Joomla! Website Management and Editing

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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: Ctrl+T (Windows) or Command+T (Mac)

1. Click on the NEW tab option
2. If you DRAG the ‘tab’ outside of the browser, you will create a new browser window.

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

Click Login Button

Some of our older systems, have a slightly different login display

Login with your NETID username and password.
### JOOMLA BACKEND INTERFACE

#### Top Menu

![Top Menu](image)

#### Preview Website

![Preview Website](image)

<table>
<thead>
<tr>
<th>Top Menu</th>
<th>Preview Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTROL</td>
<td></td>
</tr>
<tr>
<td>new</td>
<td></td>
</tr>
<tr>
<td>article</td>
<td></td>
</tr>
<tr>
<td>STRUCTURE</td>
<td></td>
</tr>
<tr>
<td>menu</td>
<td></td>
</tr>
<tr>
<td>USERS</td>
<td></td>
</tr>
<tr>
<td>LANGUAGE</td>
<td></td>
</tr>
<tr>
<td>EXTENSIONS</td>
<td></td>
</tr>
<tr>
<td>MAINTENANCE</td>
<td></td>
</tr>
<tr>
<td>Updates</td>
<td></td>
</tr>
<tr>
<td>Joomla</td>
<td></td>
</tr>
</tbody>
</table>

#### LAST 5 LOGGED IN USERS

<table>
<thead>
<tr>
<th>User</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laura Garcia</td>
<td>2017/07/18 17:03</td>
</tr>
<tr>
<td>Laura Garcia</td>
<td>2017/07/18 17:02</td>
</tr>
</tbody>
</table>

#### TOP 5 POPULAR ARTICLES

<table>
<thead>
<tr>
<th>Article Title</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joomla User Login: How to change user login</td>
<td>2018/05/24 10:30</td>
</tr>
<tr>
<td>Joomla User Login: How to change user login</td>
<td>2018/05/24 10:30</td>
</tr>
<tr>
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</tr>
<tr>
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</tr>
<tr>
<td>Joomla User Login: How to change user login</td>
<td>2018/05/24 10:30</td>
</tr>
</tbody>
</table>

#### LAST 5 ADDED ARTICLES

<table>
<thead>
<tr>
<th>Article Title</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joomla User Login: How to change user login</td>
<td>2018/05/24 10:30</td>
</tr>
<tr>
<td>Joomla User Login: How to change user login</td>
<td>2018/05/24 10:30</td>
</tr>
<tr>
<td>Joomla User Login: How to change user login</td>
<td>2018/05/24 10:30</td>
</tr>
<tr>
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<td>2018/05/24 10:30</td>
</tr>
<tr>
<td>Joomla User Login: How to change user login</td>
<td>2018/05/24 10:30</td>
</tr>
</tbody>
</table>
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.
Who We Are

The Political Science Department at Rutgers is internationally known for its faculty in American Politics, Comparative Politics, Gender and Politics, International Relations, Political Theory, and Public Law. Our department engages in research and teaching on topics as varied as inequality, causes of war, how voters decide, and how intelligence affects decision-making. In both the United States and abroad, our faculty are frequent contributors to public debates, providing expert analyses and sharing academic knowledge.

The department has the Center for the Development of Political and Psychological, and has close ties to the Eagleton Institute of Politics and the Center for Public Interest Policy. Several of our faculty and former graduate students were affiliated with the Center for American Women and Politics, and our graduate program is the only one in the nation to focus on a major field of study in Women and Politics. Rutgers Women and Politics is currently celebrating its 30th year.

The department offers an undergraduate major and minor, a Master's degree in International Relations, and a competitive PhD program that trains students for careers in academia and research.

Sample Module
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.

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

Content ➔ Articles, click Add New Article

On Left side, click New Article
**NEW ARTICLE DETAILS**

1. **Enter a Title For the Article**
2. **Leave Alias BLANK**
3. **Select a CATEGORY for this article**
4. **Add Description to Text Area, this is your text for the article**

---

**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 → Articles). If you know a part of the article title, it can be typed into the search area.

**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.

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

[Diagram showing how to apply styles to text.]
**Use Paragraph Heading Styles**

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

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:

Using Heading3, these define the different areas of the article.
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...

1. Copy from MS Word the information that you need

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.
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

Place cursor where you want the image to go.

Click the Insert/Edit Image button on the editor bar.

Image ‘popup’ displays all of the different options you can set for an image.

Click on ‘upload’ to upload a new image

Be sure to click on the folder FIRST, this is where the image will get uploaded to.

Click Browse to select an image from your computer.

Or ‘DROP’ files from your computer directly into this page

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.

Working with the image in your Article
Select image (You have to SELECT IT TO AFFECT IT!)

Click on the Insert/Edit Image Icon

1. ALTERNATE TEXT: Very important to make this meaningful (for SEO and Accessibility)
2. Alignment: Set to LEFT
3. Unlock the Margin Lock
4. Set Right 10, Bottom 10 (suggestion)
4. Notice the preview on the top right
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:


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

<table>
<thead>
<tr>
<th>Group Practice – CREATE ARTICLES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Create new ARTICLES</td>
</tr>
<tr>
<td>2. Name Article: YOUR NAME – Article #2 – Article #3</td>
</tr>
<tr>
<td>3. Parent Category: The category you just created</td>
</tr>
<tr>
<td>4. Save &amp; Close (Top LEFT)</td>
</tr>
<tr>
<td>5. Create at least 3 articles in this category</td>
</tr>
<tr>
<td>• Add images</td>
</tr>
<tr>
<td>• Add a link</td>
</tr>
<tr>
<td>• Try different styling</td>
</tr>
</tbody>
</table>


**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

![Rutgers Menu Main Menu Menu ITEM – TEST (A menu ITEM is an individual ‘link’ to a place.)](image)
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
Select Menu Item Type
Select Single Article
Select your Article

Define your Single Article Menu Item
Menu Item Title
(Displayed in the Menu)
Parent Item
This defines what menu the item is ‘placed under’
**CREATE SINGLE ARTICLE MENU ITEM – GROUP PRACTICE**

Group Practice – Create Single Article Menu Item
- Create New Menu Item – In Main Menu
- Menu Title – Your Name
- Parent Item: Jan 5 Class

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

**CREATE A CATEGORY BLOG MENU ITEM**

1. Select Menu Item Type
2. Select Category Blog or Category List

**CATEGORY BLOG MENU ITEM**
A category Blog Menu item type can be considered a type of page that shows several articles and includes ‘teaser’ text for each article that is in the category selected.

**CATEGORY BLOG DEFINITIONS**

- # 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.
Sample Category Blog view with 2 columns

**CREATE A CATEGORY LIST MENU ITEM**

On the List Layouts Tab there are several options

1. Can determine what fields are displayed in the list

2. The Article Ordering (Which can be done at the blog level as well) can be determined.

Display of Category List Item
ORDER MENU ITEMS

1. Place mouse on ‘3 black dots’
2. Drag the items
3. This will only RESEQUENCE, NOT CHANGE THE PARENT ITEM.
4. To change the PARENT, edit the menu item.
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

Without Readmore
With Readmore / teaser

Place cursor where you want the readmore
Click on the Readmore Button
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%20-%20Article%20%231)

2. See sample CLICK READMORE view

![Laura - Article #1](Laura\%20-%20Article\%20%231)

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 ➔ HIDE
CLASS RECAP

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