# RUTGERS
## School of Arts and Sciences

# Joomla! Advanced Content Editing

# Joomla 4

Web Development

School of Arts and Sciences

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# Joomla! Website Management and Editing

## WELCOME / OVERVIEW

### 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: [https://webtraining.sas.rutgers.edu/](https://webtraining.sas.rutgers.edu/)

### RUTGERS SAS IT – WEBSITE OVERVIEW

The School of Arts and Sciences at Rutgers uses Joomla as the website technology.  We manage over 120 websites.   Our websites are hosted in the cloud, and managed by our Web Development Team.

#### 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](https://community.joomla.org/joomla-training.html)

For additional learning / workshops visit:

[https://joomlausersnj.com](https://joomlausersnj.com)

*ABOUT THE SAS WEBSITE TEMPLATE*

The SAS Joomla! template meets Rutgers University identity standards and School of Arts and Sciences identity standards. Banners with the Rutgers School of Arts and Sciences logotype and modules with departmental contact information will appear on every page of the website.

**In addition to identity features, the SAS Joomla! template provides the following:**

- A responsive layout that adjusts content for different devices and screen sizes
- A standard navigation and structure that provides easy access to departmental/unit information
- A high level of compliance with Accessibility Standards

**Other features of our websites include:**

- Course listings that update automatically
- Easy to maintain faculty listings
- Image slideshows
- Calendars and/or lists of events
- News and/or announcements

Slider/Banner images are 1200 x 400 pixels.

The Welcome Square image is 400 x 400 pixels.

Module square images are 400 x 400 pixels.

*CHECKLIST FOR SAS ACADEMIC WEBSITES*

Rutgers School of Arts and Sciences websites created by SAS IT ensure that our school websites meet all federal, university, and school policies and regulations such as those set by the Americans With Disability Act and all others that set usability requirements and security standards. It provides a coherent standardization of look, navigation, and technological functions with flexibility to meet the needs of the unit, school, and the unit's various constituents.

In order to serve our students well, the departmental websites include a standardized section for undergraduate education information. The goal of the undergraduate website navigation is to allow students and academic advisors to move between department websites with ease, knowing where they will find the information they need.

The Office of Communications and Undergraduate Education are available to help you develop new content and images for the website. If you need assistance, please contact:

Susan Lawrence, Vice Dean for Undergraduate Education, slawrence@sas.rutgers.edu

Kareem Mumford, Director of Communications and Marketing, kareem.mumford@sas.rutgers.edu

For more information on the Checklist for SAS Academic Websites, visit the SAS IT Web Development Documentation Site.

*UNIVERSITY DATA POLICIES*

Websites maintained by the School of Arts and Sciences Information Technology Web team (e.g. our Joomla! websites) are designed to provide information to the public. Information intended for an internal audience should be shared using other technologies.

- To determine what data should not be made public, refer to the links under "University Data Policy Information" below.
- For assistance determining how best to share data internally, please submit an SAS IT REQUEST.

**The Family Educational Rights and Privacy Act (FERPA)**

FERPA is the federal law that governs the rights of students and institutional responsibilities with respect to student records.
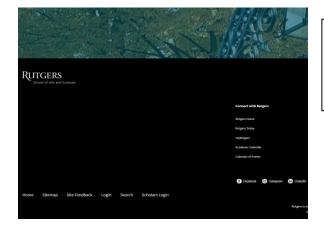
- FERPA For Faculty And Staff
- FERPA/Student Privacy

**Rutgers Information Technology Requirements**
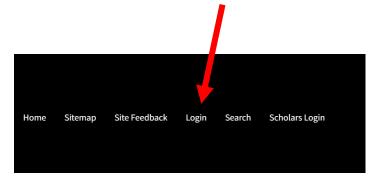
All members of the University community are responsible for adhering to the policies and guidelines established to ensure the integrity of the university's infrastructure, the security of its data, and the efficient and ethical use of its resources.

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'.



The button to login to the front end is located in the footer menu



To edit articles on the front end, go to any article / menu item on the website.



**Student Research**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque nec sagittis augue, a rutrum lectus. Quisque eget velit placerat, venenatis dolor in, mollis neque. Donec ac egestas dolor, sed facilisis justo. Fusce eu fermentum augue. Mauris libero nisi, euismod in maximus eget, finibus in quam. Nam a venenatis augue. Curabitur eget pulvinar tortor, ac luctus ligula. Curabitur vitae velit risus. Curabitur sodales quam purus, quis malesuada ipsum pharetra ut. Phas

Edit

At the top of an article, you will find a button titled 'Edit'. Click this to enter the editor.

JOOMLA BACK END - ADMINISTRATOR

*JOOMLA BACK END OVERVIEW*
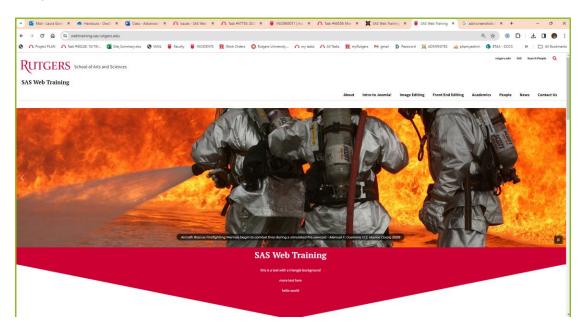
Joomla has a 'back end' and a 'front end'.

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)

# https://webtraining.sas.rutgers.edu//
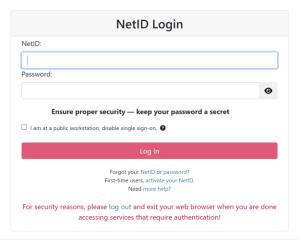
To open a new tab: (<CMD> <T>  or <CTRL><T>)
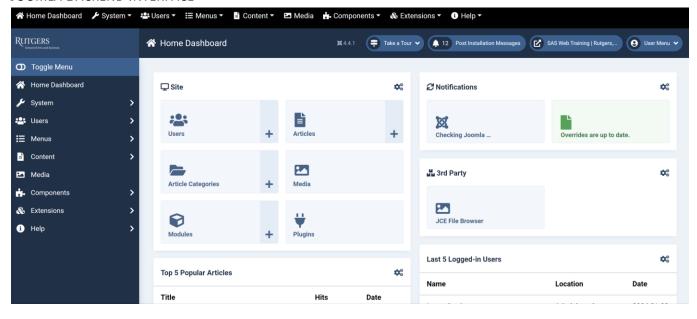


2. Open the new browser window to the BACK END view and log in

[https://webtraining.sas.rutgers.edu/administrator](https://webtraining.sas.rutgers.edu/administrator)
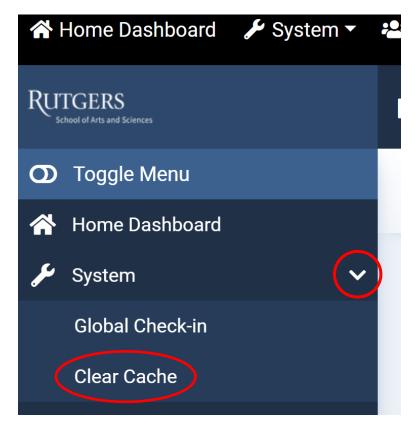
## JOOMLA BACKEND INTERFACE
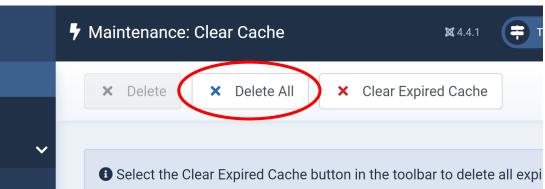
## CLEARING THE JOOMLA CACHE

On these sites, it is sometimes necessary to clear the cache before the latest edits to the site can be seen.



Select the System dropdown on the left-hand menu. Select 'Clear Cache' from the dropdown options.



Select 'Delete All' to clear the cache.

# Article Maintenance

It is possible to maintain articles to have the site work properly.  This maintenance may include versions, cache and unlocking articles.
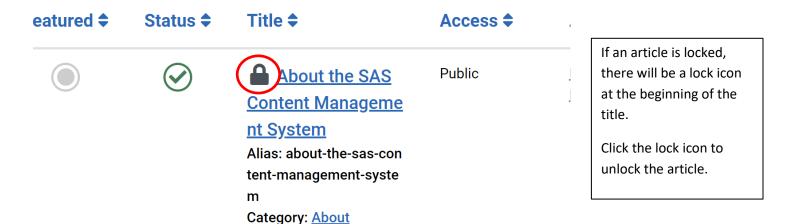
Go to the Back End (administrator)

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

| | | Featured ⬍ | Status ⬍ | Title ⬍ | Access ⬍ | Author ⬍ | Date Created ⬍ | Hits ⬍ | Votes |
|---|---|---|---|---|---|---|---|---|---|
| ☐ | ⋮ | ◉ | ✓ | **Eddie Konczal** <br> Alias: eddie-konczal <br> Category: Workshops » Image Editing | Public | Eddie F. Konczal | 2023-10-25 | 2 | 0 |
| ☐ | ⋮ | ◉ | ✓ | **Eddie Article 2** <br> Alias: eddie-article-2 <br> Category: Workshops » Image Editing | Public | Eddie F. Konczal | 2023-10-20 | 1 | 0 |
| ☐ | ⋮ | ◉ | ✓ | **Eddie Article 1** <br> Alias: eddie-article-1 <br> Category: Workshops » Image Editing | Public | Eddie F. Konczal | 2023-10-19 | 2 | 0 |

## UNLOCKING ARTICLES

An item can become 'locked', because someone is in the process of editing it, or they were editing it, and never hit 'cancel' or 'save', which means Joomla keeps the article locked.  The purpose of this is to prevent a Joomla article from being edited by multiple users at the same time.  It's a good idea to always check if someone is working on a specific article.  If you 'kick someone out' of editing, their changes may not be saved in the system.  We also recommend to frequently SAVE your work as you are working.  The last save will always be kept.



If an article is locked, there will be a lock icon at the beginning of the title.

Click the lock icon to unlock the article.
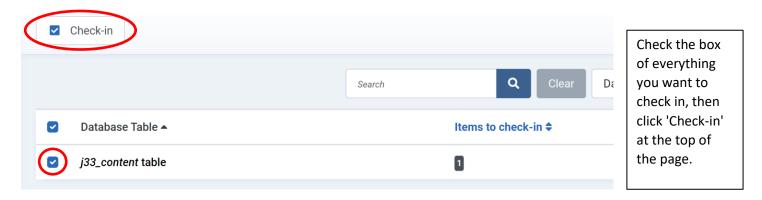
## GLOBAL CHECK-IN

It is possible to check in multiple articles at once. Not all users have access to this option.



Select the System dropdown on the left-hand menu. Select 'Global Check-in' from the dropdown options.

Check the box of everything you want to check in, then click 'Check-in' at the top of the page.

## ARTICLE VERSIONS
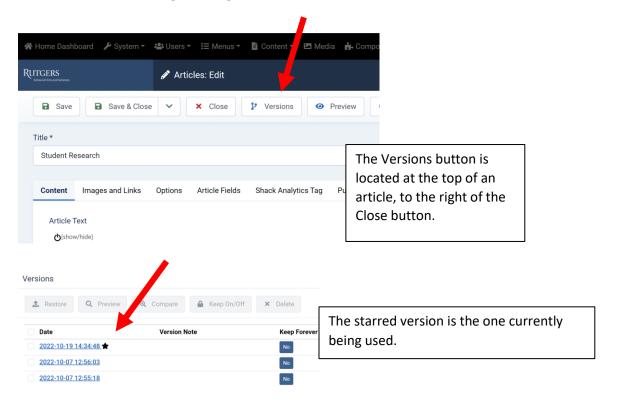
It is possible to store, restore and compare changes that you have made in an article.  Prior to using versions, this functionality must be ENABLED.  If you are unable to enable this, please create a workorder and we can turn it on for you.
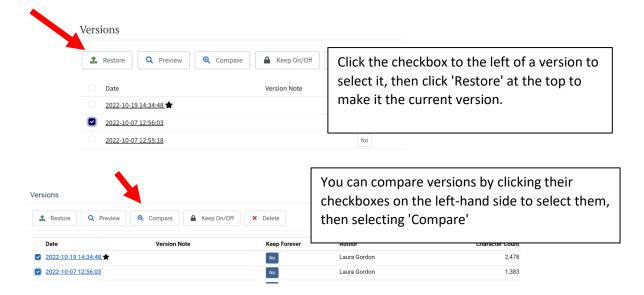
Once the functionality is turned on the system does NOT save backups or versions, it is essential to SAVE the article PRIOR to EDITING for this to 'kick in'.

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

**How to use Versions**

Go into the article and begin editing.



The Versions button is located at the top of an article, to the right of the Close button.

The starred version is the one currently being used.

Versions



Click the checkbox to the left of a version to select it, then click 'Restore' at the top to make it the current version.

Versions



You can compare versions by clicking their checkboxes on the left-hand side to select them, then selecting 'Compare'

*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'
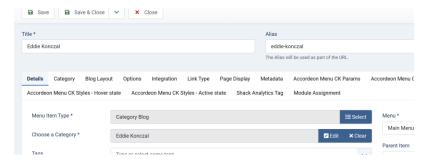


How to determine 'what' to edit???

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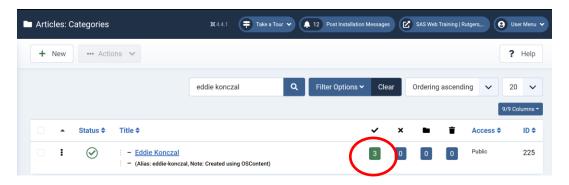
a. Change 'dropdown' for 20 to 100, so you can see all menu items
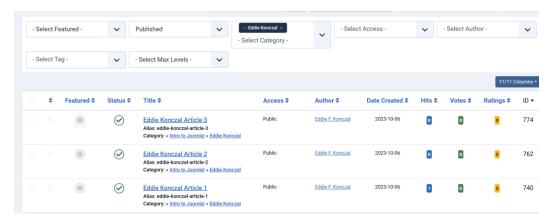


2. Find menu item (blog) (Eddie Konczal in this case)
   a. Click on SELECTION TAB (check the CATEGORY that is being selected)



3. Go to the CATEGORY LISTING
   a. Content -→ Categories
   b. Click on GREEN CIRCLE (these are the PUBLISHED ARTICLES) in that category



4. Find the article that you need to edit from the category
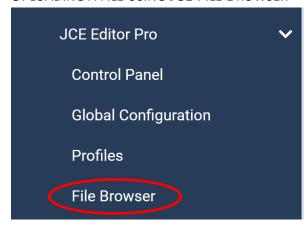
## OVERVIEW: WHERE DOES JOOMLA STORE FILES?
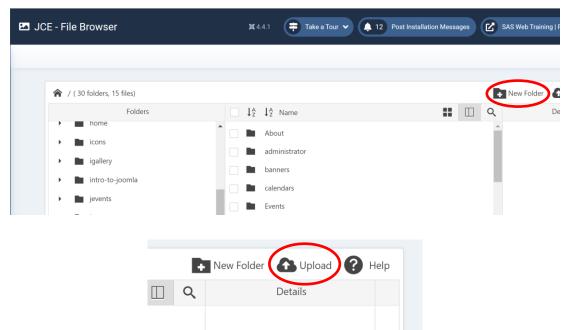
In Joomla!, files such as PDFs and images (jpg, png, etc) are all stored in the "images" directory. The **Media** Manager in Joomla! and JCE Editor Pro both allow you to upload files to the "images" folder.

While the Media Manager only supports image and PDF files, the JCE Editor Pro component is able to store and upload many other file types as well. These other file types include doc, docx, html, ppt, txt, and many more.

## UPLOADING A FILE USING JCE FILE BROWSER
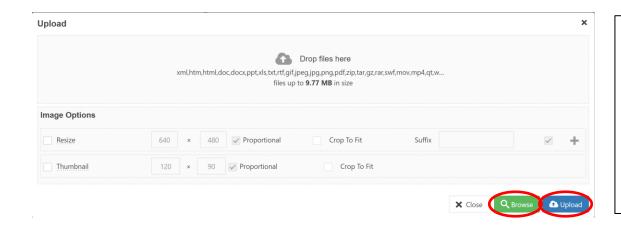


Find 'JCE Editor Pro' in the list of Joomla components.

Select 'File Browser'.



Select the folder you would like to upload a file to.

If none of the folders are a good fit, click 'New Folder' to make a new one.

Once a folder has been selected, click 'Upload'.

## Upload ✕

Drop files here

xml,htm,html,doc,docx,ppt,xls,txt,rtf,gif,jpeg,jpg,png,pdf,zip,tar,gz,rar,swf,mov,mp4,qt,w...

files up to **9.77 MB** in size

**Image Options**

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| ☐ Resize | 640 | × | 480 | ☑ Proportional | ☐ Crop To Fit | Suffix | ☑ | + |
| ☐ Thumbnail | 120 | × | 90 | ☑ Proportional | ☐ Crop To Fit | | | |

✖ Close     🔍 Browse     ☁ Upload

Drag a file into the gray box or click 'Browse' to select a file from your computer.

Click the blue 'Upload' button to finish uploading your file to the ICE

ARTICLE EDITING
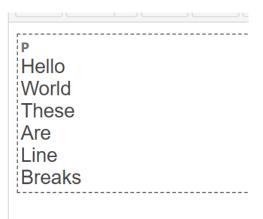
Articles can be edited from the FRONT END or BACK END of the website.  All of the article editing techniques can be done in either location.

*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.
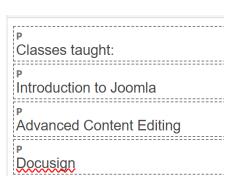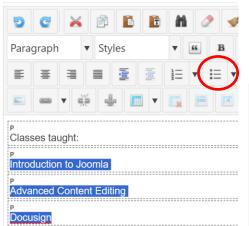
*WORK WITH LISTS*

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…

2. Highlight the items in the list, then click the unordered list button.

1. Create a paragraph for each item in your list.

3. The list is complete.

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

2. Highlight the items in the list, then click the numbered list button.

1. Create a paragraph for each item in your list.

3. The list is complete.

P
Classes taught:

P
Introduction to Joomla

P
Advanced Content Editing

P
Docusign

Paragraph ▼ Styles ▼ " B

P
Classes taught:

P
Introduction to Joomla

P
Advanced Content Editing

P
Docusign

P
Classes taught:

OL
1. Introduction to Joomla
2. Advanced Content Editing
3. Docusign

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

Format ▼ Styles ▼ " B I

P
Classes Taught:

UL
• Introduction
• Advanced C
• Docusign

P

P

P

rt-error-rocket

sas-responsive-tbl

sidebar-button

small_text

span3

span5

striped-list

To create a striped list, first select all the items in your list.

Then, click the Styles dropdown and select striped-list.

Classes Taught:

• Introduction to Joomla
• Advanced Content Editing
• Docusign
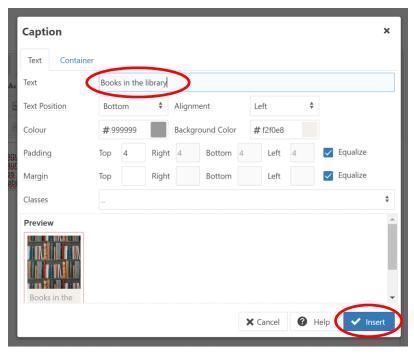
*ADDING A CAPTION TO AN IMAGE*

There is a tool to add a caption that will be attached to the bottom of an image.

Select the image you want to add a caption to.

Then, click the 'Add Caption' tool.



In the Caption popup, write the caption you'd like and click 'Insert'.

Books in the library

The caption will display below the image.

*WORK WITH LINKS*

Links can be added into articles to link to:

- Internal Page (another page of current site)
- External Site (outside of current site)
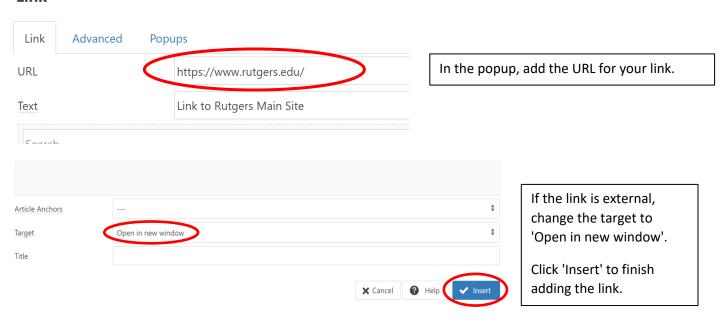
First, type out the text for the link. Describe the action of the link rather than putting 'Click Here'

Link to Rutgers Main Site

Highlight the text for the link. Then, click the link button

**Link**

| Link | Advanced | Popups |

URL    https://www.rutgers.edu/

In the popup, add the URL for your link.

Text    Link to Rutgers Main Site

Article Anchors    ---

Target    Open in new window

Title

✕ Cancel    ❓ Help    ✔ Insert

If the link is external, change the target to 'Open in new window'.

Click 'Insert' to finish adding the link.

Joomla!  Advanced Content Editing -  January 2024
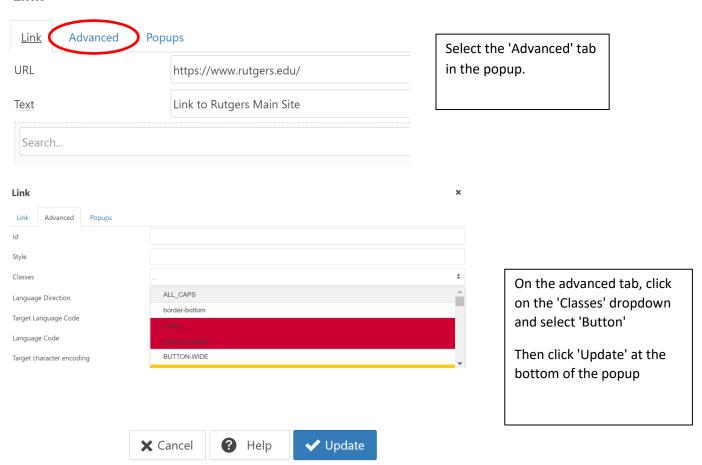
## CREATE LINK AS 'BUTTON'

Click the link you want to turn into a button, then click the link tool.

**Link**

Select the 'Advanced' tab in the popup.

On the advanced tab, click on the 'Classes' dropdown and select 'Button'

Then click 'Update' at the bottom of the popup

Sample Display as a button:

cn


Link to Rutgers Main Site

*WORK WITH ADDING FILE LINKS*

*FILE LINKS WITH 'CORE JOOMLA'*
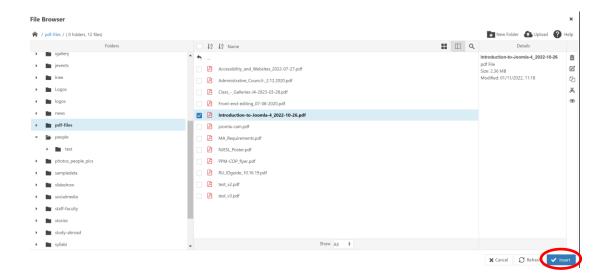
1. Type name of link, highlight text, click on LINK button



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



3. Select the pdf file, click insert
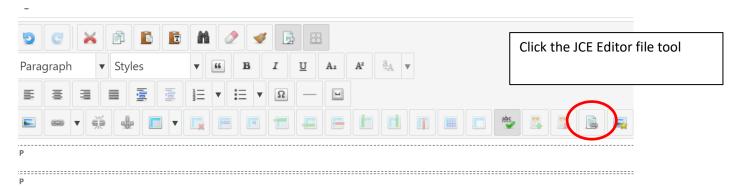
4. Confirm settings the URL should be the url for the .pdf file
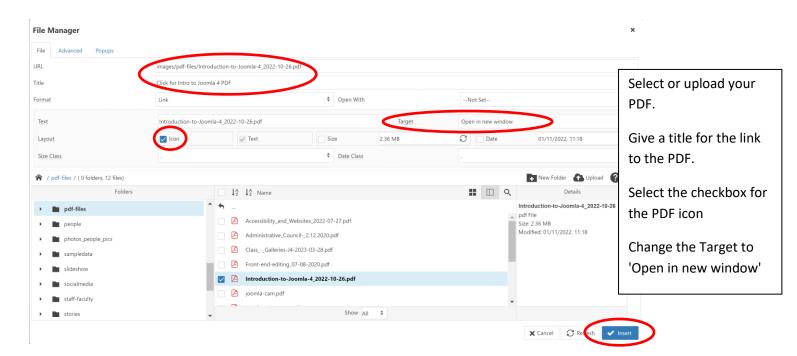


## FILE LINKS WITH JCE EDITOR PRO

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 the JCE Editor file tool

Settings

Select or upload your PDF.

Give a title for the link to the PDF.

Select the checkbox for the PDF icon

Change the Target to 'Open in new window'

Preview of File Link:

CII


Introduction-to-Joomla-4_2022-10-26.pdf

*CREATING A POPUP LINK TO A FILE WITH JCE EDITOR IMAGE MANAGER EXTENDED*



To begin creating your popup, select the 'Insert Image' tool with the star.

**Image Manager Extended**

Image | Rollover | Advanced | Popups | Responsive

URL: images/igallery/cats.jpg
Alternate Text: cats
Dimensions: 225 × 225 ☑ Proportional
Alignment: --Not Set-- | Clear | --Not Set--
Margin: Top | Right | Bottom | Left ☑ Equalize

/ igallery / ( 4 folders, 2 files)

| Folders | | Name |
|---|---|---|
| ▼ 📁 igallery | ▶ 📁 original | ↰ .. |
| ▶ 📁 original | | 📁 original |
| ▶ 📁 resized | | 📁 resized |
| ▶ 📁 temp | | 📁 temp |
| ▶ 📁 watermark | | 📁 watermark |
| ▶ 📁 jevents | | cat.jpg |
| ▶ 📁 lnee | | ☑ 🖼 cats.jpg |

Show All

Select the image you want to be displayed.

**Image Manager Extended**

Image | Rollover | Advanced | Popups | Responsive

Popup Type: JCE MediaBox Popups
URL: images/igallery/cats.jpg
Title: Rutgers Cat
Caption: Cat in a Sweatshirt
Group:

/ igallery / ( 4 folders, 2 files)    📁 New Folder  ☁ Upload  ❓ Help

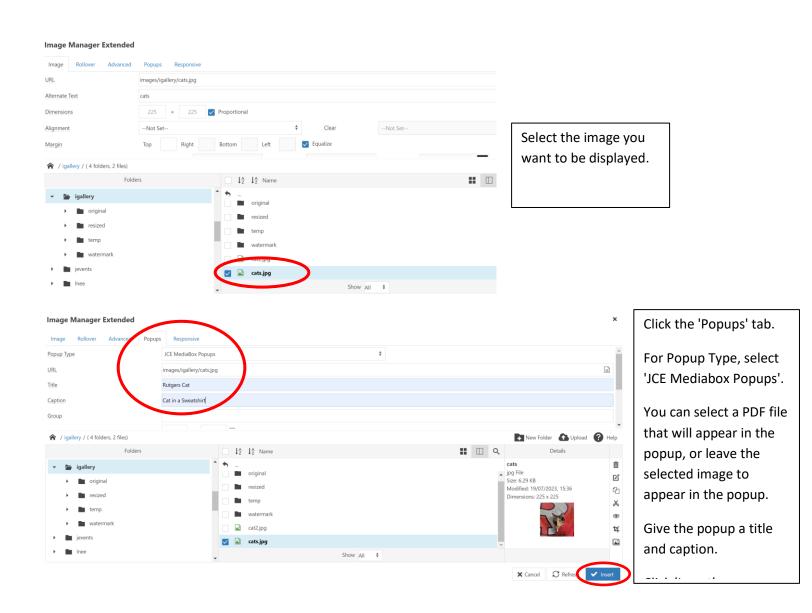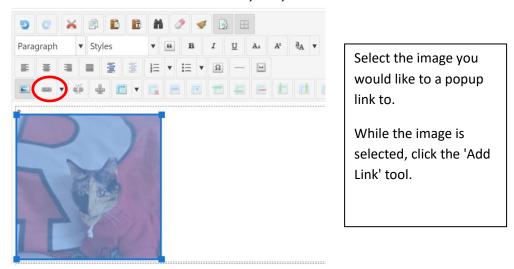| Folders | Name | Details |
|---|---|---|
| ▼ 📁 igallery | ↰ .. | cats |
| ▶ 📁 original | 📁 original | jpg File |
| ▶ 📁 resized | 📁 resized | Size: 6.29 KB |
| ▶ 📁 temp | 📁 temp | Modified: 19/07/2023, 15:36 |
| ▶ 📁 watermark | 📁 watermark | Dimensions: 225 x 225 |
| ▶ 📁 jevents | cat2.jpg | |
| ▶ 📁 lnee | ☑ 🖼 cats.jpg | |

Show All

✖ Cancel   🔄 Refresh   ✔ Insert

Click the 'Popups' tab.

For Popup Type, select 'JCE Mediabox Popups'.

You can select a PDF file that will appear in the popup, or leave the selected image to appear in the popup.

Give the popup a title and caption.

*CREATING A POPUP LINK TO AN ARTICLE, FILE, OR IMAGE WITH STANDARD JCE EDITOR*

Paragraph | Styles

Select the image you would like to a popup link to.

While the image is selected, click the 'Add Link' tool.

Select the image, file, or content page you would like in your popup.

Then, click the 'Popups' tab.

**Link**

Link  Advanced  Popups

URL  images/pdf-files/Introduction-to-Joomla-4_2022-10-26.pdf

Text  Mixed / Element Selection

Search...  🔍 Search  ⚙

▶ 📁 Contacts
▶ 📁 **Content**
▶ 📁 Menu
▶ 📁 Tags

**Link**  ✕

Link  Advanced  Popups

Popup Type  JCE MediaBox Popups  ⬍

Title

Caption

Group

Dimensions  ☐ × ☐  ☑ Proportional

Popup Icon  Yes ⬍  Icon Position  --Not Set--  ⬍

Hide Popup Link  No ⬍  Auto Popup  --Not Set--  ⬍

Media Type  Internal Links  ⬍

Parameters  Name  Value  ➕

✕ Cancel  ❓ He  ✔ Insert

In the 'Popups' tab, select 'JCE MediaBox Popups' for the Popup Type.

Select 'Internal Links' for the Media Type.

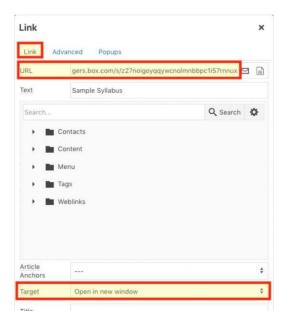Click the Share button on the right side of the file.

Below Share Link, click the slider button for "Create shared link". Text will change to "Shared link is created" and a URL will appear.

Underneath the URL, change the access from "People in your company" or "Invited people only" to "People with the link".
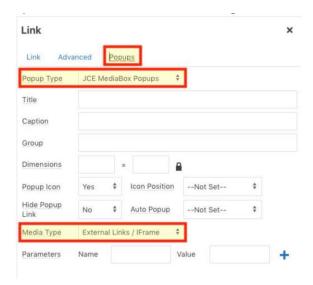
Click Copy.

Click the 'Insert Link' tool in the editor.

Paste the URL.

Change the Target to 'Open in new window'.

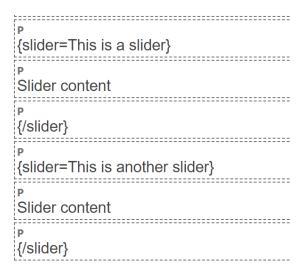While still in the Insert/Edit link window, click the "Popups" tab.

Select JCE MediaBox Popups in the Popup Type field.

Choose External Links/Iframe in Media Type

## SLIDERS

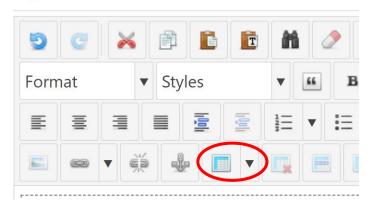**To add sliders to your content, your site must have the sliders plugin already installed / enabled.**

**Sample code:**

```
P
{slider=This is a slider}

P
Slider content

P
{/slider}

P
{slider=This is another slider}

P
Slider content

P
{/slider}
```

Sample output

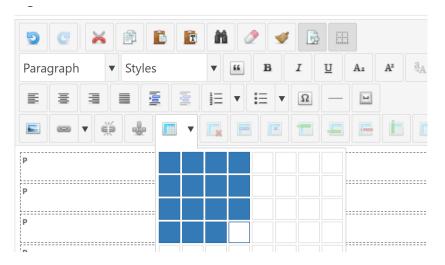+ This is a slider

- This is another slider

Slider content

## CREATING A TABLE

Article Text

⏻[show/hide]

To add a table to an article, click the down arrow on the table button in the editor.

Use the grid to determine how many rows and columns the table will have.

INSERT A VIDEO INTO YOUR ARTICLE

Videos are not stored locally on our Joomla websites.  All videos must be stored on youtube or Kaltura.  We will review the different options and how to display the videos on your site.

INFORMATION ABOUT VIDEO HOSTING

https://sasit.rutgers.edu/how-to-guides/web-development-documentation/web-development/116-joomla-3-x/video/699-video-hosting-options-at-rutgers

SAS Video Policies, Practice, and Assistance:

https://sas.rutgers.edu/resources/leadership-and-directory/office-of-communications/3330-video-policies-practice-and-assistance

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 to Rutgers Youtube, 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

*HOW TO ADD A VIDEO TO 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)
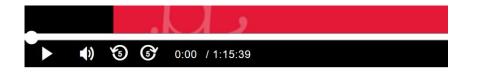


Different Parameters for Video:

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

100% = FULL WIDTH

400 = Height of 400px

*EMBED VIDEO FROM KALTURA*
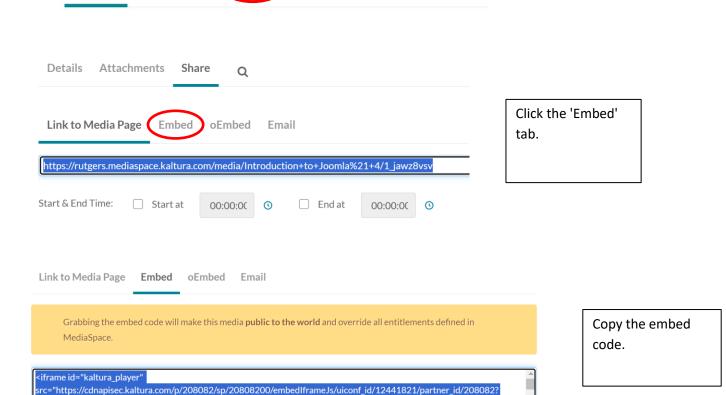
To embed a video from Kaltura, you must be logged in.

Introduction to Joomla! 4

From Eddie Konczal November 2nd, 2022

Find the Kaltura video you want to embed and click 'Share' below the video.

Details    Attachments    Share    🔍

Details    Attachments    Share    🔍

Link to Media Page    Embed    oEmbed    Email

https://rutgers.mediaspace.kaltura.com/media/Introduction+to+Joomla%21+4/1_jawz8vsv

Start & End Time:    ☐ Start at    00:00:00 🕐    ☐ End at    00:00:00 🕐

Click the 'Embed' tab.

Link to Media Page    Embed    oEmbed    Email

Grabbing the embed code will make this media **public to the world** and override all entitlements defined in MediaSpace.

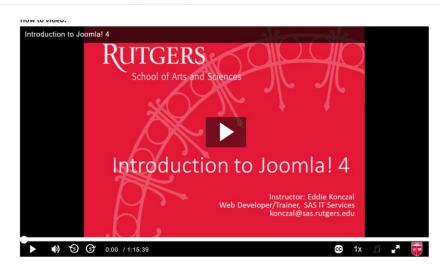<iframe id="kaltura_player" src="https://cdnapisec.kaltura.com/p/208082/sp/20808200/embedIframeJs/uiconf_id/12441821/partner_id/208082? iframeembed=true&playerId=kaltura_player&entry_id=1_jawz8vsv&flashvars[streamerType]=auto&amp;flashvars[localizati onCode]=en&amp;flashvars[sideBarContainer.plugin]=true&amp;flashvars[sideBarContainer.position]=left&amp;flashvars[s

Copy the embed code.

🕛[show/hide]    Editor    Code    Preview

🔍 🔄 ☑ ≣ ▤ ☰    Search    ← → Replace    ♭ₐ ♭ₐ 📋

```
1  ▾  <p>
2         <iframe src="https://cdnapisec.kaltura.com/p/208082/sp/20808200/embedIframeJs/uiconf_id/12441821/partner_id/208082?
    iframeembed=true&amp;playerId=kaltura_player&amp;entry_id=1_jawz8vsv&amp;flashvars[streamerType]=auto&amp;flashvars[localizationCode]=en&amp;flashvars[sideB
    arContainer.plugin]=true&amp;flashvars[sideBarContainer.position]=left&amp;flashvars[sideBarContainer.clickToClose]=true&amp;flashvars[chapters.plugin]=true
    &amp;flashvars[chapters.layout]=vertical&amp;flashvars[chapters.thumbnailRotator]=false&amp;flashvars[streamSelector.plugin]=true&amp;flashvars[EmbedPlayer.
    SpinnerTarget]=videoHolder&amp;flashvars[dualScreen.plugin]=true&amp;flashvars[mediaProxy.mediaPlayFrom]=2079&amp;flashvars[mediaProxy.mediaPlayTo]=2190&amp
    ;flashvars[Kaltura.addCrossoriginToIframe]=true&amp;&amp;wid=1_42mnt8zc" width="854" height="480" id="kaltura_player" title="Introduction to Joomla! 4"
    sandbox="allow-downloads allow-forms allow-same-origin allow-scripts allow-top-navigation allow-pointer-lock allow-popups allow-modals allow-orientation-
    lock allow-popups-to-escape-sandbox allow-presentation allow-top-navigation-by-user-activation" allowfullscreen="allowfullscreen" allow="autoplay *;
    fullscreen *; encrypted-media *"></iframe>
3      </p>
```

Paste the embed code into the 'Code' tab of your article.

Save and Close.

How to video:

# WORK WITH CUSTOM FIELDS

## OVERVIEW OF CUSTOM FIELDS

Custom fields is a powerful functionality in Joomla. Joomla! Custom Fields allow you to easily manage standard data appearing on multiple articles.  For example, you may have articles in a category called "People" that display each person's name, title, email address, office, phone number, and other basic information.  Moving these common details into Custom Fields makes it easier to add this information and results in a more consistent layout for your website.

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 detail page with custom fields:

https://webtraining.sas.rutgers.edu/people/person-details/person-6

## Person Details

### Person 6
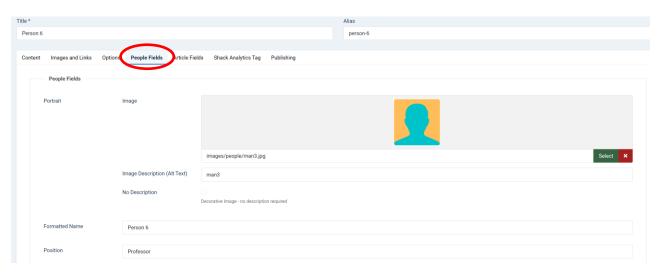


**Person 6**
**Position:** Professor
**Institution:** Rutgers University
person2@rutgers.edu
**Office:** Lucy Stone Hall
000-000-0000

hi

## ADD CONTENT TO FIELDS

When editing the article, click on the 'new tab', may be called people fields.



## EDIT CUSTOM FIELDS – BACK END
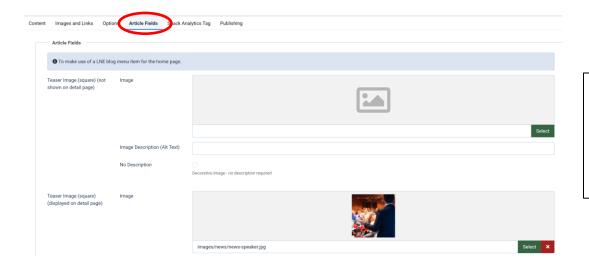
Edit articles on the back end the same way you would edit other articles when there are custom fields.

We use custom fields in:

- Faculty Profiles
- Course Descriptions
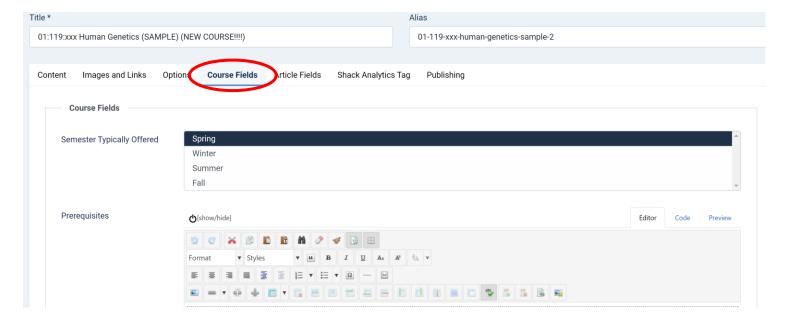- News Articles
- Other article types

There may be an 'Article Fields' or 'News Fields' tab where you can add Custom Field information, such as a teaser image.

## EDIT COURSES – BACK END

Similar to People Fields, there are also Course Fields to edit details about courses being offered. Select an article about a course to edit it, then click the 'Course Fields' tab.



## EDIT COURSES – FRONT END

Course Fields can also be used when editing on the front end.

# Course Details

## 01:119:xxx Human Genetics (SAMPLE) (NEW COURSE!!!!)

**Semester Typically Offered:** Spring

**Prerequisites:** No Prerequisite needed for this course.
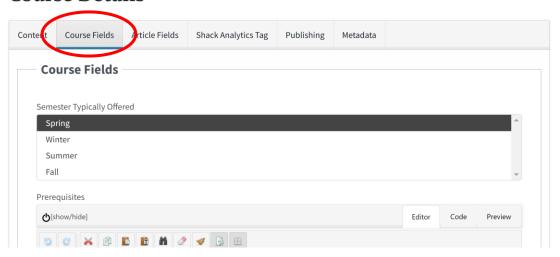
**Course Description:** This online class introduces the student to Human Genetics, from the micro level to the macro level. We will begin by covering some of the foundational molecular biology, such as the structure of DNA and the means by which your genes influence your development and health. We will also discuss genetics at the family level, and study the patterns of disease inheritance we see in families that have a disease-causing mutation running through them. We will then discuss a number of topics related to how we use our

☑ Edit

Log into the front end and navigate to the course you want to edit.

Click the 'Edit' button.

# Course Details

| Content | Course Fields | Article Fields | Shack Analytics Tag | Publishing | Metadata |

## Course Fields

Semester Typically Offered

| Spring |
| Winter |
| Summer |
| Fall |

Prerequisites

⏻[show/hide]                                    Editor    Code    Preview

Click the 'Course Fields' tab.

*EDIT PEOPLE – FRONT END*

People Fields can also be used when editing on the front end.

# People

**Person 2** ✏
person2@rutgers.edu

**Firstname Lastname** ✏
person2@rutgers.edu

**Person 6** ✏
person2@rutgers.edu
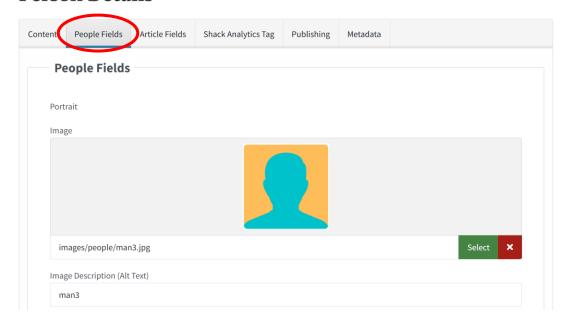
Log into the front end and navigate to the person you want to edit.

Click the pencil 'Edit' icon.

# Person Details

Content | People Fields | Article Fields | Shack Analytics Tag | Publishing | Metadata

## People Fields

Portrait

Image



images/people/man3.jpg | Select | ✕

Image Description (Alt Text)

man3

Click the 'People Fields' tab to edit the custom

A module in Joomla! is a "mini program" that can be displayed in various positions on the website.  Modules can make your site more dynamic and easier to work with if used properly.  You can usually identify an article by its location on the website outside the main content area where articles appear.

Every module has two very important properties:

- **Position**
    - This determines where on the web page it will display. You can see examples of module positions here.
- **Menu Assignment**
    - This determines what page(s) the module will be displayed on.  You can assign a module to one or more pages on your website.  Your module can be displayed on all pages, on a single page, or on multiple pages.  A module can also be displayed on no pages, in which case you can embed it within an article.



This is a Contacts module that was assigned to the 'Undergraduate' menu item.

*MODULE POSITIONS*
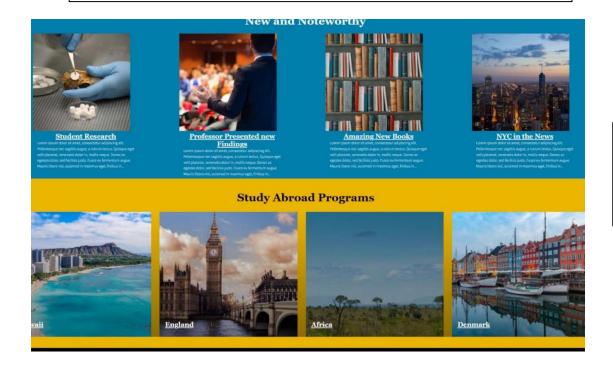
A module's position refers to its location on the web page.  A module position can usually be identified by its location outside the main content area where articles appear.

**About the SAS CMS**

**Join our Mailing List**

**Get Support**

Build | Inspire | Grow
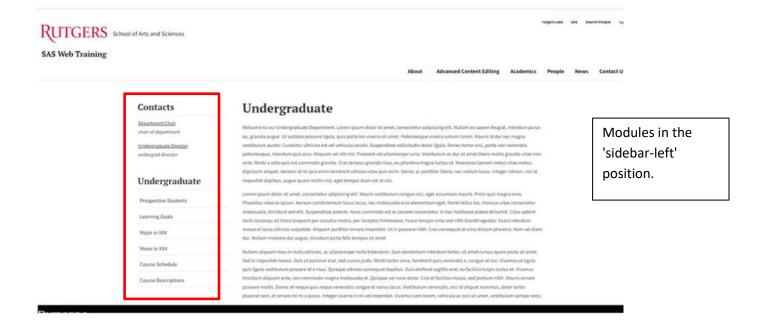
The 'bottom' positions for modules are located below the main content of the page. They are called bottom-a, bottom-b, and bottom-c from left to right.
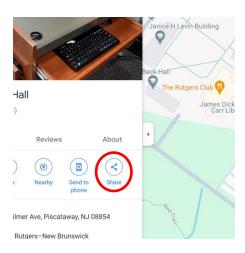


**New and Noteworthy**

**Student Research**

**Professor Presented new Findings**

**Amazing New Books**

**NYC in the News**

**Study Abroad Programs**

Hawaii

England

Africa

Denmark

The 'sas-extension' position for modules is located at the very bottom of the page.

Modules in the 'sidebar-left' position.
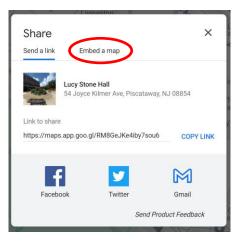
*EMBEDDING A MAP*
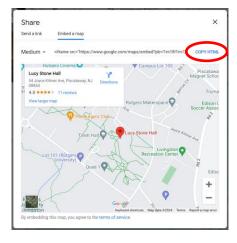
| 1. Look up the location on Google Maps and click 'Share'. | 2. In the popup, click the 'Embed a map' tab. | 3. Click 'Copy HTML'. |
| --- | --- | --- |
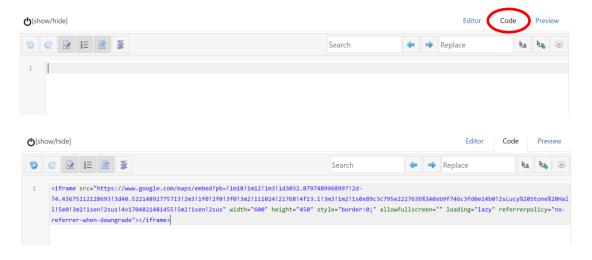
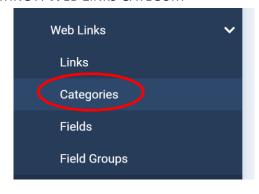In the Joomla editor, select the 'Code' tab.

Paste the HTML into the Code tab.

Save and Close.

## USING JOOMLA'S WEB LINKS COMPONENT

Joomla Web Links component is helpful to use when you have many links to display on a page. If you are just adding a few links there is no reason to use this tool. If you have not only several links but it is important to categorize them and organize them into different groups, the Web Links Component is great to use.
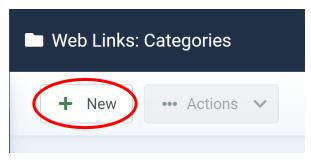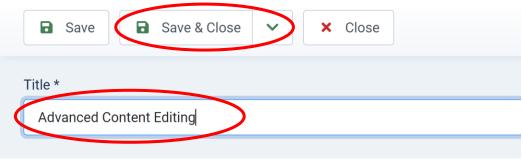
### CREATING A WEB LINKS CATEGORY



Under the Joomla Components list, find 'Web Links'.

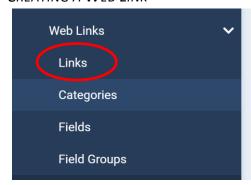Click the Web Links dropdown and select 'Categories'.

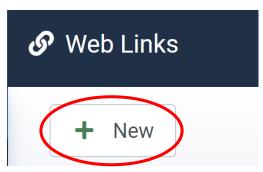On the 'Web Links: Categories' page, click 'New'.



Enter a title for the Web Links category, then click 'Save and Close'.
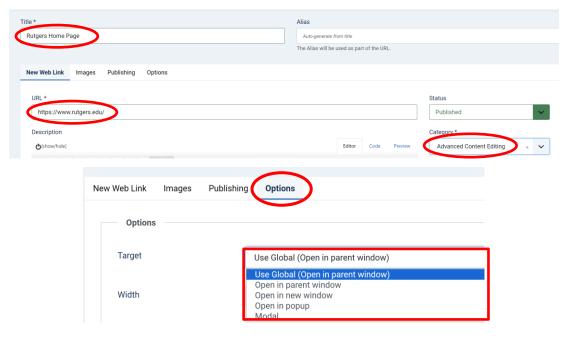
*CREATING A WEB LINK*



Under the Joomla Components list, find 'Web Links'.

Click the Web Links dropdown and select 'Links'.

On the 'Web Links' page, click 'New'.



Title the Web Link.

Enter the URL you want to direct to.

Choose the category for the Web Link.

In the 'Options' tab, change the target to 'Open in new window'.

Click 'Save and Close'.

The Web Link is now ready to be added as a menu item or module.