Joomla! Advanced Content Editing

Jan 14, 2020

Instructor for this Workshop

Web Development

School of Arts and Sciences
# Table of Contents

Welcome ........................................................................................................................................... 3
What is Joomla? ................................................................................................................................. 3
Joomla Administrator Overview Login .............................................................................................. 4
  Joomla Backend Interface ............................................................................................................. 5
Front End Editing ............................................................................................................................. 6
Article Versions ................................................................................................................................ 7
  How to turn on Versioning ............................................................................................................ 7
  How to use Versions ..................................................................................................................... 8
How to Find Articles ......................................................................................................................... 9
Article Editing .................................................................................................................................. 11
Work with Spacing between Lines ................................................................................................. 11
Work with Lists ............................................................................................................................... 12
Insert a Video into your Article ........................................................................................................ 13
  Accessibility for Videos ................................................................................................................. 14
  New Media Studio. Options for DIY Videos ................................................................................. 14
Work with Links ............................................................................................................................... 15
  Create link as ‘button’ .................................................................................................................... 16
Work with Adding FILE Links ......................................................................................................... 17
  FILE Links with ‘core joomla’ ...................................................................................................... 17
  File Links with JCE Editor Pro ...................................................................................................... 18
Working with Tables ......................................................................................................................... 19
  Example of a Table ....................................................................................................................... 19
  Build a Table ............................................................................................................................... 20
  Adjust Table .................................................................................................................................. 21
  Make a table Responsive .............................................................................................................. 24
    Possible Issues with Tables in Responsive Mode: ...................................................................... 24
  Make Striped Responsive Table .................................................................................................... 24
  Remove extra <p> tags .................................................................................................................... 26
Work with Custom Fields ................................................................................................................. 27
  Add content to fields ................................................................................................................... 28
Sliders ................................................................................................................................................. 29
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/training

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

For additional learning / workshops visit:
https://joomlausersnj.com
Joomla Administrator Overview Login

Joomla has a ‘back end’ and a ‘front end’.

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/training/

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

1. Click on the NEW tab option
2. If you DRAG the ‘tab’ outside of the browser, you will create a new browser window.

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

http://www.sas.rutgers.edu/cms/training/administrator

Click Login Button

Some of our older systems, have a slightly different login display
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’.

Go to any article / menu item on the website.

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

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

![Article Options](image1)

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.

Check off article versions to ‘compare’

Click ‘Keep On/Off’ to make that ‘version’ Locked so it will not be removed as more versions are created.
HOW TO FIND ARTICLES

To edit ARTICLES in joomla, if you are on the front end and you see a ‘blog’ view, it’s best to ‘figure out’ the menu item, category, article title in order to find the article to edit...

Sample ‘blog view’

How to determine ‘what’ to edit???

1. Go to MENU → MENU ITEMS
   a. Change ‘dropdown’ for 20 to 100, so you can see all menu items

2. Find menu item (blog) (Sample Blog Page in this case)
   a. Click on SELECTION TAB (check the CATEGORY that is being selected)
3. Go to the CATEGORY LISTING
   a. Content → Categories
   b. Click on GREEN CIRCLE (these are the PUBLISHED ARTICLES) in that category

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Find the article that you need to edit
**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.

---

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

Different Parameters for Video:

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

100% = FULL WIDTH

400 = Height of 400px

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

You can also upload videos to Kaltura, you will need a Kaltura account. Any videos uploaded to Kaltura will have the option to add closed captioning automatically.

Rutgers faculty or staff can have access to an account. Kaltura links:

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

NEW MEDIA STUDIO. OPTIONS FOR DIY VIDEOS
Faculty needing to create a course that is credit bearing or the media is being used for a credit bearing course have access to the DIY studio for up to 15 hours per semester.

If the course is non-credit, or if the media is for another purpose/destination, it then is charged at the standard rates. https://tlt.rutgers.edu/new-media-center
**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)
2. Click Insert
3. If EXTERNAL SITE, set Target = “Open in new window”
**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:

![Sample Display as a button](image)
WORK WITH ADDING FILE LINKS

FILE LINKS WITH ‘CORE JOOMLA’

1. Type name of link, highlight text, click on LINK button

2. On the ‘link popup page’, click on the FILE ICON

3. Select the pdf file, click insert

4. Confirm settings the URL should be the url for the .pdf file
**FILE LINKS WITH JCE EDITOR PRO**

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.

![Click on add file link icon](image)

Settings

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>67</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>
<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>
```

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

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

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
**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’
**Sliders**

To add sliders to your content, your site must have the sliders plugin already installed / enabled.

**Sample code:**

```{slider}
This is slider 1

here is my content lj lkj lkj lj lkj

This is slider 2

this is my content

{/sliders}
```

**Sample output**

![Sample use of sliders](image_url)