Introduction to Joomla

*Instructor for this Workshop:*

Eddie Konczal

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

konczal@sas.rutgers.edu

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Introduction to Joomla

WELCOME!
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 simplifies the process of updating a website by eliminating the need to edit HTML or use web design software. A Joomla! website consists of a framework (which we in SAS IT Services maintain) and a database (which stores the content that you enter). You only need a browser, access to the website, and knowledge of the content management system (in this case, Joomla!).

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

ADDITIONAL TRAINING / DOCUMENTATION
Visit our website: https://sasit.rutgers.edu/how-to-guides/web-development-documentation

Click on individual articles for details about different topics.

We will always have our most up to date .pdf from our Training Handouts here, under Workshop Documents.
**Joomla: Front-end and Back-end**

Joomla 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. The Administrator Back-end gives you much more control of the system.

**Front-end Overview:**
IS MY FRONT-END RESPONSIVE OR NOT?

To tell if your web site’s front-end is responsive or not, first press the F12 key while viewing the site in Firefox or Chrome. Then, when the developer tools appear (under a menu bar at the bottom of the web page), click the “Toggle device toolbar” icon to the left of Chrome’s Developer Tools Menu:

or “Responsive Design Mode” to the right of Firefox’s Web Developer Tools menu:

A responsive site will be readable without the need to swipe left and right:

A non-responsive site will have very small text, and/or will require you to swipe left and right as well as up and down to view content:
**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/sandbox3/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**

Top Menu

Preview Website
HOW IS JOOMLA! ORGANIZED?

Information in Joomla! is organized as follows:

1. Categories
   - A Category is 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 a category can contain one or more subcategories)

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 automatically see a ‘link’ to it on the website!

3. Menus
   - A ‘Menu’ is a complete menu such as:
     o A Main Menu that goes across the top of the page
     o A Footer Menu found 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. An external website

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.

WORK WITH CATEGORIES

Categories can be thought of as folders that hold your articles. Categories can contain not only articles, but additional categories (called subcategories). A category that contains subcategories is said to be the "parent" of those subcategories.

CREATE CATEGORY

Click on Categories, then click on the NEW button once on the Categories page.

Alternately, click Content > Categories > Add New Category from the top menu:
When completed working with the category, click SAVE & CLOSE.

Verify where you are, by looking at title on top of page.

Verify where you are, by looking at title on top of page.

Group Practice – CREATE CATEGORY:

1. Create new Category
2. Name Category: YOUR NAME – MONTH – YYYYY
3. Parent Category: ADMINISTRATOR WORKSHOPS
4. Save & Close (Top LEFT)
WORKING WITH ARTICLES

The article is the basic building block of your Joomla! Web site. You can think of an article 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.

- Note, just because an article is created, it will NOT automatically be displayed on the website (unless there is a menu item linking to the article’s category).

CREATE NEW ARTICLE

Content → Articles, click Add New Article...
OR...

If at the Control Panel, on left side, click New Article

NEW ARTICLE DETAILS

Enter a Title for the Article
Leave Alias BLANK
Select a CATEGORY for this article
Add Description to Text Area, this is your text for the article
CREATE ARTICLE - PRACTICE

Group Practice – CREATE ARTICLE:

1. Create new ARTICLE
2. Name Article: YOUR NAME – Article #1
3. Category: The category you just created
4. Save & Close (Top LEFT)
**Find Article in Article Listing**

Find your article in the article listing screen (Content → Articles). If you know a part of the article title, it can be typed into the search area.

**Find Article within a Category**

If you know which category that the article is in, you can search by category. Change the category to the category you are looking in; only articles in that category will appear.

**Article Editing**

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

Type at least two paragraphs of text into your article. After the first paragraph, click the “Read More” button below the text area. This will add a line after the first paragraph.

Note that you can generate sample Latin text by visiting www.lipsum.com.
**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.joomlacontenteditor.net/support/documentation/editor/editor-buttons](https://www.joomlacontenteditor.net/support/documentation/editor/editor-buttons)
**USE PARAGRAPH HEADING STYLES**

Heading Styles should only be used to define a ‘hierarchy’ of information in your article. Users with vision impairments will rely on screen readers to navigate a web page based on the placement of headings within the text, much in the same way that one would refer to a table of contents when searching for information within a book.

Major divisions within your article should be labelled with text in **Heading 3**; subdivisions should be labelled with **Heading 4**. **Heading 1** (not shown) is reserved for page titles. **Heading 2** is usually reserved for article titles; only use **Heading 2** if you know that article titles are being hidden.

For example:
**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...

If it is absolutely necessary to copy & paste from Word, here is how to do that correctly:

1. Copy from MS Word the information that you need, then follow these steps:

   ![Click on Paste as Plain Text](image)

   **Click on Paste as Plain Text**

   ![Hit <CMD> <V> or <CTRL><V> on your keyboard, and paste your text into the popup screen. Then click Insert to insert the text.](image)

   **Hit <CMD> <V> or <CTRL><V> on your keyboard, and paste your text into the popup screen. Then click Insert to insert the text.**

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!
V <br/>ersions <br/>Joomla’s Versions feature allows you to roll back to an earlier version of an article. This feature helps you recover text that was accidentally deleted, or undo other unwanted changes after they have already been saved. Note that Versions must be turned on for it to work! If you do not see the Versions button at the top of the Articles: Edit page, submit a work order and we will enable Versions on your website.

1. While editing one of your articles, click Save (you must have at least one good saved version of the article for Versions to work effectively).
2. Delete some text from the article.
3. Click Save again.
4. Click the Versions button at the top of the page:

5. From the Item Version History window, select the second-newest version, then click Restore:

6. Your deleted text will be restored.
**USING IMAGES IN JOOMLA!**

1. Be sure you obtain permission before using images from 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 the SAS Communications Office; they can also schedule a photo shoot for your unit.

Some other places to get images:

- Rutgers Photo Gallery (NetID required): [http://www.rutgers.edu/photogallery/](http://www.rutgers.edu/photogallery/)
- Wikimedia Commons: [https://commons.wikimedia.org](https://commons.wikimedia.org) (especially Public Domain images)

4. As a suggestion, images should be resized PRIOR to uploading them to a website. The maximum width allowed by our current template is 1200px, but 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.

The **Image Manager** ‘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.
When done adding and editing your image, click **Save & Close** to the upper left.
**COURSE ACCESSIBILITY GUIDELINES**

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

[https://oit.rutgers.edu/sites/default/files/accessibility/Rutgers-Course-Accessibility-Guidelines.pdf](https://oit.rutgers.edu/sites/default/files/accessibility/Rutgers-Course-Accessibility-Guidelines.pdf)

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 editor toolbar instead of manually typing the characters or numbers
- Insert active hyperlinks for all URLs in your document. Instead of using "Click here"; the linked text should be descriptive of where the link will take the user.

**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:


**CREATE MULTIPLE ARTICLES – GROUP PRACTICE**

<table>
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<th>Group Practice – CREATE ARTICLES:</th>
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<tr>
<td>1. Create two more ARTICLES</td>
</tr>
<tr>
<td>2. Name Articles: “YOUR NAME Article #2” and “YOUR NAME Article #3”</td>
</tr>
<tr>
<td>3. Category: The category you created earlier</td>
</tr>
<tr>
<td>4. Add different images</td>
</tr>
<tr>
<td>5. Add a link</td>
</tr>
<tr>
<td>6. Try different styling</td>
</tr>
<tr>
<td>7. When done with Article #2, click <strong>Save &amp; New</strong> (Top LEFT)</td>
</tr>
<tr>
<td>8. When done with Article #3, click <strong>Save &amp; Close</strong> (Top LEFT)</td>
</tr>
</tbody>
</table>
WORK WITH MENUS IN JOOMLA

WHAT IS A MENU?
Menus in Joomla represent the LINKS that you can see in the front end to access different pages in your website.

A Menu is a ‘group’ of links to various places. Each Link is a **Menu Item**

Types of Menus:

- Main Menu – The menu across the ‘main bar’
- Rutgers Menu – The menu on the very top of the page
- Footer Menu – The menu at the very bottom of the page

A Menu ITEM can link to:

- Article
- Category Blog (Multiple articles with Teasers)
- Category List
- Events Calendar
- External URL or Website

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**Rutgers Menu**

**Main Menu**

**Menu ITEM – TEST** (A menu ITEM is an individual ‘link’ to a place.)
CREATE A NEW MENU ITEM

Click **Menus > Main Menu > Add New Menu Item**, or once on the Menu Item Manager, click the Green **New** Button.

![Menu Item Manager](image1)

Click on:
- Menus → Main Menu

Normally you will be adding menu items to the **MAIN MENU**

Click on Green ‘NEW’ Button for new menu Item

![Menu Item Manager](image2)

CREATE A SINGLE ARTICLE MENU ITEM

Select Menu Item Type

Select “Articles > Single Article”

Select one of your Articles

![Menu Item Manager](image3)

Define your Single Article Menu Item

**Menu Item Title**

(Displayed in the Menu)

**Parent Item**

This defines what menu the item is ‘placed under’

![Menu Item Manager](image4)

When done, click **Save & Close**.
CREATE SINGLE ARTICLE MENU ITEM – GROUP PRACTICE

Group Practice – Create Single Article Menu Item

- Create New Menu ITEM – In Main Menu
- Menu Title = Your Name
- Menu Item Type: Articles > Single Article
- Select Article = any one of your articles
- Parent Item = “Intro to Joomla”

CREATE A CATEGORY LIST MENU ITEM

1. Click the Details tab and “Select” for “Menu Item Type”
2. Select “Articles > Category List”
3. “Choose a Category” > Select > Select your category
4. “Parent Item” > select “Intro to Joomla”

On the List Layouts Tab there are several options:

1. Can determine what fields are displayed in the list. Recommended: Change “Show Hits in List” and “Show Author in List” to Hide
2. The Article Order (which can be done at the blog level as well) can be determined. Change this to “Article Order”
3. Click “Save” to the upper left

Display of Category List Item
**CATEGORY BLOG MENU ITEM**

A category Blog Menu item type shows several articles from a category, and includes intro or ‘teaser’ text for each article that is in the category selected.

This page can be used for any category that has several articles in it.

**CREATE A CATEGORY BLOG MENU ITEM**

1. While still editing your menu item, click the blue “Select” button to the right of “Menu Item Type” on the “Details” tab
2. Select “Articles > Category Blog”
3. “Choose a Category” > Select > Select your category

**Category Blog Definitions – Blog Layout Tab:**

- **# Leading Articles:** Articles that are displayed at the top and span across the page (above any columns)
- **# Intro Articles:** Articles displayed in ‘columns’, if 2 columns are selected these articles will be displayed in 2 columns.
- **# Links:** links displayed to more articles that are not shown from above.

**Sample Category Blog view with 2 columns:**
ORDER ARTICLES

Once you have created a menu item linking to your category, you may notice that the articles appears in reverse order. You can set your own order in which the articles should appear as follows:

1. Go to “Content > Articles”
2. Filter the articles by selecting your own category (see “FIND ARTICLE WITHIN A CATEGORY” on page 11)
3. Single-click the blue arrows above the first column in the article listing
4. Place mouse on the ‘3 black dots’ in the first column, corresponding to the first article you want to re-order
5. Drag the article up or down until it is in the order you would like it to appear:

LOGOUT FROM JOOMLA!
Click the profile icon to the upper right of your Joomla! administrator page, then click “Logout”:
CLASS RECAP

- Joomla Backend Interface
- How is Joomla! Organized?
- Create Content in Joomla!
  - Work with Categories
  - Working with Articles
  - Create New Article
  - New Article Details
  - Find Articles
  - Article Editing
    - Add Styles to Text in Articles
    - Use Paragraph Heading Styles
    - Copy Text from MS Word
    - Versions
    - Using Images in Joomla!
- Course Accessibility Guidelines
- Work with Menus in Joomla
  - Create a Single Article Menu Item
  - Category Blog Menu Item
  - Category List Menu Item
  - Order Menu Items
  - Add Read More – Teaser Text
  - Hide Teaser Text

FUTURE WORKSHOPS

Please visit:

http://sas-it.rutgers.edu/itservices/web-development-and-support/joomla-workshops-training/