# 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://sas-it.rutgers.edu/how-to-guides/guide/203-working-remotely/210-connecting-to-campus-resources/759-vpn

2. Open a web browser on your computer (Firefox, Chrome, or Safari)
3. Enter the URL: https://webtraining.sas.rutgers.edu/

## What is Joomla!?

Joomla! is open-source software that is used to build websites. Joomla! 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 code or use web design software.

Visit https://www.joomla.org/ for more information on Joomla!.

## Additional Resources

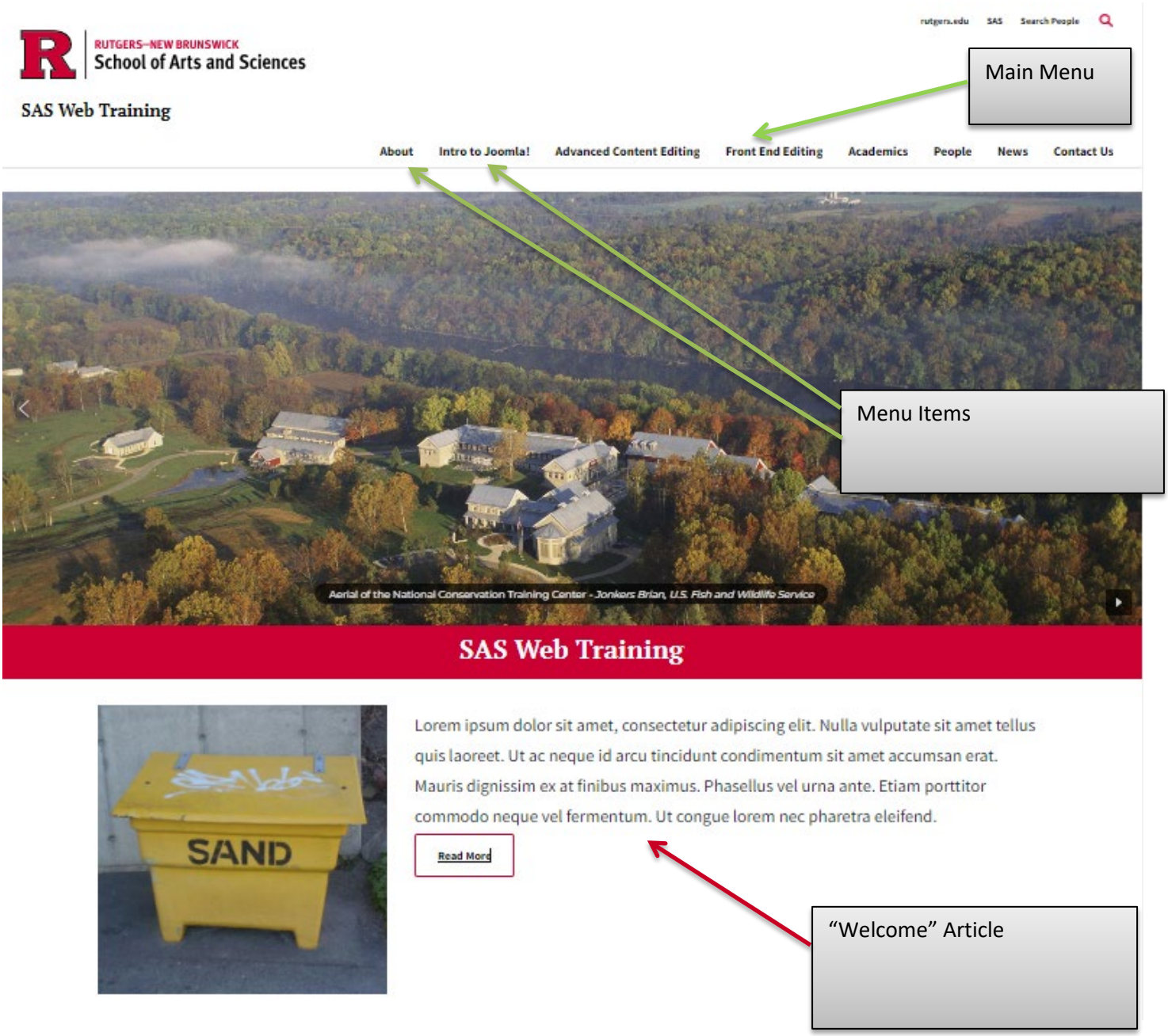
You can view training videos online at:
https://sas-it.rutgers.edu/how-to-guides/web-development-documentation/web-training-videos-2

You can also find documentation at:
https://sas-it.rutgers.edu/how-to-guides/web-development-documentation/web-development-joomla-4-5

## JOOMLA: FRONT-END AND BACK-END

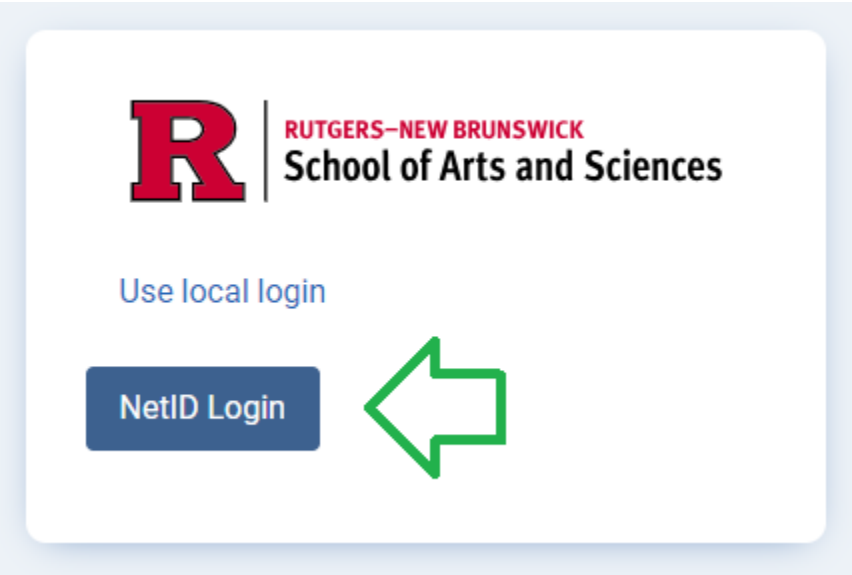
Joomla! websites have two views: a “front end” and a “back end.” The front end is what the public sees. You can also make some basic edits in the front end by clicking the **Login** link in the “Footer Menu.” The back end gives you more control over the website: in addition to editing content, you can create categories and menu items.

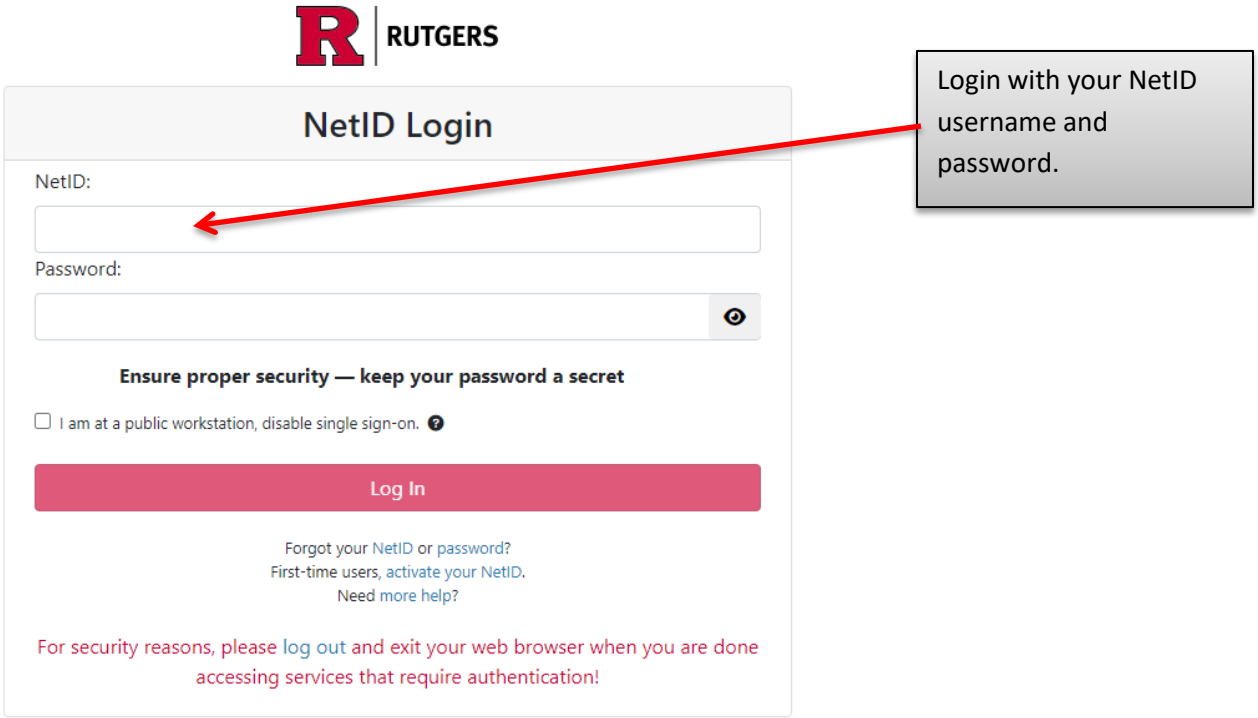
*FRONT-END OVERVIEW:*



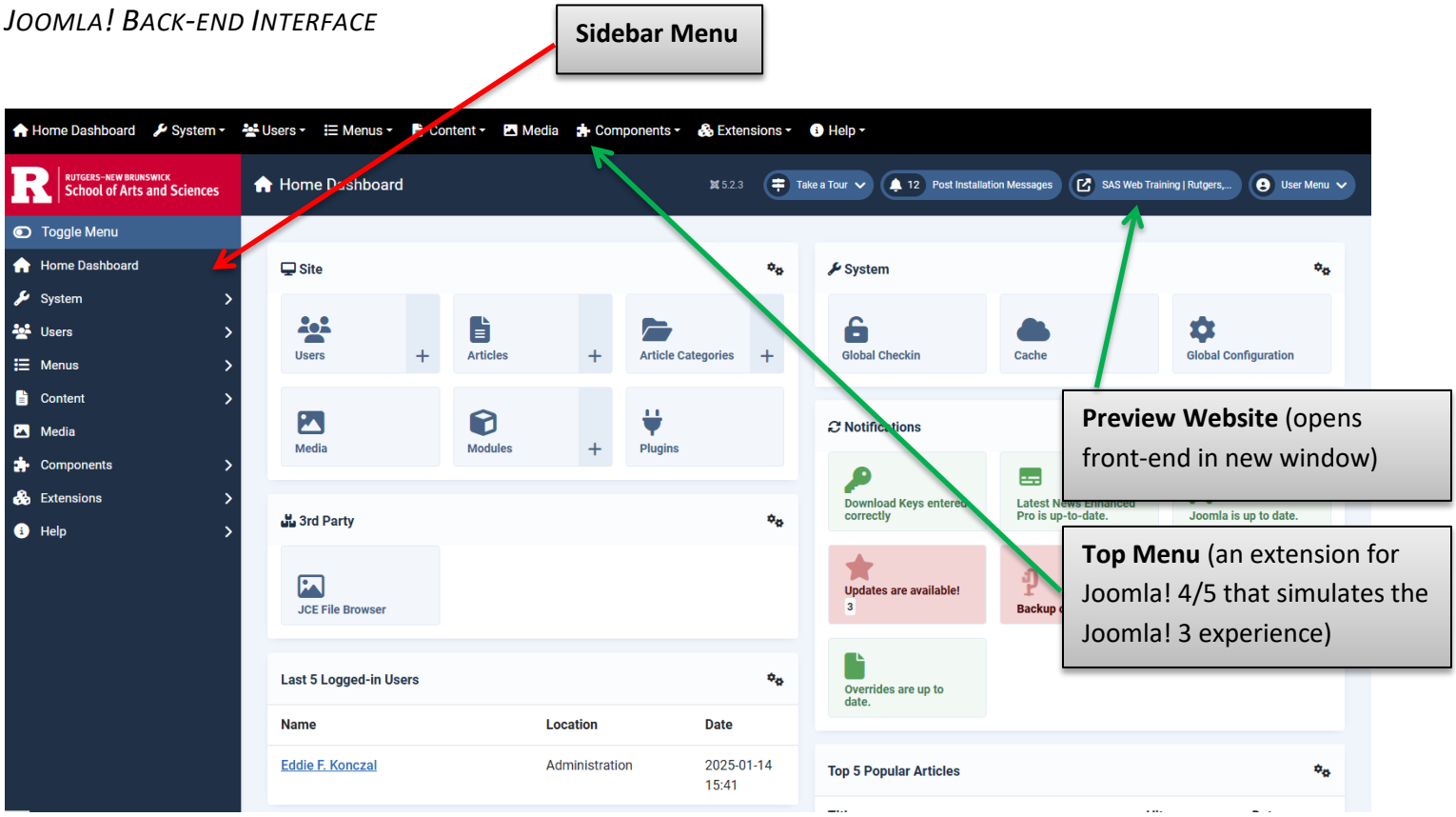
*ACCESSING THE BACK-END*

1. Open a new browser window: Ctrl+N (Windows) or Command+N (Mac)
2. Then, enter the URL: https://webtraining.sas.rutgers.edu/administrator/
3. Click the **NetID Login** button, then log in with your NetID username and password



## *Joomla! Back-end Interface*



# 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. Examples 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 slideshow or an event list) that can appear in various locations on the website.

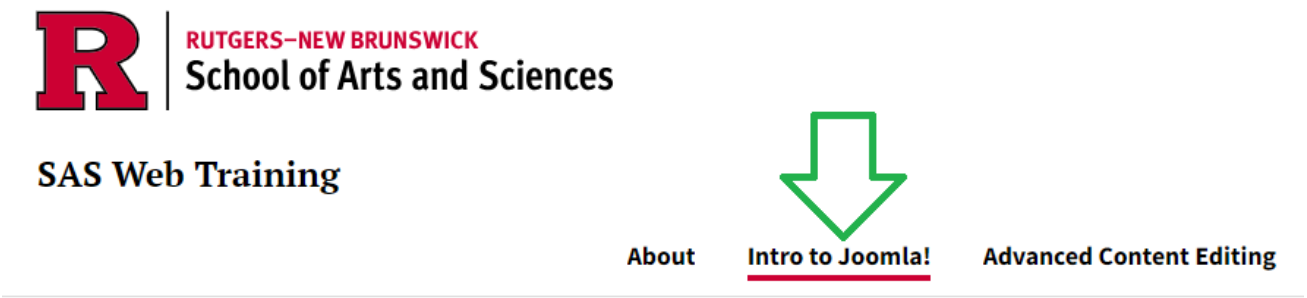
## Finding Your Content

Typically, a website's categories and menu items, as well as many articles, will already be set up for you by the time you are ready to start working on a Joomla! website. Understanding the relationship between categories, articles, and menu items will help you determine where your content exists in the back end, and where new articles should be added.

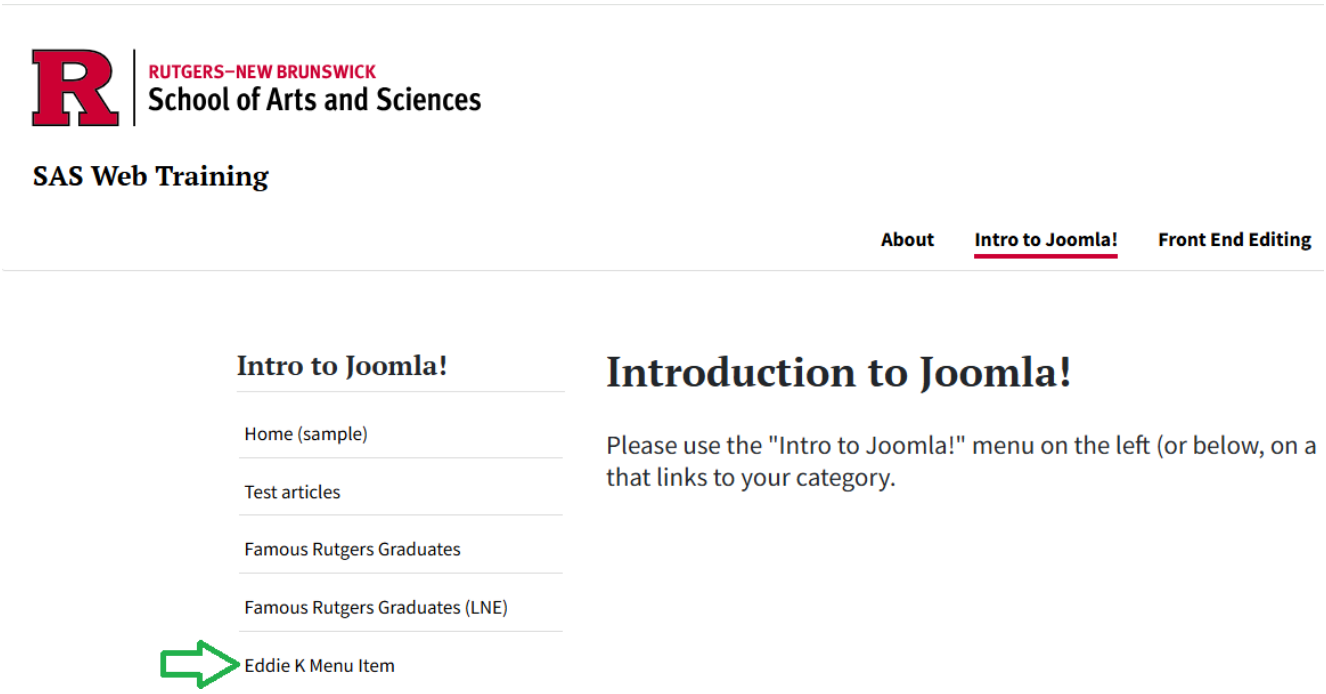
### *How to Find Articles*

One of the challenges in editing a Joomla! website is how to find front-end content in the back-end. The key is to determine which menu item brings you to the page you want to edit. Then, you can locate the menu item in the back end to see which content it links to.

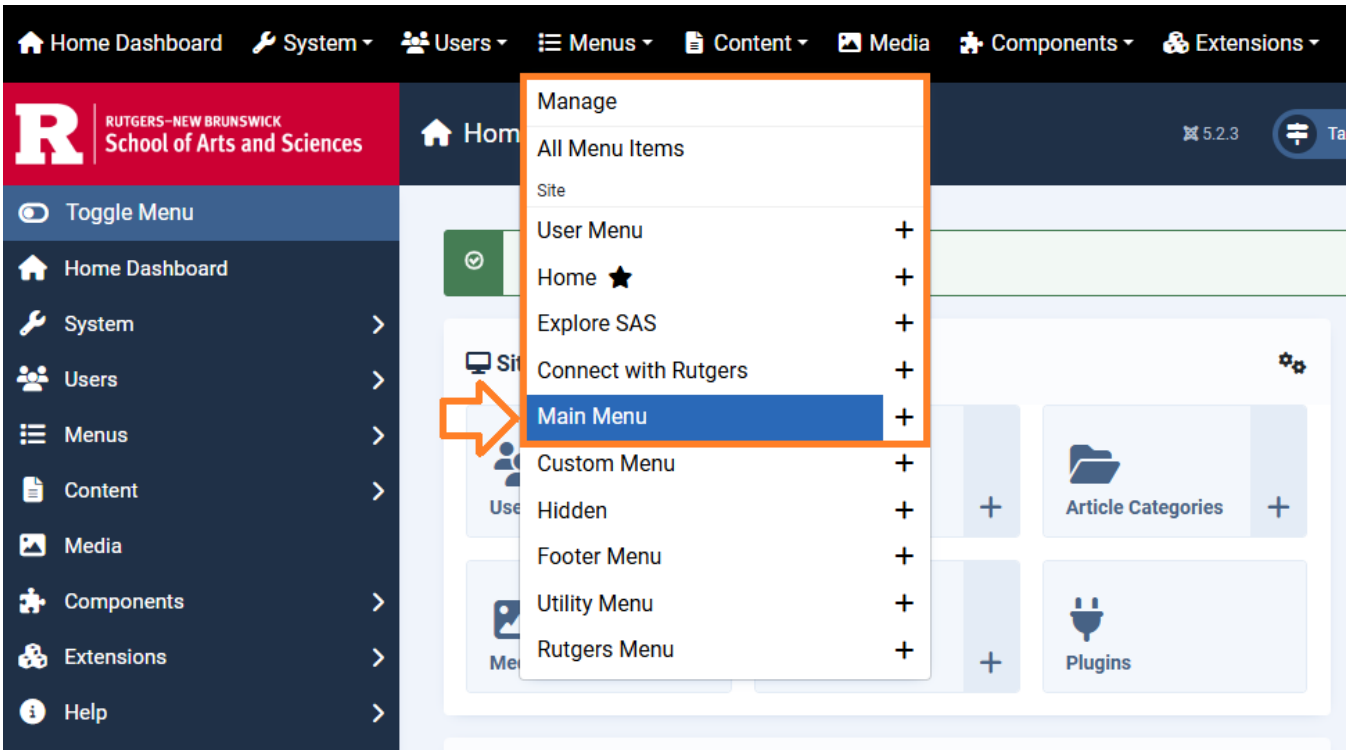
1. Click the "Intro to Joomla!" menu item on the main menu found at: https://webtraining.sas.rutgers.edu/



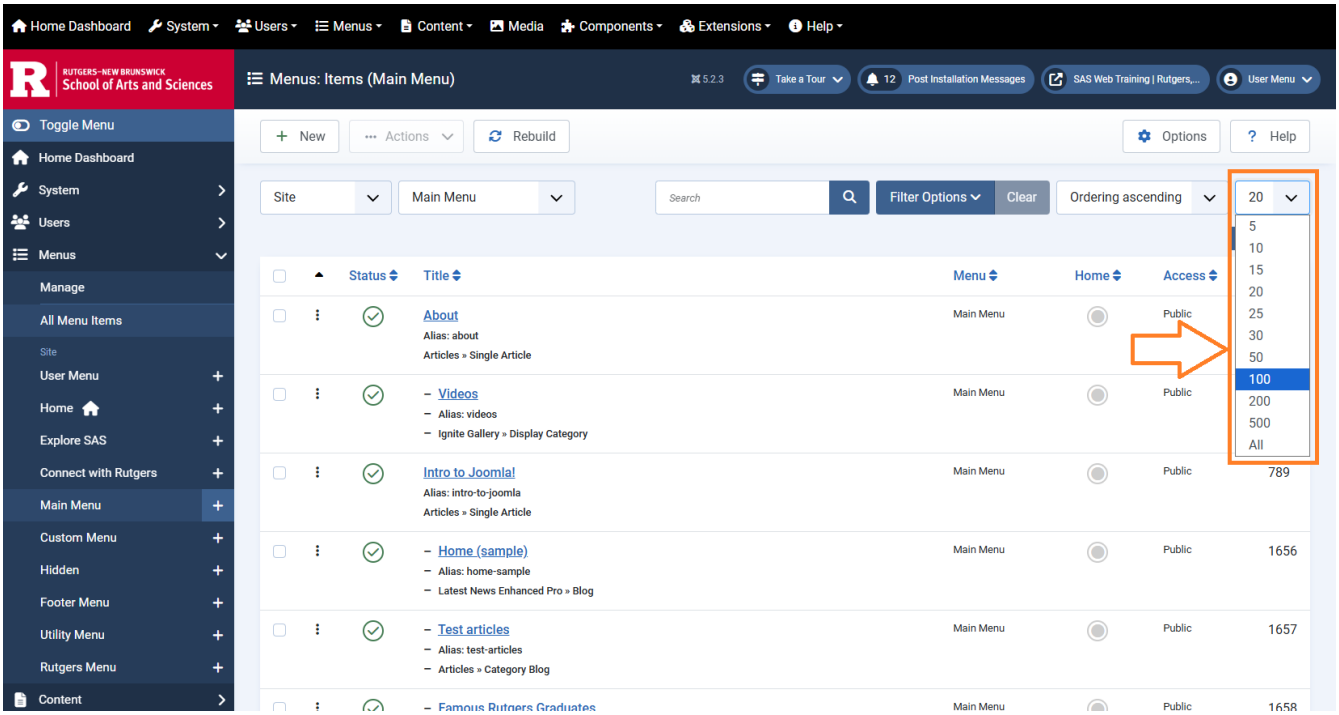

2. Find your name followed by "Menu Item" on the "Intro to Joomla!" menu shown at the left side of the page, and click on it:



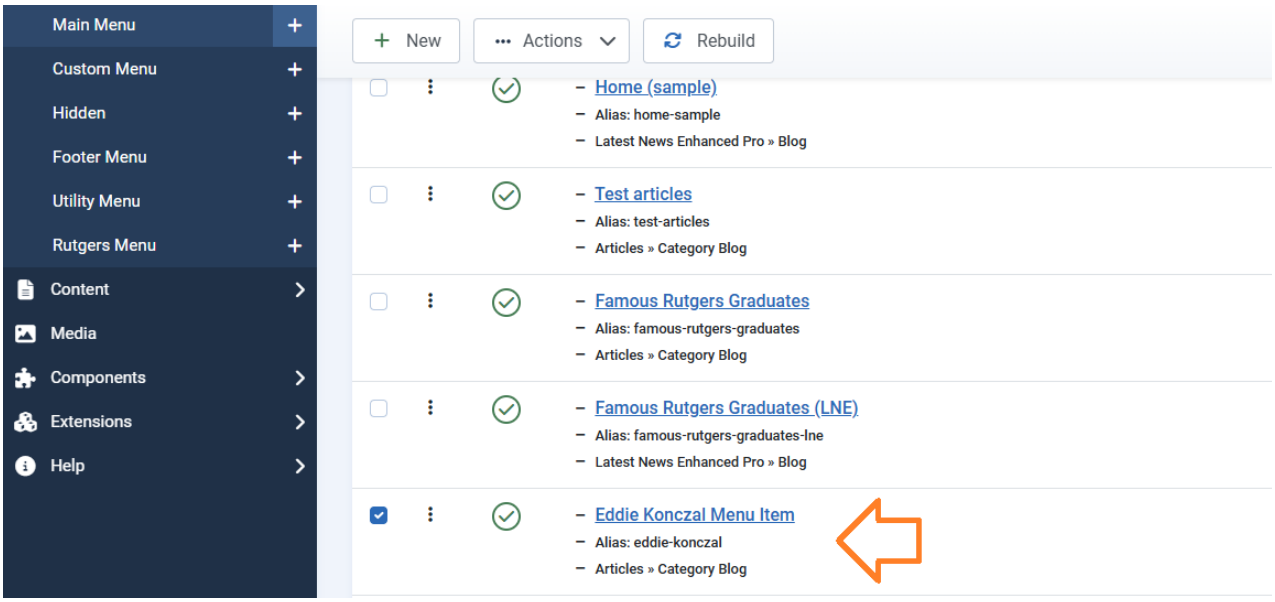
3. In the back-end at https://webtraining.sas.rutgers.edu/administrator/, go to **Menus > Main Menu:**



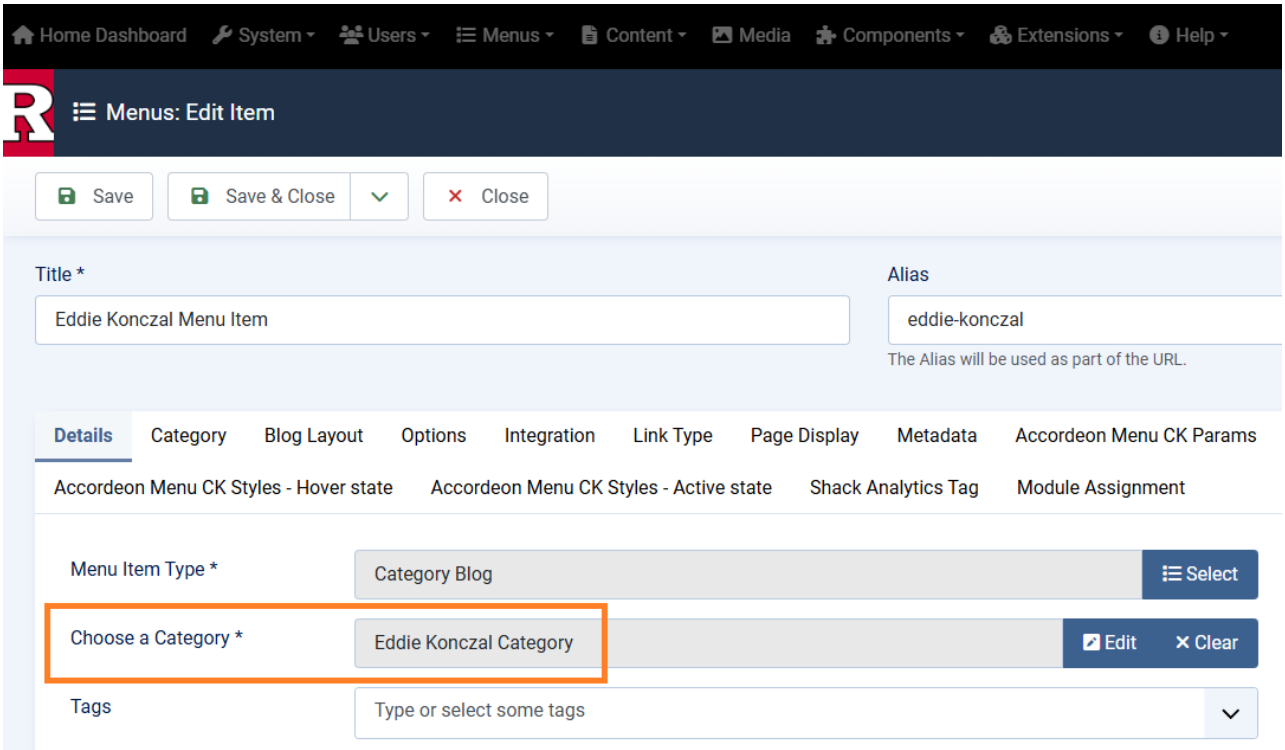

4. Change the selection number dropdown from 20 to 100 (or more, if necessary), so you can see all menu items:



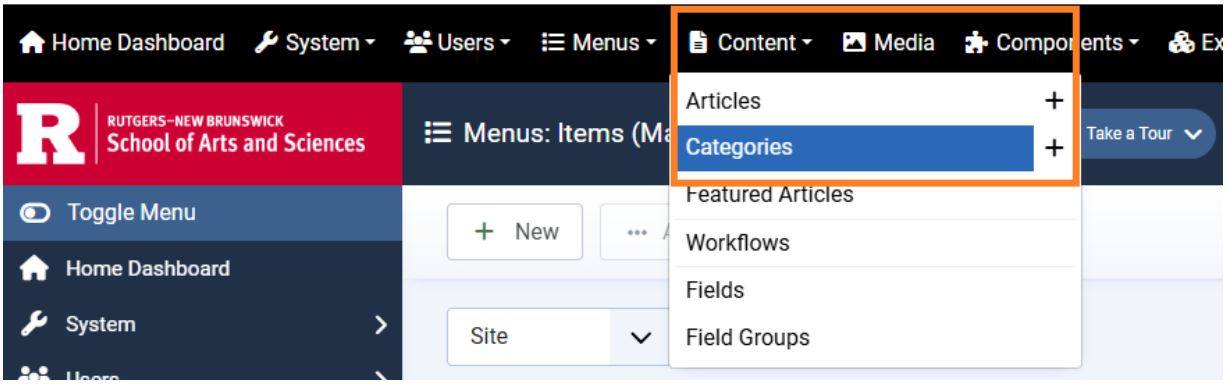
5. Find your menu item and click on its title:



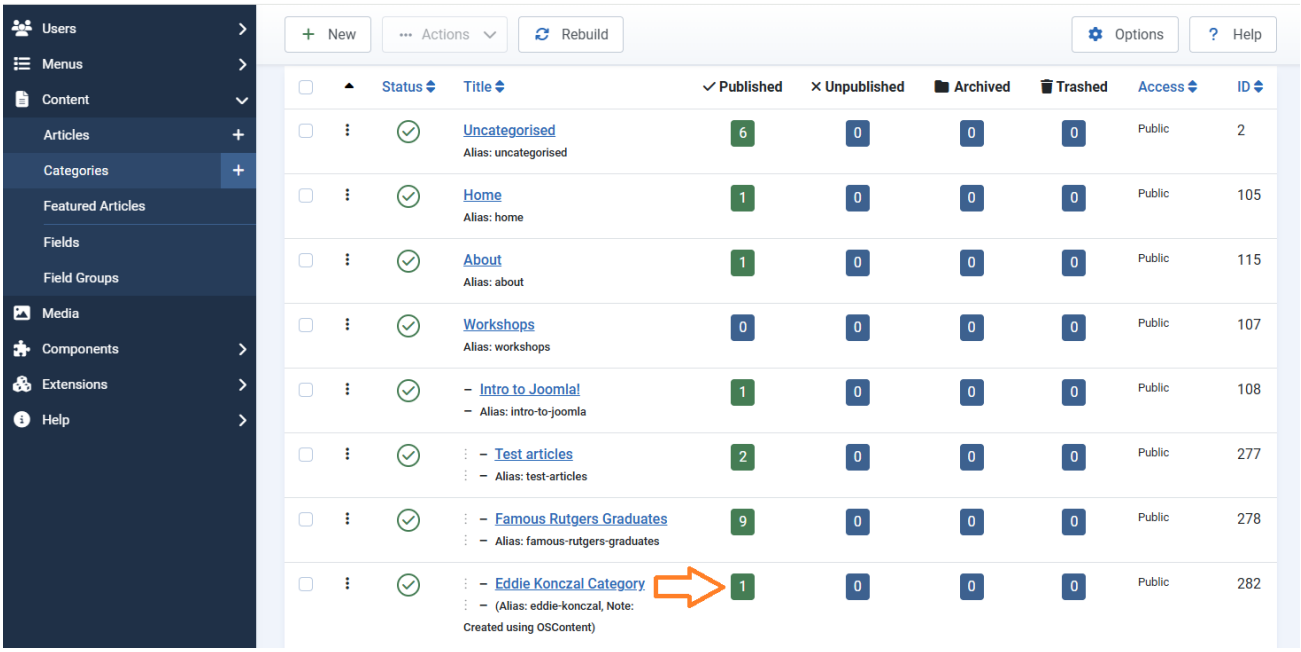

6. Look at the value for "Choose a Category *" – it will show you which category your menu item links to.



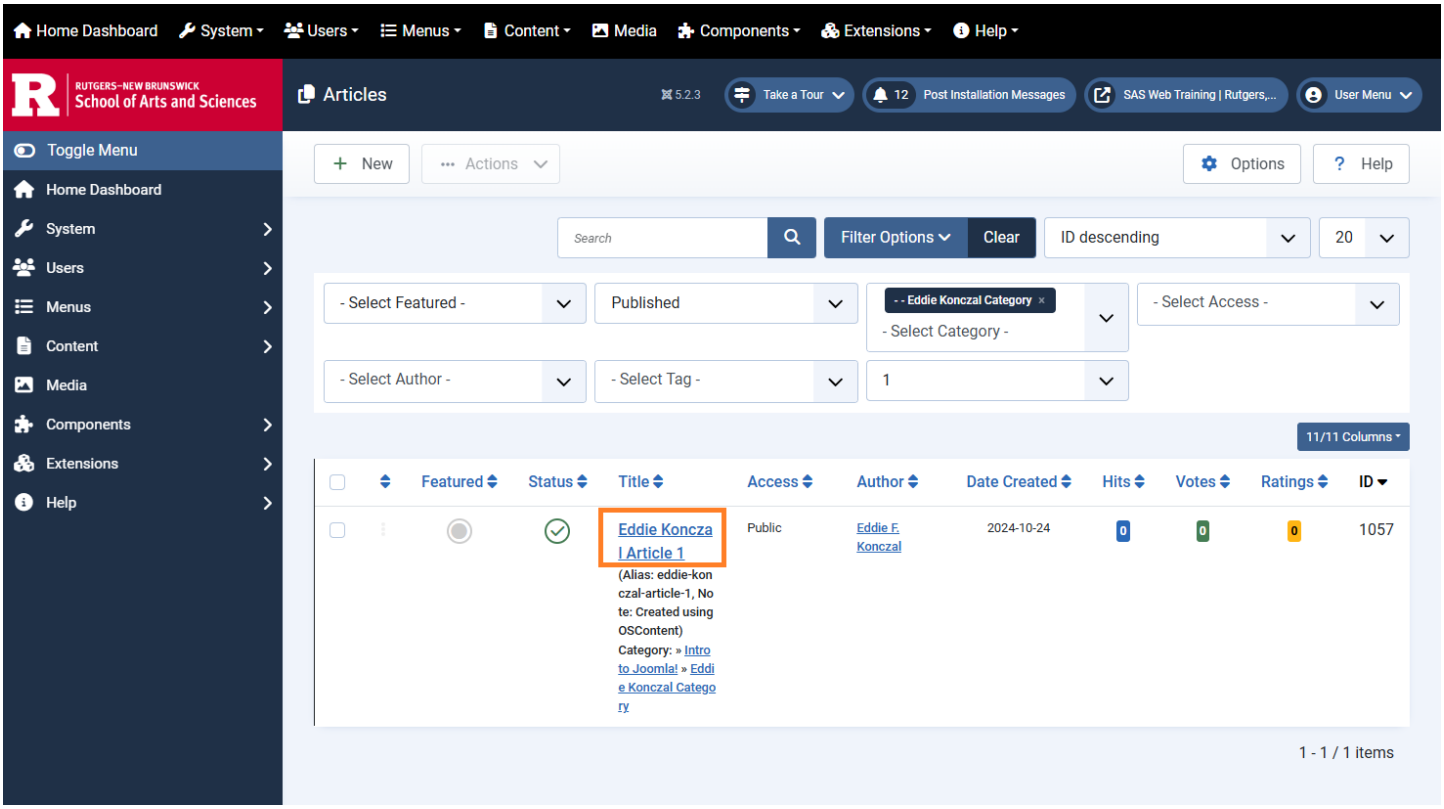

7. Close the menu item by clicking the **Close** button.
8. Go to **Content > Categories:**




9. Click on the green square (with a number in it) to the right of your category title to display a list of published articles in that category:




10. Click on the title of your article:

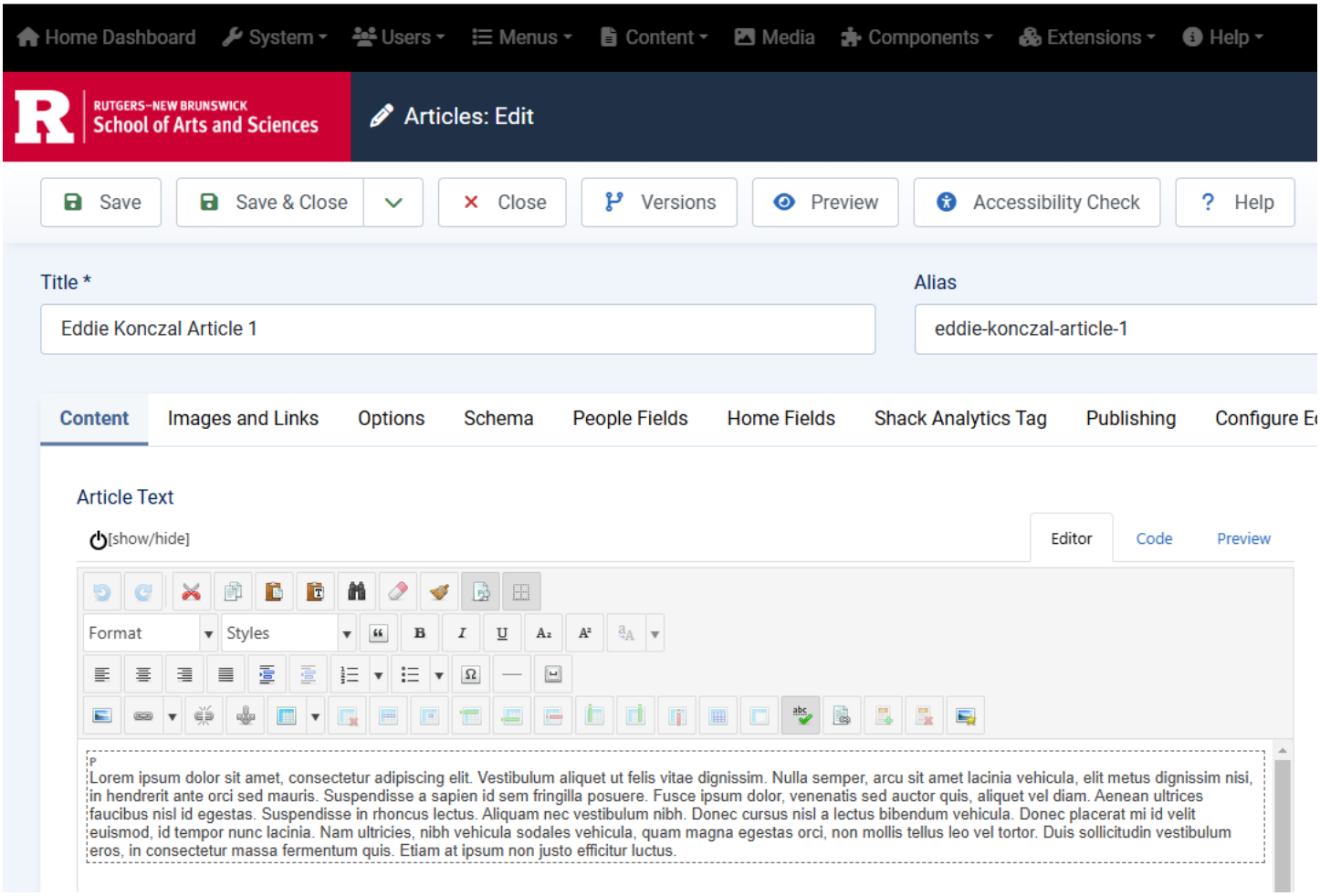



## Working with Articles

An article is essentially a single page within your website. An article can contain formatted text, images, embedded videos, and links to other articles or external web sites. You can organize your articles by saving them into the appropriate categories.

### *Article Editing*

Clicking on the article title will bring you to the **Articles: Edit** page:




Delete the sample Latin text, then type at least two paragraphs of text into your article. After typing the first paragraph, hit [Enter] (or [Return]), then 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*

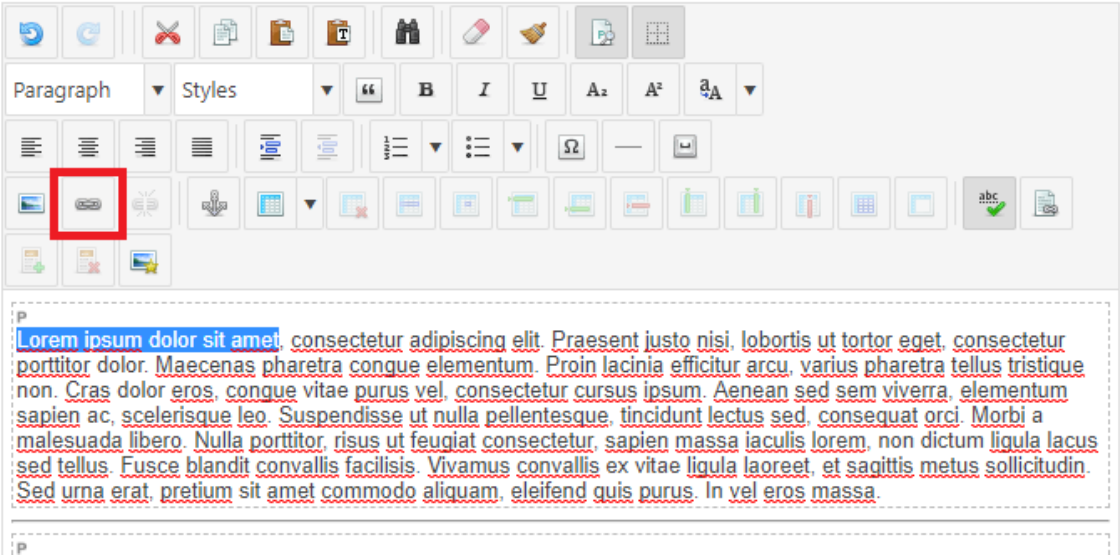
Above the text area on the **Content** tab, you will see several rows of buttons. You can select some text, then click a button to format your content. As you hover over each button, you will see the function of that button. You can find a guide to the editor buttons here:

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

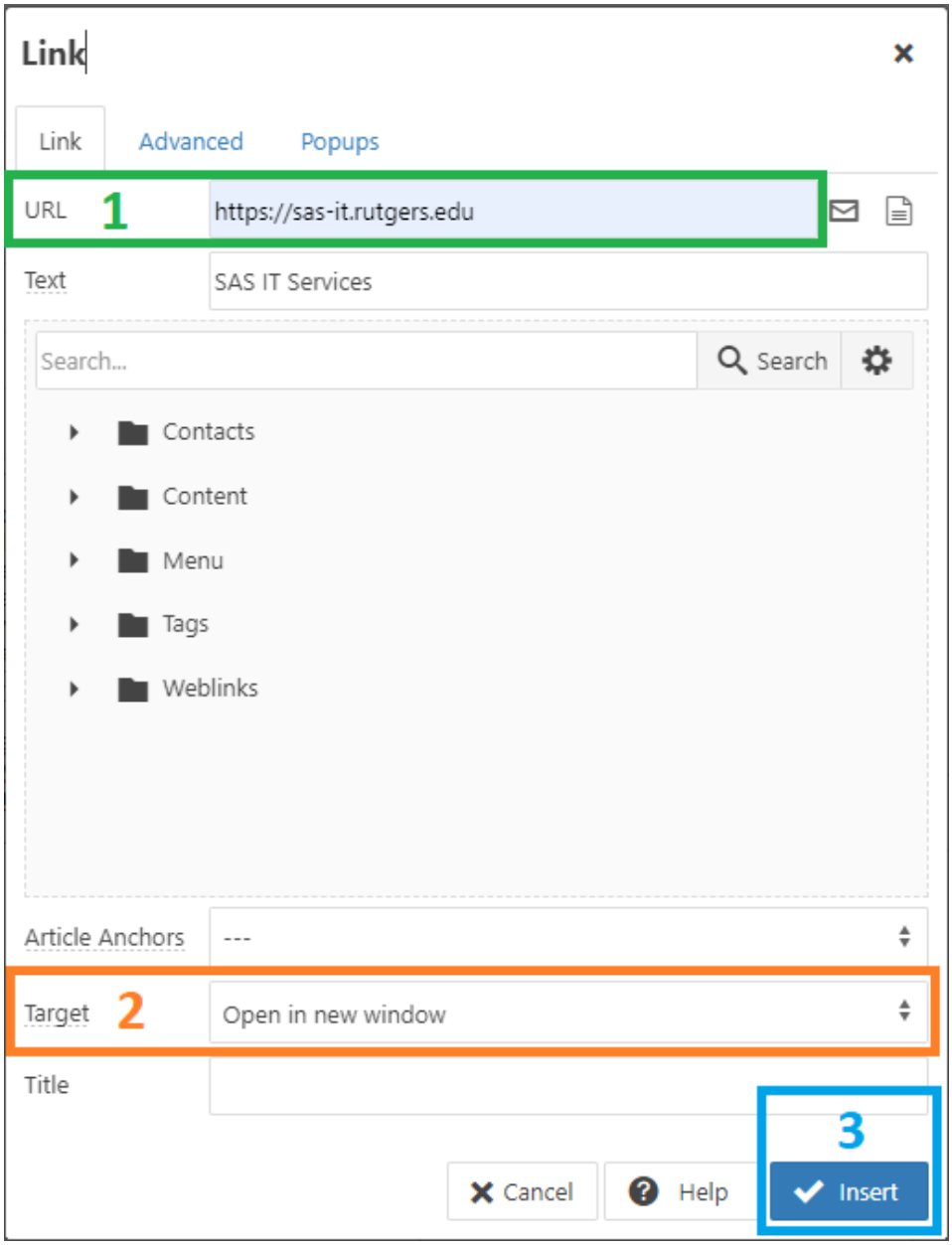
*LINKING TEXT TO WEBSITES AND EMAIL ADDRESSES*

**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:



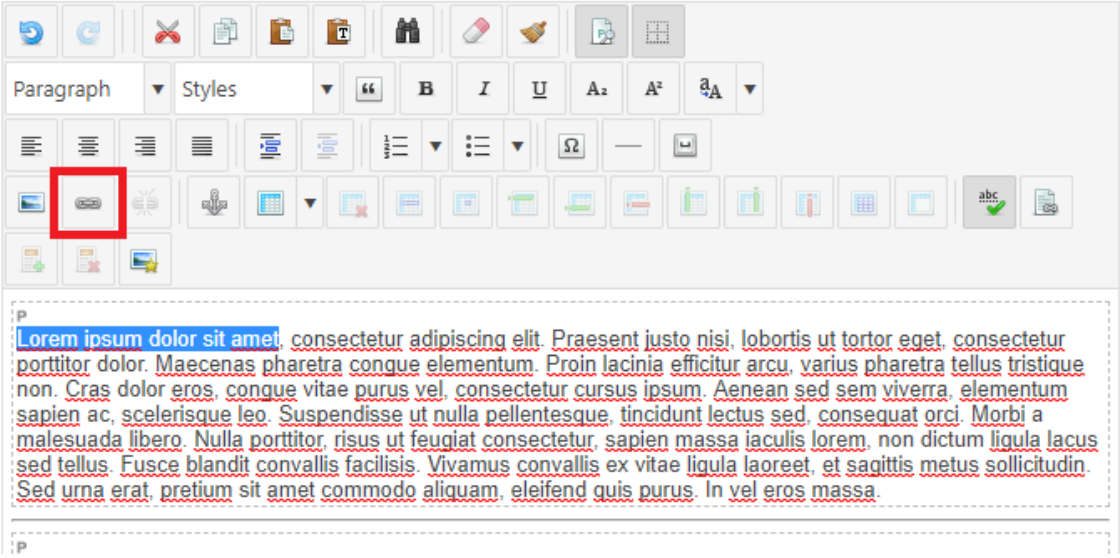
3. A **Link** popup window will appear:



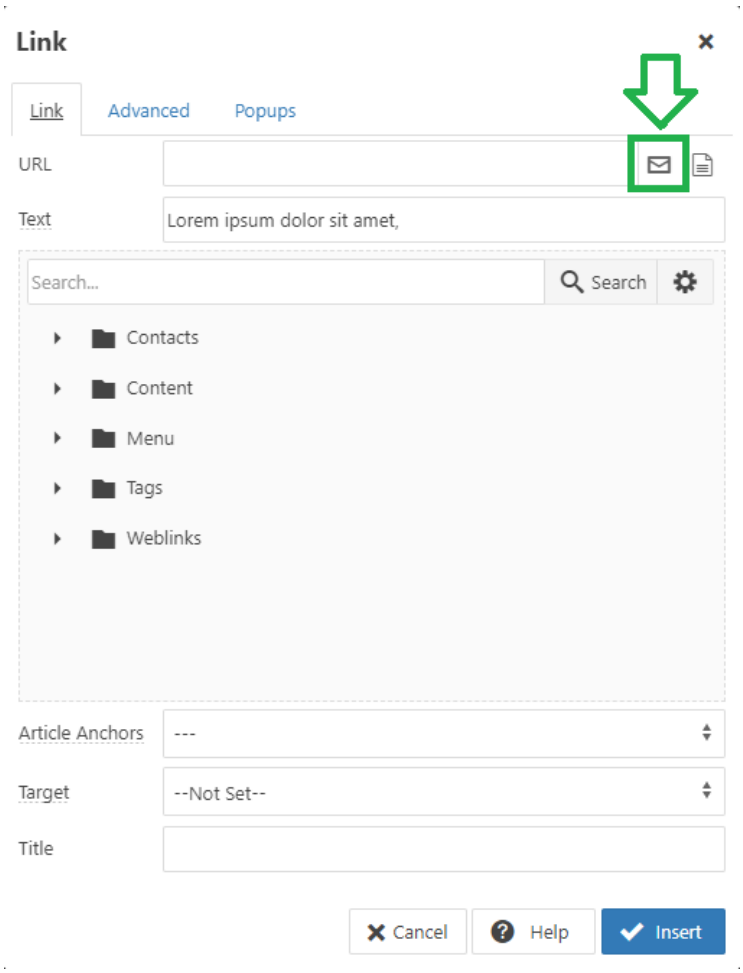

4. Enter the full URL (including the `http://` or `https://`) of the website you want to link to in the URL field (*see #1 above*)
5. Make sure that the "Text" field includes the text you highlighted.
6. Change "Target" to "Open in new window" (*see #2 above*)
7. Click **Insert** at the bottom of the **Link** popup window (*see #3 above*).

**Linking to an email address:**

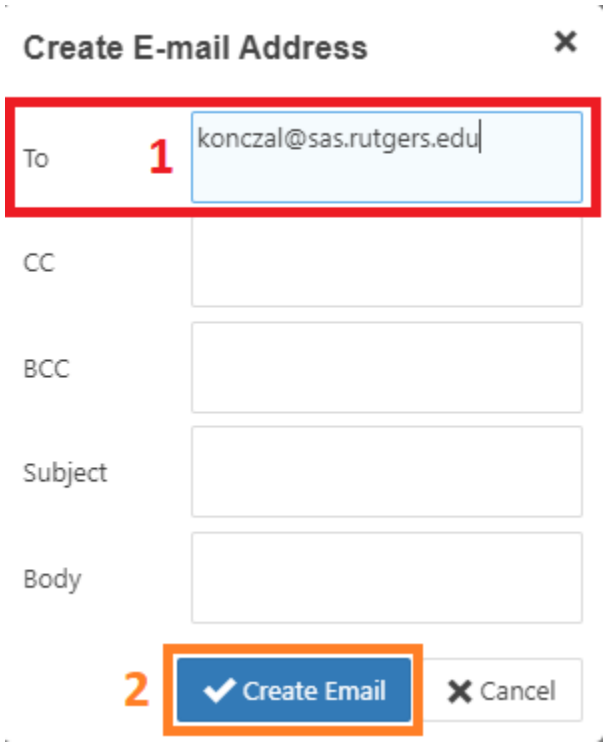
1. Highlight the text that you want to link to an email address.
2. Click the **Insert link** button on the editing toolbar:




3. Click the **E-Mail** icon that appears to the right of the URL field:



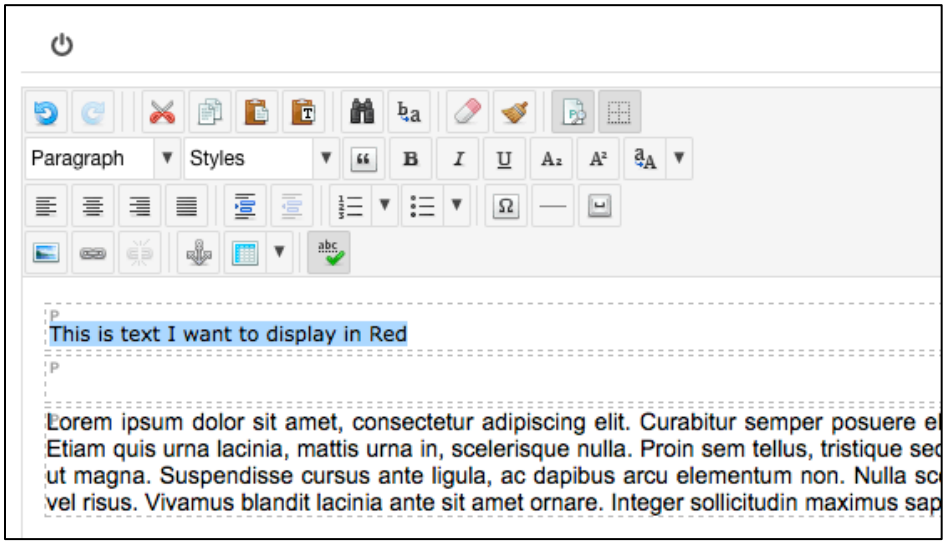
4. In the **Create E-mail Address** popup window, enter your email address in the “To” field (*see #1 below*).
5. Click the **Create Email** button (*see #2 below*).
6. Click **Insert** to the bottom of the **Link** popup window.



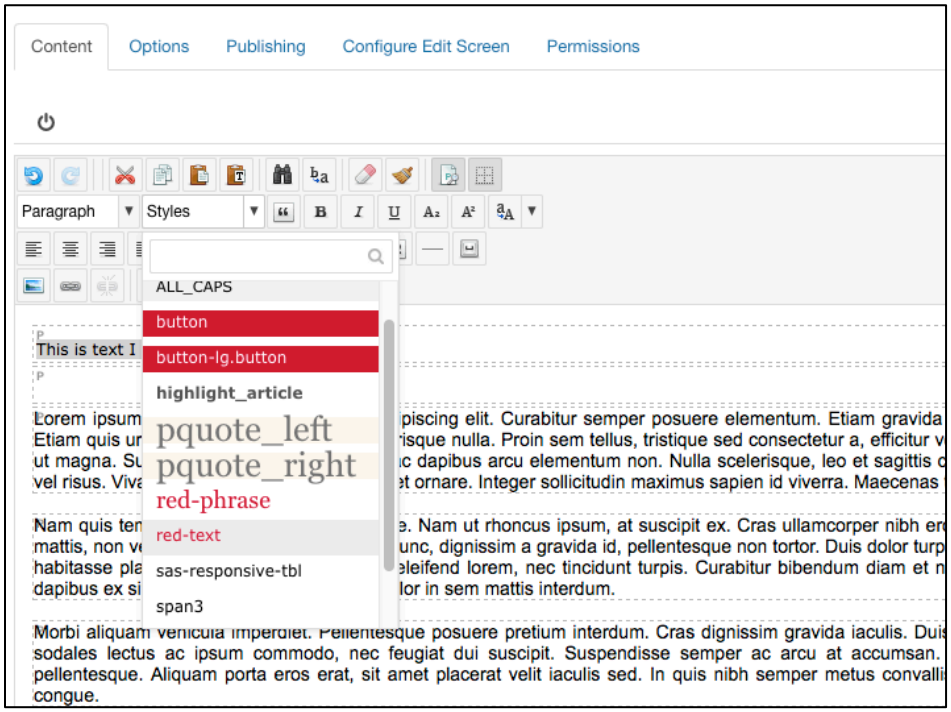
### *Add Styles to Text in Articles*

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 "Styles" dropdown menu.

1. Highlight the text you want to apply the style to:



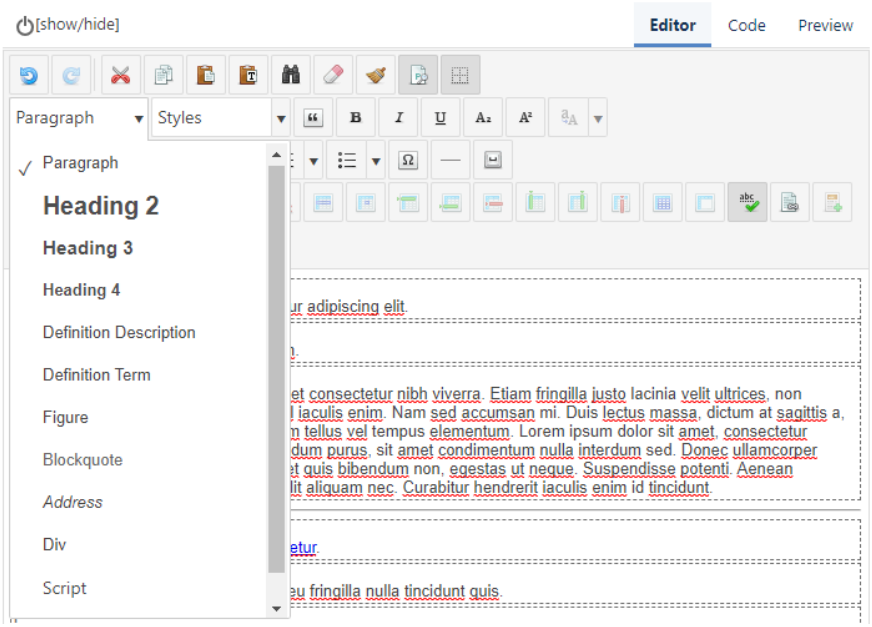

2. Click on the "Styles" dropdown menu and select the style that you would like to use. Then, click outside the "Styles" dropdown menu to see your changes:




**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*

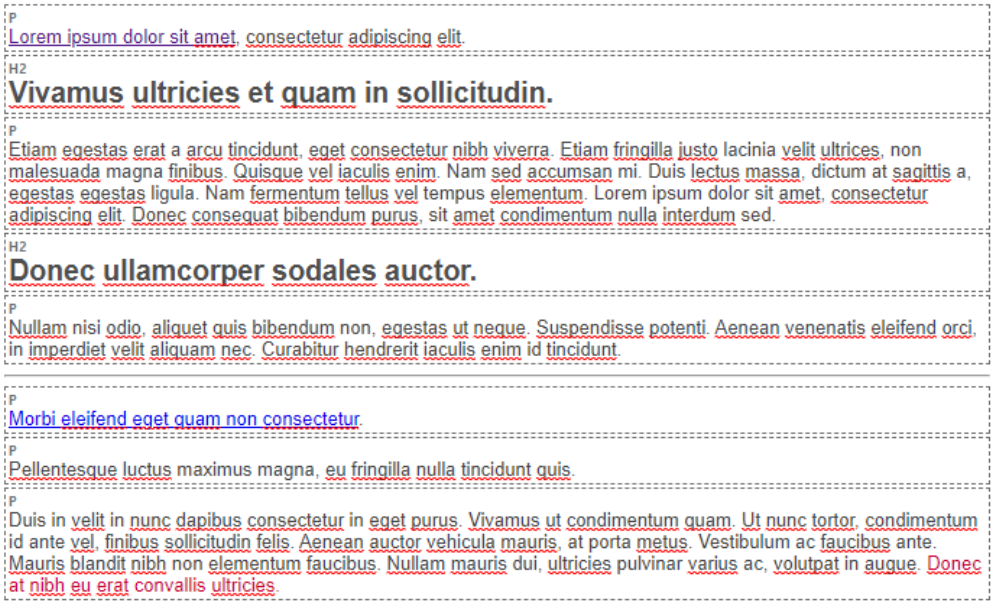
Select some text that should be marked up as a heading, then click on the 'Paragraph' dropdown to select a heading level:




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 within 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.

Example:

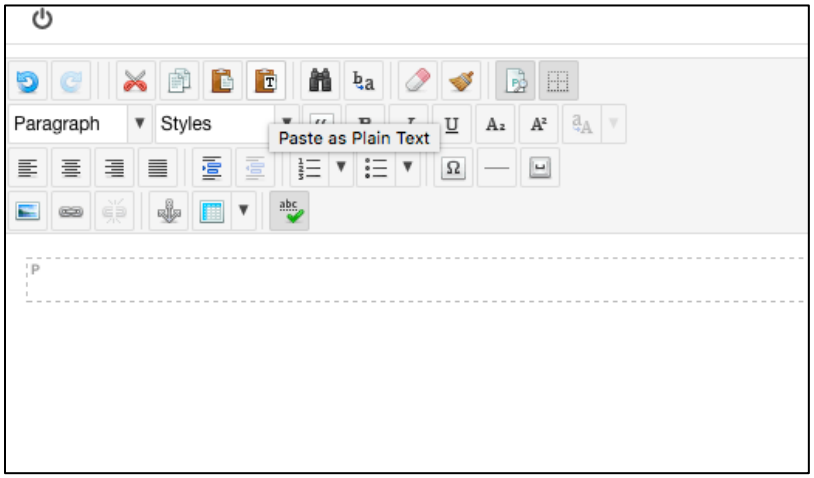


### *Copying Text from MS Word*

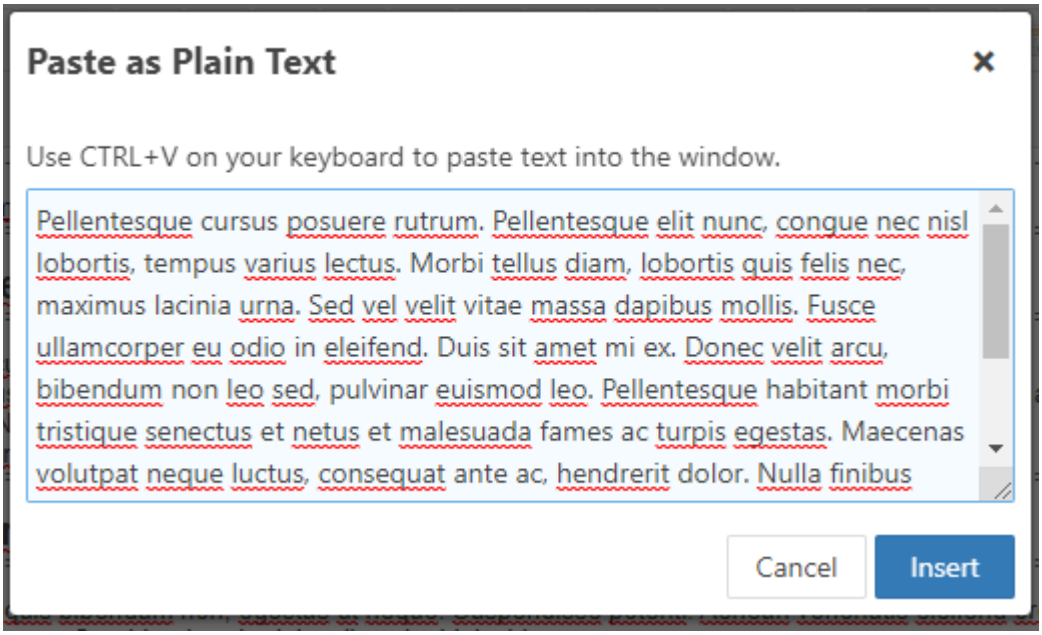
Never copy and paste **directly** from Word! Word includes hidden formatting that is difficult to remove.

If you must copy & paste from Word, first copy the text that you need from the Word document, then follow these steps in Joomla!:

1. Click on **Paste as Plain Text** (the clipboard icon with a "T"):



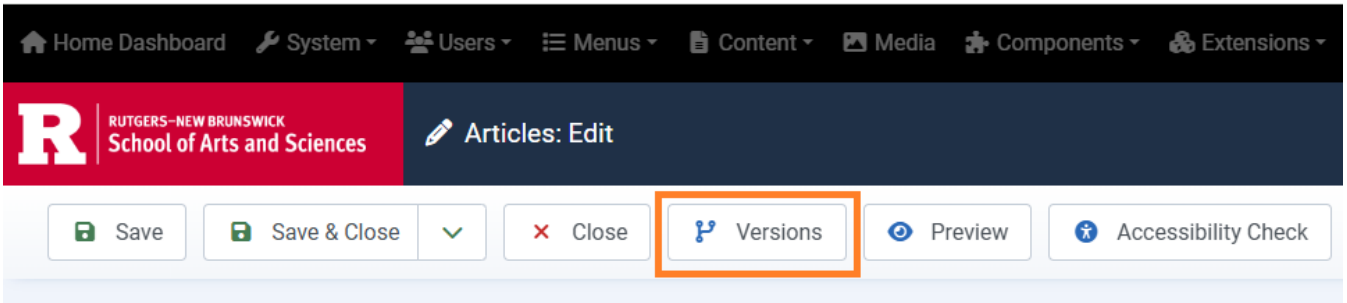

2. Hit **<CMD><V>** (Mac) or **<CTRL><V>** (Windows) on your keyboard and paste your text into the popup screen.
3. Then click **Insert** to insert the text.



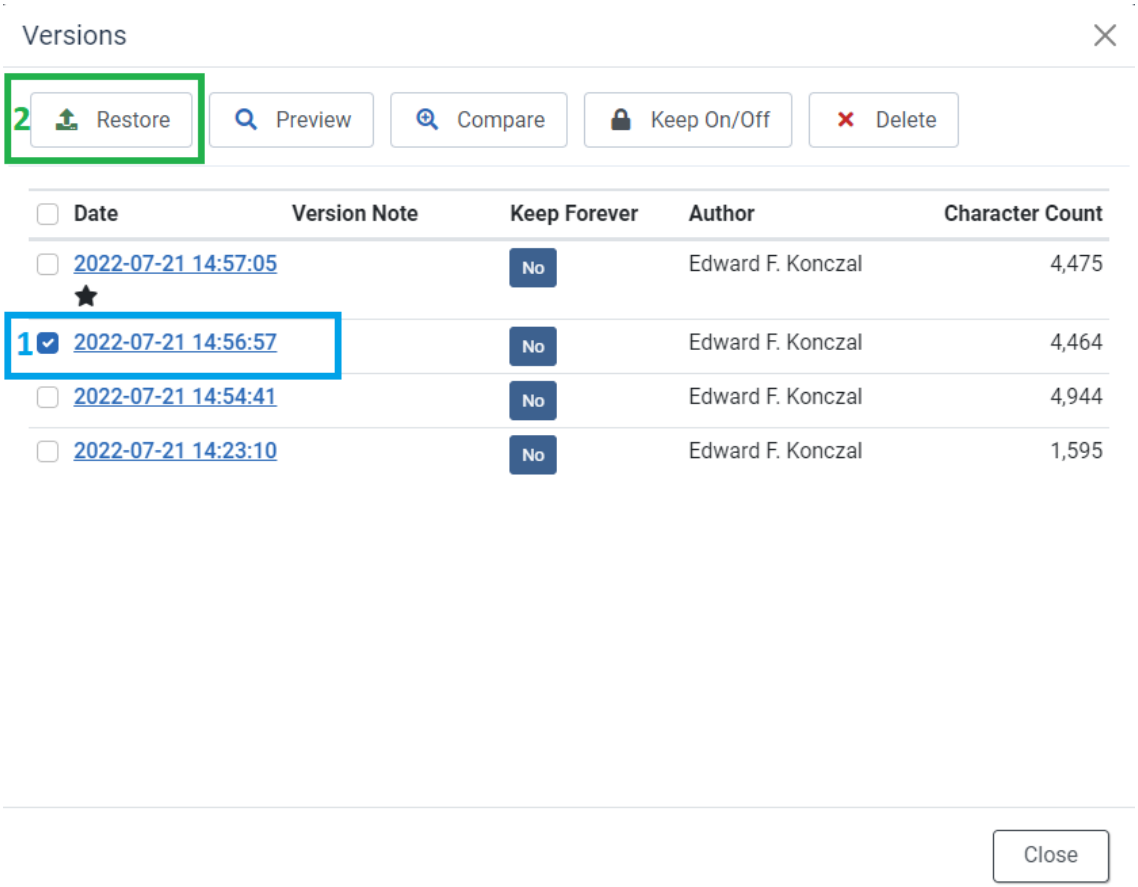
*VERSIONS*

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 (*see #1 below*), then click **Restore** (*see #2 below*):




6. Your deleted text will be restored.

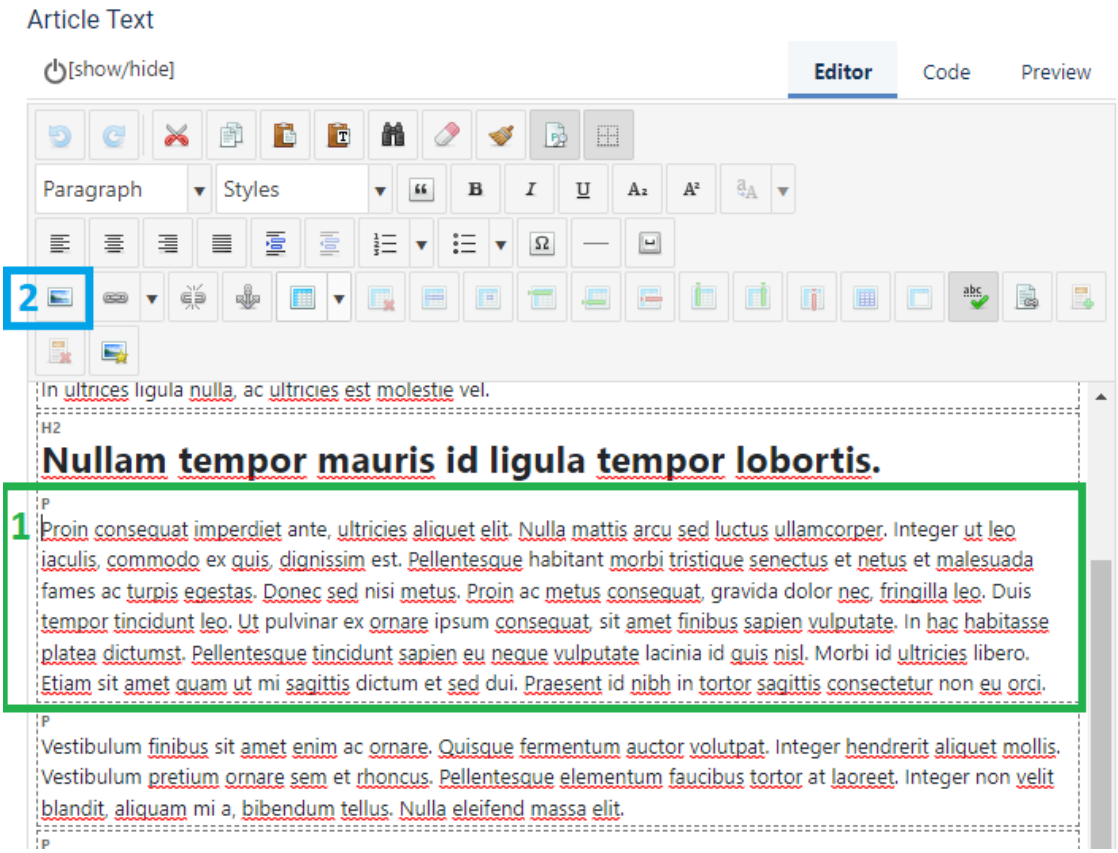
*USING IMAGES IN JOOMLA!*

Tips and guidelines:

- 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 Office of Communications, Events, and Alumni Engagement; 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.
- Images must be on your computer or on a network drive in order for you to add them to the website.

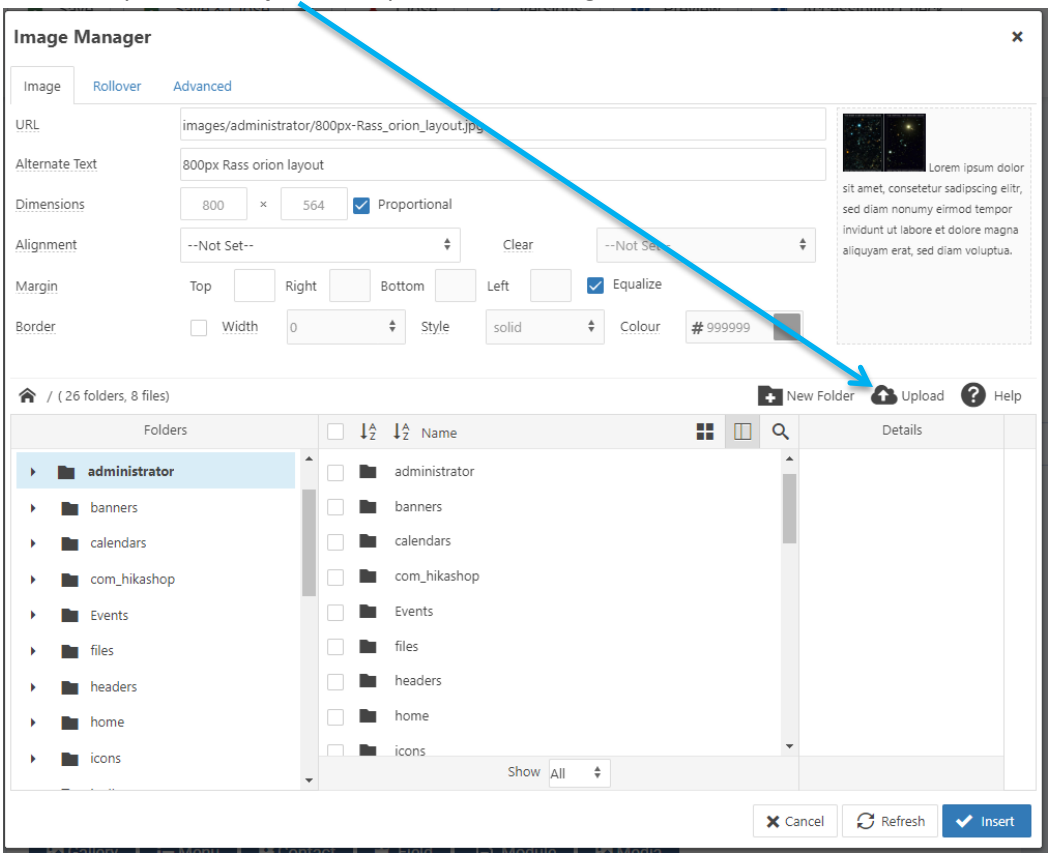
### How to add images to your Joomla! article

1. Place cursor where you want the image to go (*see #1 below*).
2. Click the **Insert Image** button on the editor bar (first button on 4th row) (*see #2 below*).

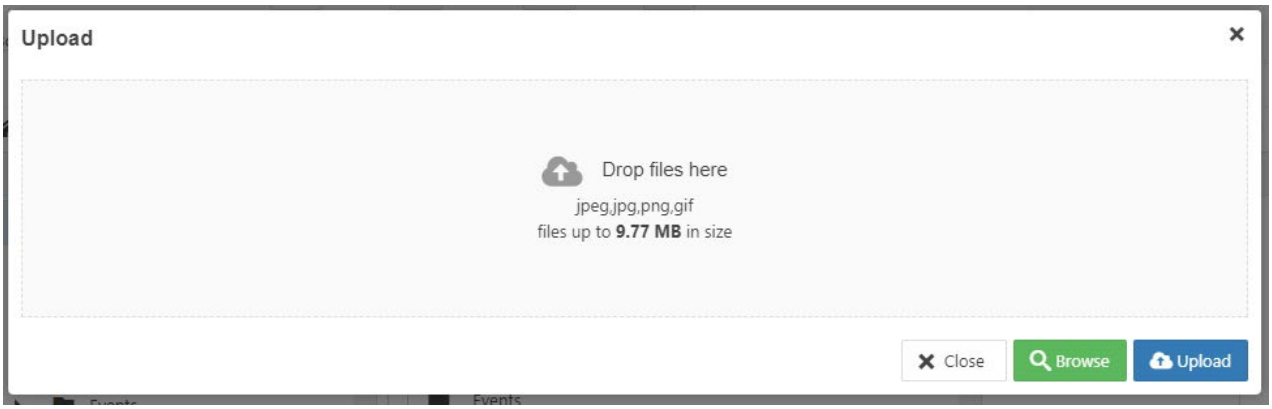



3. The **Image Manager** popup will appear. Under "Folders" to the lower left, click on a folder to see a list of images (for example, "administrator"). Then, click the name of an image to see a preview of it.

4. Alternately, click on **Upload** to upload a new image:




5. Click **Browse** to select an image from your computer, or drop files from your computer directly into the **Upload** popup window:

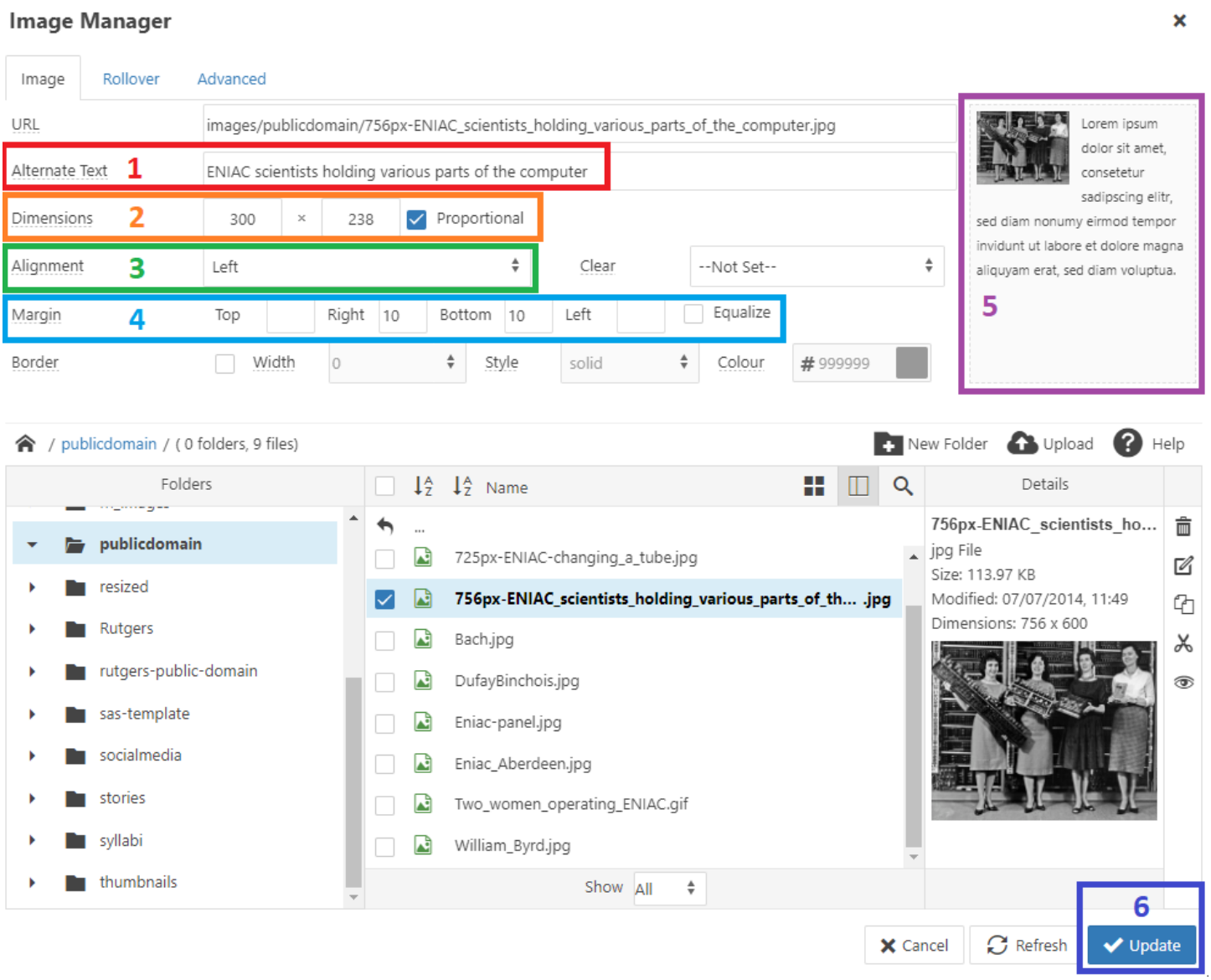



6. Click **Upload** to upload the image
7. Select the image, then click **Insert** to add it to your article.

## Configuring the image in your article

1. Select the image, then click on the **Insert Image** icon
2. **Alternate Text**: Enter a short description of the image (*see #1 below*). **Accessibility Note**: this is required for all images except for purely decorative images. For those, make sure "Alternate Text" is blank.
3. If the first **Dimensions** value (width) exceeds 300, reduce it to 300 or lower (*see #2 below*).
4. **Alignment**: Set to "Left" (*see #3 below*).

5. For **Margin**, uncheck “Equalize” and set “Right” = 10 and “Bottom” = 10 (*see #4 below*).
6. Notice the preview on the top right (*see #5 below*).
7. Click **Insert** or **Update** to the lower right (*see #6 below*).




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

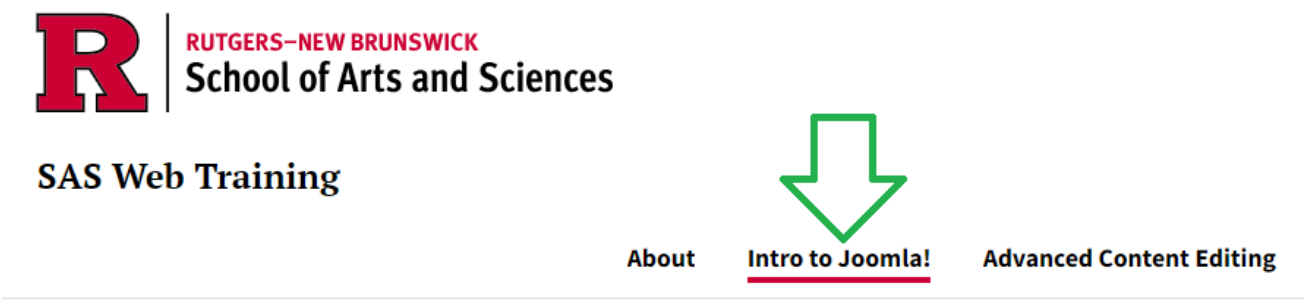
Group Practice – Create additional articles:

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

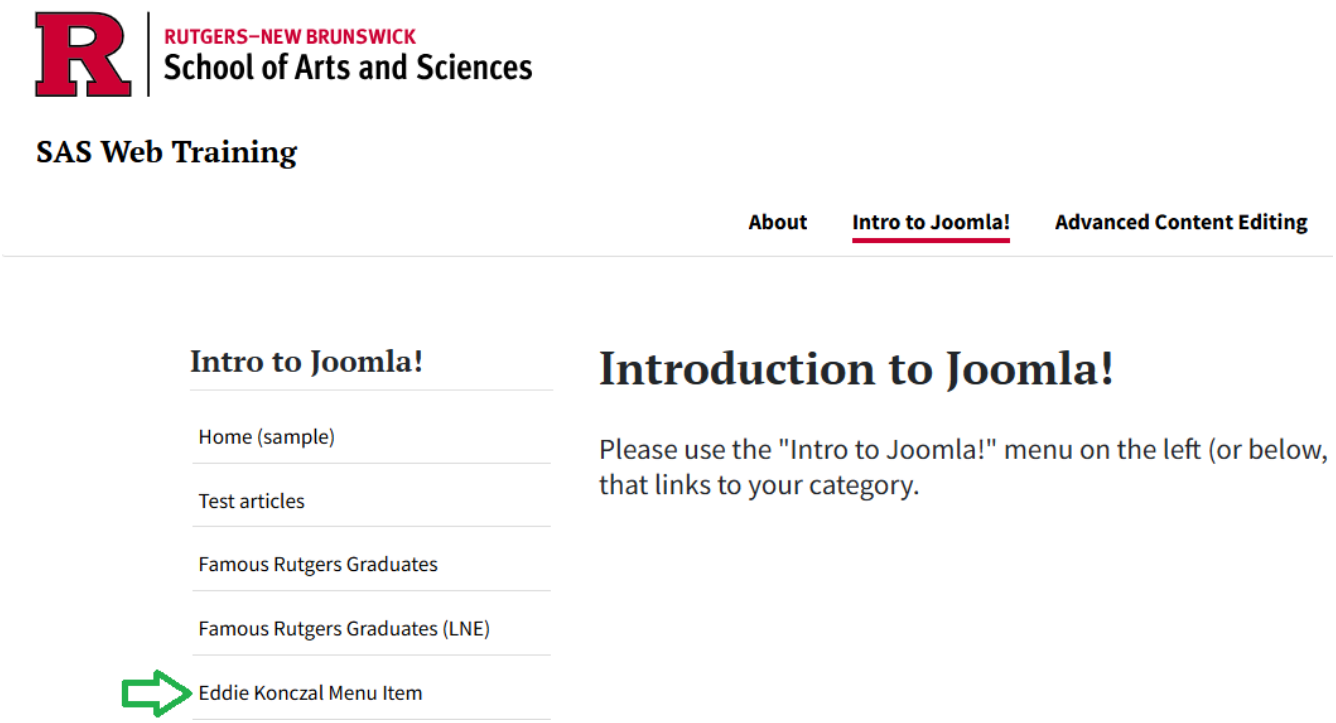
## Reviewing Your Work

To see all the content we created, we need to go back to the front end of the website and click on our menu items.

1. Click the "Intro to Joomla!" menu item on the main menu found at: https://webtraining.sas.rutgers.edu/




2. Find your name followed by "Menu Item" on the "Intro to Joomla!" menu shown at the left side of the page, and click on it:




3. You should see three articles: the original one, and the two that you created. All the text and images before the "Read More" link will be visible. To see the rest of an article that has a "Read More" link, click on the "Read More" link.

## Ordering Articles

You may notice that your articles appear in reverse order. You can set your own order in which the articles should appear as follows:

1. In the back end, go to **Content > Articles**
2. Make sure you are only viewing the articles in your own category.
3. Single-click the blue arrows above the second 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 articles are in the order you would like them to appear.

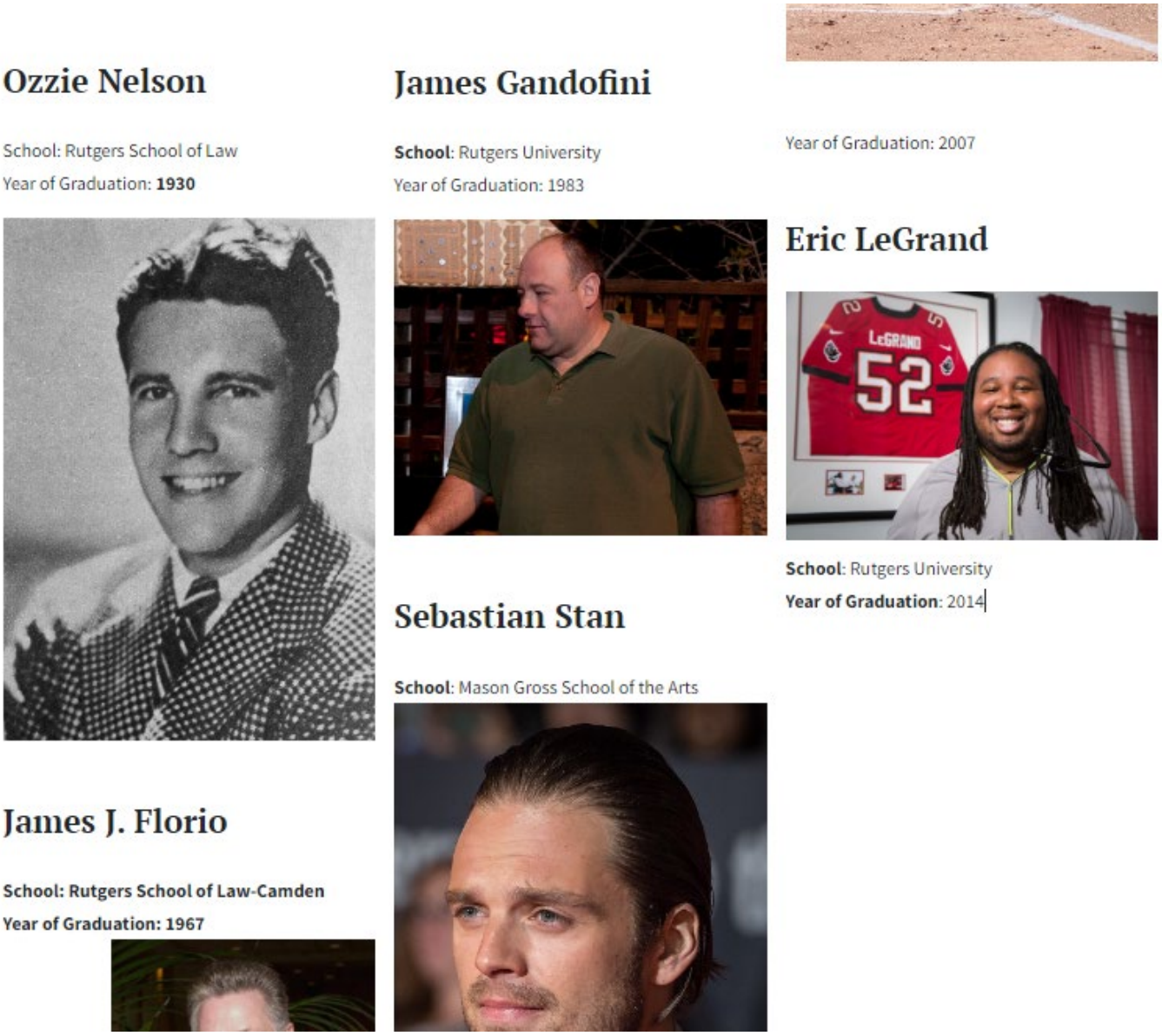
# Reviewing Your Website for Formatting Issues

In addition to creating and editing content on your website, you should also regularly review your website for formatting issues. These types of issues may be difficult to detect at first, but as you become more experienced, your ability to spot formatting problems should improve. Examples of commonly encountered formatting issues include:

- Blog pages with inconsistent formatting
- Images with embedded text that can't be accessed by a screen reader
- Missing "welcome image" on the home page
- Too much text on the homepage

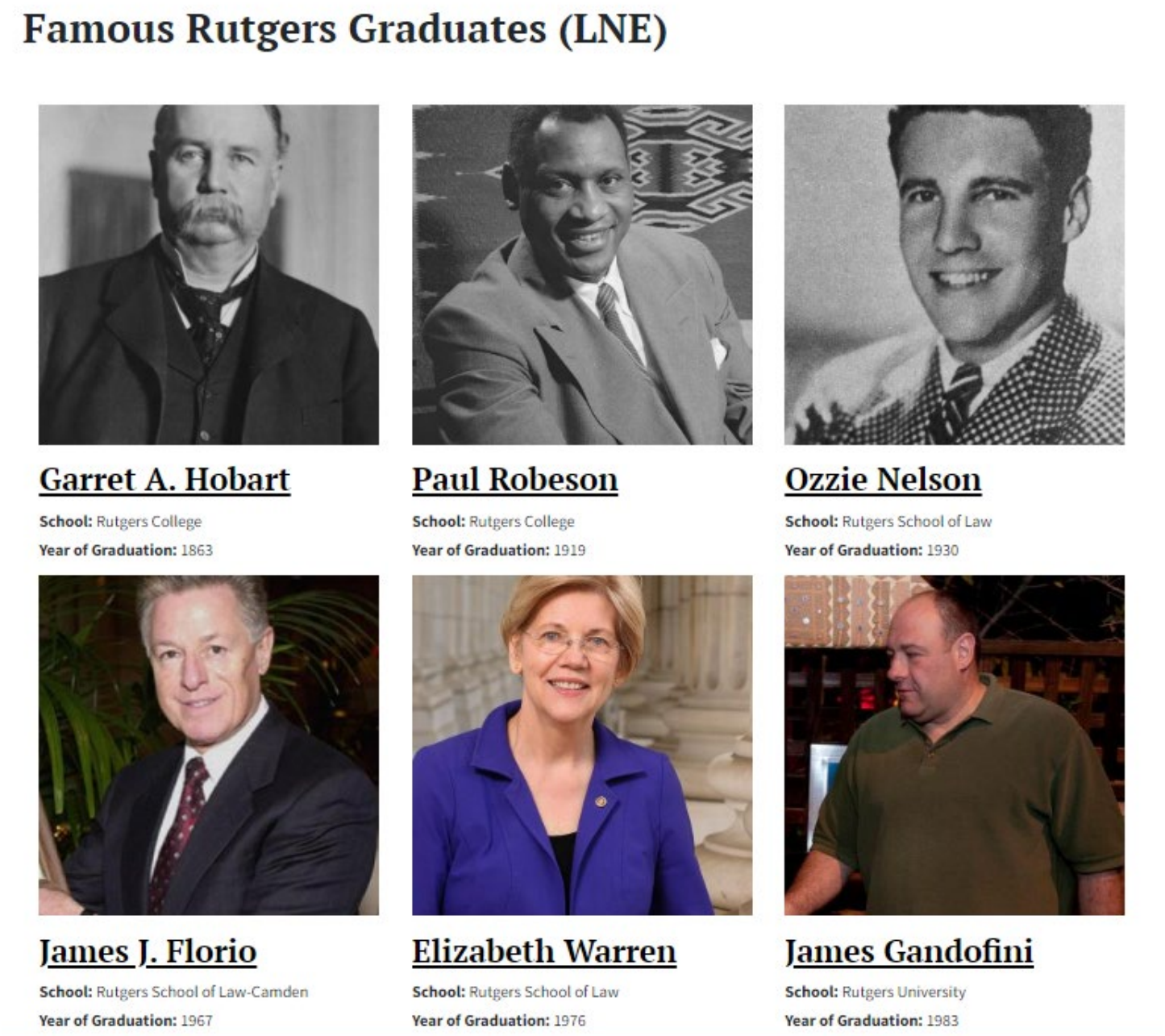
## Blog Pages with Inconsistent Formatting

Joomla! allows you to set up a menu item as a "category blog," which displays images and text from multiple articles. However, if these articles are not formatted the same way, the blog view will look somewhat messy:



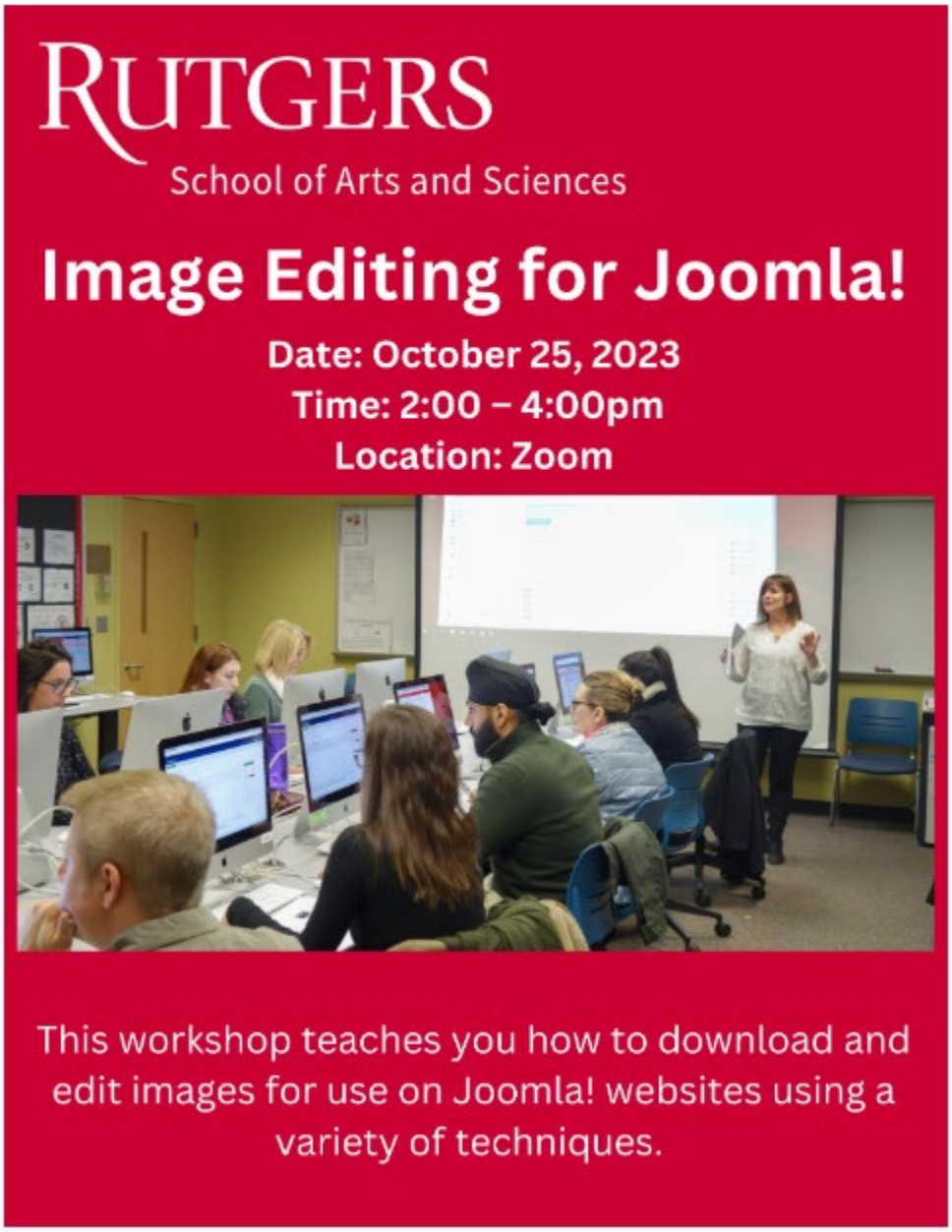

Our recommendation is to replace your Joomla! blog menu items with Latest News Enhanced (LNE) menu items that make use of Joomla!'s custom fields functionality. LNE gives us more control over the visual layout of the content, and

helps produce a more visually appealing web page (see below example). Setting up an LNE page is beyond the scope of this workshop, but you can submit a request to https://ithelp.sas.rutgers.edu and we will help you with this.




## IMAGES WITH EMBEDDED TEXT

Images with embedded text create problem for visually impaired individuals. Not only are they unable to read the text in the image, but their screen reader software also cannot access the text and read it to them:

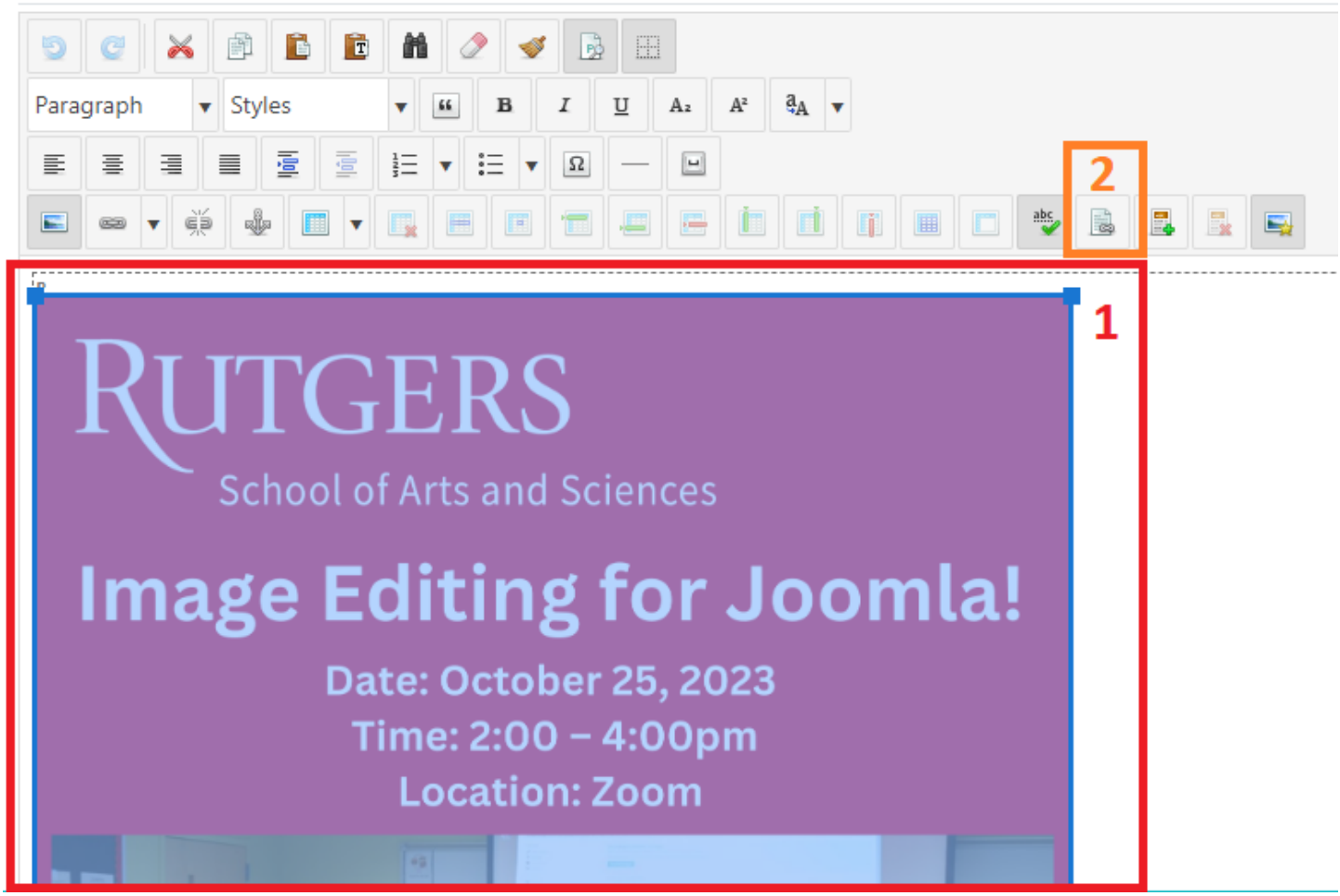



There are several solutions to this problem:

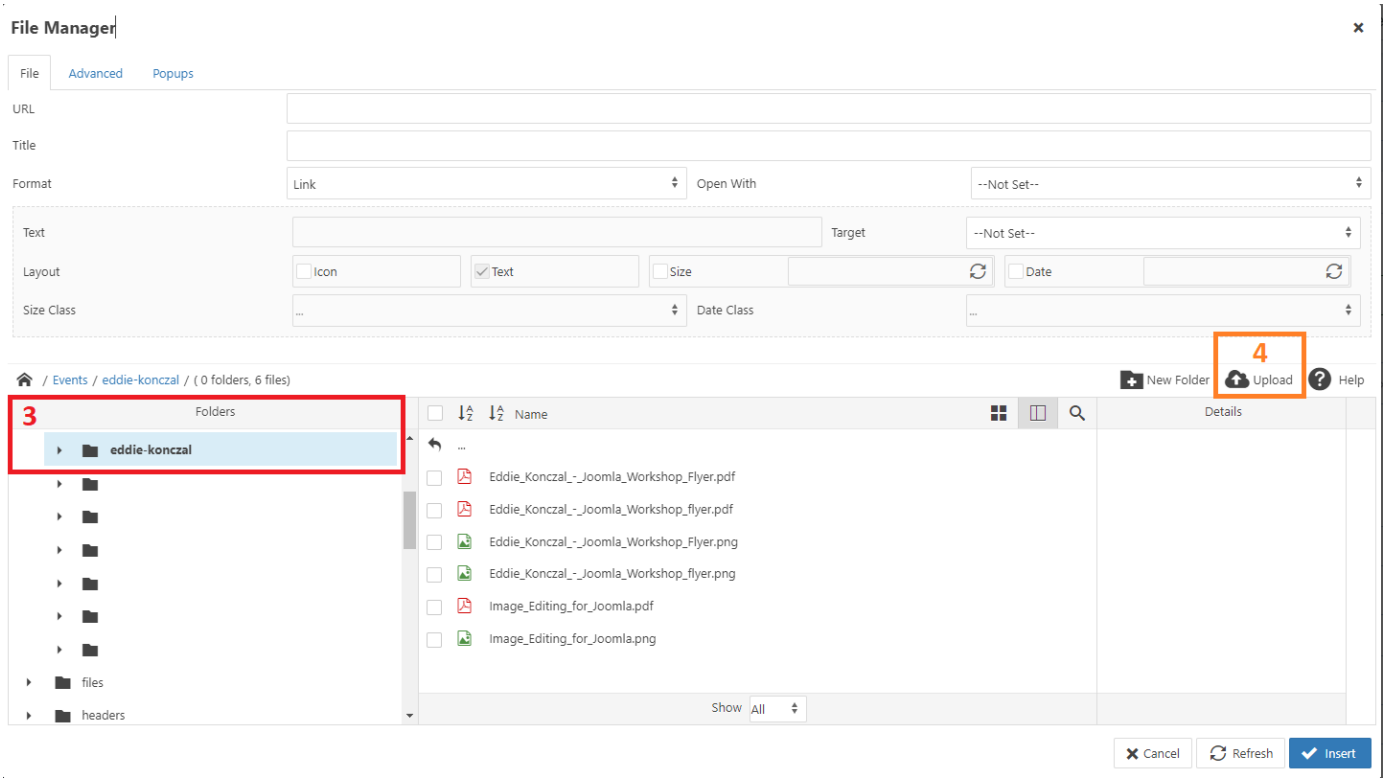
- Enter the text from the image into the content of the article
- Link the image to another article that contains the text from the image
- Link the image to a PDF file that contains the text from the image

In this example, we will focus on the third solution:

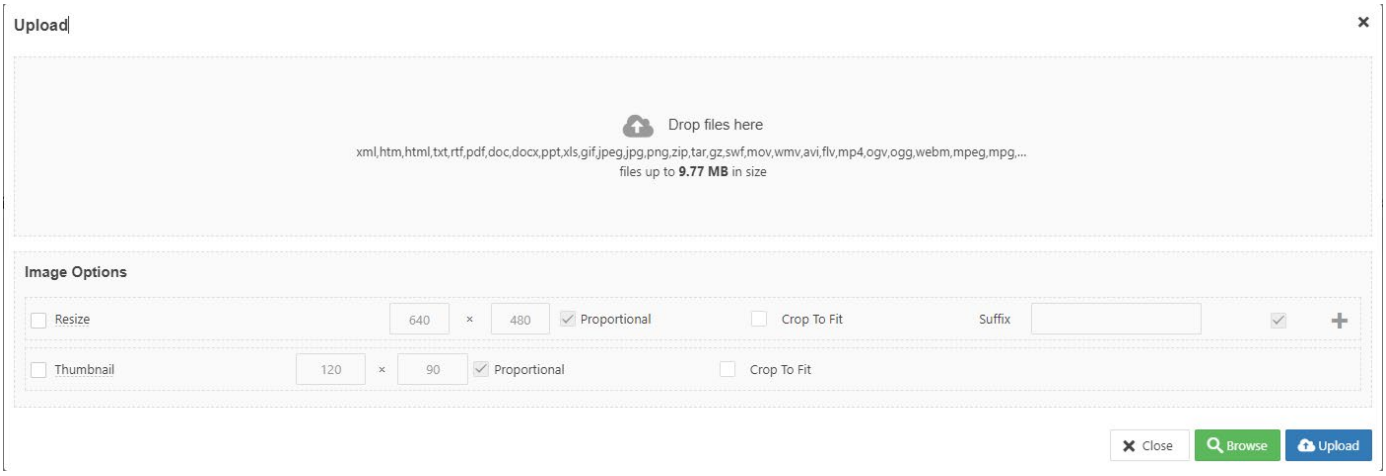
1. Edit the article and select the image (*see #1 below*)
2. Click the "Insert file" button on the toolbar (*see #2 below*)



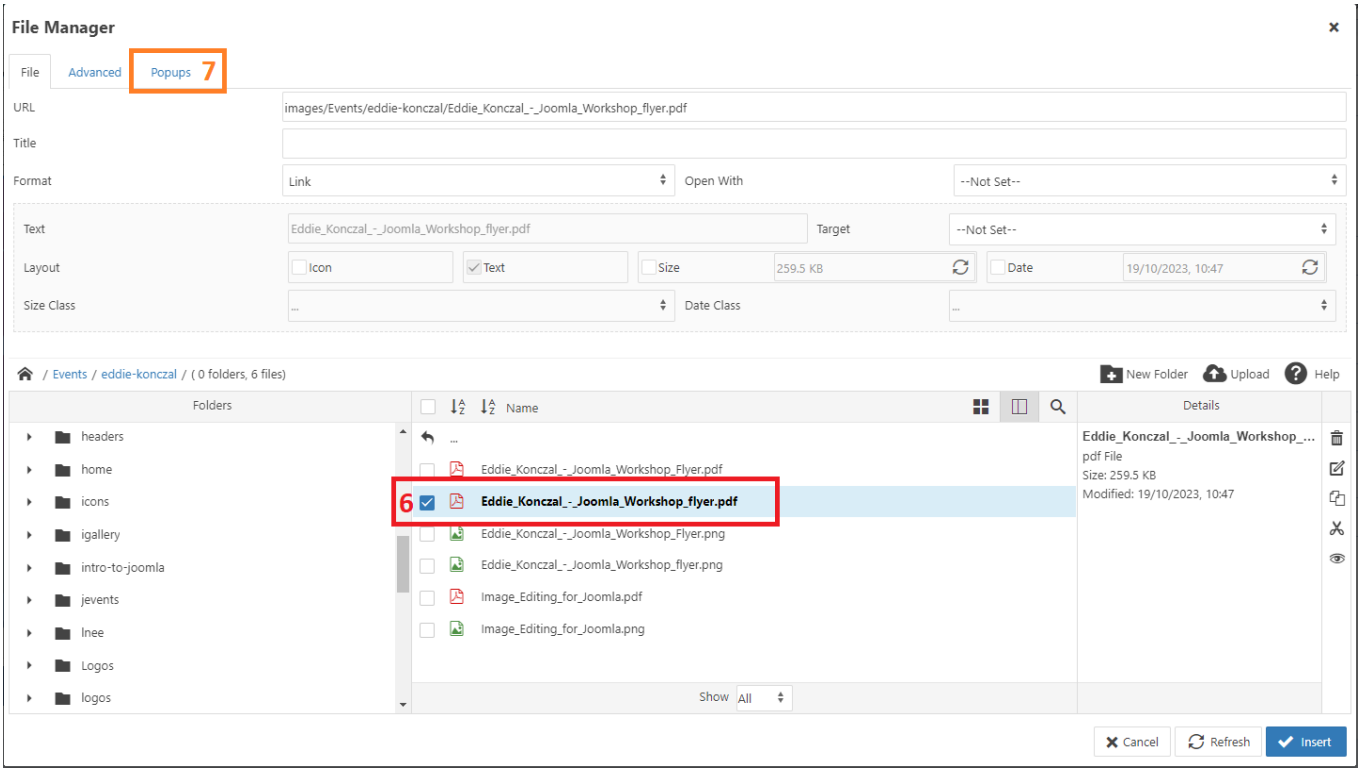

3. Browse to the folder that contains the image (*see #3 below*)
4. Click the "Upload" button to the right (*see #4 below*)



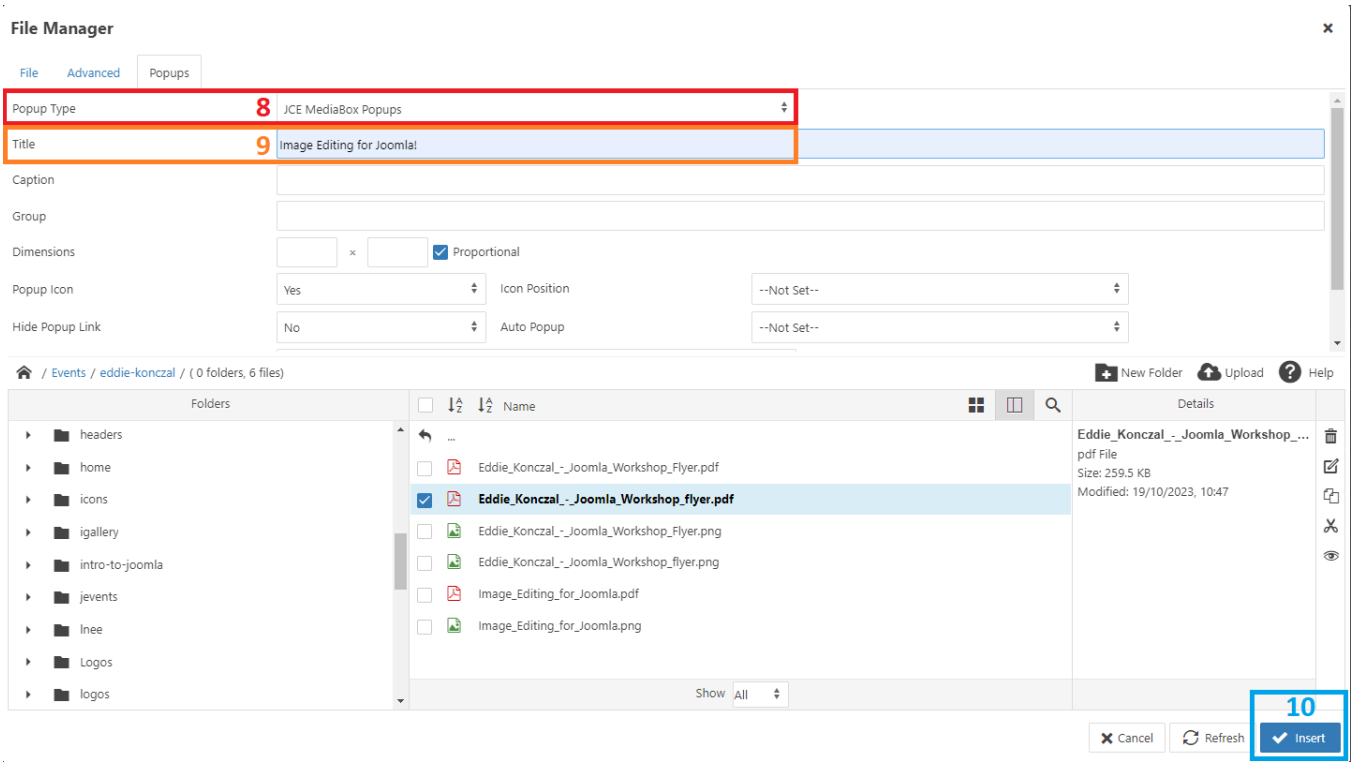

5. Drag and drop the PDF version of the image to the “Upload” popup window, then click **Upload**




6. Select the PDF from the list of files (*see #6 below*)
7. Click the "Popups" tab (*see #7 below*)




8. For "Popup Type" select "JCE Mediabox Popups" (*see #8 below*)
9. Enter a title for the file (*see #9 below*)
10. Click **Insert** to the lower right (*see #10 below*)



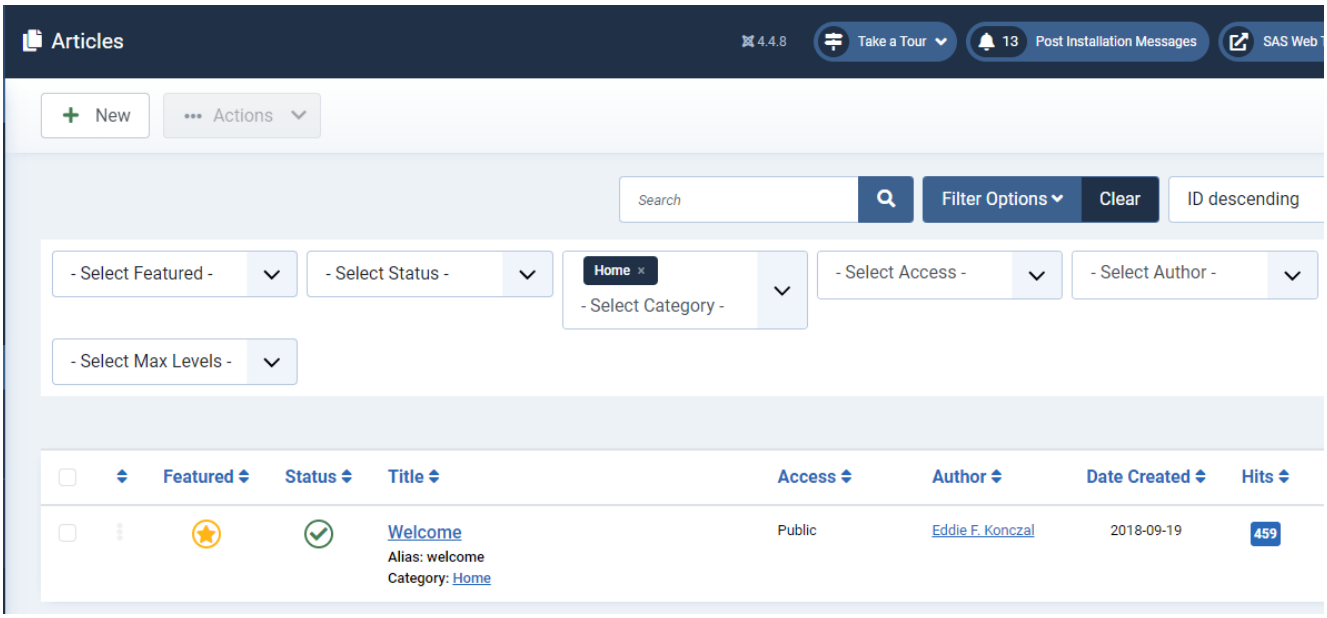

11. **Save & Close** the article

Your image will now link to a PDF version of the file, which can be read to a visually impaired user by their screen reader software.

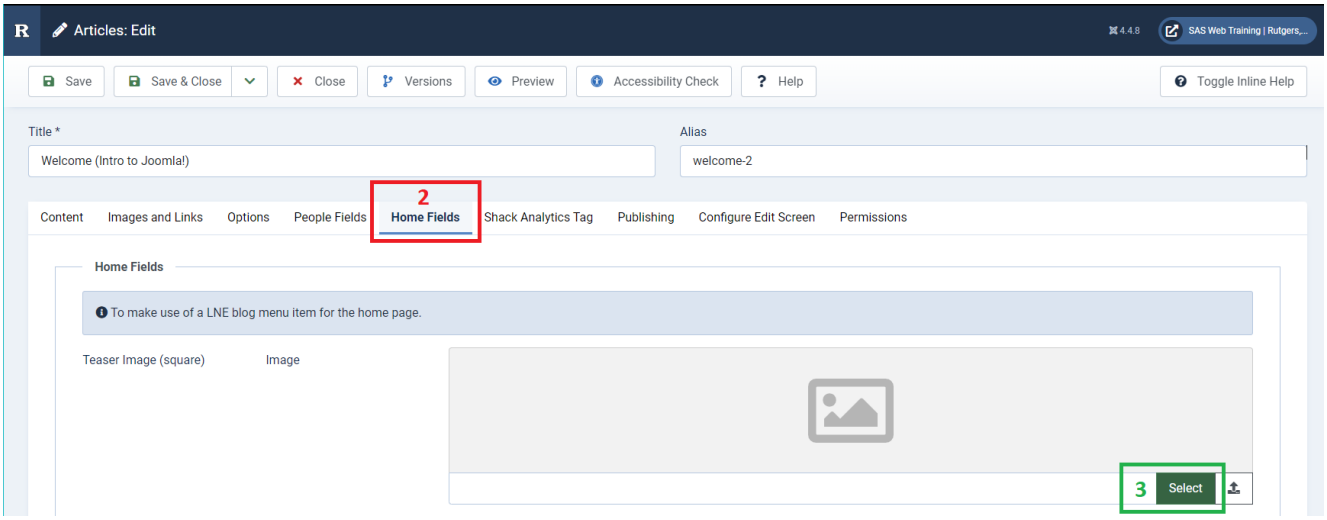
## Missing "welcome image"

The welcome message on your website's homepage should be accompanied by a square image that represents your unit. Ideally, this will be the same image used for your social media accounts. If the image is missing or incorrect, you can add it as follows:

1. Find and edit the article containing your unit's welcome message (this will usually be a "featured" article in the "Home" category).

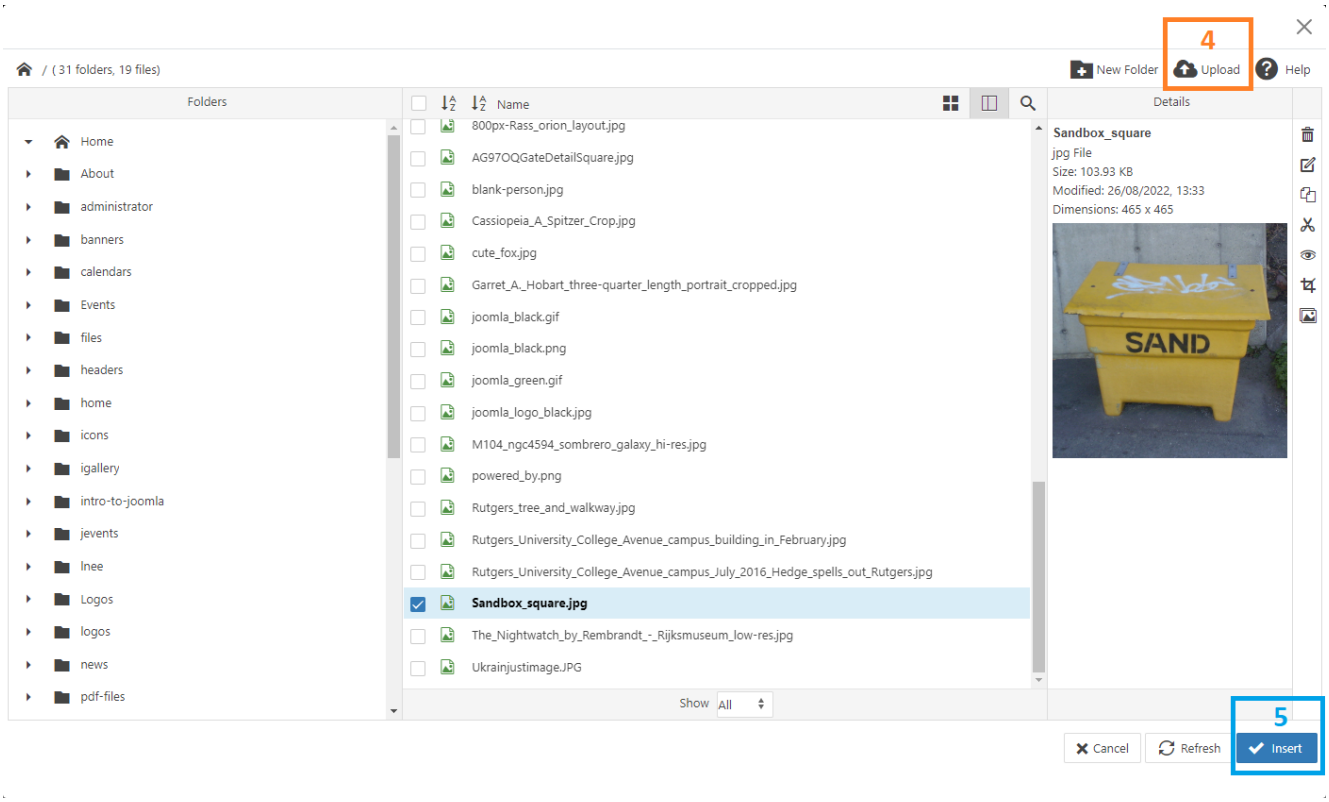



2. Click the "Home Fields" tab for the article (*see #2 below*).
3. Under "Image," click **Select** image (*see #3 below*) and browse to the folder that contains, or should contain, the welcome.

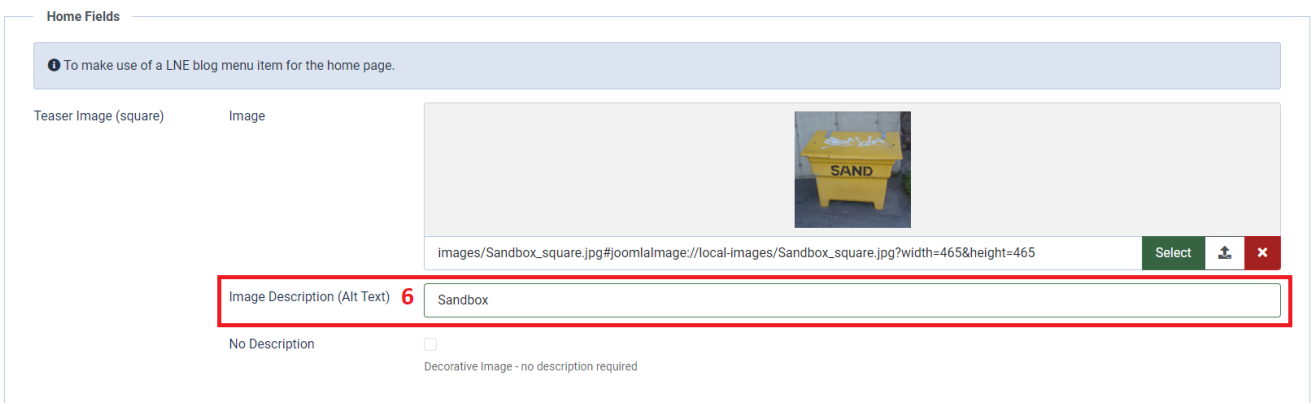



4. If the image has not been uploaded to the website, click the "Upload" icon (*see #4 below*) to upload it.

5. Select the image and click **Insert** (*see #5 below*) to the lower right.




6. Enter a short description of the image in the "Image Description (Alt Text)" field (*see #6 below*).



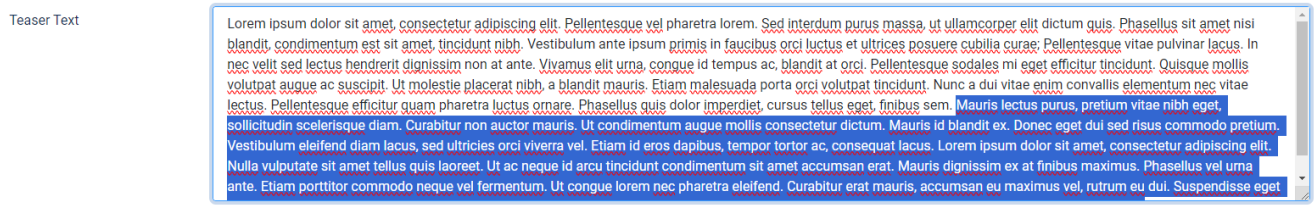

7. **Save & Close** the article.

## TOO MUCH TEXT ON THE HOMEPAGE

To maintain a clean and orderly homepage, avoid including too much text in the Welcome message. The text should not extend beyond the bottom of the welcome image when the website is displayed at full width on a desktop computer. If you have too much text in your welcome message, you can reduce it as follows:

1. Find and edit the article containing your unit's welcome message (this will usually be a "featured" article in the "Home|" category).
2. Click the "Home Fields" tab for the article.

3. Delete some of the extra text in the “Teaser Text” field:




4. **Save & Close** the article.

Your home page welcome message should look like the following example:

### Getting Help

If you experience problems while trying to fix formatting issues – or any other problems – on your website, don’t panic! The SAS IT Services web team is here to help. For assistance, please submit a request at:

https://ithelp.sas.rutgers.edu

and one of our team members will be happy to help you.

## Important Guidelines

### Course Accessibility Guidelines

If your unit's website contains any course-related content, please review and follow Rutgers’ Course Accessibility Guidelines:

https://it.rutgers.edu/it-accessibility-initiative/wp-content/uploads/sites/16/2019/01/Rutgers-Course-Accessibility-Guidelines.pdf

While these guidelines are specifically aimed at course-related content, they are applicable to any kind of website content.

## Videos

### *Rutgers YouTube Channel*

We recommend that you have your videos uploaded to the Rutgers YouTube channel, managed by Rutgers Media Productions. For more information, please contact either:

Kevin Lorincz, Director of Communications, klorincz@ucm.rutgers.edu
John Munson, Senior Video Producer, john.munson@rutgers.edu

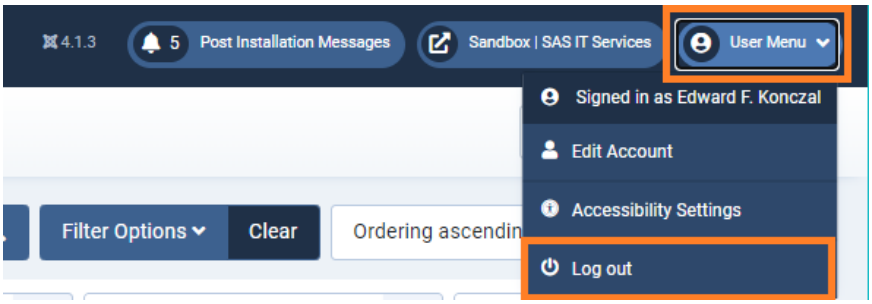
### *Kaltura*

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/

## Logout from Joomla!

Click the **User Menu** button to the upper right of your Joomla! administrator page, then click "Logout":




## Future Workshops

Please visit: https://sas-it.rutgers.edu/it-services/web-development-and-support/workshops-and-training