Joomla! Advanced Content Editing

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Joomla! Advanced Content Editing

Getting Started
1. If you are working from home or another off-campus location, log on to the Rutgers VPN from your computer; you can find instructions here:
   • https://sas-it.rutgers.edu/how-to-guides/working-remotely/vpn-instructions
2. Open a web browser on your computer (preferably Firefox, Chrome, or Safari)
3. Go to the website: https://www.sas.rutgers.edu/cms/training

What is Joomla?
Joomla! is Content Management System (CMS) software that runs on a web server and allows you to update your website through a browser (such as Google Chrome, Mozilla Firefox, or Safari). A content management system simplifies the process of updating a website by eliminating the need to edit HTML or use web design software.

Visit https://www.joomla.org/ for more information on Joomla.

For additional training visit:
https://community.joomla.org/joomla-training.html

For additional information and workshops visit:
https://joomlausersnj.com
Joomla! Front-end and Back-end

A Joomla! website has a back end and a front end. The front end allows you to view the website, and make some basic edits to the site (by clicking the Login link in the “Footer Menu” – see below). The Administrator Back-end gives you much more control of the website.

Accessing the Back-End

Open a new browser window: Ctrl+N (Windows) or Command+N (Mac)

Then, enter the URL:

https://www.sas.rutgers.edu/cms/training/administrator/
After you log in to the back end, you will see the Joomla! Control Panel:

REVIEW OF Joomla! TERMINOLOGY:

- Categories are similar to folders. They can contain articles and sub-categories.
- Articles are similar to individual web pages.
- Menus are collections of links (called “menu items”) that allow visitors to browse the website.
- Modules are special blocks of content that can be placed outside the main article area.
ARTICLES

An article is similar to a single web page within your website. An article can contain formatted text, images, embedded video, and links to other articles or external web sites. You can organize your articles by saving them into the appropriate categories.

CREATE NEW ARTICLE

Group Practice – CREATE ARTICLE:

1. Go to Content > Articles > Add New Article
2. Title: enter your name
3. Category: “Advanced Content Editing” (found under “Workshops”)
4. Click Save & Close

HOW TO FIND ARTICLES

One of the challenges in editing a Joomla! website is how to find front-end content in the back-end. The key is to determine which menu item brings you to the page you want to edit. Then, you can locate the menu item in the back end to see which content it links to.

1. Identify the name of the menu item as it appears on the front end.
2. In the back-end, go to Menus > Main Menu
3. Change the selection number dropdown from 20 to 100 (or more, if necessary), so you can see all menu items
4. Find the menu item (in this case, “Advanced Content Editing”) and click on its title:
5. Look at the value for “Choose a Category” – it will show you which category that menu item links to.

6. Close the menu item
7. Go to Content > Categories
8. Click on the green circle (with a number in it) to the right of the category title to display a list of published articles in that category:
9. Find the article that you need to edit and click on its title.
ARTICLE EDITING
Select the article by clicking on the article title; this will bring you to the Article Edit page.

PARAGRAPHS AND LINE BREAKS
Hitting the [Enter] key at the end of a line of text will create a new paragraph, shown in the content area as a small grey letter “P” (see the example to the left below). Note: these “Ps” will not be visible on the website itself; they are for your reference.

Pressing the [Shift] and [Enter] keys simultaneously creates a Line Break. The next line will appear below the first without any spacing in between (see the example to the right below).
WORKING WITH LISTS

The easiest way to add a list is to first type the list items, pressing the [Enter] key after each item. Highlight the list of items, then click the “Unordered List” button on the toolbar to format the text as a list:

1. Type a list of items, hitting [Enter] after each one:
2. Highlight the items and click on the “Ordered List” or Unordered List” button
3. Your items will appear as a numbered list (“Ordered List”) or a bulleted list (“Unordered List”)

To create contrast between the list items, select your list and select “striped-list” from the “Styles dropdown menu (note: the change in style is not visible from Editor Mode, but will be on the website):

1. Select all of the list items
2. Click on “Styles”
3. Select “striped-list”
INSERTING A VIDEO INTO YOUR ARTICLE

1. Go to https://www.youtube.com/rutgers and find a video
2. Click on the “SHARE” button under the video, and copy the link, which will look something like:
   
   https://youtu.be/b-szT4uQs0U

3. In the article, enter the following code:

   {youtube}[URL of video]{/youtube}

4. If you paste the video link and it appears as a hyperlink, you need to highlight the link, then click the “Unlink” button – otherwise, the video will not appear as embedded:

   ![Content](Content) ![Options](Options) ![Sample Fields](Sample Fields) ![Publishing](Publishing) ![Configure Edit Screen](Configure Edit Screen) ![Permissions](Permissions)

   ![show/hide]

   ![youtube]https://youtu.be/b-szT4uQs0U[/youtube]

   More text here

   Yet more text

ADJUSTING PARAMETERS FOR VIDEO:
You can insert “pipes” ("|") characters after the YouTube URL, followed by numbers, to set the height and width of the embedded video. The first number will be the width, and the second will be the height. To specify a percentage of the web page size, enter a number followed by a percent sign. To specify a width or height in pixels, just enter the number.

For example, this code will display the video at the full width (100%) of the page, and at a height of 480 pixels:

{youtube}https://youtu.be/b-szT4uQs0U|100%|480{/youtube}
**ACCESSIBILITY FOR VIDEOS**

Consider accessibility standards before adding videos to your website. All videos should be closed-captioned before you add them to your website.

**RUTGERS YOUTUBE CHANNEL**

We recommend that you have your videos uploaded to the Rutgers YouTube channel, managed by the iTV Studio. The studio provides closed-captioning services.

To submit a video, use the form at:
http://www.rutgers.tv/resources/youtube-upload-request-form

**KALTURA**

You can also upload videos to Kaltura, which is part of Canvas. Any videos uploaded to Kaltura will give you the option to add closed captioning automatically.

Rutgers faculty or staff can request a Kaltura account. To get started with Kaltura, go to either:

- https://canvas.rutgers.edu/external-apps/kaltura/
- https://tlt.rutgers.edu/instructional-technology-tools/kaltura

**NEW MEDIA CENTER - OPTIONS FOR DIY VIDEOS**

Faculty who need to create a video for use in a credit-bearing course can access the Project Studio space for up to 15 hours per semester.

If the course is non-credit, or if the media is for another purpose or destination, use of the studio is charged at the standard rates.

For more information, see:

https://tlt.rutgers.edu/new-media-center
ADDING LINKS TO FILES

INSERTING BASIC FILE LINKS

1. Type the name of the link, highlight the text, and click on the “Insert/Edit Link” button:

2. In the “Link” popup window, click on the “Browse” icon (see #1 below):

3. Browse to the location of the file, select the file, and click Insert:
4. Back in the “Link” popup window, click **Insert**. The text will link to the file you selected.
**INSERTING ADVANCED FILE LINKS**

You have more control over links to files with JCE Editor Pro’s “Insert/Edit File” button.

Settings:

1. Select .pdf file (or upload one)
2. Enter a title for the file
3. Select Target = “Open in new window”
4. Check “Icon” (so it will show a .pdf icon)
5. Click **Insert** to add the file link

Example of File Link:
WORKING WITH TABLES
Before adding a table to your website, ask yourself if the content should really be in a table. Generally speaking, tables should only contain tabular data. As a rule, they should not be used simply for styling purposes.

EXAMPLES OF TABLES
Table – desktop view:

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Advisor For</th>
<th>Location</th>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Who</td>
<td>Major Student</td>
<td>Scott</td>
<td>MTh</td>
<td>10am - 11am</td>
</tr>
<tr>
<td>Dr. Seuss</td>
<td>All Students</td>
<td>RAB</td>
<td>TF</td>
<td>2pm - 3pm</td>
</tr>
<tr>
<td>Dr. Strangelove</td>
<td>Minor Students</td>
<td>Physics Lecture Hall</td>
<td>MW</td>
<td>67</td>
</tr>
</tbody>
</table>

Tables – mobile view:

Phone display without responsive style

Phone display with responsive style; notice the information is stacked vertically.
**INSERTING A TABLE**

Goal: create a 4 column 4 row table for faculty advising hours

1. Click on the dropdown arrow for the “Insert a table” icon
2. Select 4 cells across, and 4 cells down
3. Note that the bottom says “4x4”

**MAKING A TABLE RESPONSIVE**

1. Place cursor in any cell of table.
2. Click on the “Insert a table” icon
3. Click on the “Advanced” tab.
4. From the “Classes” menu, select “sas-responsive-tbl”
5. Also from the “Classes” menu, select “table-striped”
6. Click Update
7. The table should now span the width of your article. It will adjust its size to accommodate various browser sizes.

**Possible Issues with Tables in Responsive Mode:**

- When making the table responsive, make sure that on the **Tables – General** tab, there are no values set for width and height. If there are, delete them; these values can prevent the table from dynamically resizing itself.
- When working with cells, make sure there are no values set for width and height on the **General** tab for the **TableCell Properties**.
MODIFYING A TABLE

Adding a new column to the table:
- Click in any cell in the table
- Click on either the “Insert Column Before” (#1 below) or the “Insert Column After” icon (#2 below)

Adding a new row to the end of the table
Go to the last cell of the table and you hit [TAB] key; it will add an additional row to the table.

Adding content to table:
- As you enter content into cells, use the [Tab] key or arrows to move to the next cell. Do not type [Enter], as this will add unwanted paragraph tags to your table.
- In the top row of your table, enter the column headings: “Instructor,” “Advisor For”, “Location,” “Day,” and “Time”
- Enter sample text in the remaining cells.
Changing Cells to Headers

1. Place the cursor in any cell in the top row of your table
2. Click on the “Table Cell Properties” icon:

3. Change Cell Type to “Header” (see #1 below)
4. Change “Scope” to “Column” (see #2 below)
5. Change the lower left dropdown to “Update all cells in row” (see #3 below)
6. Click Update (see #4 below)
Deleting a Row
1. Place the cursor in any cell in the row you want to delete
2. Click the “Delete Row” icon:

Removing Paragraph (<p>) tags
If accidentally you hit the [Enter] key in a cell, you may notice that the table rows end up being different heights. Look for cells containing the “P” marker (for paragraph). Then you can remove the paragraph tag as follows:

1. Place cursor in any cell containing a “P” (see #1 below)
2. Click on ‘Paragraph’ dropdown (see #2 below)
3. Select ‘Paragraph’ to remove the check mark (see #3 below)
4. Repeat until there are no “P” markers in the table
CUSTOM FIELDS

Custom Fields allow you to standardize the layout of your articles by entering content into fields, similar to those found in a form. They are often used when displaying a list of articles that share a common layout, with repeating fields such as email address, phone number, office, etc. If you would like to use custom fields in your articles, please submit a work order.

Once we add the fields, you can update the content by moving the appropriate text from the “Content” tab to the custom fields tab (the tab name will vary based on the website and category). We can then change the menu item to display the custom fields for each article.

Sample Category Blog of articles with custom fields:

https://www.sas.rutgers.edu/cms/deptdemo/people/faculty

In the above example, each faculty member’s information is entered into custom fields for title, degree, email address, office, phone number, and research interests.
**ADDING CONTENT TO CUSTOM FIELDS**

When editing an article in a category that has custom fields assigned to it, click on the new tab that appears in your article editor. In the Training website, case, the tab is titled “Sample fields.”

You can then complete the fields in the same way you would complete a form.

**SLIDERS**

Sliders (sometimes referred to as “accordions”) create title links that hide text within an article. The text appears when you click the title. They are appropriate for pages such as FAQs where condensing the text makes the page easier to scroll through.

To add sliders to your content, your site must have the “Sliders” plugin installed and enabled.

**Sample code:**

```html
{slider Question 1}
Answer to question 1
{slider Question 2}
Answer to question 2
{/sliders}
```
Example of sliders:

<table>
<thead>
<tr>
<th>Question 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Answer to question 1</td>
</tr>
</tbody>
</table>

| Question 2 |

LOGOUT FROM JOOMLA!
Click the profile icon to the upper right of your Joomla! administrator page, then click “Logout”:

FUTURE WORKSHOPS
Please visit:

- https://sas-it.rutgers.edu/itservices/web-development-and-support/joomla-workshops-training/