Joomla! Website Management and Editing

Instructor for this Workshop

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Joomla! Website Management and Editing

Welcome

Instructor for this Workshop

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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/sandbox3

WHAT IS JOOMLA?

Joomla! is Content Management System (CMS) software that runs on a web server, and allows you to update your unit's web site through a browser (such as Google Chrome, Mozilla Firefox, or Safari).

A content management system isolates the process of updating information from the more technical aspects of updating a website (such as administration, configuration, and design), and eliminates the need to edit HTML or use web design software.

Visit www.joomla.org and help.joomla.org for more information on Joomla!

JOOMLA ADMINISTRATOR OVERVIEW LOGIN

Joomla has a 'back end' and a 'front end'.

The front end allows you to view the website, and also make some basic edits to the site. The Administrator Backend gives you much more control of the system.

Open a new tab in your browser to: (open a FRONT END VIEW of the website)

http://www.sas.rutgers.edu/cms/sandbox3/

To open a new tab: Ctrl+T (Windows) or Command+T (Mac)



JOOMLA BACKEND INTERFACE

& System - Users - Menus - Cor	ntent - Components - Extension - Hung	CMS Sendbox tr
Control Panel		X_pomla!
	Extension Update(s) are available: Vew Updates	
CONTENT	You have post-installation messages	Preview Website
New Article	There are important post-installation messages that require your attention.	
C Articles	This information area won't appear when you have hidden all the messages.	
Categories	Read Messages	
🖾 Media		
STRUCTURE	LAST 5 LOGGED-IN USERS	
Menu(s)	Laura Gordon Administration	2016-12-12 14:16
Modules	Laura Gordon Administration	圍 2016-12-12 14:16
USERS		
Users	TOP 5 POPULAR ARTICLES	
CONFIGURATION	(2072) Welcome to SAS CMS Training	2008-05-22 09:53
Global	948) Administrator Lesson #9: Changing Category Blog View Elements	圖 2006-11-02 10:40
₱ Templates	925 Sandbox Administrator Interface Login	图 2006-01-05 05:07
Language(s)	801 Administrator Lesson #12: Updating Documents using DocMan	2006-01-05 04:53
EXTENSIONS	780 Moving your web site to the SAS CMS system	2006-01-10 05:58
±. Install Extensions		
JCE File Browser	LAST 5 ADDED ARTICLES	
MAINTENANCE	✓ Rutgers Electives Search Eddie Konczal	2016-12-05 16:00
☆ Updates are available! 1	Eddie Konczal Eddie Konczal	2016-11-29 13:55
X Joomla is up to date.	Chika Okoye Okoye, Chika	2016-11-29 13:54
	Stella Khezri Khezri, Stela	圖 2016-11-29 13:54
		2016-11-20 12-54

HOW IS JOOMLA! ORGANIZED?

Information in Joomla! is organized as follows:

- 1. Categories
 - Consider a Category similar to a FOLDER. Each category should exist if you have more than 3 'articles' or 'pages' to put inside of it
 - Categories can be NESTED (meaning each category can have a parent category)

2. Articles

- An article can be considered a page or a 'piece of paper' that will be placed inside of a folder (or category).
- Just because you create an Article does NOT mean you will see a 'link' to it on the website!

3. Menus

- A 'Menu' is a complete menu such as : Main Menu may go across the page, Footer Menu might be at the bottom of the page
- Each Menu ITEM is an individual link to something.
- A menu item can be a link to many different things such as:
 - 1. An Individual Article
 - 2. A Category Blog / Category List
 - 3. A specific 'tool', such as an Event Calendar

4. Modules

- A Module is a 'mini program' that can be placed in positions on the page.
- A Module can display on specific pages; on pages where it is not displayed, the 'content' will spread out appropriately.



CREATE CONTENT IN JOOMLA!

Today our focus is working with CONTENT in Joomla:

- Categories, Articles and Menu Items

The "CAM" Method



Using this sequence will assist you in building your content effectively.

If organized properly you can do some very exciting things on your website.

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

Click on Categories, click Add New Category from the top menu, or click on the NEW button once on the Categories page.

🕱 System - Users - Menus -	Content - Compo	nents 👻 Extensions 👻	Help 🕶	T 14	
☆ Control Panel	Articles			Top Menu:	
	Categories	Add New Category		Content → Catego	ries
	Media		l		
CONTENT		You have post-installati			
New Article		There are important post-in	Click o	n Categories on the l	LEFT Side
C Articles		This information area won't			
Categories		Read Messages			
🖾 Media					

CATEGORY PAGE DETAILS

When completed working with the 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

The article is the basic building block of your Joomla! Web site. It can be thought of as an individual web page. An article can contain formatted text, images, embedded video, and links to other articles or external web sites. Articles are organized by being saved into the appropriate categories.

• Note, just because an article is created, it will NOT automatically be displayed on the website.

CREATE NEW ARTICLE

🕱 System - Users - Menus -	Content - Compon	ents → Extensions → Help →	Content \rightarrow Articles, click
Control Panel	Articles Categories	Add New Article	Add New Article
	Featured Articles	2 Extension Updat	e(s) are weintaken and and an and
	Media		
CONTENT		You have post-installation messages	
New Article		There are important post-installation messages that require your at	testion
C Articles		mis information area won't appear when you have hidden all the	On Left side, click New
E Categories		Read Messages	Article
🖾 Media			A little little
STRUCTURE		LAST 5 LOGGED-IN USERS	
Menu(s)		Laura Gordon Administration	
Modules			
LISEDS		TOP 5 POPULAR ARTICLES	

New Article Details



CREATE ARTICLE - PRACTICE

Group Practice – CREATE ARTICLE:

- 5. Create new ARTICLE
- 6. Name Article: YOUR NAME Article #1
- 7. Parent Category: The category you just created
- 8. Save & Close (Top LEFT)

FIND ARTICLE IN ARTICLE LISTING

Find your article in the article listing screen (Content \rightarrow Articles). If you know a part of the article title, it can be typed into the search area.

🐹 System - Users - M	1enus - Co	ontent - Components	Extensions Help	CMS Sandbox .	c* 1 -
C Articles				ool 🐹	mla!"
New Edit	✓ Publish	🛿 😫 Unpublish 🔶 Fe	aature 🗘 Unfeature 🔿 Archive 🗹 Check-in 🔳 Batch 🛅 Trash	Help	Options
Addata	۲	ßearch	Q Sente Tools - Clear	ID descending *	· 20 · ·
Categories Featured Articles			Title A Rutgers Electives Search (Alax: ntgers-electives search) P Category: Text times	Type Article Name	ID - 2140
		· · · ·	Agenda for DocMan Workshop (August 2016) (Alias: agenda-for-docman-workshop-august-co- Category: Old Workshops		2139
		· · · ·	Agenda for Workshop: Joomla! 3 Editing (November 2016) (Alias: agenda for workshop-joomla-3-editing-novemb P er-2016) Calagory: Old Workshops		2138
			Agenda for Workshop: Joomlal 3 Administrator Basics (November 2016) (Alas: agenda-for-workshop-joomla-3 -administrator-basics-rowenber 2018) Category: Old Workshops	ublic Edde Konczal All 2015-01-07 v	0 2137

FIND ARTICLE WITHIN A CATEGORY

If you know of the category that the article is in, it helps to search by the category. Change the category to the category you are looking in, only those articles will appear.

Articles		
New Z Edit Publish Ourpublish Search		Click Search Tools
ories o	s- v - Select Category - - Select Access - I - Select Access - I - Select Access - V	Click on Select Category to find Category
	Image: Section of the section of t	Public Eddle Konczal All ust-2016) Public Eddle Konczal All
	Agenda for v*YYP - Editor Morizal - Monin v*YYP - Editor Morizal - Monin v*YP - Editor Workshop category: - Current Editing Workshop - Current Editing Workshop x - Current Editing Workshop - secold a sec	p-joonla-3-editing-novemb Public Eddle Konczal All nds-for-workshop-joonla-3 Public Eddle Konczal All

ARTICLE EDITING

Select the article by clicking on the article title, this will bring you to the Article Edit page.

C Articles			
🗣 New 🗹 Edit 🗸 Publish	🔇 Unpublish 🔺 Feature 🏠 Unfeature 🛋 Archive 🗹 Check-in 🔳 Batch 🛅 Trash		
Articles Cataoniae	Search Q Search Tools - Clear	uthor - v	
Featured Articles	Select Max Levels - Title	Access Click or	n Article Title to EDIT
	i V α · Cations Electives Search (Alas: https://electives-search) Category: Test Items	Public article	
	1 Agenda for Dockfan Workshop (August 2016) (Alas: agenda-for-docman-worket support2016) Category: Old Workshops	Public	
	v x	emb Public Educe Konczar	
	Agenda for Workshop: Joomla 3 Administrator Basics (November 2016) (Alas: agenda-for-workshop-joom -administrator-basics-rownber 2016) Category: Diversible: Workshops	a-3 Public Eddle Konczał	
	Eddle Konczal (Allas: eddle-konczal)	Public Eddie Konczal	

ADD STYLES TO TEXT IN ARTICLES

While editing an article it is possible to 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 keep a standard 'look' on your pages.

A guide to all editor buttons can be found below:

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



USE PARAGRAPH HEADING STYLES



Heading Styles should only be used to define a 'hierarchy' of information in your article. Users with disabilities often rely on screen readers to navigate a web page based on the placement of headings within the text.

For example:



COPY TEXT FROM MS WORD

Don't do it!!! Here is an example of what happens when you copy and paste directly from MS Word:

If you look at the 'code' of the article it adds many codes that can't be easily edited by you...



Here are the steps of how to copy and paste correctly...



2. Another option is to copy the information from MS Word then Paste it into NotePad on your local PC. Then copy and paste from there directly into Joomla!

USING IMAGES IN JOOMLA!

1. Be sure you have copyright to use the images on a public website

2. If you are using images with students, be sure you have the authority to use those images on the website.

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3. There are images available to use through SAS Communications Department

4. As a suggestion Images should be resized PRIOR to uploading them to a website. As a 'max' width 1200px, most images should display much smaller on a web page.

5. Images must be on your computer or on a network drive in order to add images to the website.

How to Add images to your Joomla! article



Working with the image in your Article



COURSE ACCESSIBILITY GUIDELINES

If your unit's website contains any course management materials, please be aware of the newly issued Course Accessibility Guidelines, which you can find at:

https://accessibility.rutgers.edu/wp-content/uploads/Rutgers-Course-Accessibility-Guidelines.pdf

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 toolbar instead of manually typing the characters or numbers
- Insert active hyperlinks for all URLs in your document. Instead of using "Click here", the anchor text should be descriptive of where the link will take the user.

CREATE MULTIPLE ARTICLES – GROUP PRACTICE

Group Practice – CREATE ARTICLES:

- 1. Create new ARTICLEs
- 2. Name Article: YOUR NAME Article #2 Article #3
- 3. Parent Category: The category you just created
- 4. Save & Close (Top LEFT)
- 5. Create at least 3 articles in this category
 - Add images
 - Add a link
 - Try different styling

WORK WITH MENUS IN JOOMLA

WHAT IS A MENU?

Menus in Joomla represent the LINKS that you can see in the front end to access different pages in your website.

Keep in mind, just because you create an 'Article' in Joomla a link will NOT automatically display.

A Menu is a 'group' of links to various places. Each Link is a Menu Item

Types of Menus:

- Main Menu The menu across the 'main bar'
- 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 article with Teasers)
- Category List
- Events Calendar
- External URL or Website

Colour of Alls and Solawass Support SAS Search Rugars Rulages R	Search	Rutgers Menu	
School of Arts and Sciences	SAS - Information Technology Sandbox	Main Menu	
Agenda for Workshop: Joomla! 3 Administrator Basics		Menu ITEM – TEST (A menu ITEM IS an	
Instructor for miss tournamp: Edid Koncal Unit Computing Manager, SAS IT Services (Web Development Group) Koncall Mingen edu		individual 'link' to a place.	
Once you arrive:			
1. Login to the workstation with your NetID			
2. Please start Mozilla Firefox or Chrome and go to this web site:			
http://www.sas.rutgers.edu/cms/sandbox3			

CREATE A NEW MENU ITEM

Click Add New Menu item, or once on the Menu Item Manager, click the Green New Button.



CREATE A SINGLE ARTICLE MENU ITEM

	Sel	ect Menu Item Type	
	Sel Sel	ect Single Article ect your Article	
Many Title : Louver's Torch Antiple	teru Item Type AnMating Addates		
	Archived Articles Display all archived Scies.	Menu Title * Laura's Test Article	Alias Auto-generate from title
Details Link Type Page Display Metadata Dropd y Menu Op	Category Blog Displays article interactions in a single or multi-column layout.	Details Ontions Link Type Page Dir Lav Metariate Drondin	wn Menu Ontions Softmanu Manu Ontions Michile Assignment
Menu Item Type *	Category List Displays a list of a category.		
	Create Article Create a new a rea. Featured Articles Show our study articles from one or multiple categories in a single or m	Menu Item Type * Single Article	
Link	List All Categories and a list of all the article categories within a category.	Select Article * Welcome Message Select	
Target Window Parent *	Single Article Display Construction.	Link index.php?option=com_content&view=article	
Template Style - Use Default - *	ChronoForms5	Target Window Parent *	
	Configuration Manager	Template Style - Use Default - *	
	Contacts		

Define your Single Article Menu Item



Menu Item Title	
(Displayed in the Menu)	

Parent Item

This defines what menu . the item is 'placed under'



Group Practice – Create Single Article Menu Item

- o Create New Menu ITEM In Main Menu
- Menu Title Your Name
- o Parent Item: Jan 5 Class

articles and includes 'teaser' text for each article that is in the category selected.

This page can be used for any category that has several articles in it.

CREATE A CATEGORY BLOG MENU ITEM

1	AcyMailing
,	Articles
	Archived Articles Display all archived articles.
	Category Blog Displays article introductions in a single or multi-column layout.
	Category List Displays a list of articles in a category.
	Create Article Create a new article.
	Featured Articles Show all featured articles from one or multiple categories in a single or multi-column
	List All Categories Shows a list of all the article categories within a category.
	Single Article Display a single article.

1. Select Menu Item Type

2. Select Category Blog or Category List

Category Blog Definitions

Menu Title * Samp	ple Read more I	Blog			
Details Category	Blog Layout	Options	Integration	Link Type	Page Displa
If a field is left blank, g	lobal settings will be	used.			
# Leading Articles	10				
# Intro Articles	0				
# Columns	1				
# Links	0				
Multi Column Order	Use Global		¥		
Include Subcategories	Use Global		¥		

Leading Articles: Articles that are displayed, will always be in 1 column.

Intro Articles: # Articles displayed in 'columns', if 2 columns are selected these articles will be displayed in 2 columns.

Links, links displayed to more articles that are not shown from above.

CATEGORY BLOG MENU ITEM A category Blog Menu item type can be considered a type of page that shows several

Sample Category Blog view with 2 columns



CREATE A CATEGORY LIST MENU ITEM



On the List Layouts Tab there are several options1. Can determine what fields are displayed in the list2. The Article Ordering (Which can be done at the blog

level as well) can be determined.

Display of Category List Item



1. Place	mouse or	n '3 blac	k dots'
1.1 1000	mouse of	1 J Diac	K UULS

2. Drag the items

3. This will only RESEQUENCE, NOT CHANGE THE PARENT ITEM.

4. To change the PARENT, edit the menu item.

V	•	- Articles - Single Article
I	~	 DOCman Workshop (Alias: docman-workshop) Articles » Category Blog
I	~	 Past Workshops (Alias: past-workshops) Articles » Category List
I	~	 Template Features November 2016 (Alias: template-features-november-2016) Articles » Category List
I	~	 Administrator Basics November 2016 (Alias: administrator-basics-november-2016) Articles » Category List
1	~	 Template Features August 2016 (Alias: template-features-august-2016) Articles » Category List
1	~	 Administrator Workshop August 2016 (Alias: administrator-workshop-august-2016) Articles » Category List
I	~	 Template Features May 2016 (Alias: template-features-may-2016) Articles » Category List
I	~	 Administrator Basics April 2016 (Alias: administrator-basics-april-2016) Articles » Category List
I	~	 Template Features February 2016 (Alias: template-features-february-2016) Articles » Category List
1	~	 Administrator Workshops (2016) (Alias: administrator-workshops) Articles » Category Blog
I	~	Editor Workshops (Alias: editor-workshops) Articles » Category Blog

ADD READ MORE - TEASER TEXT

If your article has a significant amount of text, and you want to display multiple articles on the same page using a Category Blog (Discussed in the menus section), adding a 'READ MORE' line means that anything above the line will be displayed on the 'blog view', and the entire article will be displayed once you click 'Read More'.



Add Read More in your Article



HIDE INTRO TEXT

PURPOSE:

If you want your 'teaser text' to be different than when you land on the actual page, it is possible to HIDE the intro text. This means you can have a different image on the 'teaser' than on the actual page. For example the 'teaser' can have a small image, and on the landing page you can setup a large image, and different text.

End result:

1. See sample category BLOG view

Laura's Category						
Laura - Article #1						
	welcome to my page about horses blah bal ikj Read more: Laura - Article #1 More Articles	₽ ■				
 Laura - Article #2 Laura - Article #3 						
Page 1 of 3						
Start Prev 1 2 3 Next End						

2. See sample CLICK READMORE view



HOW TO IMPLEMENT:

- 1. add a 'readmore' line in the article
- 2. Any text ABOVE the readmore line is considered INTRO TEXT

- 3. Any text BELOW the readmore is considered 'main body TEXT'
- 4. At the ARTICLE level, set the options (click the options tab)
- Intro text \rightarrow HIDE

Title * Laura - Article #1				
Content Options Pe	ublishing Configure Edit Screen	Permissions		
Show Title	Use Global •			
Linked Titles	Use Global *			
Show Tags	Use Global v			
Show Intro Text	Hide			
Position of Article Info	Use Global v			
Article Info Title	Use Global •			
Show Category	Use Global •			
Link Category	Use Global v			
Show Parent	Use Global v			
Link Parent	Use Global v			

CLASS RECAP

- o Joomla Backend Interface
- How is Joomla! Organized?
- Create Content in Joomla!
 - Work with Categories
 - o Working with Articles
 - Create New Article
 - o New Article Details
 - o Find Articles
 - Article Editing
 - Add Styles to Text in Articles
 - Use Paragraph Heading Styles
 - Copy Text from MS Word
 - Using Images in Joomla!
- o Course Accessibility Guidelines
- o Work with Menus in Joomla
 - o Create a Single Article Menu Item
 - o Category Blog Menu Item
 - Category List Menu Item
 - Order Menu Items
 - Add Read More Teaser Text
 - o Hide Teaser Text