Joomla! Frontend Editing

Instructor for this Workshop

Web Development

School of Arts and Sciences
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Joomla! Website Management and Editing

WELCOME
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 a 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!
Joomla 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.

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

1. Click Login to login
2. Click the login button
3. Login with your Netid
HOW IS JOOMLA! ORGANIZED?

Information in Joomla! is organized as follows:

1. Categories
   • Consider a Category similar to a FOLDER. Each category should exist if you have more than 3 ‘articles’ or ‘pages’ to put inside of it
   • Categories can be NESTED (meaning each category can have a parent category)

2. Articles
   • An article can be considered a page or a ‘piece of paper’ that will be placed inside of a folder (or category).
   • Just because you create an Article does NOT mean you will see a ‘link’ to it on the website!

3. Menus
   • A ‘Menu’ is a complete menu such as: Main Menu may go across the page, Footer Menu might be at the bottom of the page
   • Each Menu ITEM is an individual link to something.
   • A menu item can be a link to many different things such as:
     1. An Individual Article
     2. A Category Blog / Category List
     3. A specific ‘tool’, such as an Event Calendar

4. Modules
   • A Module is a ‘mini program’ that can be placed in positions on the page.
   • A Module can display on specific pages; on pages where it is not displayed, the ‘content’ will spread out appropriately.
EDITING CONTENT IN JOOMLA!

Today our focus is working with CONTENT in Joomla on the front end:

Once in editing mode, there are 2 important parts to the Front End Editor (content/publishing):

- **Content area**
  - Title of Article
  - Description / text in Article
- **Publishing Area**
  - Category, this is the category that it sits in.
  - Status, it should be PUBLISHED, if you are going to work with it. If it isn’t published, it will be difficult for you to find in order to edit on the front end.
  - Featured: Only if instructed to set an item to featured (can have certain articles appear in specific places on the site)
WORKING WITH ARTICLES

The article is the basic building block of your Joomla! Web site. It can be thought of as an individual web page. An article can contain formatted text, images, embedded video, and links to other articles or external web sites. Articles are organized by being saved into the appropriate categories.

ARTICLE EDITING

ADD STYLES TO TEXT IN ARTICLES

While editing an article it is possible to change basic formatting of your text. For example to make the text red, highlight the text and select, ‘red-text’ or ‘red-phrase’ from the paragraph dropdown. All of these styles are defined at the template level, so they are easy to apply, and will keep a standard ‘look’ on your pages.

A guide to all editor buttons can be found below:

https://www.joomlaregeditor.net/support/documentation/56-editor/340-editor-buttons

Highlight the text you want to apply the style to.

Click on the STYLES dropdown and select the style that you would like to use.
**Use Paragraph Heading Styles**

Select text then click on the ‘Paragraph’ dropdown to select a heading style.

Heading Styles should only be used to define a ‘hierarchy’ of information in your article. Users with disabilities often rely on screen readers to navigate a web page based on the placement of headings within the text.

For example:

Using Heading3, these define the different areas of the article.
COPY TEXT FROM MS WORD

Don’t do it!!! Here is an example of what happens when you copy and paste directly from MS Word:

If you look at the ‘code’ of the article it adds many codes that can’t be easily edited by you...

Here are the steps of how to copy and paste correctly...

1. Copy from MS Word the information that you need

2. Another option is to copy the information from MS Word then Paste it into NotePad on your local PC. Then copy and paste from there directly into Joomla!
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
2. Click Insert
3. If EXTERNAL SITE, set
   Target = “Open in new window”

![Diagram showing link creation process]
**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-url)
Using Images in Joomla!
1. Be sure you have copyright to use the images on a public website
2. If you are using images with students, be sure you have the authority to use those images on the website.
3. There are images available to use through SAS Communications Department
4. As a suggestion Images should be resized PRIOR to uploading them to a website. As a ‘max’ width 1200px, most images should display much smaller on a web page.
5. Images must be on your computer or on a network drive in order to add images to the website.

How to Add images to your Joomla! article

Place cursor where you want the image to go.
Click the Insert/Edit Image button on the editor bar.

Image ‘popup’ displays all of the different options you can set for an image.
Click on ‘upload’ to upload a new image
Be sure to click on the folder FIRST, this is where the image will get uploaded to.

Click Browse to select an image from your computer.
Or ‘DROP’ files from your computer directly into this page
Click UPLOAD to upload the image
On the next page be sure to SELECT the image, then click insert to add it to your article.
Working with the image in your Article

Select image (You have to SELECT IT TO AFFECT IT!)

Click on the Insert/Edit Image Icon

1. ALTERNATE TEXT: Very important to make this meaningful (for SEO and Accessibility)
2. Alignment: Set to LEFT
3. Unlock the Margin Lock
4. Set Right 10, Bottom 10 (suggestion)
4. Notice the preview on the top right
COURSE ACCESSIBILITY GUIDELINES

If your unit's website contains any course management materials, please be aware of the newly issued Course Accessibility Guidelines, which you can find at:


Some of the guidelines relevant to Joomla! articles are:

• Use bold or italic text to convey emphasis instead of using underlines, colors, or writing whole sentences in all caps
• Create bulleted or numbered lists by using the toolbar instead of manually typing the characters or numbers
• Insert active hyperlinks for all URLs in your document. Instead of using “Click here”, the anchor text should be descriptive of where the link will take the user.