

Joomla! Advanced Content Editing

Instructor for this Workshop:

Eddie Konczal

Unit Computing Manager, SAS IT Services (Web Development Group)

konczal@sas.rutgers.edu

July 22, 2020

WebEx location for workshop:

<https://rutgers.webex.com/rutgers/j.php?MTID=me7d469dddf37182bbb86090786198539>

TABLE OF CONTENTS

Joomla! Advanced Content Editing.....	3
Getting Started.....	3
What is Joomla?	3
Joomla: Front-end and Back-end	4
Accessing the Back-End	4
Joomla Backend Interface	5
Review of Joomla! terminology:.....	5
Articles	6
Create New Article	6
How to Find Articles.....	6
Article Editing.....	9
Paragraphs and Line Breaks	9
Working with Lists	10
Inserting a Video into your Article.....	11
Adjusting Parameters for Video:	11
Accessibility for Videos	12
Rutgers YouTube Channel.....	12
Kaltura.....	12
New Media Center - Options for DIY Videos.....	12
Adding Links to Files	13
Inserting Basic File Links.....	13
Inserting Advanced File Links	15
Working with Tables.....	16
Examples of Tables	16
Table – desktop view:	16
Tables – mobile view:	16
Inserting a Table	17
Making a Table Responsive	17
Possible Issues with Tables in Responsive Mode:	17
Modifying a Table	18
Adding a new column to the table:.....	18
Adding a new row to the end of the table	18
Adding content to table:	18
Changing Cells to Headers	19
Deleting a Row	20
Removing Paragraph (<p>) tags	20
Custom Fields.....	21
Adding content to custom fields.....	22
Sliders	22
Logout from Joomla!	23
Future Workshops	23

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 web site 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

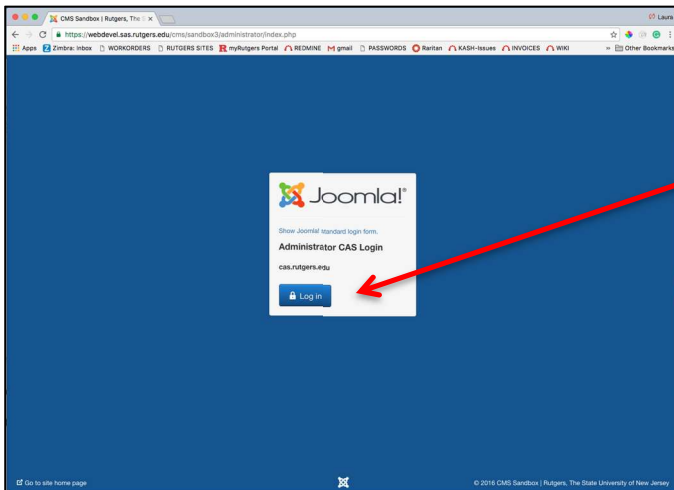
A Joomla! website has a back end and a front end. The front end allows you to view the website, and make some basic edits to the site (by clicking the **Login** link in the “Footer Menu” – see below). The Administrator Back-end gives you much more control of the website.

ACCESSING THE BACK-END

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

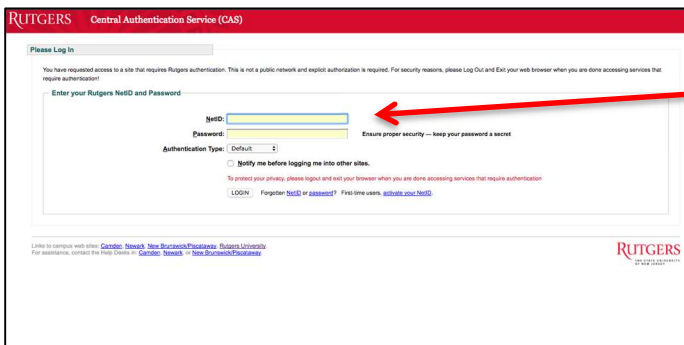
Then, enter the URL:

<https://www.sas.rutgers.edu/cms/training/administrator/>



Click **Login** Button

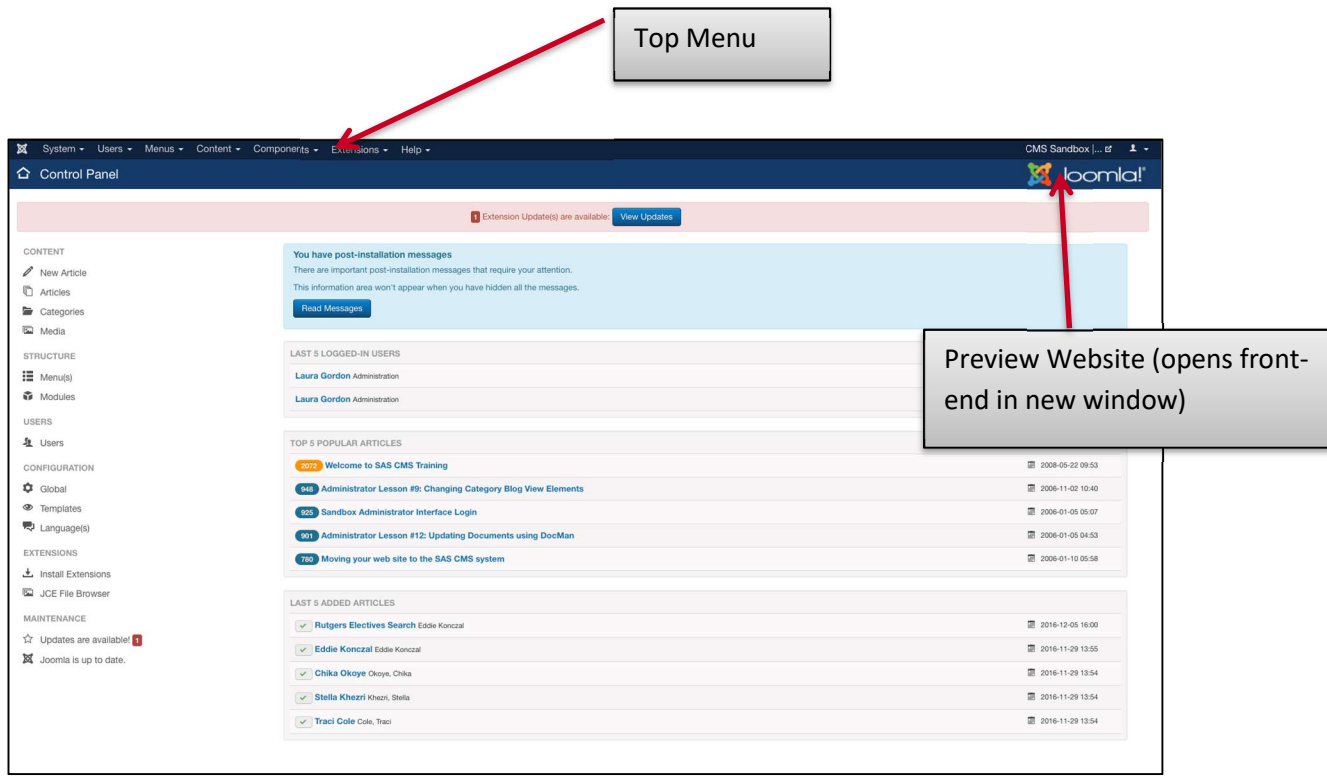
(Some of our older websites have a slightly different login display)



Login with your NETID username and password.

JOOMLA BACKEND INTERFACE

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

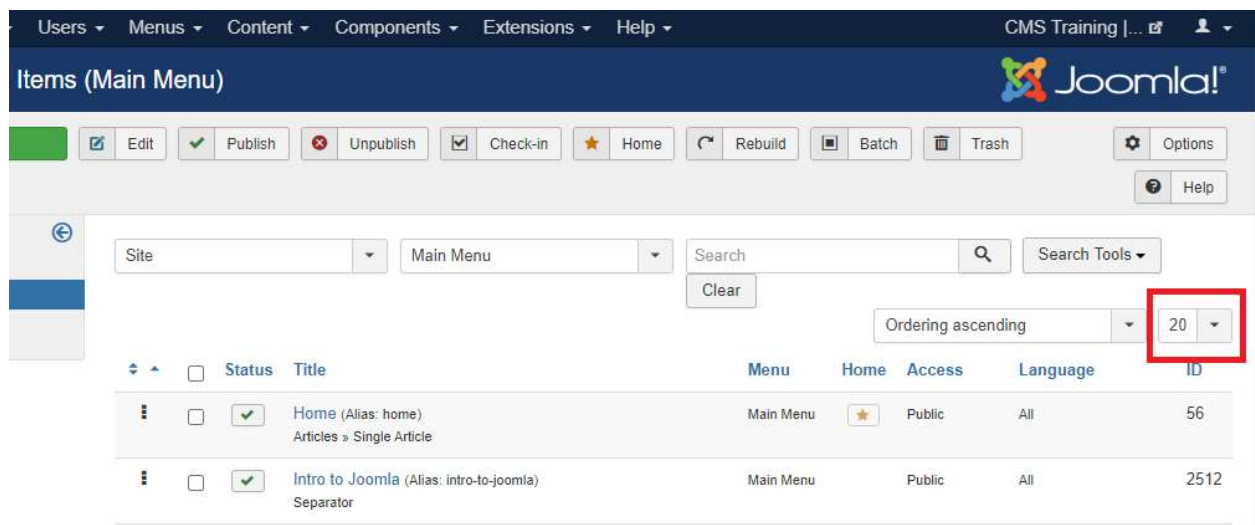
Group Practice – CREATE ARTICLE:

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:

Site		Main Menu		Search	Q	Search Tools	Clear	
				Ordering ascending		20		
⌵ ⌴	<input type="checkbox"/>	Status	Title	Menu	Home	Access	Language	ID
⋮	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Centers (Alias: centers) Articles » Single Article	Main Menu	☆	Public	All	2436
⋮	<input type="checkbox"/>	<input checked="" type="checkbox"/>	News (Alias: news) Articles » Category List	Main Menu	☆	Public	All	2472
⋮	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Module Workshop (Alias: module-workshop) Articles » Category List	Main Menu	☆	Public	All	2705
⋮	<input type="checkbox"/>	<input checked="" type="checkbox"/>	JEvents by Month (Alias: jevents-by-month) JEvents - Core » View by Month » View by Month	Main Menu	☆	Public	All	2736
⋮	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Advanced Content Editing (Alias: advanced-content-editing) Articles » Category List	Main Menu	☆	Public	All	2755
⋮	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Front-End Editing (Alias: front-end-editing) Articles » Category List	Main Menu	☆	Public	All	2754
⋮	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Michelle's main (Alias: michelle-s-main) Articles » Single Article	Main Menu	☆	Public	All	2764

- Look at the value for "Choose a Category *" – it will show you which category that menu item links to.

Menus: Edit Item

Save

Save & Close

Save & New

Save as Copy

Close

Menu Title *

Advanced Content Editing

Alias

Details

Category

List Layouts

Options

Integration

Link Type

Page Display

Metadata

Module Assignment

Menu Item Type *

Category List

Select

Choose a Category *

Advanced Content Editing

Edit

Clear

Tags

Type or select some tags

- Close the menu item
- Go to **Content > Categories**
- 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:

Articles: Categories

New Edit Publish Unpublish Archive Check-in Batch Rebuild Trash

Articles Categories Featured Articles Fields Field Groups

Search Search Tools Clear Ordering ascending

	Status	Title					Access
	<input checked="" type="checkbox"/>	- Advanced Content Editing (Alias: advanced-content-editing)	1	0	0	0	Public
	<input checked="" type="checkbox"/>	- Front-End Editing (Alias: front-end-editing)	0	0	0	0	Public
	<input checked="" type="checkbox"/>	- Modules Workshop Articles (Alias: modules-workshop-articles)	0	0	0	0	Public
	<input checked="" type="checkbox"/>	- Administrator Workshops (Alias: administrator-workshops)	0	0	0	0	Public

9. Find the article that you need to edit and click on its title.

Articles

New Edit Publish Unpublish Feature Unfeature Archive Check-in Batch Trash

Articles Categories Featured Articles

Search Search Tools Clear

- Select Status - - Select Category - - Select Access - - Select Author - - Select Language - - Select Max Levels -

	Status	Title	Access	Author
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Rutgers Electives Search (Alias: rutgers-electives-search) Category: Test Items	Public	Eddie Konczal
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Agenda for DocMan Workshop (August 2016) (Alias: agenda-for-docman-workshop-august-2016) Category: Old Workshops	Public	Eddie Konczal
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Agenda for Workshop: Joomla! 3 Editing (November 2016) (Alias: agenda-for-workshop-joomla-3-editing-november-2016) Category: Old Workshops	Public	Eddie Konczal
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Agenda for Workshop: Joomla! 3 Administrator Basics (November 2016) (Alias: agenda-for-workshop-joomla-3-administrator-basics-november-2016) Category: Old Workshops	Public	Eddie Konczal
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Eddie Konczal (Alias: eddie-konczal)	Public	Eddie Konczal

Click on Article Title to edit the article

ARTICLE EDITING

Select the article by clicking on the article title; this will bring you to the Article Edit page.

Articles: Edit

Save Save & Close Save & New Save as Copy Versions Close

Title * Eddie Konczal Alias eddie-konczal

Content Options Sample Fields Publishing Configure Edit Screen Permissions

[show/hide] Editor Code Preview

UL

- Keith Emerson
- Robert Fripp
- Peter Gabriel
- Chris Squire

P Important File

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).

P Hello

P World

P This

P Is a paragraph space...

P Work with spacing:

P

P Hello

P World

P This

P Is a

P Line Break...

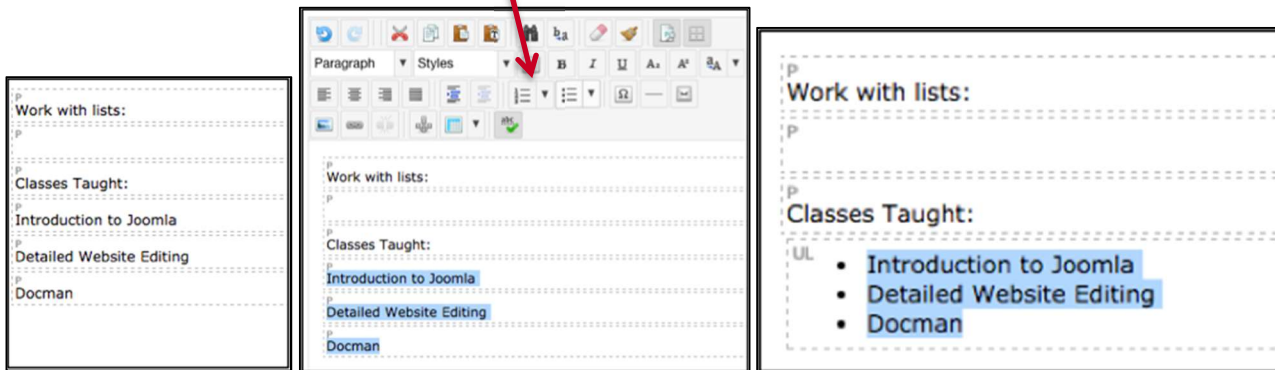
WORKING WITH LISTS

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:

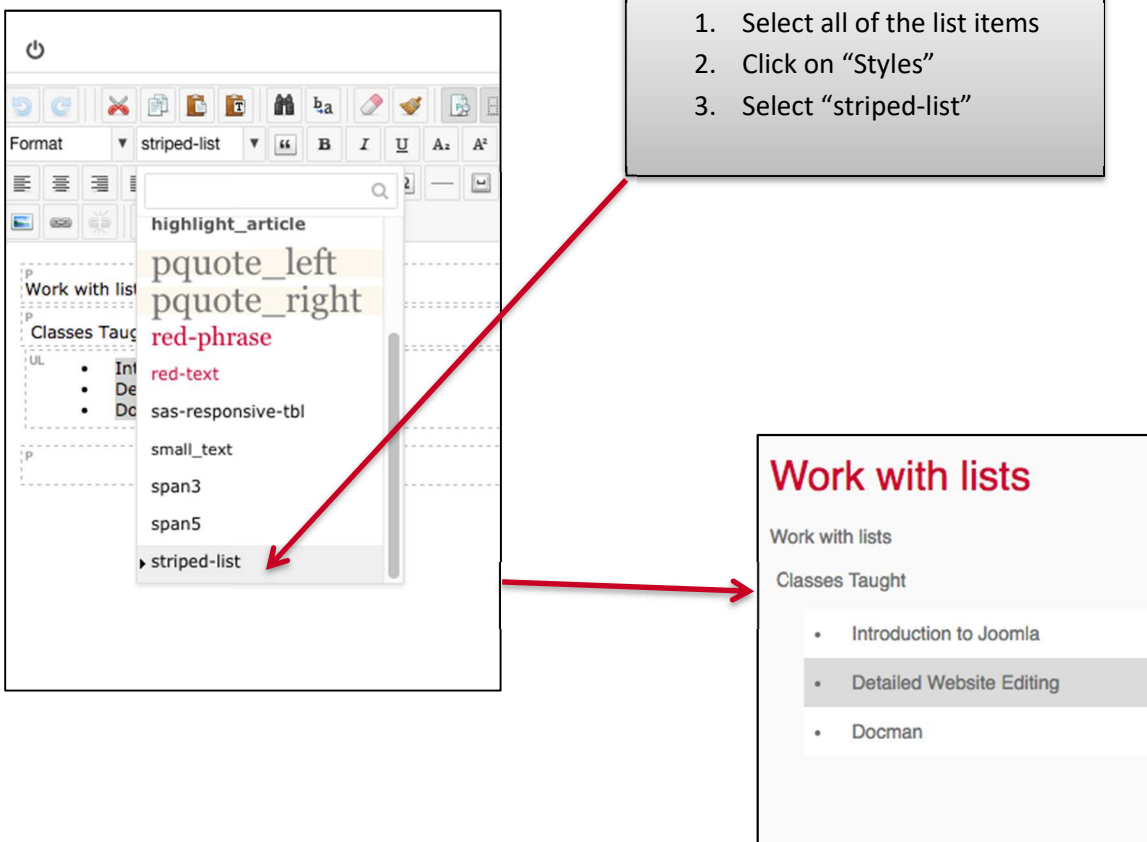
1. Type a list of items, hitting [Enter] after each one:

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

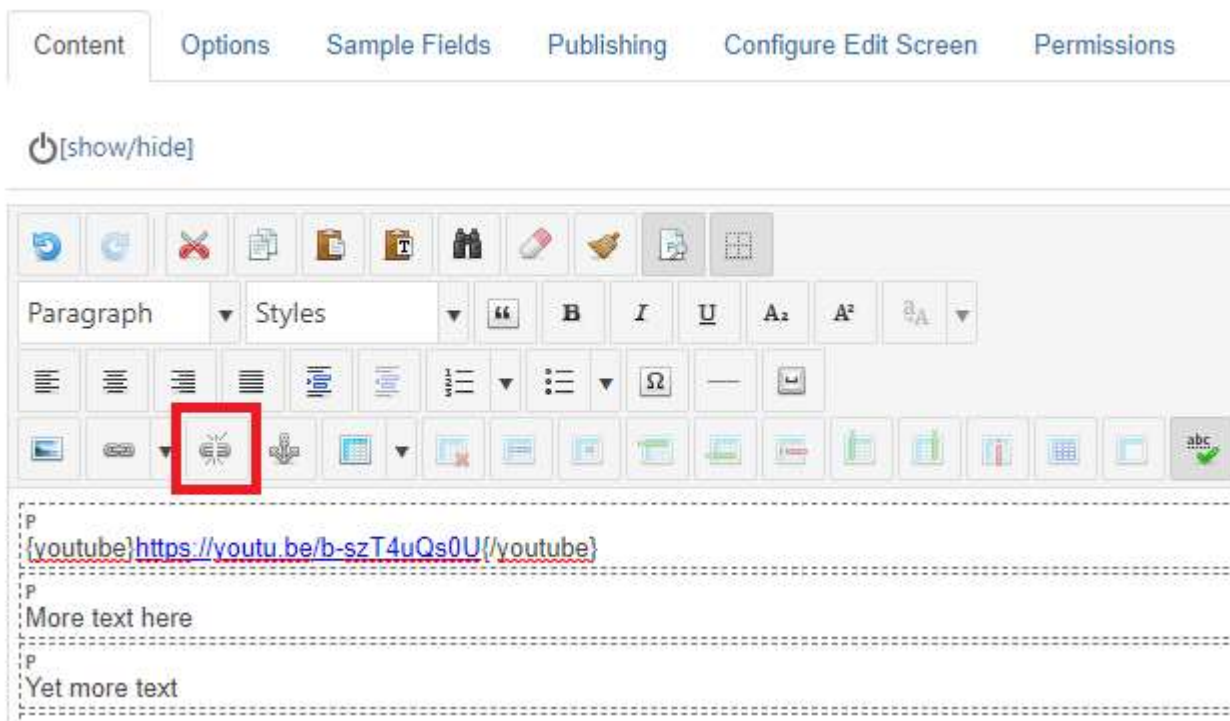
1. Go to <https://www.youtube.com/rutgers> and find a video
2. Click on the “SHARE” button under the video, and copy the link, which will look something like:

<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:



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>

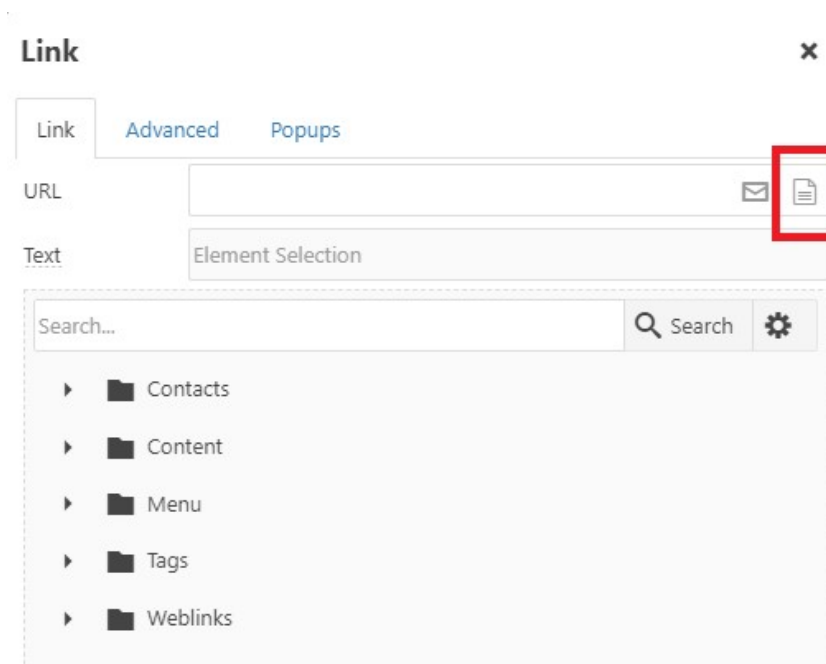
ADDING LINKS TO FILES

INSERTING BASIC FILE LINKS

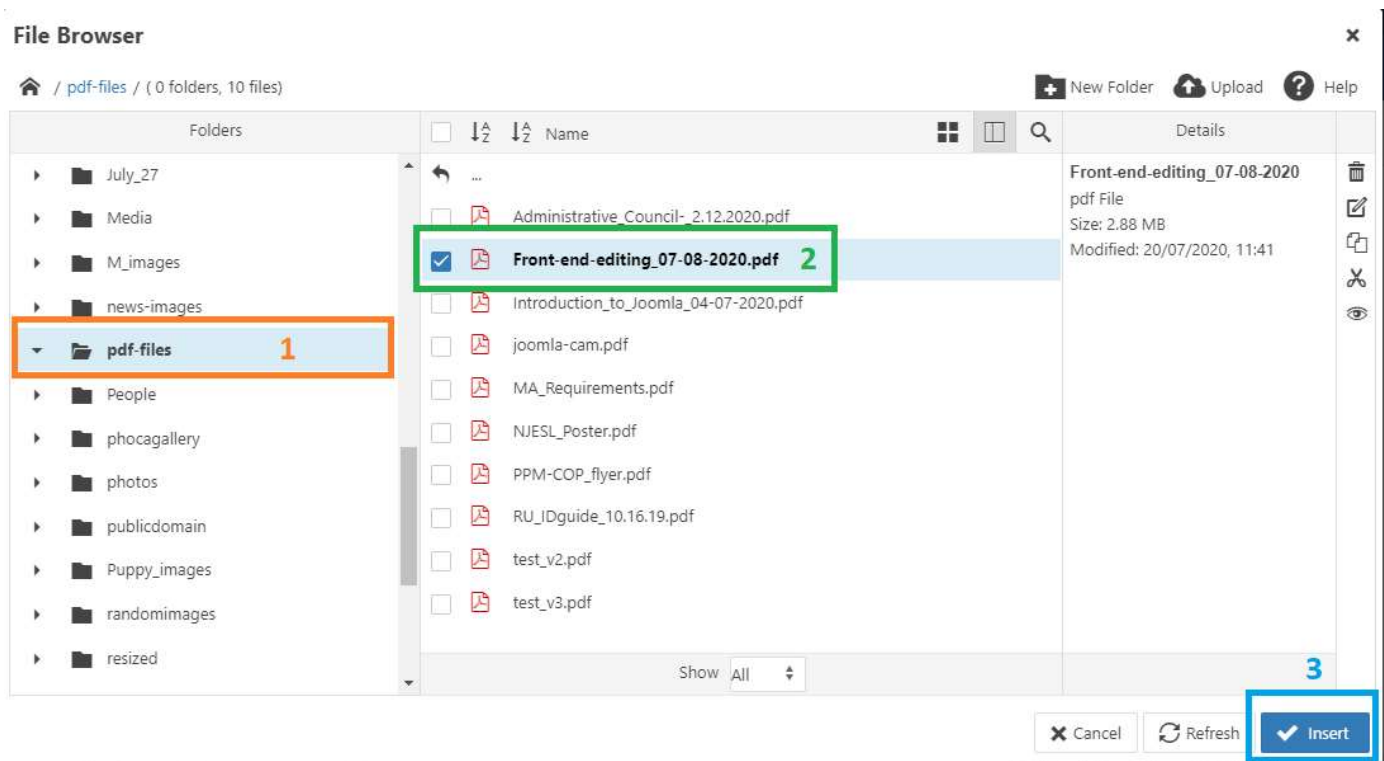
1. Type the name of the link, highlight the text, and click on the “Insert/Edit Link” button:



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

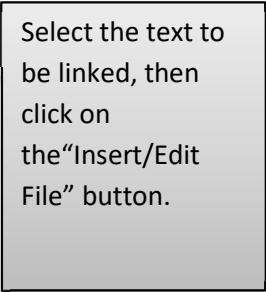


3. Browse to the location of the file, select the file, and click **Insert:**



4. Back in the “Link” popup window, click **Insert**. The text will link to the file you selected.

You have more control over links to files with JCE Editor Pro's "Insert/Edit File" button.



The screenshot shows the File Manager application with the following details:




- File Manager Header:** Includes a title bar with a close button (X) and a tab labeled "File Manager".
- File Information Panel:**
 - File:** images/Class_-_Website_Admin_and_Editing.pdf
 - Title:** website admin and editing
 - Format:** Link
 - Text:** Class_-_Website_Admin_and_Editing.pdf
 - Layout:** Icon (checked), Size (7.02 MB), Date (05/01/2017, 06:05)
 - Size Class:** Date Class
- File List:**
 - Home
 - Admin2017
 - AdminBasics
 - banners
 - building
 - comprouler
 - EditorWorkshop
 - eventlist
 - Flyers
 - headers
 - Class_-_DOCman_11-02-2017.pdf
 - Class_-_Website_Admin_and_Editing.pdf** (selected)
 - cockapoo-dog-breed-pictures-1.jpg
 - cockapoos.jpg
 - components-docman-documents.png
 - css_f2.png
 - cute-puppy2.jpg
 - cute-puppy12.jpg
- Details Panel:**
 - Class_-_Website_Admin_and_Editing.pdf File**
 - Size:** 7.02 MB
 - Modified:** 05/01/2017, 09:00
- Footer:** Includes buttons for Refresh, Insert, and Cancel.

Red arrows in the original image point to the following elements:

- The "Title" field.
- The "Format" dropdown menu.
- The "Text" field.
- The "Layout" section, specifically the "Icon" checkbox.
- The "Details" panel, specifically the "Class_-_Website_Admin_and_Editing.pdf File" entry.
- The "Insert" button in the footer.

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

Add file link

 Class_-_Website_Admin_and_Editing.pdf  

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:

Work with Tables

Instructor	Advisor For	Location	Day	Time
Dr. Who	Major Student	Scott	MTh	10am - 11am
Dr. Seuss	All Students	RAB	TF	2pm - 3pm
Dr. Strangelove	Minor Students	Physics Lecture Hall	MW	67

Tables – mobile view:

Work with Tables

Instructor	Advisor For	Location	Day	Time
Dr. Who	Major Student	Scott	MTh	10am - 11am
Dr. Seuss	All Students	RAB	TF	2pm - 3pm
Dr. Strangelove	Minor Students	Physics Lecture Hall	MW	67

Phone display without responsive style

Phone display with responsive style; notice the information is stacked vertically.

Work with Tables

Instructor

Advisor For

Location

Day

Time

Dr. Who

Major Student

Scott

MTh

10am - 11am

Dr. Seuss

All Students

RAB

TF

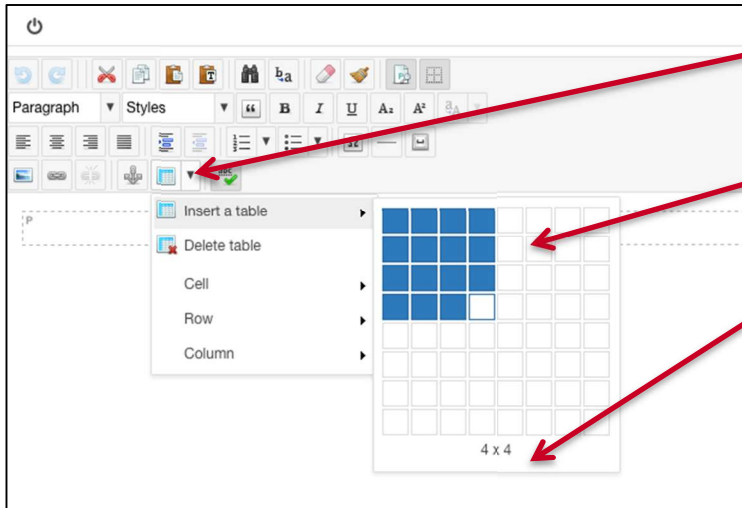
2pm - 3pm

Dr. Strangelove

Minor Students

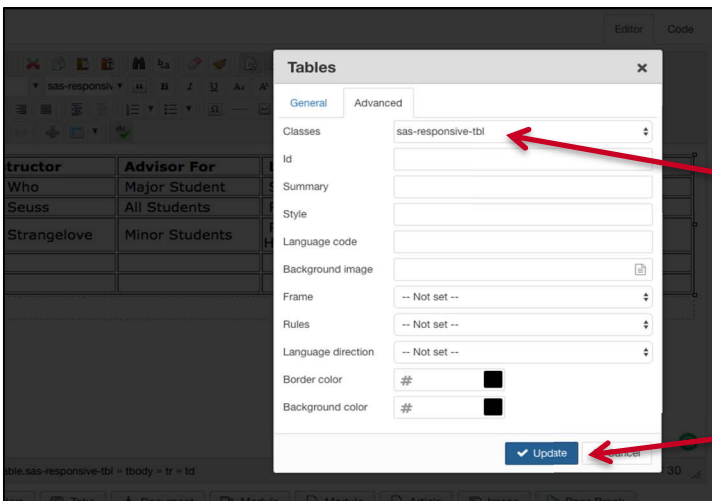
INSERTING A TABLE

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”
4. Also from the “Classes” menu, select “table-striped”
5. Click **Update**
6. The table should now span the width of your article. It will adjust its size to accommodate various browser sizes.

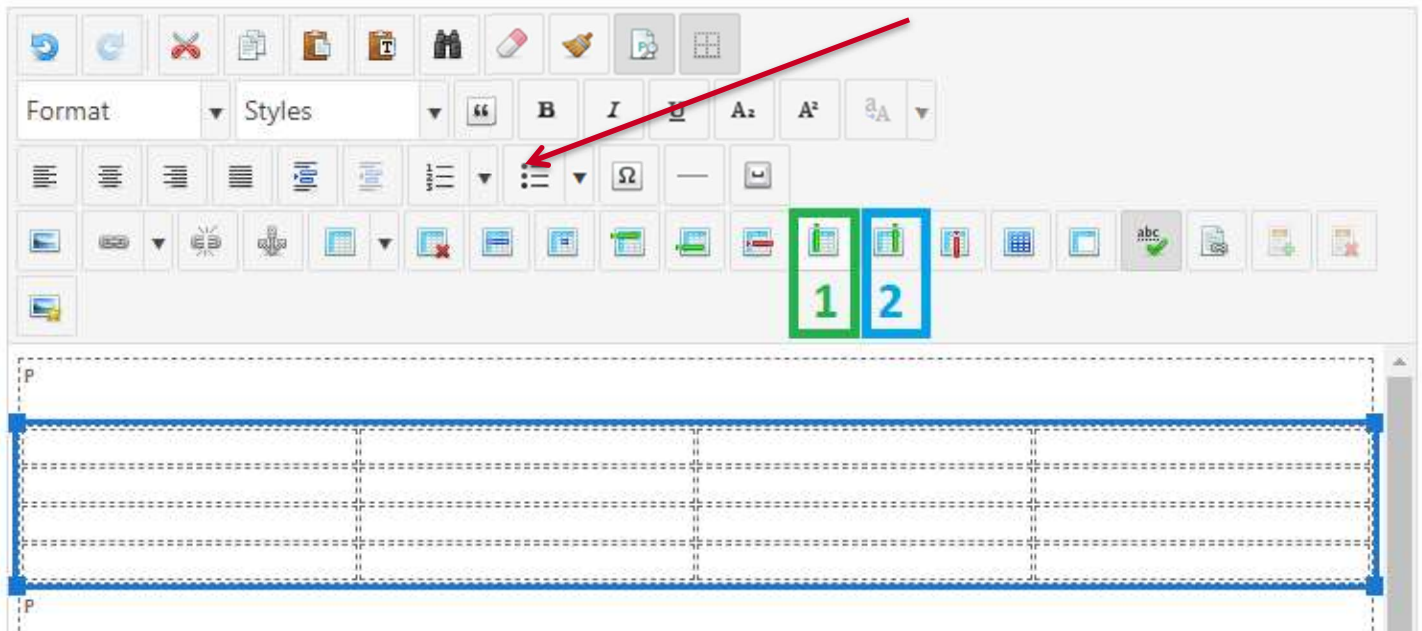
Possible Issues with Tables in Responsive Mode:

- 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 **Table Cell 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:

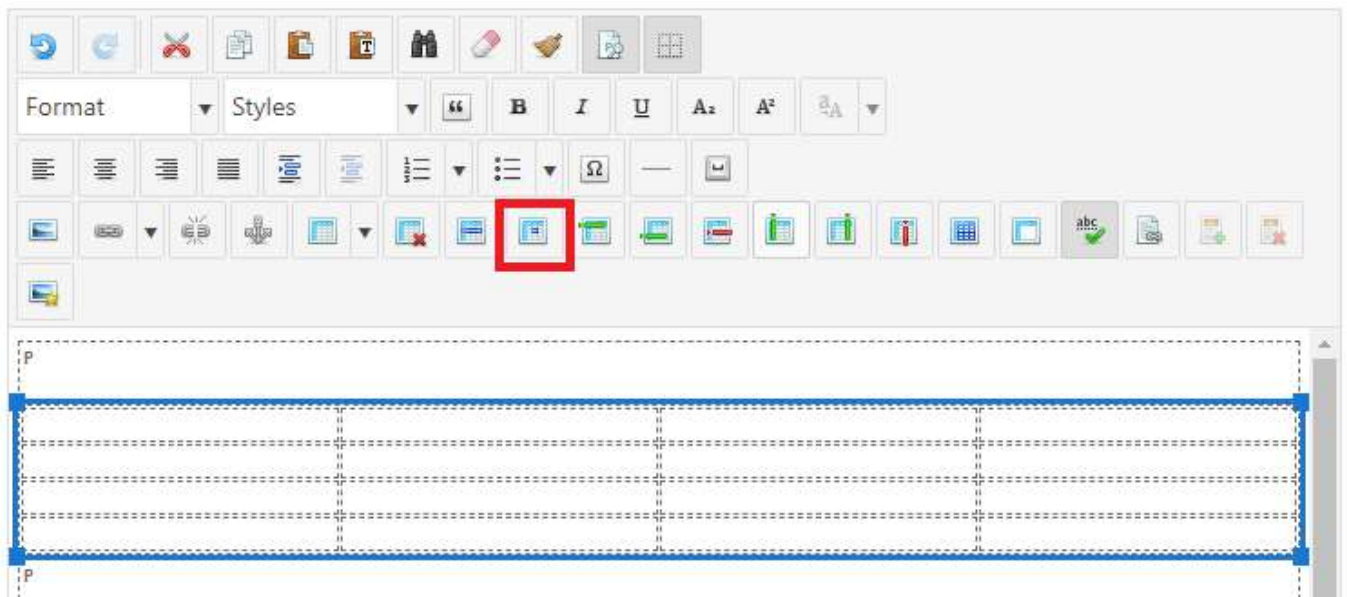
- As you enter content into cells, use the [Tab] key or arrows to move to the next cell. Do not type [Enter], as this will add unwanted paragraph tags to your table.
- In the top row of your table, enter the column headings: “Instructor,” “Advisor For,” “Location,” “Day,” and “Time”
- Enter sample text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

A screenshot of the Joomla! editor showing a table with 5 columns and 5 rows. The table is displayed within the editor's interface, which includes a toolbar at the top and a sidebar on the right. The table content is as follows:

Instructor	Advisor For	Location	Day	Time
Dr. Who	Major Student	Scott	MTh	10am - 11am
Dr. Seuss	All Students	RAB	TF	2pm - 3pm
Dr. Strangelove	Minor Students	Physics Lecture Hall	MW	67

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)

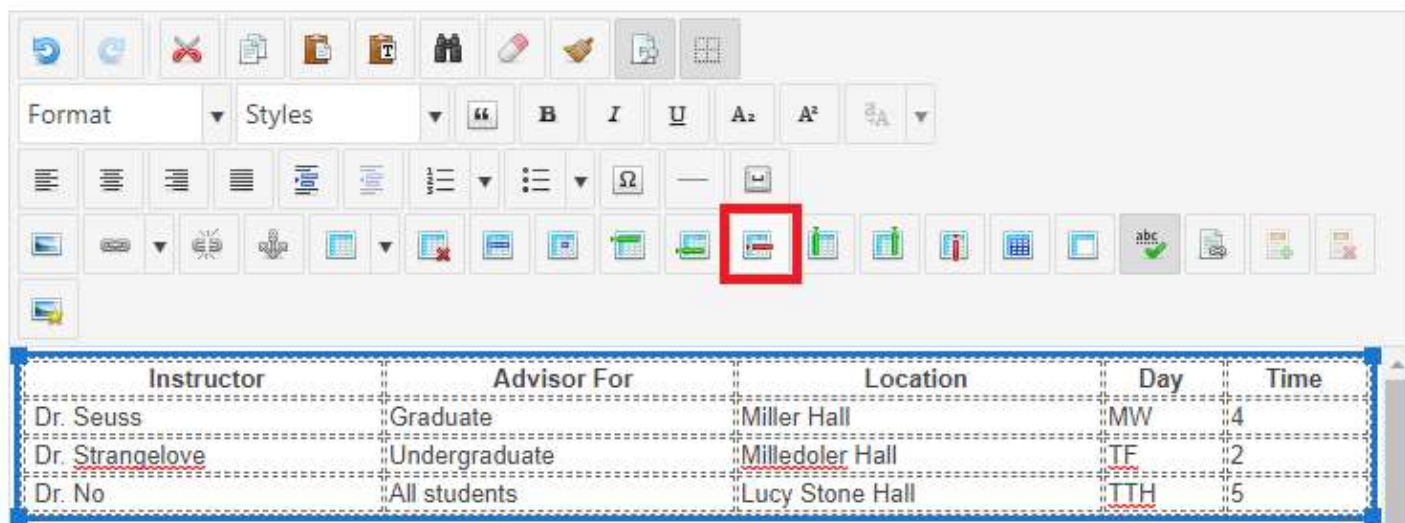
Table cell properties

Table cell properties dialog box showing the following settings:

- General tab selected.
- Alignment: --Not Set--
- Vertical alignment: --Not Set--
- Width: [Empty field]
- Height: [Empty field]
- Cell type: **1** Header
- Scope: **2** Column
- Update all cells in row: **3** Update all cells in row
- Buttons: **4** Update (checked), Cancel

Deleting a Row

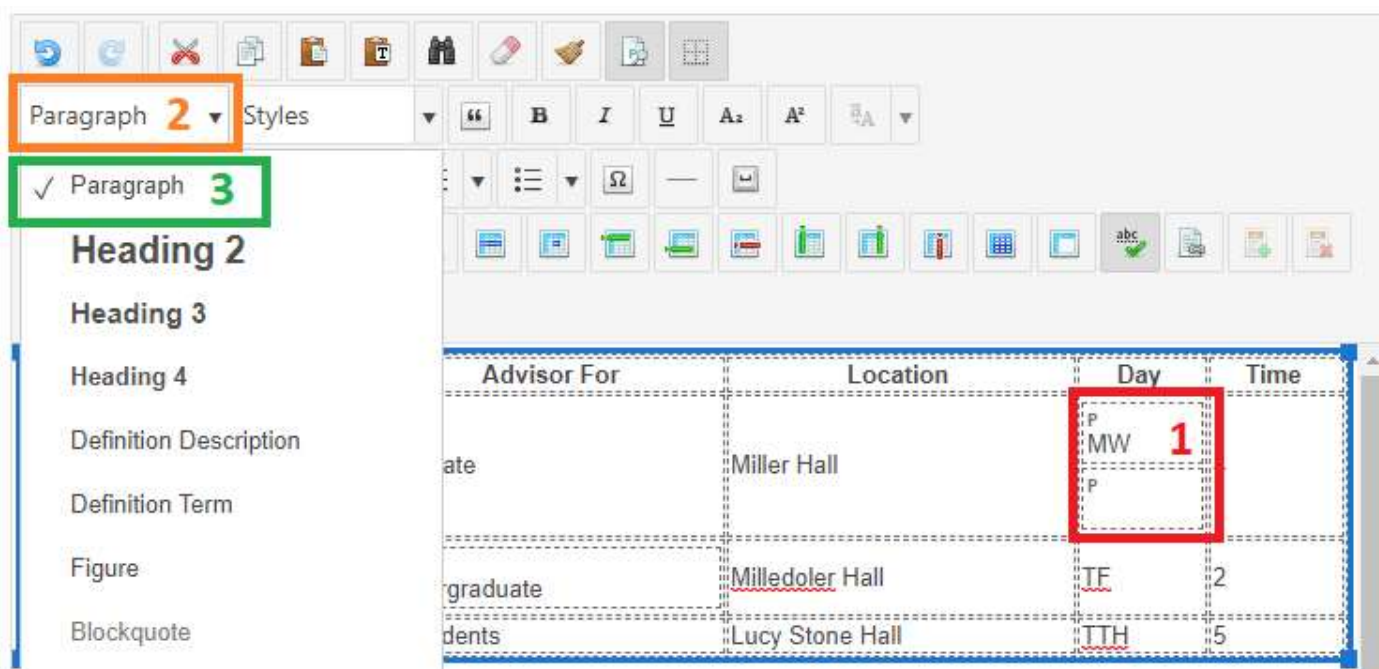
1. Place the cursor in any cell in the row you want to delete
2. Click the “Delete Row” icon:



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>

Faculty




Firstname A Lastname
PROFESSOR I
Ph.D. University of New Jersey
<mailto:email@email.edu>
Office: Building Hall, 123
(732) 123-4567
Research Interests: list of research interests

Read more: Lastname, Firstname A



Firstname B Lastname
PROFESSOR
Ph.D. Rutgers University
<mailto:email@email.edu>
Office: George Street
(732) 123-4567
Research Interests: list of research interests

Read more: Lastname, Firstname B



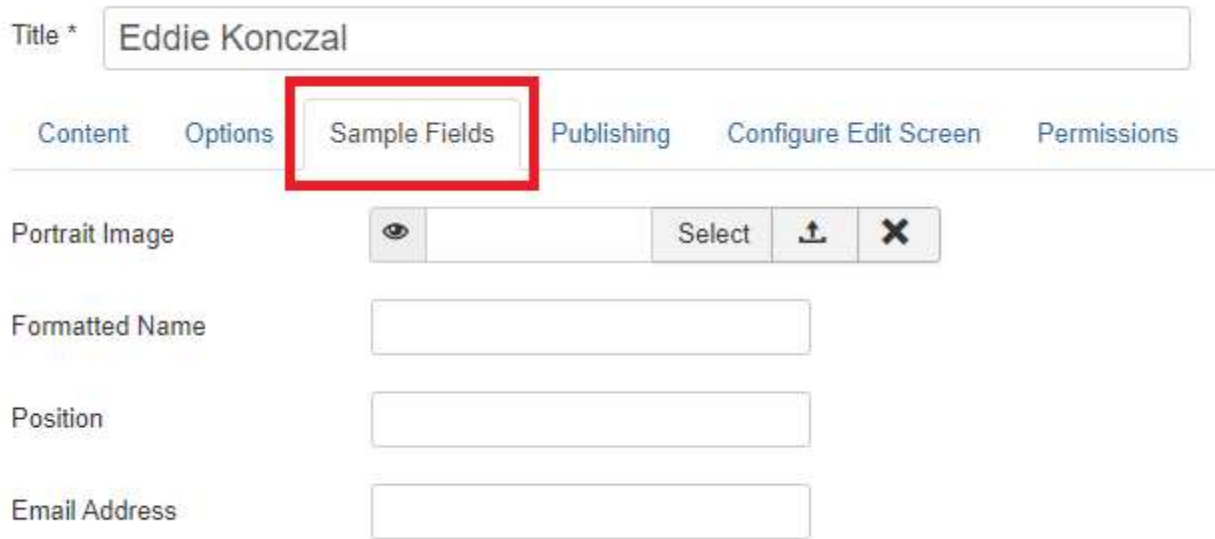
Firstname C Lastname
DEPARTMENT CHAIR
Ph.D. NYU
<mailto:email@email.edu>
Office: College Ave
(732) 234-5555
Research Interests: list of research interests

Read more: Lastname, Firstname C

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.”



The screenshot shows the Joomla! article editor interface. At the top, there is a 'Title *' field containing the text 'Eddie Konczal'. Below the title, there is a horizontal tab bar with five tabs: 'Content', 'Options', 'Sample Fields', 'Publishing', and 'Configure Edit Screen', followed by a 'Permissions' link. The 'Sample Fields' tab is highlighted with a red rectangular box. Below the tabs, there are four custom fields: 'Portrait Image' with an eye icon, a text input field, and buttons for 'Select', 'upload', and 'delete'; 'Formatted Name' with a text input field; 'Position' with a text input field; and 'Email Address' with a text input field.

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:

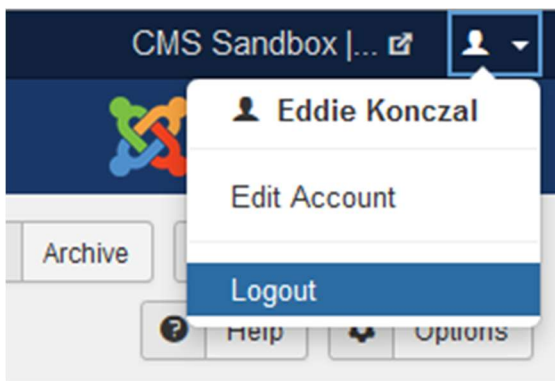
```
{slider Question 1}
Answer to question 1
{slider Question 2}
Answer to question 2
{/sliders}
```

Example of sliders:

Question 1
Answer to question 1
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/>