Introduction to Joomla

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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

JOMLA: 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.

FRONT-END OVERVIEW:
**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/

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**JOOMLA BACKEND INTERFACE**

Click **Login Button**

(Some of our older websites have a slightly different login display)

Login with your NETID username and password.

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Top Menu

---

Preview Website (opens front-end in new window)
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’ to put in it (see below).
   - Categories can be nested (meaning a category can contain one or more subcategories).

2. Articles
   - An article is similar to an individual web page.
   - You can organize articles by placing them in categories.
   - Create an Article does not automatically create a ‘link’ to it on the website – unless there is already a link to the article’s category.

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, such as:
     1. An Individual Article
     2. A Category of articles
     3. An extension, such as an Event Calendar or an image gallery
     4. An external website

4. Modules
   - A Module is a ‘mini program’ that can be placed in various locations on the website.
   - A Module can display on specific pages; on pages where it is not displayed, the remaining 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:

1. Create new Category
2. Name Category: YOUR NAME – MONTH – YYYY
3. Parent Category: “Administrator Workshops”
4. Save & Close (Top LEFT)

When completed working with the category, click **Save & Close**.
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: when 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

[Diagram showing how to create a new article]

- Enter a Title for the Article
- Leave “Alias” blank
- Select a Category for this article
- Add Description to Content area; this is your text for the article
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 part of the article title, you can type it 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, then continue typing. You should see a line after the first paragraph, where the Read More has been added.

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 website.
- Click the Insert/Edit link button on the editing toolbar:
• A Link popup window will appear:

![Link popup window]

- 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, you can 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 maintain a standard ‘look’ on your pages.

![Highlight the text you want to apply the style to.](image1)

![Click on the “Styles” dropdown menu and select the style that you would like to use.](image2)
**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:
**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, click the check box for the last version, then click Restore:

6. Your deleted text will be restored.
**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. 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, you should resize images before uploading them to your 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**

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.

Click on **Upload** to upload a new image

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.
Working with the image in your Article

When done adding and editing your image, click **Save** to the upper left.

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 (suggestion)
5. Notice the preview on the top right
6. Click **Insert** or **Update** to the lower right.
**CREATE MULTIPLE ARTICLES — GROUP PRACTICE**

<table>
<thead>
<tr>
<th>Group Practice – CREATE ARTICLES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Create two more ARTICLES:</td>
</tr>
<tr>
<td>2. Save your Article #1, then click <strong>Save as Copy</strong> (Top)</td>
</tr>
<tr>
<td>3. Change <strong>Title</strong> to: “YOUR NAME Article #2”</td>
</tr>
<tr>
<td>4. Change <strong>Status</strong> to <strong>Published</strong></td>
</tr>
<tr>
<td>5. Add different images</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. Change <strong>Title</strong> to: “YOUR NAME Article #3”</td>
</tr>
<tr>
<td>9. Change <strong>Category</strong> to your category</td>
</tr>
<tr>
<td>10. When done with Article #3, click <strong>Save &amp; Close</strong> (Top LEFT)</td>
</tr>
</tbody>
</table>

**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 “Title” for your menu item
**CREATE A SINGLE ARTICLE MENU ITEM**

1. Click Select for “Menu Item Type”
2. Select “Articles > Single Article”
3. Select one of your Articles

**Define your Single Article Menu Item**

- **Menu Item Type**: Single Article
- **Select Article**: Welcome Message
- **Link**: index.php?option=com_content&view=article
- **Target Window**: Parent
- **Template Style**: – Use Default –

**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**.

**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. You 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:

```
Title
Sample Text 1
Sample Text 2
Sample Text 3
Sample Text 4
Sample Text 5
Sample Text 6
```
**CATEGORY BLOG MENU ITEM**

A Category Blog Menu item type shows several articles from a category, and includes the intro text for each article.

**CREATE A CATEGORY BLOG MENU ITEM**

1. While still editing your menu item, go to the “Details” tab, then click the blue Select button to the right of “Menu Item Type”
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, 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)

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”:

FUTURE WORKSHOPS
Please visit:

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