Joomla! Advanced Content Editing

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Instructor for this Workshop

Web Development

School of Arts and Sciences
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Joomla! Website Management and Editing

WELCOME
Instructor for this Workshop
School of Arts & Sciences, Web Development

Once you arrive:

1. Login to the workstation with your NetID
2. Open a web browser (Firefox or Chrome)
3. Go to the website: http://www.sas.rutgers.edu/cms/sandbox3

WHAT IS JOOMLA?
Joomla! is Content Management System (CMS) software that runs on a web server, and allows you to update your unit’s web site through a browser (such as Google Chrome, Mozilla Firefox, or Safari).

A content management system isolates the process of updating information from the more technical aspects of updating a website (such as administration, configuration, and design), and eliminates the need to edit HTML or use web design software.

Visit www.joomla.org and help.joomla.org for more information on Joomla!

For additional training visit:
https://community.joomla.org/joomla-training.html
The front end allows you to view the website, and also make some basic edits to the site. The Administrator Backend gives you much more control of the system.

Open a new tab in your browser to: (open a FRONT END VIEW of the website)

http://www.sas.rutgers.edu/cms/sandbox3/

To open a new tab: (<CMD> <T> or <CTRL><T>)

2. Open the new browser window to the BACK END view

http://www.sas.rutgers.edu/cms/sandbox3/administrator
Joomla Backend Interface

Top Menu

Preview Website
FRONT END EDITING
It is possible to edit the website from the front end. This is a good idea for users that do not want to learn the back end of the website, but want to make quick edits to various pages. Most of the capabilities exist from the front end as well as the ‘back end’.

1. to Login click on the Login button on the Footer menu of the screen.
2. Click the Login Button

Go to any article / menu item on the website.

Click on the Edit button on the top right of the article.
ARTICLE VERSIONS

It is possible to store, restore and compare changes that you have made in an article. Prior to using versions, this functionality must be ENABLED. If you are unable to enable this, please create a workorder and we can turn it on for you.

Once the functionality is turned on the system does NOT save backups or versions, it is essential to SAVE the article PRIOR to EDITING for this to ‘kick in’.

Once Versions are turned on, each time you hit <SAVE> a version of that edit is stored.

HOW TO TURN ON VERSIONING
(Not all users can do this)

1. Click on Articles (to display listing of articles)
2. Click on Options

1. Click on the tab: Editing Layout
2. Click on Enable Versions = YES
Max Version: 10 (this is the default)
**HOW TO USE VERSIONS**

Go into the article and begin editing

- Click on VERSIONS
- Select the ‘date’, click on RESTORE, to restore the article
- Click multiple versions then click ‘Compare’ to see the differences.
- Click ‘Keep On/Off’ to make that ‘version’ Locked so it will not be removed as more versions are created.

Check off article versions to ‘compare’
**ARTICLE EDITING**

Go to the Back End (administrator)

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

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**WORK WITH SPACING BETWEEN LINES**

<ENTER> key is a <P> tag, or a Paragraph Space in Joomla

<SHIFT><ENTER> key is a <br/> tag or a Line Break, where the items display JUST below the other, without any spacing in between.
**Work with Lists**

The easiest way to add a list, is to enter the items with an `<ENTER>` in between each item. The `<ENTER>` key is a `<p>` in html, this leaves a blank line in between each item...

1. Place items with a `<p>` in between each one.
2. Highlight Items. Click on Unordered List
3. List is complete.

Click on the Numbered list to make the list ‘numbered’ instead of bullets (unordered list).

Striped List (Note this is not viewable from Editor Mode)

Select all of the bulleted items
Click on Styles
Select Striped-list
Preview
**INSERT A VIDEO INTO YOUR ARTICLE**

1. Go to youtube.com to find the video
2. Be sure to PAUSE the video
3. Click on the share button under the video, grab the link:

   https://youtu.be/oXYMG5LOQ2Q

4. In the article place the following code:

   {youtube}oXYMG5LOQ2Q{/youtube} (where the video id=oXYMG5LOQ2Q)

   ![Image of text editor](image)

   * If you paste the ‘LINK’, it will not work, the ‘link’ must be ‘broken first’ (click on the videoed, then click on the ‘unlink’ option

Different Parameters for Video:

{youtube}oXYMG5LOQ2Q|100%|400{/youtube}

100% = FULL WIDTH

400 = Height of 400px

**ACCESSIBILITY FOR VIDEOS**

Consider accessibility standards before adding videos to your website. While embedding videos is beyond the scope of this workshop, please be aware that all videos should be closed-captioned before they are added to your website. We recommend that you have your videos uploaded to the Rutgers YouTube channel, which is managed by Laura Transue of the iTV Studio. Laura’s team also provides closed-captioning services.

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

Links can be added into articles to link to:

- Internal Page
- External Site (outside of current site)

1. Type text for the link
2. Always use ‘ACTION’ with type of link (Visit Rutgers Day Page)
3. Try not to use ‘click here’, not good for accessibility.
4. Click on the Link Icon

1. Type in: [http://www.rutgers.edu](http://www.rutgers.edu)
3. If EXTERNAL SITE, set Target = “Open in new window”
2. Click Insert
CREATE LINK AS ‘BUTTON’

1. Select the link
2. Click on Styles and select:
   button: this appears as a button on the site

Sample Display as a button:

Work with Links
Create a Link...

Link to Rutgers Main Site
**WORK WITH POPUP WINDOWS**

* If you do not have this feature installed, create a workorder and request it, we can install it for you (even in the older templates). Please request to install JCE PRO EDITOR (if it isn’t already installed).

If you would like to open a file or an image in a ‘popup’ window...

End Result:

If you click on the smaller image on the page, a larger image (does not have to be the same image) can be in the popup. This can be done for .pdf documents or images.

Example with Image:

Example with PDF:
**CREATE POPUP WITH NEW IMAGE BUTTON (IMAGE MANAGER EXTENDED)**

Click on Image button (WITH A STAR)

1. Select image from a folder
2. Upload new image (same as regular image manager)

1. Popup Type: JCE Mediabox
2. Click on a File (or upload a pdf file)
3. Enter a title for the file
4. Enter a caption for the file

Click INSRT once complete.
WORK WITH ADDING FILE LINKS
With JCE Editor PRO, there is a new button to Add a File Link, this can be used instead of docman. It is ideal if you just want to add a few .pdf file links to an article or to the site.

If you need to manage dozens of files, then docman is a better option.

Settings

Click on add file link icon

1. Select .pdf file (or upload)
2. Enter a title for the file
3. Select Target = OPEN IN NEW WINDOW
4. CHECK ICON OPTION (so it will show a .pdf icon)

Click INSERT to add the file link

Preview of File Link:
WORKING WITH TABLES

EXAMPLE OF A TABLE

<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>87</td>
</tr>
</tbody>
</table>

Phone display without responsive

Phone display WITH responsive Layout, notice the information is stacked vertically.
BUILD A TABLE
Goal, create a 4 column 4 row table for advising

1. Click on the table icon (insert a table)
2. Select 4 cells across, and 4 cells down
3. See the bottom says, 4x4

Resize Initial Table:

1. Place mouse on one of the 'handlers' drag.
2. This will resize the table, each cell will remain the same size (will adjust later)

Add a new column to the table:

1. Put cursor in Column / cell in table
2. Click on the table icon
3. Select Insert Column Before or After
**ADJUST TABLE**
Change width of ONE column (cell)

1. Highlight/select cells
2. Click on the table icon, select Cell
3. Click on Cell Properties

1. Change the SCOPE to COLUMN (this way the entire column will be affected)
2. Set the width to 200px

**Add Borders to the Table**
Place cursor in any cell, click on the Table Icon

1. Set border = 1
Add content to table:

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Advisor For</th>
<th>Location</th>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
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</tr>
<tr>
<td>Dr. Strangelove</td>
<td>Minor Students</td>
<td>Physics Lecture Hall</td>
<td>MW</td>
<td>67</td>
</tr>
</tbody>
</table>

Set Cells to Header

1. Place Cursor in cell to be made into a HEADER
2. Click on the Table Properties (Go to CELL PROPERTIES)
3. Change Cell Type to HEADER
Things to think about when entering data:

1. Do NOT hit your <ENTER> key while entering data (that could give you additional lines in each cell.

2. If you hit your <TAB> key, that will take you into the new cells

3. If you are on the last cell of the table and you hit your <TAB> key, it will add an additional row to the table.

Delete a Row

1. Place cursor in a row (cell)
2. Select table icon
3. Click DELETE ROW
MAKE A TABLE RESPONSIVE

1. Place cursor in cell of table.
2. Click on the TABLE ICON
3. Click on the ADVANCED property tab.
4. Set the CLASSES = sas-responsive-tbl
5. Hit UPDATE

Possible Issues with Tables in Responsive Mode:

- When making the table RESPONSIVE make sure that in the TABLE PROPERTIES there are no SIZE SETTINGS. That can ‘break’ the table, as Responsive means it will dynamically resize.
- Also verify that in the CELL PROPERTIES there is NO WIDTH SETTINGS
MAKE STRIPED RESPONSIVE TABLE

In the Tab: Advanced
Set Classes:
Sas-responsive-tbl table-striped

Desktop View Sample
Responsive View Sample
**REMOVE EXTRA <p> TAGS**

If accidentally you hit the <ENTER> Key, you may notice that the table rows end up being different heights. To see this, you can see the <p> tags inside of the table these should be removed.

1. Place cursor on cell that has a ‘p’ in the cell
2. Click on ‘Paragraph’ dropdown
3. Select the word Format
4. This will Remove the p from that cell.
WORK WITH CUSTOM FIELDS

Custom fields is a new functionality in Joomla. Not all of our sites are setup to use custom fields, but we are in the process of moving towards it. If your site is on the ‘New Template’, and you would like to use custom fields, please create a work order.

We can add the fields, then you can adjust the content by moving the content from the ‘content of the article’ to the custom fields. Then next step would be to ‘adjust’ the menu item to display the ‘summary’ in a ‘nicer way’.

Sample summary page with custom fields:

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

Sample detail page with custom fields:

https://www.sas.rutgers.edu/cms/deptdemo/people/faculty/14-faculty-professor-a
**ADD CONTENT TO FIELDS**

When editing the article, click on the ‘new tab’, may be called people fields, or in this case ‘sample fields’
CLASS RECAP
- Article Editing
  - Versioning in Articles
  - Work with Spacing between Lines
  - Work with Lists
  - Insert a Video into your Article
  - Work with Links
  - Create link as ‘button’
- Work with Popup Windows and File Links
- Working with Tables
  - Example of a Table
  - Build a Table
  - Adjust Table
  - Make a table Responsive
  - Add ‘Stripes’ To table
  - Remove extra <p> tags
- Work with Custom Fields