissions. A Facebook personal profile is used to authorise access; Free publishes as the selected Page. App approval requirements depend on how the app is used and who uses it.

4 Install or update Articirra

First installation

1. Download the complete **pkg_articirra_free-0.7.226.zip** installer from the authorised download location.
2. Sign in to the correct Joomla administrator. Check the domain before uploading.
3. Open **System → Install → Extensions** and choose the package upload option.
4. Upload the complete ZIP. Do not extract it and do not upload an individual constituent plugin instead.
5. Wait for Joomla to finish. Read all installation messages, including any warning shown after a success message.
6. Open **Components → Articirra Publisher**, then reload an administrator page to confirm that the enabled plugins load.
7. Confirm that the edition is Free and that the expected Facebook-only controls appear.

The package installs the component and its Content, Task, Console and System integrations. On a first installation the core integrations are enabled. The bundled Gallery is inactive for Free. The installer does not connect social accounts and does not send social posts.

Updating an existing installation

Install the newer complete package over the existing version. Do not uninstall as an update step. Review settings, connection status, Scheduled Tasks and a representative article afterwards. Updating existing plugins preserves later manual enable/disable choices, apart from enforcement of the Gallery restriction in Free.

The branding revision retains version 0.7.226 at the publisher’s request. An installation already showing that version will not receive a same-version update notification. To receive the refreshed logo and favicon, manually reinstall the refreshed 0.7.226 ZIP. If you distribute an update feed, use the checksum that belongs to that exact ZIP.

When success is followed by an error

A package-success message means Joomla reached that installer result; it does not prove that a plugin can run on the next request. Record the full class name and use chapter 26. Do not repeatedly uninstall and reinstall without a backup, because operational records and configuration may be affected.

5 Find your way around the interface

The Free header navigation is **Jobs → Planner → Safeguards → Settings → License**, with License last. TikTok Roundup belongs to the full Articirra Publisher version and is not available in Free. Ask Arti is also not a Free feature. The License control opens a panel rather than another publishing menu. Click outside it or use the available close behaviour to dismiss it.

The Jobs menu contains **Publishing, Search, Export, Status Check, Confirmations, Health and Diagnostics**. The active control has a contrasting background. Open the section you need; this menu is designed to show one working panel at a time.

Article editor navigation

Open a Joomla article and choose **Articirra Publisher**. Its internal sections include Network selection, Shared hashtags, Article Image Gallery, Article Video, Overrides and Social preview. Free-only restrictions determine which panels provide editable controls and which show an availability notice. Gallery and Video are not Free media editors.

Small screens

On narrower screens, the header navigation and Jobs controls collapse into mobile menus. Open the appropriate menu before looking for Search or Health. Job rows adapt into a more compact layout. An article title is intentionally shortened in the grid; its link opens the article and the Joomla Article ID identifies the source record.

Publishing evidence, View prepared post and Report Duplicate open as popups. Close a popup with its top-right X, by clicking outside it or with Escape where supported. Closing a popup does not itself confirm a post, retry a job or submit a duplicate report.

Save controls

Use the save button belonging to the current form. Save Settings applies settings; Save templates applies post templates; a Joomla article needs its normal Save or Save & Close. Changing a preview or switching a tab is not a substitute for saving the underlying article or form.

6 Connect your Facebook Page

Configure the Meta app

1. Open the Meta developer dashboard for your own app and confirm that its configuration permits the required Facebook Login and Page publishing flow.
2. In Articirra, open **Settings → Networks** and locate the Facebook Meta API connection block.
3. Copy the callback address displayed by Articirra. It includes your actual website root and the administrator callback task.
4. Add that exact HTTPS callback to the appropriate redirect configuration for your Meta app. Preserve the domain, any site subdirectory and the full query string.
5. Enter the Meta App ID and App Secret in Articirra. Save Settings before starting authorisation. A blank secret field may mean retain the existing secret rather than delete it.

The callback takes this form, with your own domain and optional site directory:

```
https://example.com/administrator/index.php?
option=com_articirra&task=connect.callback
```

Version 0.7.226 requests **pages_show_list**, **pages_read_engagement** and **pages_manage_posts** for the Facebook-only authorisation flow. These are the scopes in this build, not a promise that Meta will approve an app or grant every Page task. Use Meta's current Page API and app-review guidance for the account and access level involved.

Authorise the Page

1. Choose **Connect with Meta**.
2. Sign in to the Facebook account with the required Page access.
3. Read the permissions and asset-selection screens. Grant access to the intended Page.
4. Return to Articirra and select the returned Page where requested.
5. Check the saved Page identity and the connection's ready/connected state.

6. Open Jobs → Diagnostics and check the Facebook connection. Finally, use one deliberately authorised test article to verify real publishing.

The Free edition uses one Page. Multi-Page selection on a different edition is not the Free workflow. Do not assume that a Page shown in Facebook will be returned to the app if that asset was not granted to it.

What a successful connection proves

A ready connection means the stored account information meets the connection checks available to Articirra. A diagnostic identity read confirms less than a successful post. Meta can still reject publishing because of permissions, app access level, account restrictions, media requirements or rate limits. Verify the first approved post on the actual Page.

7 Repair and maintain a connection

The Page is missing

Check which Facebook account authorised the app, whether it has the necessary Page tasks and whether the Page was included in the authorisation. Review the app's current mode, access permissions and asset grants. Reauthorise after correcting those settings. Do not paste another Page's token into unrelated settings or assume that a website login grants API access.

Redirect or callback error

Compare the callback shown inside Articirra with the app's registered redirect. Common differences are http versus https, www versus no www, an old domain, a missing Joomla subdirectory, a missing administrator path or a changed query string. Do not replace a displayed ampersand with the literal characters & when entering the actual callback in Meta.

Expired or invalid token

Open the connection settings, confirm the correct app and authorise again. A token can become unusable after permissions are revoked, app configuration changes or the authorising account loses Page access. Reconnection may restore future access, but it does not establish the result of an earlier interrupted post. Check uncertain jobs separately before retrying.

Reset Meta connection

Use Reset Meta Connection only when you intend to clear the saved connection details and reconnect. Note the Page and App ID first, retain a secure record of the app configuration, and consider pausing publishing during the change. Resetting the connection is not a way to delete posts already on Facebook and is not a substitute for resolving existing job evidence.

After changing the website address

Update the Meta app's allowed website/redirect settings, confirm HTTPS and reconnect from the new site. Review public article and media URLs, cron commands, any site-url argument, Joomla

configuration and the update-server setup. See chapter 22 before moving the database or changing the Joomla secret.

Keep App Secrets, access tokens and complete authorisation URLs private. Screenshots for support should show the error and account label without exposing credentials. If a credential has been disclosed, revoke or rotate it through Meta and reconnect the affected installation.

8 Prepare an article and choose publishing

Articirra uses saved Joomla article data and separate social preferences. Begin by checking the article title, body, category, access level, publication state and dates in Joomla. Open the public article in a private browser window before scheduling a social link.

Eligibility

The worker checks that the article is published and public, that its category and parent category chain are published and public, and that the publication window permits posting. A future Start Publishing date holds a post until eligible. An expired Finish Publishing date or an unpublished category can prevent dispatch. A social selection does not bypass these checks.

All networks

All networks = Yes is the default. It means every connected network allowed by the active edition; in Free that is Facebook, when its connection is ready. It does not enable paid channels or create a Meta authorisation. Individual network selectors appear when All networks is No.

1. To publish to Facebook, choose All networks Yes, or choose No and set Publish to Facebook Yes.
2. To prevent an article being selected for social publishing, choose All networks No and set Publish to Facebook No.
3. Save the Joomla article, reopen it and confirm the saved selection when the decision is important.

Yes is green and No is red in the Articirra selectors, with readable selected text and a soft border. It is valid to turn every available network off. If the editor freezes when switching the final network off, record the browser and version; that was a defect, not a requirement to keep a network selected.

Do not confuse selection with cancellation

Turning a network off governs eligibility, but does not retract an accepted Facebook post. Inspect any existing job as well. If a queued job should no longer run, use its available cancellation control

and verify the saved status. A request already in flight cannot reliably be recalled by switching a selector.

9 Write social text and manage hashtags

Short summary and overrides

Use a headline and a short, factual summary appropriate to the article. The Free edition does not generate AI captions. The summary is a social preference; it is not an instruction to rewrite the Joomla article body. Where no summary is supplied, the normal preparation logic can derive an introduction from article text. Review the prepared post rather than assuming an empty field produces an empty post.

The saved short-summary allowance in this release is 600 characters. Avoid long press-release paragraphs, unsupported claims and time references that will be wrong when the post actually runs. If the title is long, use a concise factual social summary. A title truncated in the Jobs grid is only a display treatment; it is not evidence that the complete prepared social text was shortened.

Shared hashtags

The article's Shared hashtags section separates category, brand and library choices from network-specific overrides. Use the search fields to find saved tags. Where the picker offers creation, type the tag and press Enter to save/select it. The leading # is optional in the supported entry controls. Review the final selection before saving.

- **Category hashtag:** choose a relevant category tag or use the configured Joomla-category mapping.
- **Brand hashtags:** select relevant brands from the brand library. These are hashtags, not account mentions.
- **Hashtag Library:** choose topical tags maintained in Settings.

Articirra normalises supported hashtag inputs and removes repeated tags in prepared output. The app's hashtag features are not an @mention system. Keep tags relevant and readable instead of treating a technical maximum as an editorial target.

Maintain the libraries

Settings separates Category Hashtags, Hashtag Library and Brand Hashtags. Save edits on the page being changed. A category mapping uses Joomla category IDs and tags already present in the

available list. For example, a mapping such as {"12":"#Motoring"} means category 12, not the twelfth item displayed in a menu.

Brand and library import controls accept a supported CSV or TXT file, one hashtag per row in one column, UTF-8 and up to 1 MB. Use the downloadable sample, inspect the import report and then Save Settings. An import merges entries; importing a file is not by itself proof that the settings save succeeded.

10 Select the main image and inspect previews

Free allows one Facebook main image. Articirra normally uses the article's full image and falls back to its intro image if no full image is set. A Facebook image override can replace the social image without changing the article's own image selection. Additional-image controls and Gallery copying belong to paid media features.

Choose a suitable image

1. Upload the image through Joomla's Media Manager or use an existing permitted image.
2. Set the article full or intro image, or select the Facebook override in Articirra Overrides.
3. Confirm that the image is the intended file and is available at a public HTTPS URL.
4. Save the article and inspect the Facebook social preview.
5. After preparation, inspect View prepared post in the job as the record of that revision.

The image used in an article body is not automatically the main article image. A picture embedded in JCE content can therefore be visible on the website while the article's full/intro image fields remain empty. Check those fields first when the social preview has no expected picture.

Public accessibility and provider acceptance

Meta must be able to access the media URL used by the publishing request. A file that opens only in a logged-in administrator session may not be usable. Check for password protection, hotlink rules, invalid certificates, blocked crawler requests and stale file paths. Joomla accepting a file upload does not guarantee that Meta accepts its format or encoding.

Preview limits

The article preview is a preparation aid, not an exact reproduction of the Facebook interface. The network can crop images, rearrange presentation or apply its own link-card behaviour. Review the actual Page after a test post. If you change source text or imagery after preparation, inspect whether a fresh preparation and approval are required rather than assuming a frozen job silently updates.

Uploaded video, embedded video, autoplay, multiple image captions and the No image or Video Gallery selector are outside the Free media workflow. Do not use paid-version video instructions to configure this edition.

11 Set up the publishing schedule

Articirra has two different timing concepts: a post's due time and the mechanism that wakes the worker. Both must be correct. An article can be ready for 09:00 while no worker runs until 09:20. A scheduled task can also run correctly and find no eligible posts.

Joomla Scheduled Tasks mode

1. Open Settings → Scheduling and choose Joomla Scheduled Tasks as the publishing trigger.
2. Confirm that Task - Articirra is enabled.
3. Choose the offered publishing interval, such as every 5, 10, 15, 30 or 60 minutes, or Manual only where appropriate.
4. Set the task status intentionally. An existing custom schedule can be retained where the settings page offers that option.
5. Save Settings and inspect the task's saved state, last run and next due time.
6. Configure a reliable Joomla scheduler trigger and verify that the Last Run value advances without an administrator repeatedly opening the page.

If multiple publishing tasks are found, review them in Joomla Scheduled Tasks before changing the interval from Articirra. Do not create several tasks for the same work just to make a stalled queue move faster. Permission to edit Articirra is separate from Joomla permissions to create, edit and enable tasks.

Three separate routines

Routine	Purpose
Articirra: process social posts	Prepare eligible articles and process publishing jobs
Articirra: check post statuses	Check due unresolved outcomes without publishing or retrying; up to five due jobs per run in this release

Routine	Purpose
Articirra: watchdog and alerts	Inspect health and grouped alerts without publishing posts

Configure and enable the status-check and watchdog routines separately if you want them. A five-minute status-check interval is the task's guidance; actual automatic checks also respect back-off delays and manual-review holds. The publishing task does not replace every other routine.

Choose a trigger appropriate to the host

Joomla offers visitor-driven lazy scheduling, a Web Cron URL and server-side CLI scheduling. A quiet site can delay lazy execution. For predictable operation, use a supported cron arrangement and verify it. Avoid unintentionally running several independent triggers for the same work. Chapter 12 gives examples suitable for hosting control panels without SSH.

12 Configure cron without SSH

You do not need an interactive SSH session if the hosting control panel can create cron jobs. You still need the correct command, PHP executable, site path, permissions and frequency. Ask the host for those values instead of copying another website's filesystem path.

Run Joomla Scheduled Tasks from cron

For Joomla Scheduled Tasks mode, a hosting cron command can invoke Joomla's scheduler. The following is a template, not a ready-to-run command:

```
/path/to/php '/path/to/site/cli/joomla.php' scheduler:run --all
```

This starts due enabled Joomla tasks. It is different from Articirra's direct publishing command. Keep the relevant Articirra task routines enabled, retain cron output while testing and check Last Run values. Have the host confirm a suitable trigger interval and handling of overlapping runs.

Run the direct Articirra publisher

If you choose **Server Cron** inside Articirra, enable Console - Articirra and copy the command shown by the actual settings page. Its form is:

```
/path/to/php '/path/to/site/cli/joomla.php' articirra:publish --site-url='https://
example.com'
```

The site-url value is the public HTTPS Joomla root, including a subdirectory if applicable. The command checks that Articirra is configured for Server Cron. It does not supply your status-check or watchdog schedule; configure those separately through the supported task routines if required.

Use Joomla Web Cron when appropriate

If the host only supports URL-based scheduled requests, use the Webcron Link generated by Joomla Scheduled Tasks Options. Do not invent its hash or publish the full secret URL in support documentation. Reset the access key and update the cron job if that URL is disclosed. This is Joomla's scheduler mechanism, not a public Articirra publishing endpoint.

Confirm operation

1. Keep command output or cron emails enabled during initial testing.
2. Verify that cron uses a PHP version supported by the installed Joomla release.
3. Check the task's last execution and Articirra's recorded invocation.
4. Inspect the job result after a deliberately authorised test.
5. Only reduce routine output once the schedule is working and errors are captured elsewhere.

A heartbeat is evidence that code was invoked. It is not proof that every job succeeded. A hosted website cannot independently report its own outage if its scheduler is also stopped.

13 Use the Planner and routing rules

Calendar

Planner → Calendar shows prepared jobs for a selected month, with network, status and Facebook Page filters. Read the time zone printed on the page. Use Jobs for the delivery outcome. The calendar can omit entries when its matching-job cap is reached; narrow the filters if the page reports truncation.

1. Save the article with Facebook selected and confirm that it is a suitable published article.
2. Select a current or future calendar day to open Schedule a social post.
3. Search published articles and choose the correct record.
4. Select the authorised Facebook Page destination.
5. Enter the intended date and time in the displayed time zone and choose Schedule Post.
6. Inspect the created Job number and Article number. Review the prepared copy and any approval requirement.

A scheduled job is still subject to article eligibility, saved network selections, safeguards, connection readiness and worker execution. Where a calendar job remains editable, use Save Time or Cancel Job. Do not expect to edit the timing of a request already sent to Facebook.

Publishing rules

Rules narrow destinations already selected in an article. They never switch on an unselected network or add an unselected Page. Conditions include category, Joomla tag, language and a keyword. Rules run from top to bottom; Exclude wins, and Stop after this match skips later rules.

For example, a Free site can exclude articles in an internal-notices category from Facebook even when an editor selected publishing. Name the rule clearly, choose the correct category ID, select Exclude and Facebook, enable the rule and save it. Use Preview saved rules with an Article number to inspect routing without creating a job or publishing.

Rule changes affect new preparation. They do not automatically rewrite or reopen an existing cancelled job. Review the reason and current article selections before using an available Retry action to prepare again. Deleting a log entry is not a way to reset the job’s deduplication key.

14 Read the Jobs dashboard

Each job describes one publishing operation for an article and destination. Jobs can include read-only candidate entries that have not yet been prepared. A record appearing in the list does not mean a request has been sent.

Summary and detail

The summary shows status, the linked article title, Joomla Article ID, platform/destination, attempts and updated time. The detail area shows the result and actions such as Publishing evidence, View prepared post and Report Duplicate. Row colours distinguish networks in multi-network editions; Free normally displays Facebook jobs.

Use the Article ID to distinguish similar titles. Use the Job number to discuss a particular attempt with support. A remote post identifier is a Facebook reference and is different from both Joomla IDs. An attempts count is a processing measure, not a count of verified visible posts.

Search

Open Search and filter by article text, job state or Pages & Networks. Free offers the available Facebook destination. If an expected record is missing, clear restrictive filters and check whether it is a candidate, queued job or retained completed entry. A filtered snapshot is not a complete lifetime publishing ledger.

Inspect before acting

- **View prepared post:** inspect the saved revision, text, selected media and destination information available for that job.
- **Publishing evidence:** inspect the submission, acknowledgement, remote identifier and confirmation information that was actually recorded.
- **View Post:** open the recorded network link when available and verify that it belongs to the intended Page.
- **Report Duplicate:** record an observed duplicate on the same destination. It is not a remote-post deletion tool.

Older jobs can have incomplete evidence. If a result is uncertain, preserve the record and its identifiers while investigating. A popup can be closed without taking an action; selecting a form button inside it is a separate operation.

15 Understand publishing states

Display labels combine a job's processing state with the delivery evidence. Read the result text and available actions alongside the label. A network acknowledgement and a visibility confirmation are different events.

Displayed state or filter	Meaning and next step
Awaiting preparation	An eligible candidate has not yet become a prepared publishing job. Review article selection and worker operation.
Scheduled for later	The post is not yet due. Check the intended time and time zone.
Queued or ready	Work is waiting for an eligible worker run. Approval, pause or routing may still hold it.
Waiting for next attempt	A due-time or back-off delay applies. Inspect the previous result before intervening.
Publishing or Processing	An attempt is active or awaiting completion. Do not start a second attempt blindly.
Published - unconfirmed	Publication has not been confirmed by the available evidence. Check Status or inspect the Page manually.
Status unknown	The recorded outcome cannot establish what happened. Investigate the earlier attempt before retrying.
Published - confirmed	Confirmation has been recorded from available verification. Open the post if a business-critical check is needed.
Manually confirmed	An authorised user recorded that the post was visible. This is a human assertion, not a separate API guarantee.

Displayed state or filter	Meaning and next step
Needs attention or Failed	A problem needs review. Correct its cause and establish whether publication occurred before choosing Retry.
Recovery available or Recovered	An interrupted attempt can be recovered for review, or has been recovered. Recovery alone does not resend it.
Cancelled	The job will not continue normally. Cancellation does not remove an existing Facebook post.

Published-unconfirmed filters can be more specific: automatic check scheduled, automatic checks paused or manual review required. Repeatedly clicking Check Status may not remove a manual-review hold or provider limitation. Confirmed jobs do not need the ordinary unresolved-status check action.

Distinguish absence from uncertainty

Failing to see a post immediately in one browser view is not conclusive evidence of absence. Check the correct Page and post link, allow for platform processing and review the timestamps. A post visible to its administrator may have audience or visibility restrictions. Use the specific confirmation control that matches what you actually verified.

16 Run publishing and handle retries

Run Publishing Now

This is a live publishing action. It asks the worker to process eligible posts for connected accounts. It is not a connection test and is not necessarily restricted to the one row you were reading. Review the queue and safeguards before using it, especially after a hosting outage.

Publish selected unpublished posts

Select between one and five eligible queued posts per action with the publishing-selection checkboxes, then use the Publishing panel action. The Select unpublished control assists selection of appropriate visible entries. Inspect the selection and result. A job needing attention may need its specific Retry action before becoming available for normal dispatch.

Retry and Re-Publish

Use Retry after reviewing the earlier attempt, correcting a known problem and confirming that it is safe to prepare another attempt. Re-Publish is for an intentional new copy of something previously published. Editing a Joomla article is not a promise that its old Facebook post will be edited or that another copy will be created.

1. Read the job result and Publishing evidence.
2. If a remote identifier or uncertain dispatch exists, use status verification and inspect the Page.
3. If the post exists, record the applicable confirmation and stop the resend path.
4. If you have established absence, use Confirm Not Published where offered, then review the newly available retry path.
5. Correct the connection, media, routing or approval issue before retrying.
6. Inspect the new prepared revision and destination, then authorise dispatch when ready.

Cancel and delete

Cancel is a job-control action. Delete Entry removes a local log entry under the application's rules; it does not delete the article or remove the Facebook post. Retained deduplication information can prevent an article being automatically posted again after its visible log entry is removed. Use the supported intentional repeat/retry action rather than deleting records to force publication.

Export useful evidence before removing completed records. Do not edit the database directly to clear a publishing lock or fabricate a confirmed state. If supported recovery is unavailable, preserve the identifiers and contact support.

17 Check and confirm publication

Individual status checks

Check Status reads information about the existing attempt. It does not send a new post. If the API cannot confirm visibility, inspect the intended Facebook Page manually. Refresh Jobs reloads saved results; it does not itself ask Meta for a new status.

Bulk status checks

1. Open Jobs → Status Check.
2. Select the desired eligible jobs in the Status Check column, then choose Check Selected; or choose Check All Unresolved Posts to process awaiting jobs across pages.
3. Watch the progress and result messages.
4. Use Pause if necessary. The current check finishes before the pause takes effect; Resume continues the work.
5. Choose Refresh Jobs when you want to reload the stored results.

Do not assume that Check All Unresolved Posts is limited to the current visual filter or just the visible page. This feature is designed to cover unresolved work across the list. Bulk checks require JavaScript; individual Check Status remains the alternative where offered.

Confirm a visible post

Open the remote post on the correct account. Confirm its text, media, Page identity and timing. In the eligible job, tick the acknowledgement that you checked the account and saw the post, then choose the manual visibility-confirmation action. The job records the user's assertion; merely opening View Post does not confirm it.

Bulk manual confirmations

Use the Manual confirmation checkbox in each eligible row. Open Confirmations, verify every selected post, tick the acknowledgement and choose Manually Confirm Selected Posts. The action

supports up to 100 posts. The select-all option covers eligible visible rows on the current page, not a personal assertion that every post in the database was checked.

Confirm a post is absent

Use Confirm Not Published only after checking the original Page and establishing that the expected post is absent. Read the acknowledgement and confirmation prompt. An incorrect absence declaration can permit a duplicate on a later retry. Recording absence does not itself need to be treated as permission to publish another copy immediately; inspect the resulting job and available action.

18 Use safeguards and exact revision approval

Safeguards opens Articirra's Joomla component options. Users need the appropriate administrator permission to change these controls. Save the options explicitly and verify the resulting behaviour with one selected article.

Pause publishing

Pause publishing is the application-level stop for new dispatch while you investigate or maintain the site. It does not retract a request already in flight or remove Facebook posts. Review existing jobs and scheduled work before resuming. Turning a scheduler off prevents future routine invocations but is not the same control as the application pause.

Require exact revision approval

When enabled, a prepared revision needs approval before dispatch. Inspect View prepared post and its destination, then use Approve prepared revision or Reject revision where your permissions allow. A revision hash binds approval to the prepared material; an edited source or preparation can require review again.

For a controlled launch, configure the connection while publishing is paused. Before testing, review existing work and leave only the intended test article eligible. Enable exact-revision approval, then resume publishing so the normal worker can prepare it. Review the resulting copy and approve only the intended revision. A normal publishing run exits while globally paused, so it will not prepare new jobs in that state. A review checkbox is not a licence to silently send later rewritten copy.

Overdue posts

The Overdue posts setting offers Publish when eligible, Hold for review or Expire without publishing, with a late-tolerance value. Choose a policy that fits the content. A dated event reminder may be unsuitable for catch-up publishing after the event, even if an evergreen article can still be shared safely.

Set a tolerance in the permitted range shown in the form. In this release the configuration accepts 5 to 10,080 minutes. Test the chosen policy on a non-critical scheduled example rather than discovering its effect during a backlog.

After a change

Check whether existing prepared work is still eligible and whether it has the approval required for its current revision. A policy save is not evidence that all historical jobs were rewritten. Review older or interrupted records individually.

19 Monitor health and investigate incidents

Health

The Health panel summarises the retained Jobs list and available site metrics. It shows counts such as confirmed publications, unresolved outcomes, failed/attention-required jobs, overdue work, unresolved ages and recorded invocations. The view includes up to 100 completed or cancelled entries; it is not a lifetime service-level report.

Dispatch time means the final publication request, not necessarily the moment Facebook made the post visible. A five-minute on-time tolerance is a measurement convention. A heartbeat shows invocation rather than full success. Zero duplicate reports means no duplicates were reported through that mechanism, not that none ever occurred.

Watchdog

1. Open Safeguards and enable the watchdog if it is required.
2. Choose which publisher and status-check heartbeats should be monitored.
3. Choose a stale threshold appropriate to the actual task intervals.
4. Configure the separate Articirra watchdog and alerts Scheduled Task.
5. If emails are wanted, enable them, set the intended recipient and verify Joomla mail delivery.
6. Check that the watchdog invocation advances and that any test incident reaches the intended inbox.

A threshold shorter than the normal schedule can produce misleading stale warnings. Watchdog logic cannot run during a complete host outage, so use an external uptime check for that problem. Free does not include the Agency read-only monitoring-token setup.

Diagnostics and alert states

Diagnostics reads account identity without publishing. Review its result together with the job's provider response. Alert email accepted means Joomla's mailer accepted the send, not that the recipient received it. Use I received this alert only when the message actually arrived. Failed and unknown transmissions need their own review.

Report a duplicate

Use Report Duplicate after observing two copies on the same destination. Confirm that observation and add a concise note with the relevant post references. A report records an incident. Removing an unwanted remote duplicate is a separate Facebook action; the report form does not perform it.

20 Use post templates and the RSS inbox

Facebook post templates

Planner → Post templates can define plain-text copy using {title}, {summary}, {hashtags} and {url}. Leave the template blank to retain the existing format. A saved article-specific text override takes precedence. Save with Save templates, not the generic Settings button.

```
{title}

{summary}

{hashtags}
{url}
```

The template definition has a 3,000-character limit in this release. Unsupported placeholder names and HTML are rejected. A rendered post that is empty or exceeds the destination allowance is held rather than silently accepted. Template previews use sample data; inspect a real prepared revision before approving it.

Templates affect new preparation. They do not automatically replace an already approved job's exact text. When changing a template, review any intentionally retried preparation and confirm that its fresh copy matches the intended format.

RSS intake

The Free edition allows up to two saved feeds. Open Planner → RSS inbox using an Articirra administrator account. Add a clear feed name, a public HTTPS feed URL and an existing published Joomla article category where you can create content. Confirm that you have permission to reuse the feed's material and enable the feed when ready.

1. Save the feed using its own save action.
2. Choose Check feed to retrieve entries into the inbox.
3. Review each title, source and destination category.
4. Import a wanted entry as a Joomla draft, or skip it.

5. Open the created Joomla article and check the actual imported content, rights, images, category and social preferences.
6. Publish or schedule it only after ordinary editorial approval.

Importing a draft does not automatically publish the article or send a social post. Skipped entries are not re-added by the same feed under the normal deduplication behaviour. A feed being readable does not grant copyright permission, and a summary feed need not contain the publisher's complete original article.

The feed reader uses public-address checks. Private network URLs or an unsupported feed response can be rejected. If a server blocks retrieval, investigate the exact response rather than disabling address validation. Editing one of the two saved feeds is the supported alternative when the Free allowance is already used.

21 Save settings and export records

Settings and autosave

Settings pages use Save Settings and may also save after an autosave delay. A typical default delay is five seconds; the offered interval can be set between 3 and 30 seconds. Wait for the saved result before treating a change as complete.

If a save fails, read the validation message. Use Pause Autosave to stop further automatic attempts while correcting the field. An already-running request still needs to finish. You can use Save Settings for a deliberate manual save or Resume Autosave after resolving the problem.

A navigation failure that says the current page was kept means the replacement page did not load. Do not assume that the tab title proves new content was displayed. Wait for an in-progress save, preserve unsaved work if needed and reopen the intended section. A failed save should be corrected, not left to repeat indefinitely.

Exports

1. Set the Jobs search and state filters you need.
2. Open Export and choose the current filters or all jobs as the scope.
3. Review the available Page and date selectors.
4. Select CSV, JSON, Markdown or plain text.
5. Export and inspect the file before sending it elsewhere.

Use CSV for spreadsheets, JSON for structured technical analysis, Markdown for an editable report and TXT for a plain support record. Filters, date ranges and retained records determine the result. An export is not a full Joomla backup or a complete restore mechanism for settings, articles and credentials.

Delete only after considering retention

Local records can be useful when a provider response is disputed or a duplicate is reported. Agree a retention policy appropriate to the website. Delete Entry does not erase a Facebook post and

should not be used to force automatic re-publication. Keep exported support evidence in a secure location and remove private content before sharing it.

22 Protect access and maintain backups

Joomla permissions

Articirra defines component access, administration, publishing and prepared-post review permissions. Joomla separately controls article editing, extension installation and Scheduled Task management. Use a dedicated editorial group if several people work on the site, and test it with a normal account rather than relying only on a Super User.

An editor may need to choose social preferences without being allowed to change app credentials. A reviewer may approve prepared text without being allowed to install extensions. Where a button is missing, check both the edition and the user's authorisation before treating the interface as broken.

Credential handling

Store App Secrets and tokens only in the supported settings. Sensitive connection values are encrypted using the site configuration. A hidden or blank secret input can represent a retained saved secret. Do not include the database, configuration.php or token-bearing screenshots in a public support attachment.

Encryption at rest does not mean that a person with full control of the website can never obtain credentials. Protect hosting access, Joomla administrator accounts, backups and file-manager sessions. Keep cron secret URLs and any private licence receipt out of public downloads.

Backup and migration

Back up site files, the database and the relevant Joomla configuration together. Changing the Joomla secret or restoring the database onto a differently configured site can make encrypted credentials unreadable. Preserve the original secure configuration for a legitimate full restore, or reconnect accounts on the new installation.

Before copying a production site to staging, pause social publishing and disable the staging schedules. Otherwise the clone can retain real Page credentials and selected articles. Use separate app settings or revoke unneeded access on the clone. Verify the new domain, callback, article URLs and cron site-url before enabling a migrated installation.

Recovery plan

Keep the last known-good installer and a restorable backup. If an update fails, establish the last confirmed remote outcome before rolling operational data backwards. A database restored to before a successful Facebook post may no longer remember it. Reconcile those posts before resuming automatic publishing.

23 Update and distribute the Free release

Routine updates

Use Joomla's extension updater when the configured Free feed is live, or upload a complete newer installer over the existing installation. Back up first. After updating, check the active edition, plugin states, connection identity, task invocations and one representative article. A new version number alone does not prove the live publishing path was tested on your site.

Package update site

The configured Free feed is https://jouweb.co.za/updates/articirra-publisher-free.xml. It must be publicly reachable and point to the complete matching ZIP. A JED Checker pass on an updateservers tag does not establish that the URL works, that the ZIP is downloadable or that its checksum is correct.

The refreshed branded 0.7.226 package has a different checksum from the earlier unbranded file with the same version. Use the refreshed installer and its matching XML together. Existing 0.7.226 sites need a manual same-version reinstall for the branding revision; the updater should not offer the same version as a newer release.

Website maintenance for the distributor

1. Extract the website hosting bundle locally.
2. Merge the articirra folder into the jouweb.co.za document root to provide the supplied public product, documentation and support pages.
3. Merge downloads/articirra and upload the refreshed installer first.
4. Merge updates and upload the matching XML last.
5. Check the public product, support, documentation, ZIP and XML links without signing in.
6. Ensure the downloadable file is a ZIP rather than a login page or HTML error.

These directories are hosting assets, not a Joomla installer. Preserve unrelated files and Joomla's root index.php. If product content is maintained as Joomla articles instead, use the page text there and update published links to the real menu URLs.

Uninstalling

Uninstallation is removal, not an update procedure. Take a full backup and export any operational evidence you need before removing the package. Do not promise that every record or setting will survive uninstalling. The package manages its constituent extensions; avoid removing child plugins piecemeal as a troubleshooting shortcut.

24 Follow a daily and weekly routine

Before the first scheduled run

- Confirm the intended Page and the ready connection state.
- Check whether publishing is paused and whether exact-revision approval is required.
- Review today’s planned times and the displayed time zone.
- Check the actual task invocation and any unresolved job from the previous session.
- Make sure time-sensitive articles have a suitable overdue policy.

For every article

1. Verify the public article, publication window and category visibility.
2. Choose whether Facebook should receive it.
3. Review the short factual summary, main image and relevant hashtags.
4. Save the article and inspect its preview.
5. Inspect the prepared revision and approve it when the workflow requires.
6. After dispatch, review the result and confirm the actual Page post as appropriate.

At the end of the day

Filter for unfinished, failed and unconfirmed work. Check unresolved outcomes without creating new posts. Investigate stale heartbeats and alert incidents. Cancel dated items that should no longer be sent, rather than leaving them in a catch-up queue.

Weekly maintenance

- Verify that publishing, status-check and watchdog tasks have run at the intended intervals.
- Review connection diagnostics and Page access after staff or app changes.
- Review templates and routing rules for unintended exclusions.
- Remove obsolete hashtags or correct category mappings after category changes.

- Check RSS inbox drafts and confirm that imported material has been reviewed.
- Verify backups and available storage; export records before deliberate log cleanup.
- Check for supported extension updates and record any change made.

After an outage

Pause if necessary, inspect the backlog, apply the intended overdue decisions and resolve uncertain earlier attempts before dispatching again. Resuming the server is not an instruction to send every old time-sensitive post. Record what you cancelled, confirmed and intentionally retried.

25 Troubleshoot common symptoms

The Publisher tab is missing

Check that Content - Articirra is installed and enabled, the component opens, you are using Joomla's article editor and the current user has the required Articirra permission. A connection that is not ready can hide its network-specific fields. Reload after correcting the underlying setting.

No jobs appear

Clear Search filters. Confirm the article's saved social selection, published/public state, category chain, dates and connection. Then check the chosen trigger mode and worker execution. Read-only candidate visibility and prepared jobs are different stages; a calendar without a prepared entry does not prove the article does not exist.

A scheduled post is late

Compare the article time, Planner time zone, next due time, actual Last Run and any approval requirement. Check pause and overdue policies. If the worker never ran, fix scheduling first. If it ran but the job was held, read the recorded reason. Do not change a post's date repeatedly to compensate for a broken trigger.

Facebook connection succeeds but posting fails

Read the exact network response. Check the granted Page tasks, app permissions/access level, Page restrictions, public media URL and API limits. An identity read alone is insufficient. If Meta rejected the request before acceptance, correct that cause; if acceptance is uncertain, resolve the earlier outcome first.

The media is missing or wrong

Check the Facebook override, then the article full image and intro image. Inspect the public image URL and the saved prepared revision. A body image is not the main image field. A changed source file can need a fresh preparation and approval.

An article save did not save its social settings

Read Joomla's message carefully: the article can save while separate social preferences fail validation. Reopen the article, correct the indicated preference and save again. Confirm the actual saved values before authorising a post. Preserve text if a failed form must be reloaded.

Invalid setting or repeated autosave errors

Pause Autosave, wait for the current request and correct the specific field. Check imported hashtag format, category mapping tags and unsupported values. Use a deliberate Save Settings and inspect the result before resuming autosave. Do not repeatedly click save while a previous request is still active.

The menu or popup looks wrong

Try a normal browser reload after the updated files are installed. Confirm the active component version, current admin template, viewport and whether Articirra Admin Toolkit is present. Avoid changing several unrelated template settings while troubleshooting. Supply a screenshot with the browser width and exact affected control.

A result remains unconfirmed

Use Check Status, inspect evidence and open the correct Page. If the API cannot establish visibility, use manual confirmation only after a real check. No amount of refreshing turns an unknown outcome into proof of absence.

HTTP 429 or a provider limit

Read the provider's actual response and retry guidance. A limit may be time-based, account-based or permission-related. Respect recorded back-off and avoid repeated publishing clicks. Do not assert a universal waiting time or treat every HTTP 429 as the same condition.

26 Recover first install and class loading errors

Licence class not found

The earlier Free first-install error named Joomla\Component\Articirra\Administrator\Service\Licence. The repaired package includes a scoped component loader used before the installer checks the edition. Use the refreshed complete 0.7.226 package. If an earlier partial installation remains accessible, install over it rather than uninstalling as the normal repair route.

System plugin class not found

An earlier failure after package installation named Joomla\Plugin\System\Articirra\Extension\Articirra. Version 0.7.226 retains the fallback loaders added for all bundled plugin providers. These prevent the plugin relying solely on Joomla already having registered the new Articirra namespaces.

If that earlier error prevents access to the administrator, use the supplied recovery procedure:

1. Extract the refreshed package on your own computer.
2. Open constituents/plg_system_articirra.zip and extract its services folder.
3. In the hosting file manager, locate the correct Joomla root and open plugins/system/articirra/services/.
4. Upload autoload.php first, then replace provider.php with the supplied file. Keep the other plugin files in place.
5. Reload the administrator and install the complete refreshed package to update all bundled parts.

Use only the matching files from the supplied release. Keep a backup of any file being replaced. Do not perform speculative edits in Joomla core or run database commands copied from a different website. If a class error persists, collect its exact class name, file, line and stack trace for support.

Test a genuinely fresh installation

Installing over an existing version can hide a first-install namespace problem. Test a fresh installation on an isolated Joomla test site with no production social schedule. Open the

component and reload administrator pages after installation. A local automated loading check is useful, but is not a substitute for the actual Joomla installation test.

Filesystem Folder error in JED Checker

An error naming Joomla\CMS\Filesystem\Folder while opening JED Checker points to a compatibility dependency in that extension or its call stack, not automatically to an Articirra job. On Joomla 6, the old CMS Filesystem classes are supplied through Behaviour - Backward Compatibility 6; the framework replacement is Joomla\Filesystem\Folder. Use a checker release appropriate to Joomla 6 or the available compatibility bridge, and inspect the failing path if the error remains.

27 Get support and understand checker warnings

Prepare a useful support request

Contact Jouweb Agency at domains@jouweb.co.za. Provide the component version, Joomla version, PHP version, browser, exact time with time zone and the steps that caused the issue. For a job, include its Job number, Joomla Article ID, destination Page label, visible state and the relevant redacted evidence.

```
Subject: Articirra Publisher Free support
Component version: 0.7.226
Joomla version:
PHP version:
Browser and device:
Time and time zone:
What I expected:
What happened:
Steps to reproduce:
Job number and Article ID if relevant:
Correct Page checked: Yes or No
Remote post visible: Yes, No or Not yet established
Exact redacted error:
Changes recently made:
```

Do not include passwords, access tokens, Meta App Secrets, full licence receipts, configuration.php or a database backup in a public request. If a private file is needed, arrange a suitable transfer with support first. Avoid deleting evidence before it is reviewed.

JED Checker results

The 0.7.226 packaging corrections addressed missing GPL notices, extension naming, manifest metadata, package language declaration and translation spacing. The release still contains legitimate code that heuristic scanners flag. The accompanying JED-REVIEW.txt explains the relevant cases.

- Base64 is used for OAuth data, HTTP Basic authorisation, encrypted credential transport and signed licence verification. It is not being used to execute hidden PHP.

- Hexadecimal character patterns reject control characters in URLs, file paths and text.
- The Arti interface uses a same-site iframe in paid functionality, and the bundled Gallery contains normalised video-player iframe output. These are not Free feature promises.

The observed scan showed 16 encoding notices and 19 JAMSS notices. Counts can change with code revisions or checker versions. A warning is a request for review; it is not by itself malware evidence, a clean security audit or JED approval. Preserve the relevant validation and authentication code rather than disguising it to silence the scanner.

Support boundaries

Jouweb maintains Articirra, the hosting provider controls server paths and execution limits, and Meta controls app approvals, Page permissions, visibility rules and API restrictions. Record the evidence that identifies the failing layer. Support availability and any paid assistance should be agreed directly; this manual does not promise response times.

28 Reference glossary and technical notes

Term	Meaning in this manual
Article ID	The Joomla content record number
Job number	The local Articirra publishing-operation record
Destination	The network account or Page selected for a post
Prepared revision	The saved social copy, media and destination being reviewed or dispatched
Dispatch	The final publication request sent to the provider
Acknowledgement	The provider’s recorded response accepting or identifying a request
Confirmation	Recorded evidence or a user assertion that publication is visible
Heartbeat	A recorded invocation, not proof that every operation completed
Back-off	A deliberate delay before another eligible check or attempt
Deduplication key	Local information used to avoid accidentally preparing the same publication again
Callback	The website address to which Meta returns the authorisation result
Free entitlement	The feature allowance used when no valid paid entitlement is present

Useful paths

Component: administrator/components/com_articirra/. Public assets: media/com_articirra/. System plugin: plugins/system/articirra/. Content plugin: plugins/content/articirra/. Gallery:

plugins/content/articirragallery/. The Task and Console integrations are in the matching plugins/task and plugins/console directories.

Use these paths to identify an error or follow a supplied repair. They are not instructions to modify operational data directly. Database table names use Joomla's configured prefix; do not copy a hard-coded prefix from another installation.

Revision and coverage

Manual edition 1.0, 17 November 2026. Product baseline: Articirra Publisher Free 0.7.226 with the supplied branding revision. Local product behaviour was checked against the shipped entitlement service, editor integration, Jobs and Settings templates, Planner, safeguards configuration, task routines, CLI integration and installer recovery notes. Provider interfaces and hosting control panels can change independently.

This manual is a user and support guide, not a record that the reader's site has passed a live publishing test, a security certification or JED review. Use the exact installed messages and current provider requirements when they differ from an illustrative example.

29 Official references and further help

Product-specific instructions in this manual describe the 0.7.226 package. The following primary references support the surrounding Joomla and Meta setup. Consult the current pages for provider UI or infrastructure changes.

- Jouweb Agency and support contact: https://jouweb.co.za/ and domains@jouweb.co.za.
- Joomla Scheduled Tasks overview: https://guide.joomla.org/user-guide/scheduled-tasks.
- Joomla scheduler selection: How to Choose a Scheduler.
- Joomla command-line task execution: How to Run Scheduled Tasks from the Command Line.
- Meta Page Feed API requirements: Page Feed Endpoint.
- Meta Page posts guide: Pages API Posts.
- Joomla update-server format: Update Servers.
- Joomla 6 compatibility changes: Removed and Backward Incompatibility.
- JED submission requirements: JED Entries Checklists.

The public product, download, support and documentation addresses in the distribution bundle must be hosted before they are relied on. An offline copy of this manual remains usable for reading, but external reference links need an internet connection.

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