Introduction to Joomla

Instructor for this Workshop:

Eddie Konczal

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

konczal@sas.rutgers.edu

October 15, 2019
# TABLE OF CONTENTS

**Introduction to Joomla** .................................................................................................................................................. 3
- Welcome! ............................................................................................................................................................................ 3
- What is Joomla? .................................................................................................................................................................. 3
- Additional Training / Documentation ............................................................................................................................... 3
- Joomla: Front-end and Back-end ...................................................................................................................................... 4
  - Front-end overview: .......................................................................................................................................................... 4
  - Accessing the Back-End ....................................................................................................................................................... 5
  - Joomla Backend Interface .................................................................................................................................................. 5
- How is Joomla! Organized? ................................................................................................................................................... 6
- Work with Categories ............................................................................................................................................................ 6
  - Create Category .................................................................................................................................................................. 6
  - Category Details ............................................................................................................................................................... 7
- Working with Articles ........................................................................................................................................................... 8
  - Create New Article ............................................................................................................................................................ 8
  - New Article Details .......................................................................................................................................................... 8
  - Create Article – Practice ................................................................................................................................................... 9
  - Find Article in Article Listing ........................................................................................................................................ 9
  - Find Article within a Category ......................................................................................................................................... 9
- Article Editing ...................................................................................................................................................................... 10
  - Linking text to websites and email addresses ...................................................................................................................... 10
  - Add Styles to Text in Articles ............................................................................................................................................... 12
  - Use Paragraph Heading Styles ............................................................................................................................................ 13
  - Copy Text from MS Word .................................................................................................................................................. 14
  - VERSIONS ......................................................................................................................................................................... 15
  - Using Images in Joomla! ................................................................................................................................................... 16
- Create Multiple Articles – Group Practice ........................................................................................................................... 18
- Course Accessibility Guidelines ........................................................................................................................................ 18
- Videos .................................................................................................................................................................................. 18

**Work with Menus in Joomla** .......................................................................................................................................... 19
- What is a menu? ................................................................................................................................................................... 19
- Create a New Menu Item .................................................................................................................................................... 20
  - Create a Single Article Menu Item .................................................................................................................................. 20
  - Create Single Article Menu Item – Group Practice .......................................................................................................... 21
  - Create a Category List Menu Item ................................................................................................................................... 21
  - Category Blog Menu Item .................................................................................................................................................. 22
  - Create a Category Blog Menu Item .................................................................................................................................. 22
- Order Articles ...................................................................................................................................................................... 23
- Logout from Joomla! .............................................................................................................................................................. 24
- Future Workshops ............................................................................................................................................................... 24
INTRODUCTION TO JOMLA

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/training

WHAT IS JOMLA?

Joomla! is Content Management System (CMS) software that runs on a web server and allows you to update your 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 Joomla!.

Visit https://www.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.
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 (by clicking the **Login** link in the “Footer Menu” – see below). The Administrator Back-end gives you much more control of the system.

**FRONT-END OVERVIEW:**

![Joomla Front End Overview Diagram](image-url)

- **Main Menu**
- **Contact Us ➔ Menu ITEM**
- **Who We Are ➔ Menu ITEM**
- **Article (Who We Are)**
- **Module (“Contact Us”)**
- **Footer Menu**
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/training/administrator/

Click Login Button
Some of our older websites have a slightly different login display

Login with your NETID username and password.

Top Menu

Preview Website
HOW IS JOOMLA! ORGANIZED?

Information in Joomla! is organized as follows:

1. Categories
   - A **Category** is similar to a folder. A category should exist if you have more than 3 ‘articles’ or ‘pages’ to put in it.
   - Categories can be nested (meaning a category can contain one or more subcategories).

2. Articles
   - An article can be considered an individual web page that can be placed in a 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 collection of links that allow you to browse the website.
     - Examples: The **Main Menu** that goes across the top of the page
               The **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 of articles
     3. A specific extension, 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

First, click **Content > Categories > Add New Category** from the top menu:
**CATEGORY DETAILS**

You will be at the “Articles: New Category” page:

- Click **Save & Close** when completed.

**Top Menu:**

Content → Categories → Add New Category

**Group Practice – CREATE CATEGORY:**

1. Create new Category
2. Name Category: YOUR NAME – MONTH – YYYY
3. Parent Category: “Administrator Workshops”
4. Save & Close (Top LEFT)
WORKING WITH ARTICLES
You can think of an article as a single web page within your website. An article can contain formatted text, images, embedded video, and links to other articles or external web sites. You can organize your articles by saving them into the appropriate categories.

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

CREATE NEW ARTICLE

NEW ARTICLE DETAILS
**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.

LINKING TEXT TO WEBSITES AND EMAIL ADDRESSES

Linking to a website:

- Highlight the text that will be linked to a second article.
- Click the Insert/ Edit link button on the editing toolbar:
A Link popup window will appear:

- Enter the full URL (including the http:// or https://) of the website you want to link to in the URL field (see #1 above)
- Change “Target” to “Open in new window” (see #2 above)
- Click **Insert** to the bottom of the Link popup window (see #3 above).

**Linking to an email address:**
Follow the first three steps above. When the Link popup window appears, do the following:

- Click the E-Mail icon that appears to the right of the URL field.
- In the **Create E-mail Address** popup window, enter the email address in the “To” field (see #1 to the right).
- Click the **Create Email** button (see #2 to the right).
- Click **Insert** to the bottom of the Link popup window.
**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.

[Image of text selection and styles dropdown]

Highlight the text you want to apply the style to.

Click on the “Styles” dropdown menu and select the style that you would like to use.
**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 2**; subdivisions should be labelled with **Heading 3**. **Heading 1** (not shown) is reserved for page titles.

For example:

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

Never copy and paste directly from Word! Word includes hidden formatting that isn’t easily removed:

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 (the clipboard icon without a “T”)
   - Hit <CMD> <V> (Mac) or <CTRL><V> (Windows) on your keyboard, and paste your text into the popup screen.
   - Then click Insert to insert the text.
VERSIONS
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 your article, 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!**

- Be sure you obtain permission before using images from a public website.
- Before using images of students, obtain emails from the students granting you permission to post their pictures on the website.
- 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://photogallery.rutgers.edu/](http://photogallery.rutgers.edu/)
  - Wikimedia Commons: [https://commons.wikimedia.org](https://commons.wikimedia.org) (especially Public Domain images)
- 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.
- Images must be on your computer or on a network drive in order for you to add them to the website.

**How to add images to your Joomla! article**

1. Place cursor where you want the image to go.
2. Click the *Insert/Edit Image* button on the editor bar (first button on 4th row).
3. The *Image Manager* ‘popup’ displays all of the different options you can set for an image.
4. Click on **Upload** to upload a new image
5. Be sure to click on the folder first; this is where the image will get uploaded to.
6. Click **Browse** to select an image from your computer...
7. ...or drop files from your computer directly into the **Upload** popup window.
8. Click **Upload** to upload the image
9. 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

1. **Alternate Text**: Very important to make this meaningful (for SEO and Accessibility)
2. If the first **Dimension** value (width) exceeds 300, reduce it to 300 or lower
3. **Alignment**: Set to “Left”
4. For **Margin**, uncheck “Equalize” and set Right 10, Bottom 10 (suggestion)
5. Notice the preview on the top right
6. Click **Insert** to the lower right.

When done adding and editing your image, click **Save** to the upper left.
CREATE MULTIPLE ARTICLES – GROUP PRACTICE

Group Practice – CREATE ARTICLES:

1. Create two more ARTICLES:
2. Save your Article #1, then click Save as Copy (Top)
3. Change Title to: “YOUR NAME Article #2”
4. Change the Alias to match the new Title
5. Change Status to Published
6. Add different images
7. Try different styling
8. When done with Article #2, click Save & New (Top LEFT)
9. Change Title to: “YOUR NAME Article #3”
10. Change Category to your category
11. When done with Article #3, click Save & Close (Top 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:


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 appropriate buttons on 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 the iTV Studio. The iTV Studio also provides closed-captioning services.

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

WHAT IS A MENU?
Menus in Joomla contain the links that visitors can click to access different pages in your website.

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

Example of Menus in the SAS Template:

- Main Menu – The menu under the Rutgers Banner
- 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
CREATE A NEW MENU ITEM

Click Menus > Main Menu, then click the Green New Button to the upper left.

Click on:
Menus → Main Menu
(Normally you will be adding menu items to the Main Menu)
Click on New Button to upper left
Enter a “Menu Title”

CREATE A SINGLE ARTICLE MENU ITEM

Click Select for “Menu Item Type”
Select “Articles > Single Article”
Select one of your Articles

Define your Single Article Menu Item

Menu Item Title
(Displayed in the Menu)
Parent Item
This determines which menu item your new menu item will appear under

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” > leave as “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**

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. To the right of “Choose a Category” click **Select** and 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 that are displayed after any Leading Articles
- **# Columns:** The number of columns that Leading Articles will appear in
- **# Links:** Links displayed to more articles that are not shown from above.
- **Article Order:** Set to “Article Order” (this allows you to set the order of the articles)
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 reorder
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”:

FUTURE WORKSHOPS
Please visit:

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