

# Introduction to Joomla!

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# 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://sasit.rutgers.edu/how-to-guides/working-remotely/vpn-instructions>

2. Open a web browser on your computer (Firefox, Chrome, or Safari)
3. Enter the URL: <https://go.rutgers.edu/sasit-training>
4. You will be redirected to the training website at <https://www.sas.rutgers.edu/cms/training>

## WHAT IS JOOMLA?

Joomla! is open-source software that allows you to update your web site through a browser (such as Chrome, Firefox, or Safari). Joomla! makes it easier to update 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 at: <https://sasit.rutgers.edu/how-to-guides/web-development-documentation>

## JOOMLA: FRONT-END AND BACK-END

Joomla! websites have two views: a “front end” and a “back end.” The front end is what the public sees. You can also make some basic edits to the site by clicking the **Login** link in the “Footer Menu” (see below). You can also edit articles in the back end; in addition, you can create new categories and menu items in the back end.

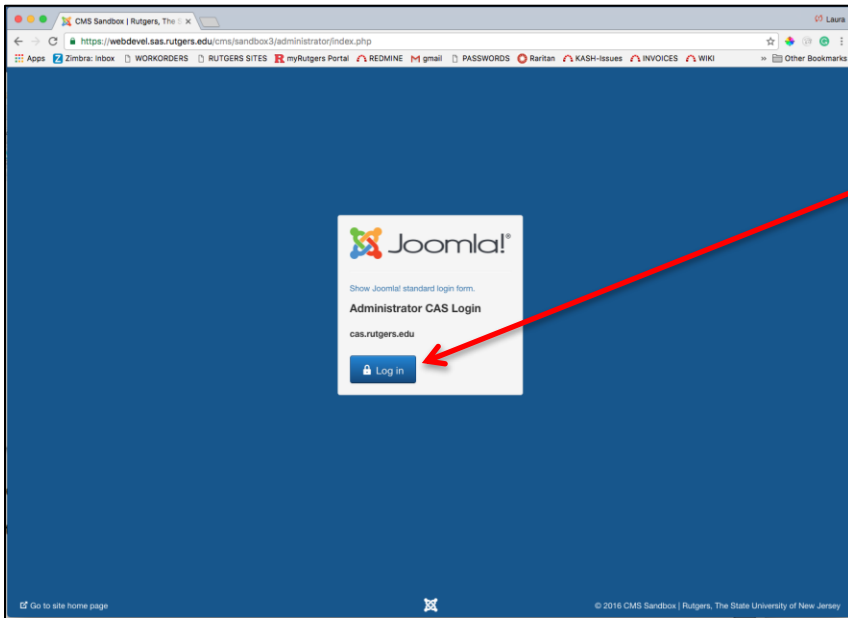
### FRONT-END OVERVIEW:

The screenshot shows the front-end of the Rutgers Political Science Department website. Annotations with arrows point to various components:

- Main Menu:** Points to the top navigation bar containing links like HOME, ABOUT US, ACADEMICS, PEOPLE, NEWS & EVENTS, CENTERS & INSTITUTES, SUPPORT US, and CONTACT US.
- Contact Us → Menu ITEM:** Points to the 'CONTACT US' link in the main menu.
- Who We Are → Menu ITEM:** Points to the 'ABOUT US' link in the main menu.
- Article (Who We Are):** Points to the 'Who We Are' article content on the page.
- Module ("Contact Us"):** Points to the 'Contact Us' module in the footer area.
- Footer Menu:** Points to the bottom navigation bar containing links like Home, Site Map, Search, IT Help, Website Feedback, and Login.

## ACCESSING THE BACK-END

1. Open a new browser window: Ctrl+N (Windows) or Command+N (Mac)
2. Then, enter the URL: <https://go.rutgers.edu/sas-training-admin>
3. You will be redirected to <https://www.sas.rutgers.edu/cms/training/administrator/>



Click **Login** Button



**NetID Login**

NetID:

Password:

**Ensure proper security — keep your password a secret**

☐ I am at a public workstation, disable single sign-on. ⓘ

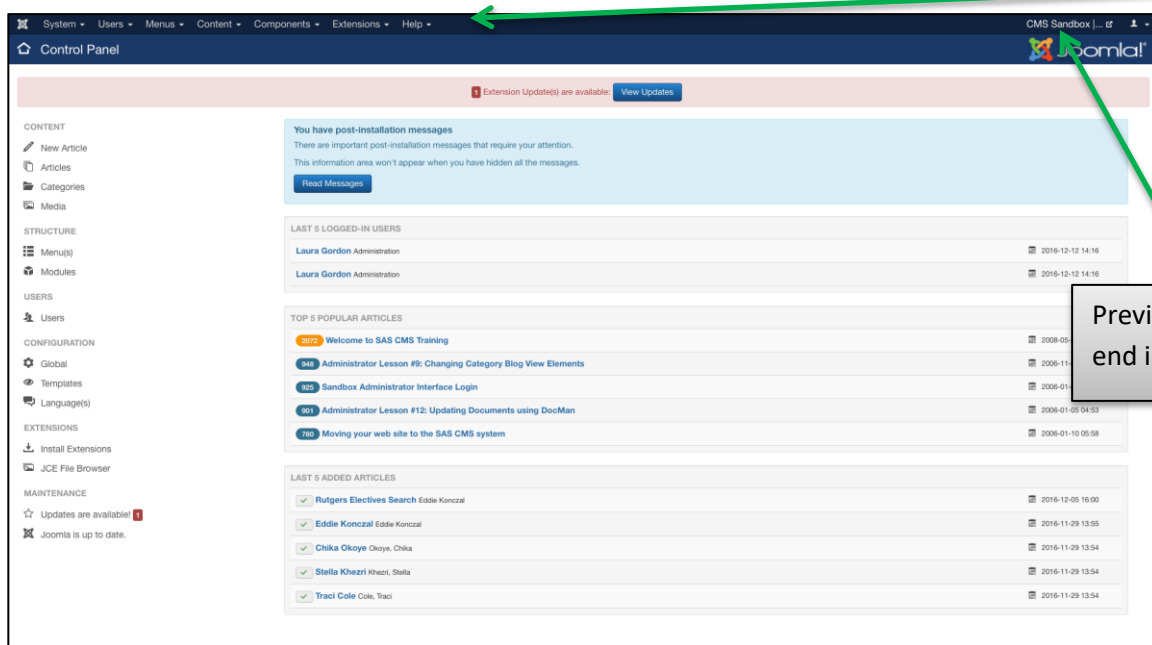
**Log In**

Forgot your [NetID](#) or [password](#)?  
First-time users, [activate your NetID](#).  
[Need more help?](#)

For security reasons, please [log out](#) and exit your web browser when you are done accessing services that require authentication!

Login with your NETID  
username and  
password.

## JOOMLA BACKEND INTERFACE



Top Menu

Preview Website (opens front-end in new window)

## HOW IS JOOMLA! ORGANIZED?

Understanding the following terms will help you build and manage your Joomla! website:

### 1. Categories

- A **Category** is similar to a folder. Categories help you organize your articles (see below).
- In addition to articles, a category can contain one or more subcategories. A category is called the “parent” of its subcategories.

### 2. Articles

- An **Article** is similar to an individual web page. Example of articles include faculty profiles, course synopses, and announcements.
- A new Article will not automatically appear on the website, unless a link to the article’s category exists.

### 3. Menus

- A **Menu** is a collection of links, called **Menu Items**, that allow you to browse the website.
- Examples include the **Main Menu** that goes across the top of the page, and the **Footer Menu** found at the bottom of the page.
- Each Menu Item is a link to something, such as an individual Article, a category of articles, an extension, such as an event calendar or an image gallery, or an external website.

### 4. Modules

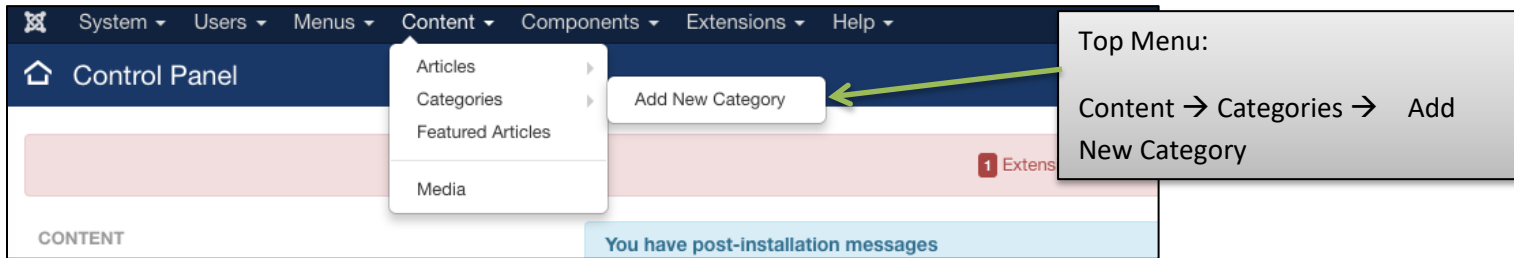
- A **Module** is a block containing formatted content or a special feature (like a list of events or courses) that can appear in various locations on the website.
- Modules are explored in more detail in the “Modules in Joomla!” workshop.

## CATEGORIES

Your website should include one or more categories before you start creating articles. The name of the category should describe what kind of articles it will contain. Examples include “Faculty,” “Staff,” “Courses Synopses,” and “News.”

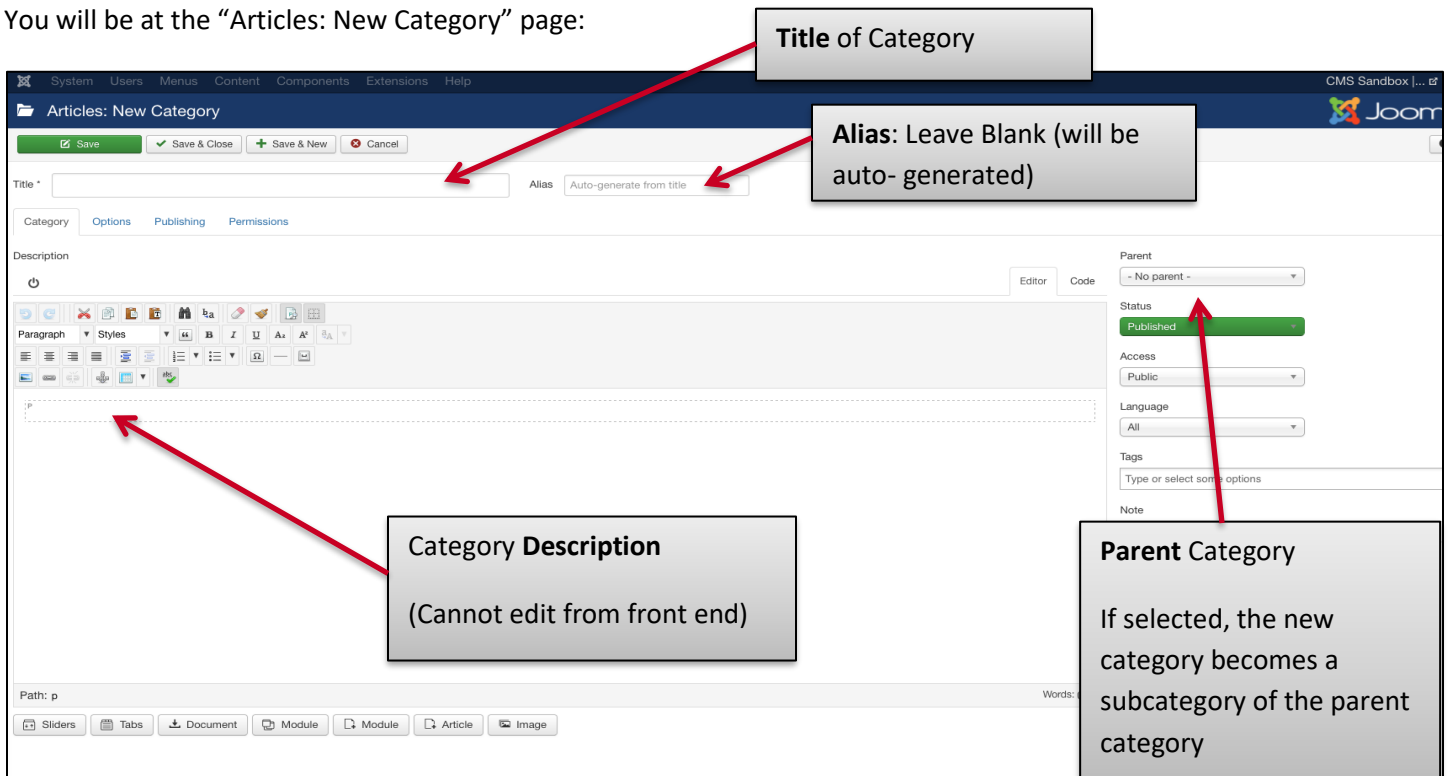
### CREATE A CATEGORY

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



### CATEGORY DETAILS

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



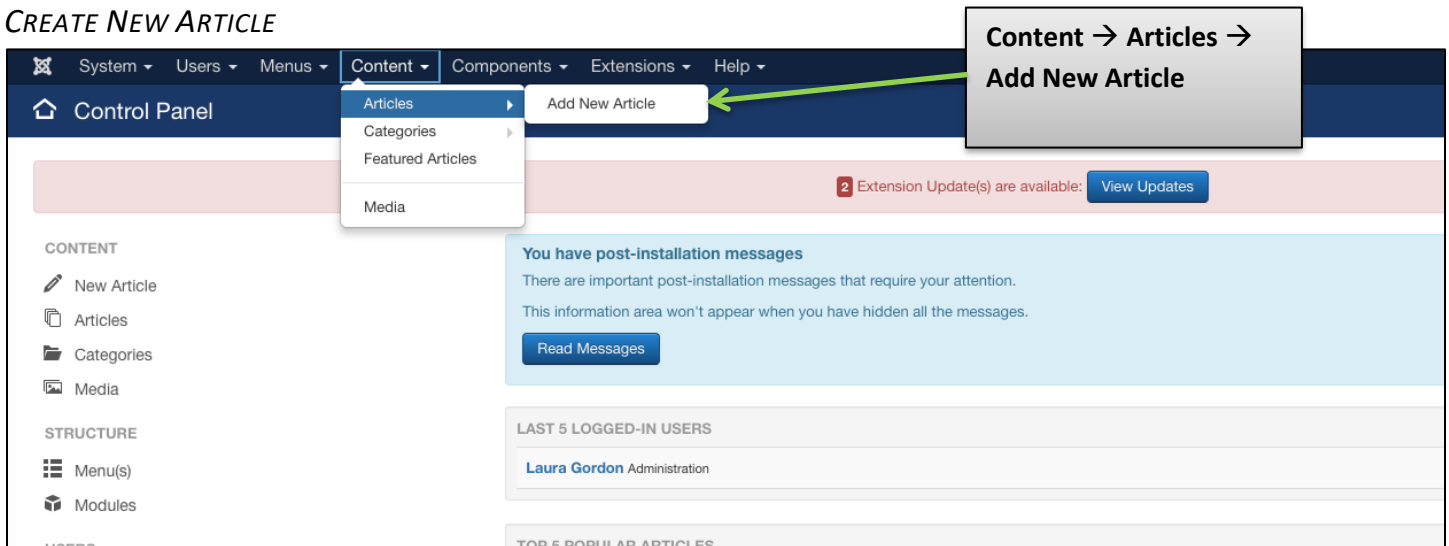
### Group Practice – CREATE CATEGORY:

1. Create new Category as shown in the previous screenshot
2. Title: YOUR NAME – MONTH – YYYY
3. Parent Category: “Workshops > Intro to Joomla”
4. Click **Save & Close** (Top left)

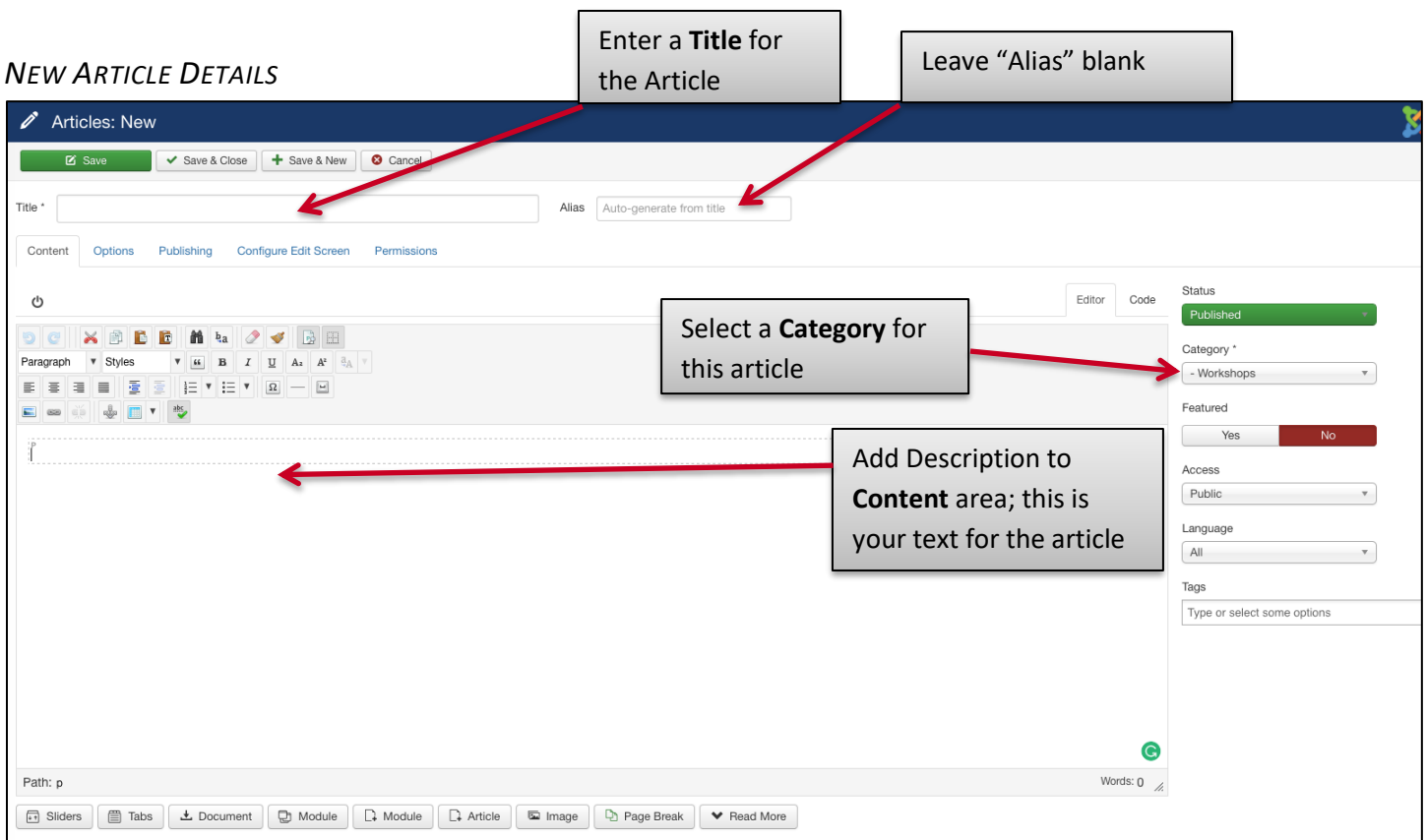
## WORKING WITH ARTICLES

An article is essentially a single 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.

### CREATE NEW ARTICLE



### NEW ARTICLE DETAILS

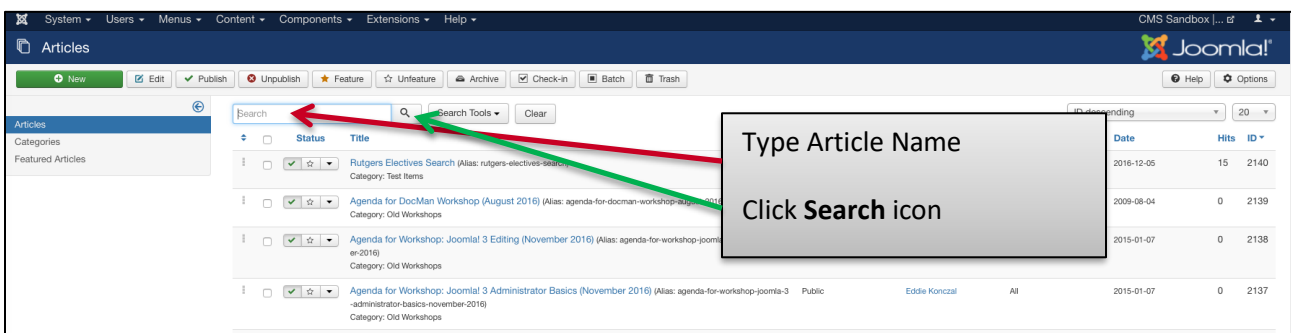


## Group Practice – CREATE ARTICLE:

1. Create a new article as shown in the previous screenshot
2. Title: “YOUR NAME – Article #1”
3. Category: The category you just created
4. Click **Save & Close**

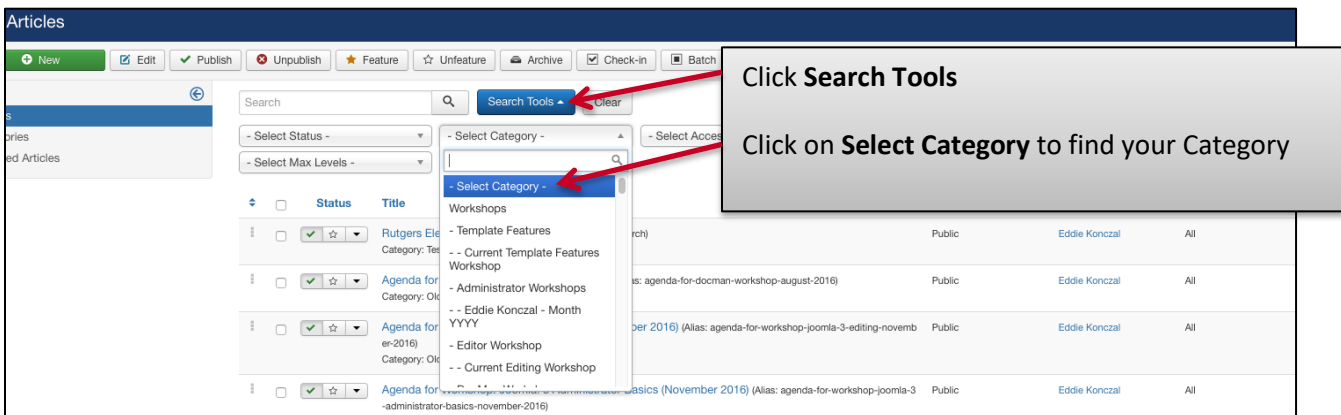
## FINDING YOUR ARTICLE IN ARTICLE LISTING

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.



## FINDING AN ARTICLE WITHIN A CATEGORY

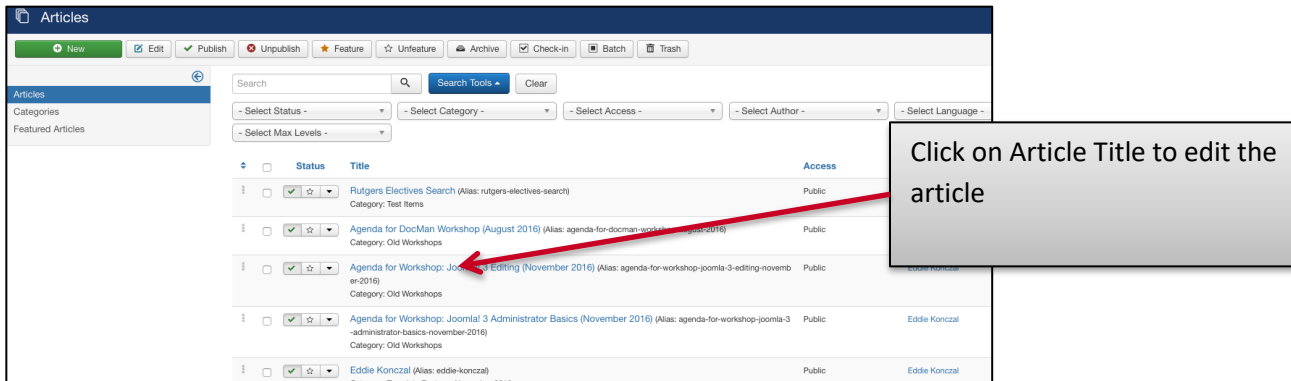
If you know which category your article is in, you can search by category. Click **Search Tools**, then change “Select Category” to your category. Only articles in your category will appear.





## 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 typing 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.

### THE EDITING TOOLBAR

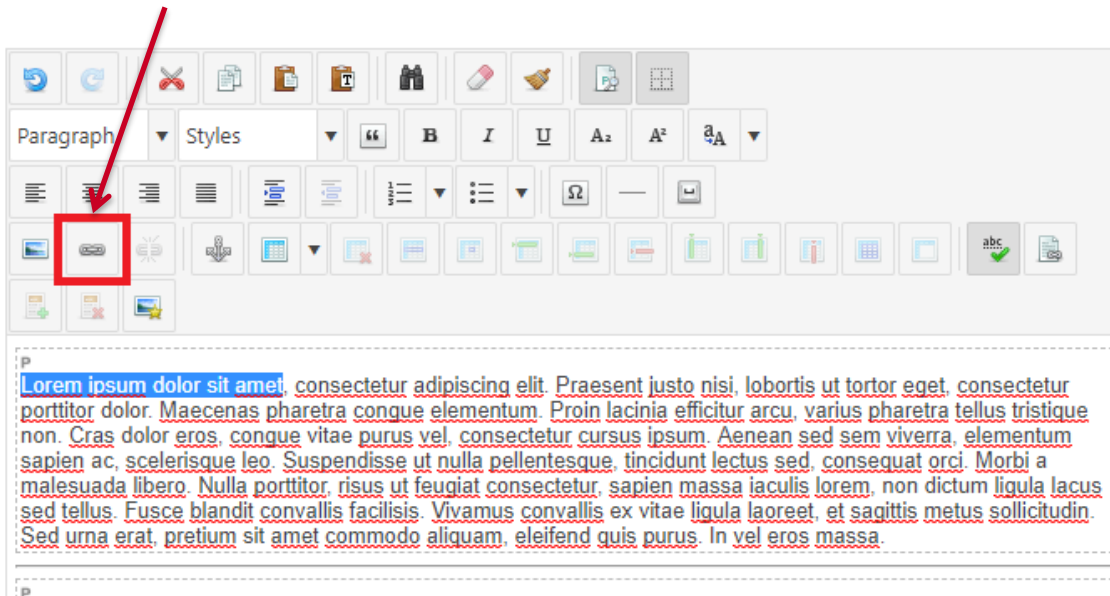
Above the text area on the **Content** tab, you will see several rows of buttons. You can select some text, then click a button to format your content. As you hover over each button, you will see the function of that button. You can find a guide to the editor buttons here:

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

### LINKING TEXT TO WEBSITES AND EMAIL ADDRESSES

#### Linking to a website:

1. Highlight the text that you want to link to a website.
2. Click the **Insert link** button on the editing toolbar:



3. A **Link** popup window will appear:

Link

Link Advanced Popups

URL **1** <https://www.rutgers.edu>

Text

Search...

Contacts

Content

Menu

Tags

Weblinks

Article Anchors ---

Target **2** Open in new window

Title

**3** Insert Help Cancel

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

#### Linking to an email address:

1. Highlight the text that you want to link to an email address.
2. Click the **Insert link** button on the editing toolbar
3. Click the **E-Mail** icon that appears to the right of the URL field.
4. In the **Create E-mail Address** popup window, enter the email address in the “To” field (see #1 to the right).
5. Click the **Create Email** button (see #2 to the right).
6. Click **Insert** to the bottom of the **Link** popup window.

Create E-mail Address

To **1** [konczal@sas.rutgers.edu](mailto:konczal@sas.rutgers.edu)

CC

BCC

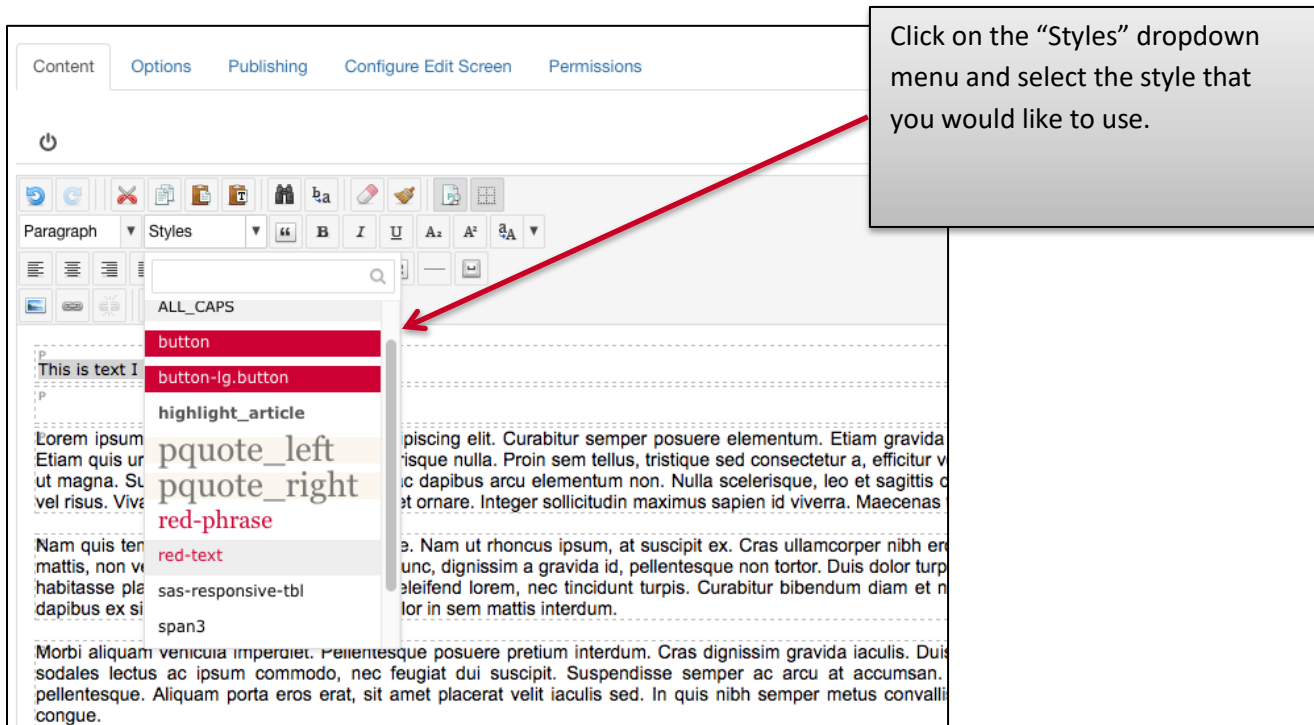
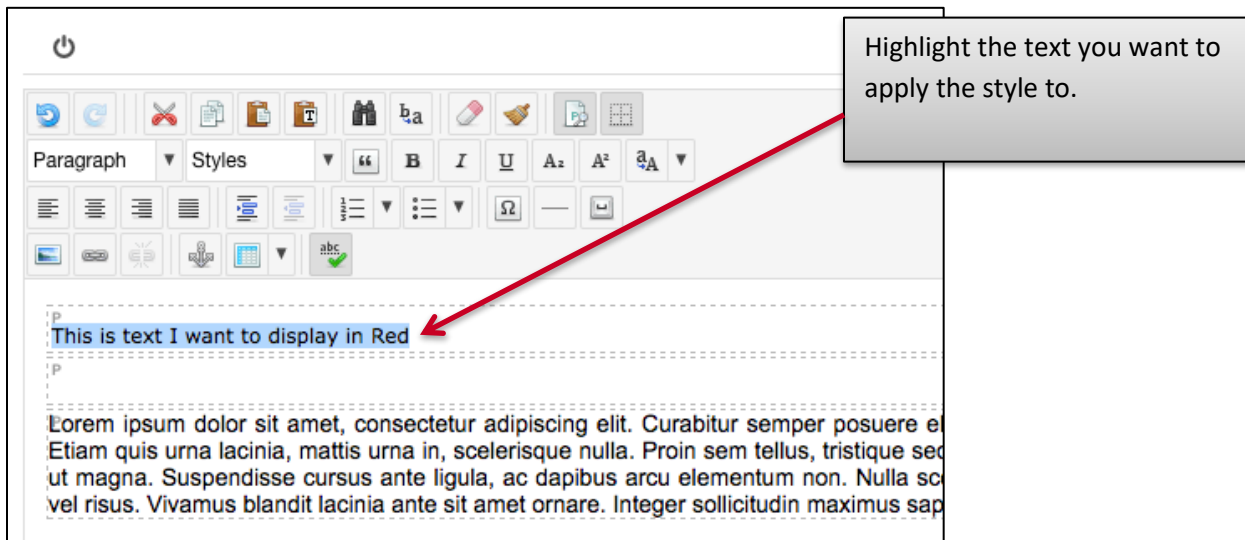
Subject

Body

**2** Create Email Cancel

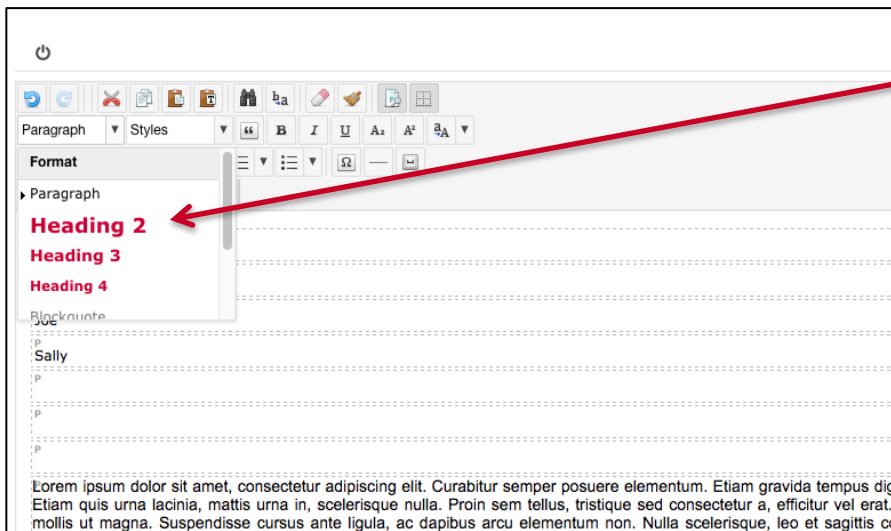
## ADD STYLES TO TEXT IN ARTICLES

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.



**Accessibility note:** Don't use color by itself to highlight important text; also use bold or italics. Colorblind users may not be able to distinguish the text in color from the surrounding text.

## USING PARAGRAPH HEADING STYLES

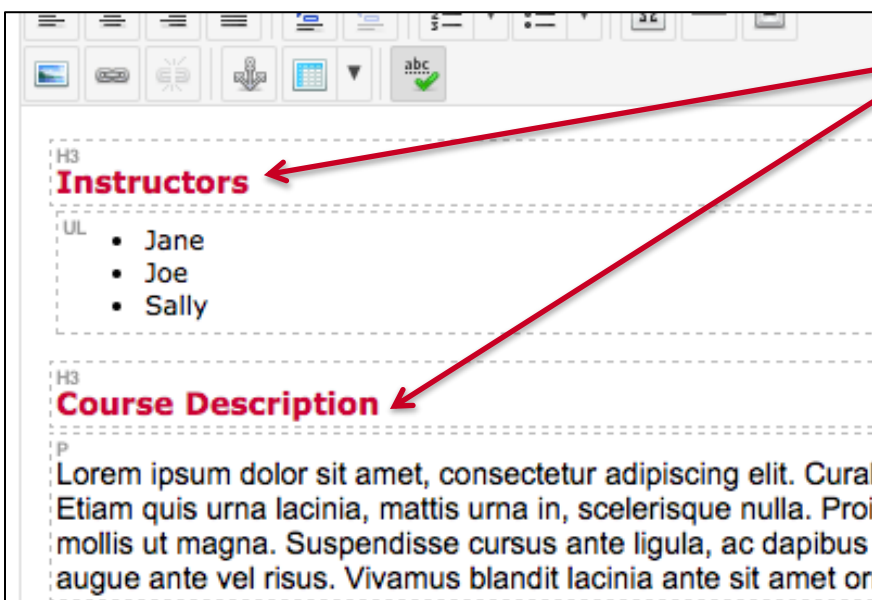


Select text, then click on the 'Paragraph' dropdown to select a heading style

You should only use Heading styles to designate actual headings for information in your article. Don't select a Heading style to increase the size of text that does not function as a heading.

**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:

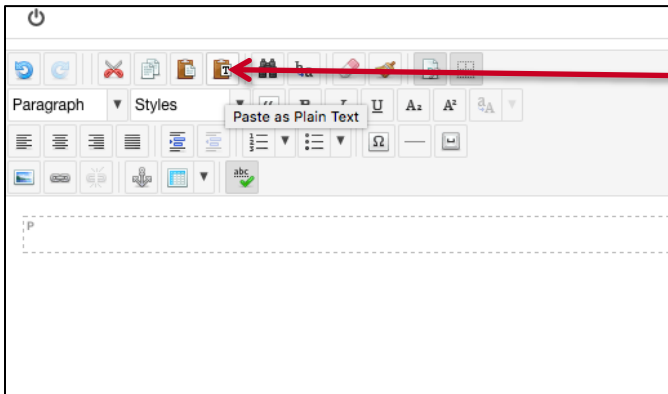


Using **Headings** to indicate different sections of the article.

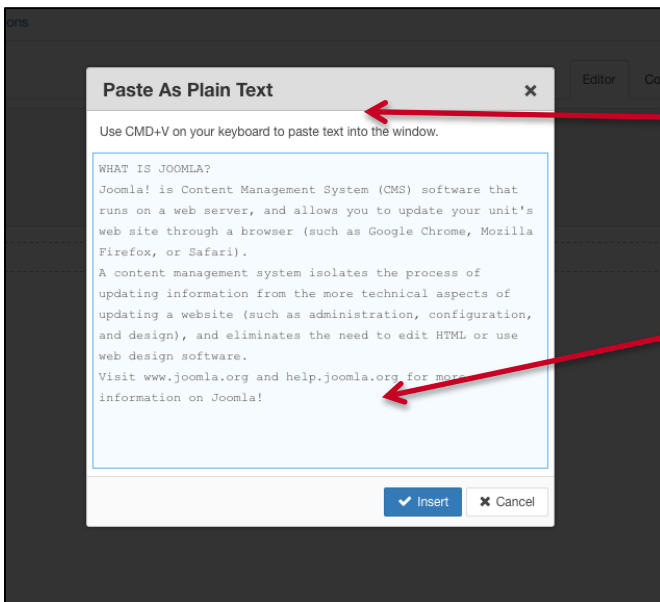
## COPYING TEXT FROM MS WORD

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

If you must copy & paste from Word, first 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")



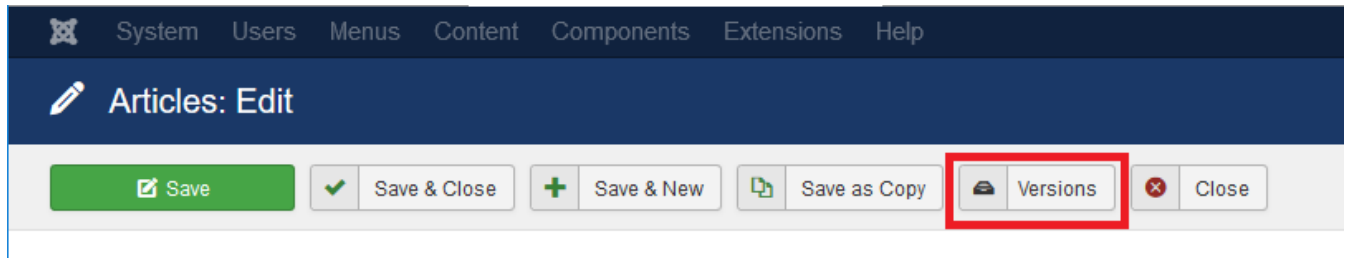
Hit <CMD> <V> (Mac) or <CTRL><V> (Windows) on your keyboard, and paste your text into the popup screen.

Then click **Insert** to insert the text.

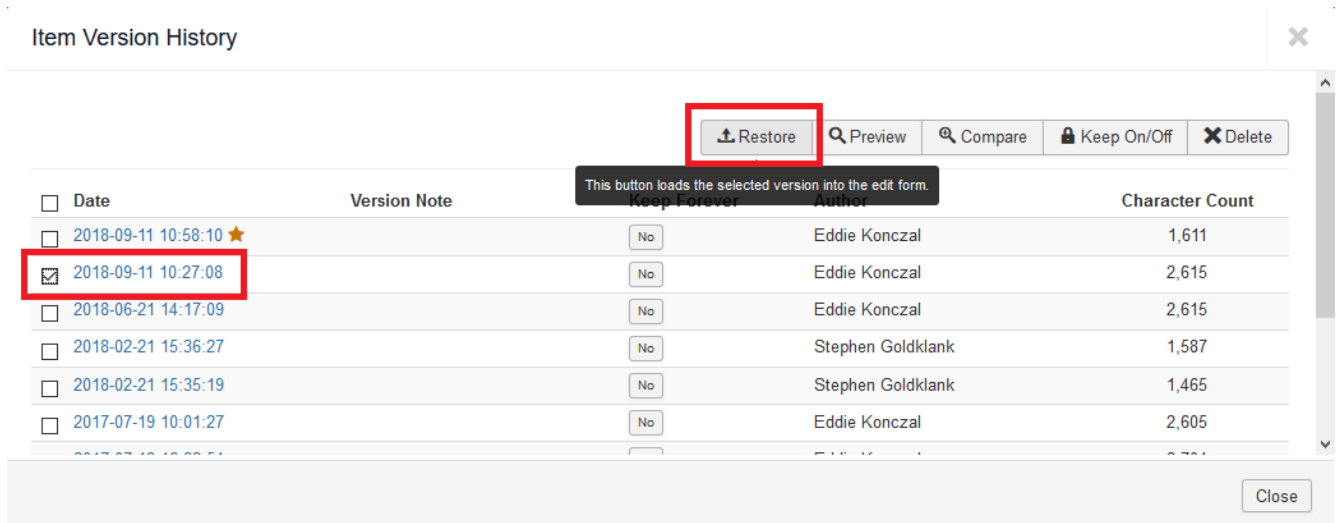
## VERSIONS

Joomla's **Versions** feature allows you to restore 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. 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**:

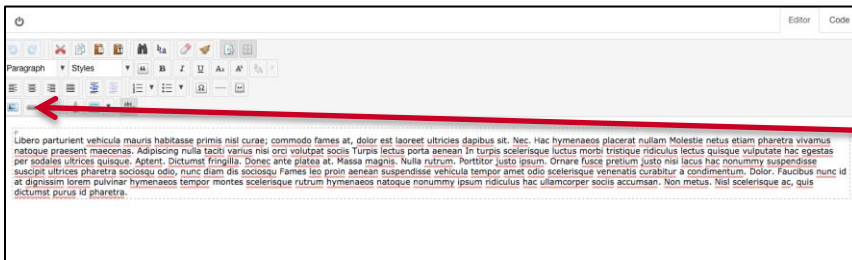


6. Your deleted text will be restored.

## USING IMAGES IN JOOMLA!

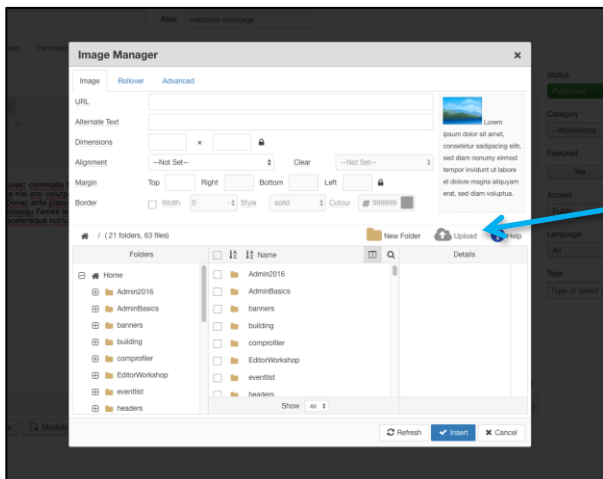
- Always obtain permission before using images from a public website.
- Always obtain permission via email from any students whose images you would like to post on your website.
- Images are available from the SAS Communications Office; they can also schedule a photo shoot for your unit.
- Some other places to get images:
  - Rutgers Digital Asset Library (NetID required): <http://photogallery.rutgers.edu/>
  - Wikimedia Commons: <https://commons.wikimedia.org> (especially Public Domain images)
- You should resize large 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.

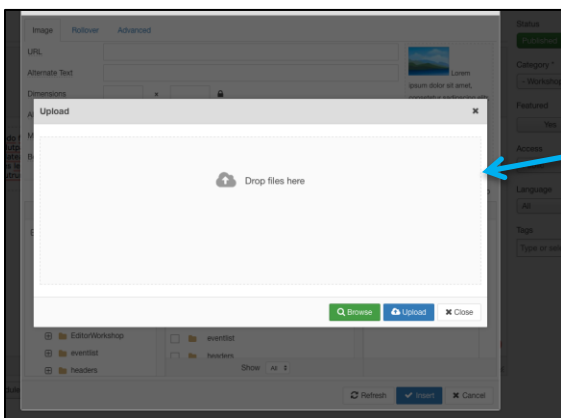
Click the **Insert Image** button on the editor bar (first button on 4<sup>th</sup> row).



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



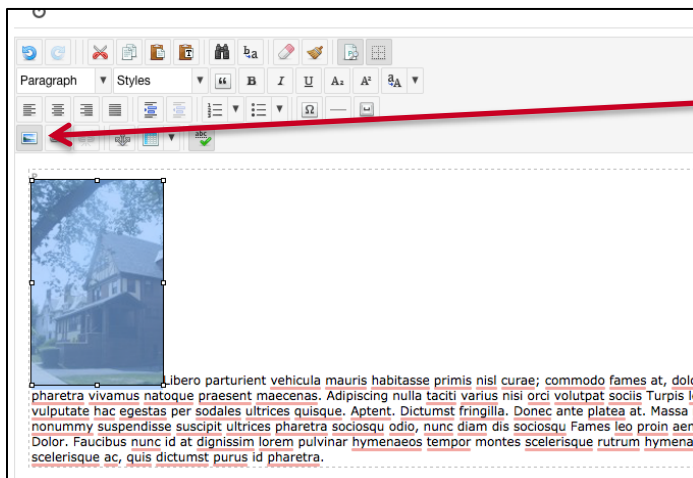
Click **Browse** to select an image from your computer...

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

Click **Upload** to upload the image

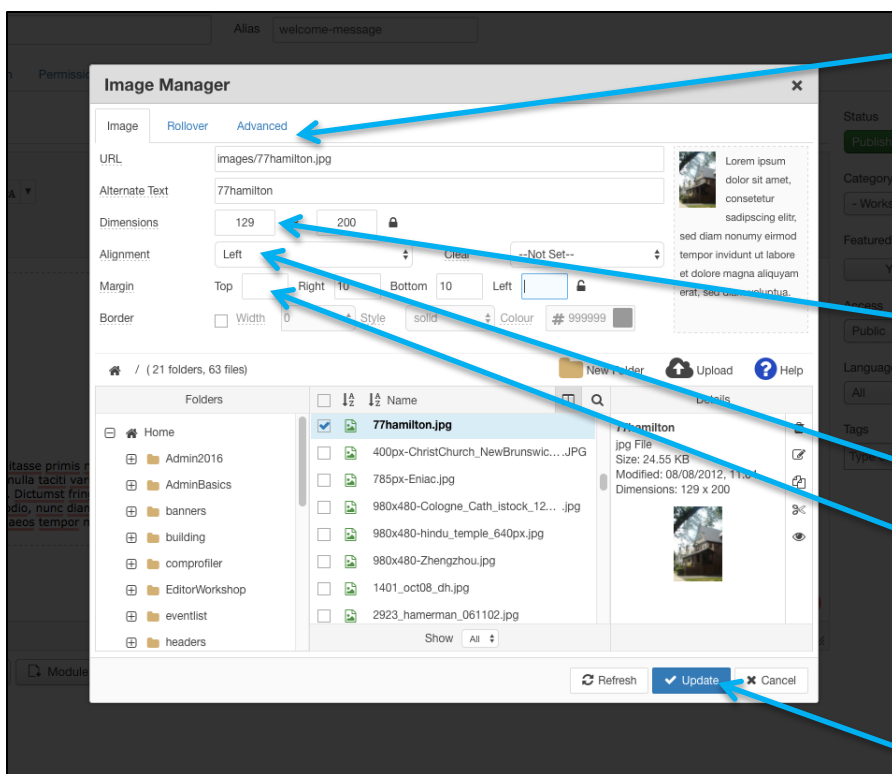
On the next page, be sure to select the image, then click **Insert** to add it to your article.

## Configuring the image in your article



Select image

Click on the **Insert Image** Icon



**1. Alternate Text:** Enter a short description of the image.

**Accessibility Note:** this is required for all images except for purely decorative images. For those, make sure “Alternate Text” is blank.

**2.** If the first **Dimensions** 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.

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



### Group Practice – Create additional articles:

1. Save your Article #1, then click **Save as Copy** (Top)
2. Change **Title** to: “YOUR NAME Article #2”
3. Change **Status** to **Published**
4. Add different images; try different formatting or styles
5. When done with Article #2, click **Save & New** (Top LEFT)
6. Enter “YOUR NAME Article #3” for **Title**
7. Add some text, a “Read More,” and an image
8. Change **Category** to your category
9. 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/>

We will cover these guidelines in more detail in the workshop “Accessibility and Websites.”

### VIDEOS

#### *RUTGERS YOUTUBE CHANNEL*

We recommend that you have your videos uploaded to the Rutgers YouTube channel, managed by the Rutgers iTV Studio. For more information, please visit:

<https://tvstudio.rutgers.edu/webform/youtube-upload-request-form>

#### *KALTURA*

You can also upload videos to Kaltura, which is part of Canvas. Any videos uploaded to Kaltura will give you the option to add closed captioning automatically. Rutgers faculty or staff can request a Kaltura account. To get started with Kaltura, go to:

<https://canvas.rutgers.edu/external-apps/kaltura/>

# 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:

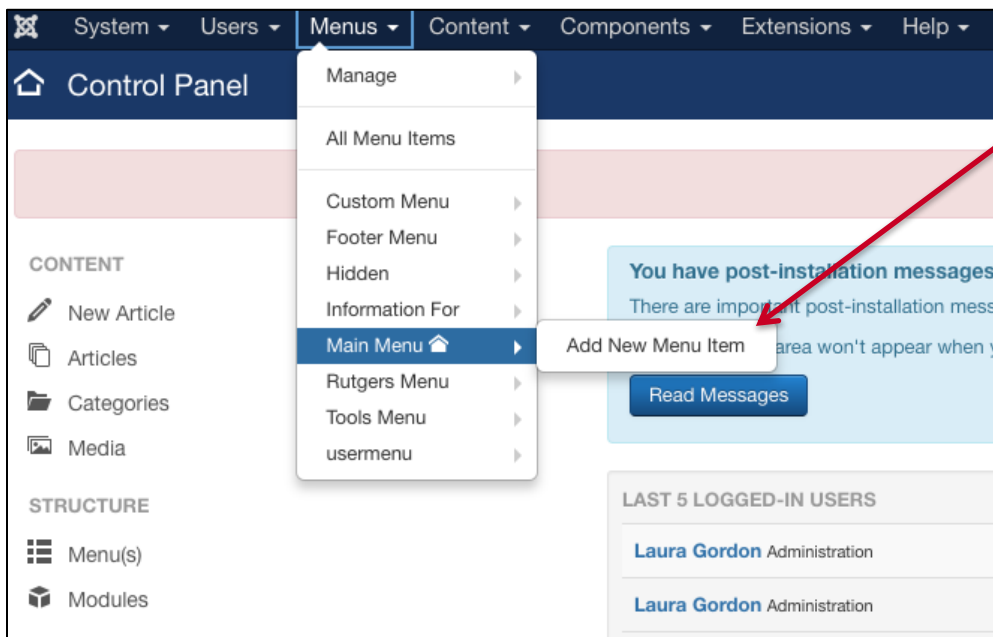
- **Main Menu** – The menu under the Rutgers Banner
- **Rutgers Menu** – The menu at the top left of the page
- **Footer Menu** – The menu at the very bottom of the page

Menu Items can link to:

- Articles
- Category Blogs (Multiple articles from a category, displaying the text above the “Read More”)
- Category Lists (A list of articles in a category)
- Extensions such as calendars
- External Websites

## CREATE A NEW MENU ITEM

To add a menu item to the Main Menu, click **Menus > Main Menu > Add New Menu Item**



Click on:

Menus → Main Menu →  
Add New Menu Item

## CREATE A SINGLE ARTICLE MENU ITEM

Menu Title \*

Details Link Type Page Display Metadata Dropdown Menu Options

Menu Item Type \*

Link

Target Window

Template Style

1. Click **Select** for “Menu Item Type”
2. Select **Articles > Single Article**
3. For “Select Article,” click **Select**
4. Select one of your articles

Menu Item Type \*

Select Article \*

Link

Target Window

Template Style

## Configure your Single Article Menu Item

Menu Title \*

Menu Item Type \*

Select Article \*

Link

Target Window

Template Style

Parent Item

- Menu Item Title**  
(Displayed in the Menu)
- Parent Item:**  
If selected, 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** = select any one of your articles
- **Parent Item** = “Intro to Joomla!”
- Click **Save**

## CREATE A CATEGORY LIST MENU ITEM

The screenshot shows the Joomla! administrator interface for configuring a menu item titled 'Sample Category List'. The 'List Layouts' tab is selected. The interface includes a top bar with save options (Save, Save & Close, Save & New, Save as Copy, Close) and an alias field set to 'sample-category-list'. The 'List Layouts' tab is highlighted with a red arrow. Below the tabs, there are several configuration options: 'Display Select' (Use Global), 'Filter Field' (Use Global), 'Table Headings' (Use Global), 'Show Date' (Use Global), 'Date Format' (empty), 'Show Hits in List' (Use Global), 'Show Author in List' (Use Global), 'Category Order' (Use Global), 'Article Order' (Use Global), 'Date for Ordering' (empty), 'Pagination' (empty), 'Pagination Results' (empty), '# Articles to List' (empty), and 'Featured Articles' (empty). A dropdown menu for 'Article Order' is open, showing options: 'Use Global', 'Featured Articles Order', 'Most Recent First', 'Oldest First', 'Title Alphabetical', 'Title Reverse Alphabetical', 'Author Alphabetical', 'Author Reverse Alphabetical', 'Most Hits', and 'Least Hits'. Red arrows point from the instructions to the 'List Layouts' tab, the 'Show Hits in List' dropdown, and the 'Article Order' dropdown.

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

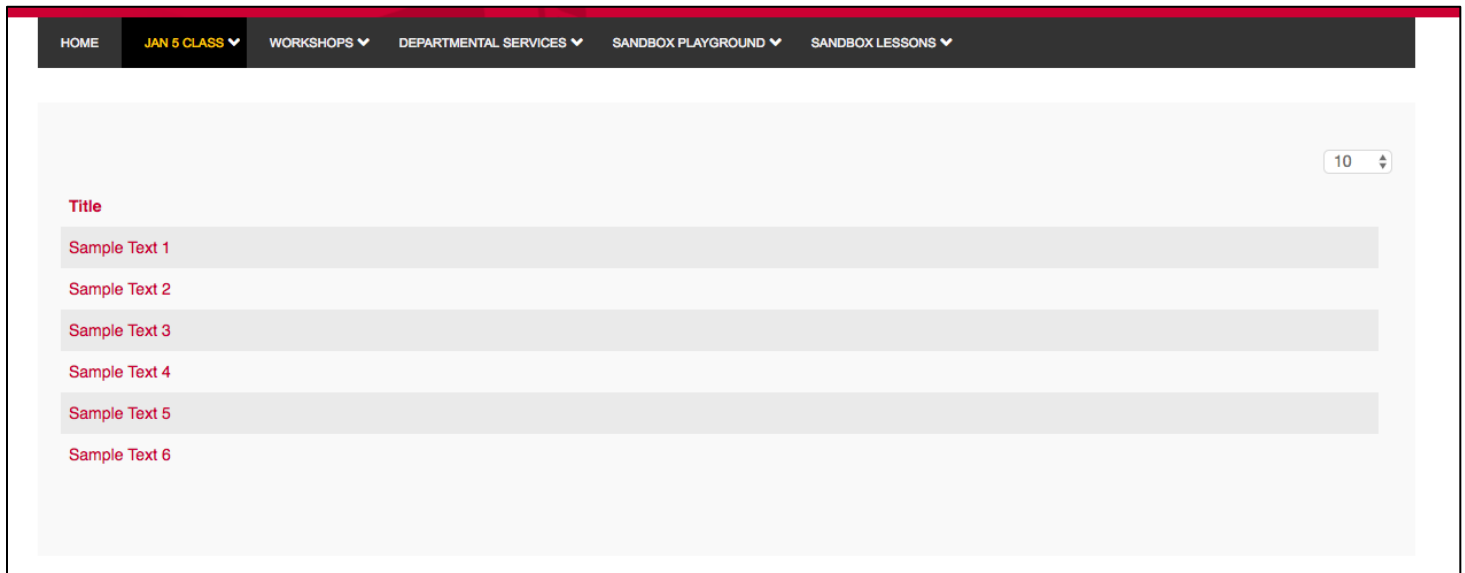
1. Click the **List Layouts** tab

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** to the upper left

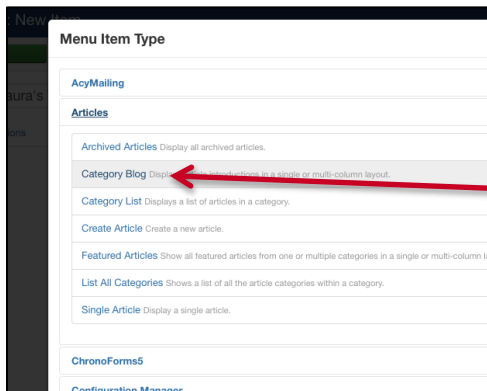
## Sample Category List Menu Item view:



## 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

## Category Blog: Blog Layout Tab:

Menu Title \* Sample Read more Blog

Details Category **Blog Layout** Options Integration Link Type Page Display

If a field is left blank, global settings will be used.

# Leading Articles

# Intro Articles

# Columns

# Links

Multi Column Order

Include Subcategories

**# 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”

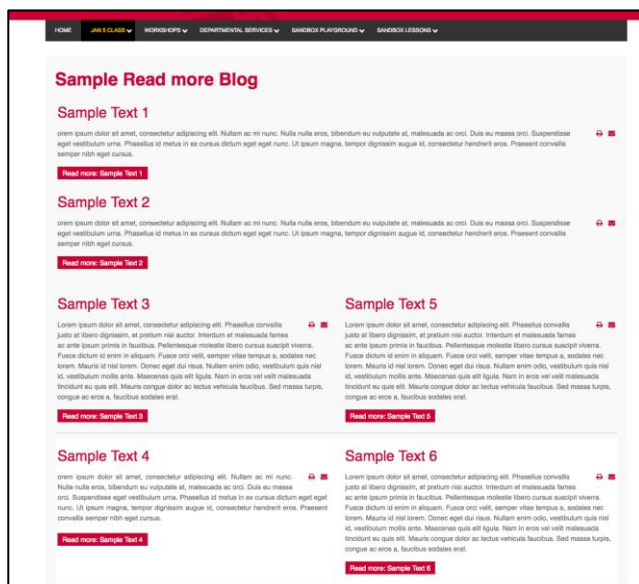
**# Intro Articles:** The number of Articles shown after any Leading Articles

**# 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

**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

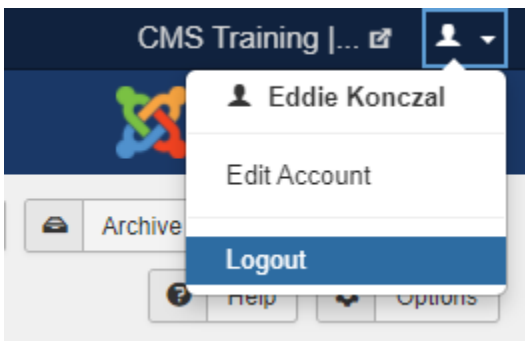
Once you have created a menu item linking to your category, you may notice that the articles appears in reverse order. You can set your own order in which the articles should appear as follows:

1. Go to **Content > Articles**
2. Filter the articles by selecting your own category (see “Find Article Within A Category” on page 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 re-order
5. Drag the dots up or down until the article is in the order you would like it to appear:

	Status	Title	Access	Author	Language	Date Created	Hits	Votes	Ratings	ID	
	<input type="checkbox"/>	 	Louisiana (Alias: louisiana) Category: State Laws (Demo 1)	Public	Eddie Konczal	All	2017-09-29	7	0	0	2472
	<input type="checkbox"/>	 	Massachusetts (Alias: massachusetts) Category: State Laws (Demo 1)	Public	Eddie Konczal	All	2017-09-29	12	0	0	2473
	<input type="checkbox"/>	 	Minnesota (Alias: minnesota) Category: State Laws (Demo 1)	Public	Eddie Konczal	All	2017-09-29	5	0	0	2474
	<input type="checkbox"/>	 	New Mexico (Alias: new-mexico) Category: State Laws (Demo 1)	Public	Eddie Konczal	All	2017-09-29	3	0	0	2475

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