Joomla! Advanced Content Editing

Instructor for this Workshop

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Joomla! Website Management and Editing

WELCOME
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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: (<CMD> <T> or <CTRL><T>)

2. Open the new browser window to the BACK END view

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

1. Click on the NEW tab option

2. If you DRAG the ‘tab’ outside of the browser, you will create a new browser window.

Click Login Button

Some of our older systems, have a slightly different login display
Joomla Backend Interface
CREATE CONTENT – PRACTICE

CREATE ARTICLE - PRACTICE

Group Practice – CREATE ARTICLE:

1. Create new ARTICLE
2. Name Article: YOUR NAME – Article #1
3. Put some text into the article (anything!)
4. Category: Jan 12 Group # (Whatever Group you are in)
5. Save & Close (Top LEFT)

This article will display on one of the GROUP menu items on the RIGHT side.
**FRONT END EDITING**

It is possible to edit the website from the front end. This is a good idea for users that do not want to learn the back end of the website, but want to make quick edits to various pages. Most of the capabilities exist from the front end as well as the ‘back end’.

1. Go to any article / menu item on the website.
2. To Login click on the Login button on the Footer menu of the screen.
3. Click the Login Button

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**Work with Links**

Create a Link...

Link to Rutgers Main Site

- Click on the Edit button on the top right of the article.
**ARTICLE VERSIONS**

It is possible to store, restore and compare changes that you have made in an article. Prior to using versions, this functionality must be ENABLED. If you are unable to enable this, please create a workorder and we can turn it on for you.

Once the functionality is turned on the system does NOT save backups or versions, it is essential to SAVE the article PRIOR to EDITING for this to ‘kick in’.

Once Versions are turned on, each time you hit <SAVE> a version of that edit is stored.

**HOW TO TURN ON VERSIONING**

(Not all users can do this)

1. Click on Articles (to display listing of articles)
2. Click on Options

1. Click on the tab: Editing Layout
2. Click on Enable Versions = YES

Max Version: 10 (this is the default)
HOW TO USE VERSIONS

Select the ‘date’, click on RESTORE, to restore the article.

Click multiple versions then click ‘Compare’ to see the differences.

Click ‘Keep On/Off’ to make that ‘version’ Locked so it will not be removed as more versions are created.
ARTICLE EDITING
Go to the Back End (administrator)

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

WORK WITH SPACING BETWEEN LINES

<ENTER> key is a <P> tag, or a Paragraph Space in Joomla

<SHIFT><ENTER> key is a <br/> tag or a Line Break, where the items display JUST below the other, without any spacing in between.
**WORK WITH LISTS**

The easiest way to add a list, is to enter the items with an `<ENTER>` in between each item. The `<ENTER>` key is a `<p>` in html, this leaves a blank line in between each item...

1. Place items with a `<p>` in between each one.
2. Highlight Items.
   - Click on Unordered List
3. List is complete.

Click on the Numbered list to make the list ‘numbered’ instead of bullets (unordered list).

Striped List (Note this is not viewable from Editor Mode)

- Select all of the bulleted items
- Click on Styles
- Select Striped-list
- Preview
**INSERT A VIDEO INTO YOUR ARTICLE**

1. Go to youtube.com to find the video

2. Be sure to PAUSE the video

3. Click on the share button under the video, grab the link:

   https://youtu.be/oXYMG5LOQ2Q

4. In the article place the following code:

   `{youtube}VIDEOID{/youtube}` (where the video id=oXYMG5LOQ2Q)

   ![YouTube Video Embed Code](image)

   * If you paste the ‘LINK’, it will not work, the ‘link’ must be ‘broken first’ (click on the videoed, then click on the ‘unlink’ option

**Different Parameters for Video:**

`{youtube}oXYMG5LOQ2Q|100%|400{/youtube}`

100% = FULL WIDTH

400 = Height of 400px
WORK WITH LINKS

Links can be added into articles to link to:

• Internal Page
• External Site (outside of current site)

1. Type text for the link
2. Always use ‘ACTION’ with type of link (Visit Rutgers Day Page)
3. Try not to use ‘click here’, not good for accessibility.
4. Click on the Link Icon

1. Type in: http://www.rutgers.edu
2. Click Insert
3. If EXTERNAL SITE, set Target = “Open in new window”
**CREATE LINK AS `BUTTON`**

1. Select the link
2. Click on Styles and select:
   
   button: this appears as a button on the site

Sample Display as a button:
**WORK WITH POPUP WINDOWS**

* If you do not have this featured installed, create a workorder and request it, we can install it for you (even in the older templates).

If you would like to open a file or an image in a ‘popup’ window...

End Result:

If you click on the smaller image on the page, a larger image (does not have to be the same image) can be in the popup. This can be done for .pdf documents or images.

Example with Image:

![Example with Image](image1.png)

Example with PDF:

![Example with PDF](image2.png)
Implement Popup

1. Insert Image into article (this is the ‘smaller image’)

2. Click on IMAGE (to select it), then click on the LINK Icon to make the popup

Click on the upload icon
Upload image or pdf file
• The ‘popup’ can be either an image or a pdf file.

1. Click Popups Tab
2. Select JCE MediaBox Popups
3. Caption is displayed on the popup page
4. Dimensions, is the size of the popup
5. Click Insert
WORKING WITH TABLES

EXAMPLE OF A TABLE

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Advisor For</th>
<th>Location</th>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Who</td>
<td>Major Student</td>
<td>Scott</td>
<td>MTh</td>
<td>10am - 11am</td>
</tr>
<tr>
<td>Dr. Seuss</td>
<td>All Students</td>
<td>RAB</td>
<td>TF</td>
<td>2pm - 3pm</td>
</tr>
<tr>
<td>Dr. Strangelove</td>
<td>Minor Students</td>
<td>Physics Lecture Hall</td>
<td>MW</td>
<td>87</td>
</tr>
</tbody>
</table>

Phone display without responsive

Phone display WITH responsive Layout, notice the information is stacked vertically.
**BUILD A TABLE**

Goal, create a 4 column 4 row table for advising

1. Click on the table icon (insert a table)
2. Select 4 cells across, and 4 cells down
3. see the bottom says, 4x4

Resize Initial Table:

1. Place mouse on one of the ‘handlers’ drag.
2. This will resize the table, each cell will remain the same size (will adjust later)

Add a new column to the table:

1. Put cursor in Column / cell in table
2. Click on the table icon
3. Select Insert Column Before or After
**ADJUST TABLE**

Change width of ONE column (cell)

1. Highlight/select cells
2. Click on the table icon, select Cell
3. Click on Cell Properties

1. Change the SCOPE to COLUMN (this way the entire column will be affected)
2. Set the width to 200px

Add Borders to the Table

Place cursor in any cell, click on the Table Icon

1. Set border = 1
**Add content to table:**

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Adviser For</th>
<th>Location</th>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Who</td>
<td>Major Student</td>
<td>Scott</td>
<td>MTh</td>
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<td>2pm - 3pm</td>
</tr>
<tr>
<td>Dr. Strangelove</td>
<td>Minor Students</td>
<td>Physics Lecture Hall</td>
<td>MW</td>
<td>67</td>
</tr>
</tbody>
</table>

**Set Cells to Header**

1. Place Cursor in cell to be made into a HEADER
2. Click on the Table Properties (Go to CELL PROPERTIES)
3. Change Cell Type to HEADER
Things to think about when entering data:

1. Do NOT hit your <ENTER> key while entering data (that could give you additional lines in each cell.

2. If you hit your <TAB> key, that will take you into the new cells

3. If you are on the last cell of the table and you hit your <TAB> key, it will add an additional row to the table.

Delete a Row

1. Place cursor in a row (cell)
2. Select table icon
3. Click DELETE ROW
MAKE A TABLE Responsive

Possible Issues with Tables in Responsive Mode:

- When making the table RESPONSIVE make sure that in the TABLE PROPERTIES there are no SIZE SETTINGS. That can ‘break’ the table, as Responsive means it will dynamically resize.
- Also verify that in the CELL PROPERTIES there is NO WIDTH SETTINGS

1. Place cursor in cell of table.
2. Click on the TABLE ICON
3. Click on the ADVANCED property tab.
4. Set the CLASSES = sas-responsive-tbl
5. Hit UPDATE
**MAKE STRIPED RESPONSIVE TABLE**

In the Tab: Advanced

Set Classes:

```
Sas-responsive-tbl table-striped
```

Desktop View Sample

Responsive View Sample
**REMOVE EXTRA <p> TAGS**

If accidentally you hit the <ENTER> Key, you may notice that the table rows end up being different heights. To see this, you can see the <p> tags inside of the table these should be removed.

1. Place cursor on cell that has a ‘p’ in the cell
2. Click on ‘Paragraph’ dropdown
3. Select the word Format
4. This will Remove the p from that cell.
CLASS RECAP

- Article Editing
  - Versioning in Articles
  - Work with Spacing between Lines
  - Work with Lists
  - Insert a Video into your Article
  - Work with Links
  - Create link as ‘button’
- Work with Popup Windows
- Working with Tables
  - Example of a Table
  - Build a Table
  - Adjust Table
  - Make a table Responsive
  - Add ‘Stripes’ To table
  - Remove extra <p> tags