Introduction to Joomla

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# Table of Contents

Introduction to Joomla ................................................................................................................................. 3  
Getting Started.................................................................................................................................................... 3  
What is Joomla? ...................................................................................................................................................... 3  
Additional Training / Documentation .................................................................................................................. 3  
Joomla: Front-end and Back-end .......................................................................................................................... 3  
  Front-end overview: ............................................................................................................................................. 3  
  Accessing the Back-End ........................................................................................................................................ 3  
  Joomla Backend Interface ................................................................................................................................... 4  
How is Joomla! Organized? ..................................................................................................................................... 5  
Categories .............................................................................................................................................................. 5  
  Create Category .................................................................................................................................................... 5  
  Category Details .................................................................................................................................................. 6  
Working with Articles ...................................................................................................................................... 7  
  Create New Article ............................................................................................................................................... 7  
  New Article Details ............................................................................................................................................. 7  
  Create Article – Practice ........................................................................................................................................ 8  
  Find Article in Article Listing ............................................................................................................................... 8  
  Find Article within a Category ............................................................................................................................... 8  
Article Editing ...................................................................................................................................................... 9  
  Linking text to websites and email addresses ................................................................................................. 9  
  Add Styles to Text in Articles ............................................................................................................................... 11  
  Use Paragraph Heading Styles ........................................................................................................................... 12  
  Copy Text from MS Word ................................................................................................................................. 13  
  VERSIONS ............................................................................................................................................................ 14  
  Using Images in Joomla! ..................................................................................................................................... 15  
Create Multiple Articles – Group Practice ......................................................................................................... 17  
Course Accessibility Guidelines ............................................................................................................................ 17  
Videos .................................................................................................................................................................. 17  
Working with Menus in Joomla ........................................................................................................................... 18  
  What is a menu? ................................................................................................................................................... 18  
Create a New Menu Item .................................................................................................................................. 18  
  Create a Single Article Menu Item ..................................................................................................................... 19  
  Group Practice – Create Single Article Menu Item .......................................................................................... 19  
  Create a Category List Menu Item ................................................................................................................... 20  
  Category Blog Menu Item ................................................................................................................................. 21  
  Create a Category Blog Menu Item .................................................................................................................... 21  
Order Articles .................................................................................................................................................... 22  
Logout from Joomla! .............................................................................................................................................. 22  
Future Workshops ............................................................................................................................................ 22  

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Introduction to Joomla! - April 7, 2020
INTRODUCTION TO JOOMLA

GETTING STARTED
1. If you are working from home or another off-campus location, log on to the Rutgers VPN from your computer; you can find instructions here:
   - https://sas-it.rutgers.edu/how-to-guides/working-remotely?filter_tag[0]=90
2. Open a web browser on your computer (Firefox or Chrome)
3. 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 website 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.

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

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.

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/

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 (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.

CATEGORIES
Categories are essentially folders that hold your articles. In addition to articles, categories can contain subcategories. A category is the "parent" of any subcategories it contains.

CREATE CATEGORY
First, click **Content > Categories > Add New Category** from the top menu:
CATEGORY DETAILS
You will be at the “Articles: New Category” page:

When you have finished configuring your new category, click **Save & Close**.

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: A new article 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

- 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. Title: “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 list of articles (**Content → Articles**). If you know part of the article title, type it into the search area and press [Enter] or click the search icon.

**FIND ARTICLE WITHIN A CATEGORY**
If you know which category your article is in, you can search by category. Click **Search Tools**, then change “Select Category” to your category. Only articles in your 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 you want to link to a website.
- Click the Insert/Edit link button on the editing toolbar:
A Link popup window will appear:

<table>
<thead>
<tr>
<th>Link</th>
<th>Advanced</th>
<th>Popups</th>
</tr>
</thead>
<tbody>
<tr>
<td>URL 1</td>
<td><a href="https://www.rutgers.edu">https://www.rutgers.edu</a></td>
<td></td>
</tr>
</tbody>
</table>

- 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** at 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 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.

1. **Highlight the text you want to apply the style to.**
2. **Click on the “Styles” dropdown menu and select the style that you would like to use.**
You should only use Heading Styles 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, much in the same way that one would refer to a table of contents when searching for information within a book.

**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:
COPY 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.
Joomla’s Versions feature allows you to roll back to an earlier version of an article. This feature helps you recover deleted text, or undo other unwanted changes, after you have already saved the article. Versions must be enabled in order 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 previous 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)
- 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**

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 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...
4. 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
5. 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
5. Notice the preview on the top right
6. Click **Insert** or **Update** to the lower right.
CREATE MULTIPLE ARTICLES – GROUP PRACTICE

Group Practice – Create additional 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 Status to Published
5. Add different images
6. Try different formatting or styles
7. When done with Article #2, click Save & New (Top LEFT)
8. Enter “YOUR NAME Article #3” for Title
9. Add some text and an image
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-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.

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 you add them to your website. We recommend that you have your videos uploaded to the Rutgers YouTube channel, which the iTV Studio manages. 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
WORKING WITH MENUS IN JOOMLA

WHAT IS A MENU?
Menus in Joomla contain the links that visitors follow to access different pages in your website (and sometimes, external websites). Each link on a menu is called a Menu Item.

Example of Menus in the SAS Template:

- Main Menu – The menu under the Rutgers Banner
- Rutgers Menu – The menu at the top left of the page
- Footer Menu – The menu at the very bottom of the page

Menu Items can link to:

- Articles
- Category Blogs (Multiple articles including the text above the “Read More”)
- Category Lists
- Extensions such as calendars
- External Websites

CREATE A NEW MENU ITEM
Click Menus > Main Menu > Add New Menu Item

Click on:
Menus → Main Menu → Add New Menu Item

(Most of the time you will be adding menu items to the Main Menu)
CREATE A SINGLE ARTICLE MENU ITEM

Configure your Single Article Menu Item

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

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”
- Click **Save**
CREATE A CATEGORY LIST MENU ITEM

1. On the “Details” tab for your menu item, click **Select** for “Menu Item Type”
2. Select “Articles > Category List”
3. “Choose a Category” > **Select** > Select your category

1. Click the “List Layouts” tab
2. You can determine which fields to display in the list. Recommended: Change “Show Hits in List” and “Show Author in List” to **Hide**
3. Set the Article Order to “Article Order”
4. Click **Save & Close** to the upper left

Display of Category List Menu Item:
**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 back 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

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

- **# Leading Articles**: Articles shown at the top that span across the page (above any columns). If your page does not look right, set this to “0”
- **# Intro Articles**: The number of Articles shown after any Leading Articles
- **# Columns**: The number of columns that Leading Articles will appear in. If your page does not look right, set this to “1”
- **# Links**: Links displayed to any additional articles in the category

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

![Sample Category Blog view with 2 columns](image-url)
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 8)
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:

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