Joomla! Front End Editing

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JOOMLA! FRONT-END EDITING

GETTING STARTED
1. Open a web browser on your computer (preferably Firefox, Chrome, or Safari)
2. Go to the website: https://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 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.

Visit https://www.joomla.org/ for more information on Joomla.
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 (by clicking the Login link in the “Footer Menu” – see below). The Administrator Back-end gives you much more control of the system. We cover the Administrator back-end in the workshop “Introduction to Joomla!”

Front-end overview:

1. Click the “Login” link in the Footer Menu of the website (see “Footer Menu” above)
2. You will be redirected to the Rutgers Central Authentication Service (CAS) Login screen, where you can enter your Rutgers NetID and password.
3. After you login, you will be redirected back to the homepage of the Training website.

Accessing the Front-end
HOW IS JOOMLA! ORGANIZED?

The following terms are essential to understanding how Joomla! organizes content:

1. Categories
   - A **Category** is similar to a folder. The main purpose of Categories is to help you organize your articles.
   - In addition to articles, a category can contain one or more subcategories.

2. Articles
   - An article is similar to an individual web page.
   - An article can contain formatted text, images, embedded video, and links to other articles or external web sites.
   - You can organize articles by placing them in categories.

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 a link to something, such as:
     a. An Individual Article
     b. A Category of articles
     c. An extension, such as an Event Calendar or an image gallery
     d. An external website

4. Modules
   - A Module is a block of content (sometimes with special functionality, such as a slideshow or a list of calendar events) that you can place in various locations on the website.
   - A Module can display on specific pages; on pages where it does not appear, the remaining content will spread out appropriately.
EDITING CONTENT IN JOOMLA!

In this workshop, we focus on editing articles from the Joomla! front end.

CREATING A NEW ARTICLE

To get started, will first create a new article on the Training website.

- After you login, click the FRONT-END EDITING link on the main menu (see #1 below)
- Click the + New button to create your first article (see #2 below)
- Enter your name in the “Title” field
- Click the Save button at the bottom of the page to save your article
- You will see your article in the list of articles
- Click the “Edit” link to edit your article (see #3 below)
ARTICLE EDITING

Once in editing mode, there are two important tabs on the Front End Editor: Content and Publishing.

CONTENT TAB

The content tab is where you enter a title for the article (see #1 below) and the text that will appear within the article (see #2 below).

PUBLISHING TAB

The settings on the “Publishing” tab help categorize your article.

- The “Category” dropdown shows you which category contains your article (see #1 below)
- The “Status” should be set to “Published” – unless you are not ready for your article to be publicly visible (see #2 below)
- “Featured” is usually set to “No.” Certain pages on your website may be set up to only show featured articles from a category (your “Home” page might be set up this way). To make an article “featured,” change this setting to “Yes” (see #3 below)
- Regardless of which tab is selected, the Save button is visible (see #4 below)
THE EDITING TOOLBAR
Above the text area on the Content tab, you will see several rows of buttons. You can select some text, then click a button to format your content. As you hover over each button, you will see the function of that button. You can find a guide to all editor buttons here:

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

ADD STYLES TO TEXT IN ARTICLES
While editing an article, you can change 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.

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.
You should only use **Headings** (found in the “Paragraph” dropdown menu) to designate actual headings for information in your article. Users with vision impairments rely on screen readers to navigate a web page based on the placement of headings within the text.

**Heading 1** is reserved for page titles, and is therefore not available. Use **Heading 2** for top-level headings in your article, **Heading 3** for sub-headings, and **Heading 4** for sub-sub-headings. Don’t skip levels downward; for example, don’t jump from Heading 2 to Heading 4, as this will cause problems for screen reader users.

For example:
COPYING TEXT FROM MS WORD

Never copy and paste directly from Word! Word includes hidden formatting that is difficult to remove:

If it is necessary to copy & paste from Word, copy the text that you need from the Word document, then follow these steps in Joomla:

- Click on Paste as Plain Text (the clipboard icon with 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.
**LINKING TEXT TO WEBSITES AND EMAIL ADDRESSES**

**Linking to a website:**

- Highlight the text that you want to link to a website.
- Click the **Insert/Edit link** button on the editing toolbar:
• A Link popup window will appear:

![Link popup window](image)

- 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); this setting is recommended when you are linking to an external website.
- Click [Insert] at the bottom of the Link popup window (see #3 above).

**Linking to an email address:**

Follow the first two 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.
CREATING A “BUTTON” LINK

To make a link stand out, you can add the “button” style to it:

1. Select the link
2. Click on “Styles” and select “button”

Your link will then look like a button on the website:
**Using Images in Joomla!**

- Always 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: [https://sas.rutgers.edu/resources/arts-and-sciences-offices/office-of-communications](https://sas.rutgers.edu/resources/arts-and-sciences-offices/office-of-communications)
- 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)

- Ideally, you should resize images before uploading them to your website. The maximum width allowed by our current template is 1200px.
- 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**

Place cursor where you want the image to go.

Click the **Insert/Edit Image** button on the editor bar (first button on 4th row).

The **Image Manager** popup allows you to add an image and set its properties.

First, click on the folder containing the image. Then, click the name of the image.

Alternately, click on **Upload** to upload a new image, then follow the steps below.
Working with the image in your Article

1. Select the image
2. Click on the Insert/Edit Image Icon

1. Alternate Text: Enter a short description of the image (very important for 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
5. Click Insert or Update to the lower right.

Click **Browse** to select an image from your computer...

...or drop files from your computer directly into the **Upload** popup window.

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.

When done adding and editing your image, click **Save**.
ACCESSIBILITY GUIDELINES
If your unit's website contains any course-related content, please review Rutgers’ Course Accessibility Guidelines:

https://it.rutgers.edu/it-accessibility-initiative/knowledgebase/course-accessibility-guidelines/

Some of the guidelines relevant to website content include:

- Use **bold** or *italic* text to convey emphasis instead of using underlines, colors, or ALL CAPS.
- Create bulleted or numbered lists using the buttons on the editor toolbar instead of manually typing characters or numbers.
- Insert active hyperlinks for all URLs in your content. Instead of using “Click here”, the linked text should describe where the link takes the user.

ADDITIONAL RESOURCES

**JOOMLA! DOCUMENTATION ON SAS-IT WEBSITE**
Visit our website: https://sasit.rutgers.edu/how-to-guides/web-development-documentation

**FUTURE WORKSHOPS**
To view and register for upcoming workshops, please visit:

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