

Joomla! 4 Advanced Content Editing

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JOOMLA! ADVANCED CONTENT EDITING

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/working-remotely/vpn-instructions>
2. Open a web browser on your computer (preferably Firefox, Chrome, or Safari)
3. Go to the website: <https://webtraining.sas.rutgers.edu/>

WHAT IS JOOMLA?

Joomla! is Content Management System (CMS) software that runs on a web server and allows you to update your web site through a browser (such as Google Chrome, Mozilla Firefox, or Safari). A content management system simplifies the process of updating 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

For training videos, visit: <https://sasit.rutgers.edu/itservices/training/training-videos>

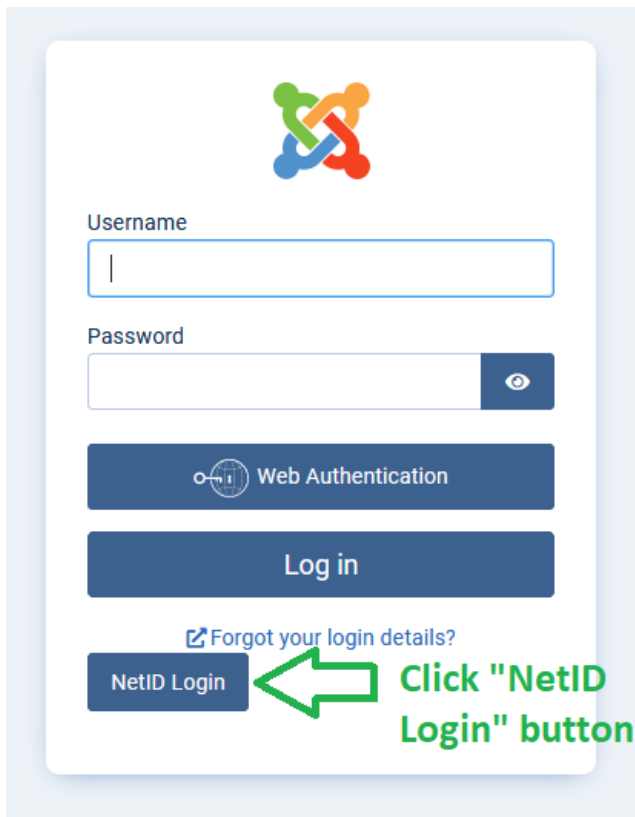
For documentation, visit: <https://sasit.rutgers.edu/how-to-guides/web-development-documentation>

JOOMLA: FRONT-END AND BACK-END

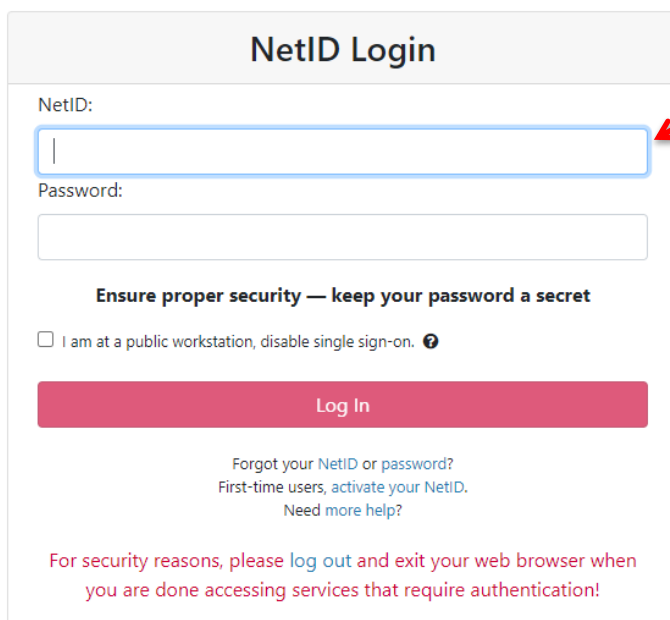
A Joomla! website has a back end and a front end. The front end allows you to view the website and make some basic edits to the site. The Administrator Back-end gives you much more control of the website.

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 login with your NetID username and password



The screenshot shows a login interface with a logo at the top. Below the logo are input fields for 'Username' and 'Password'. The 'Password' field has a toggle icon. Below these fields are two buttons: 'Web Authentication' and 'Log in'. At the bottom, there is a link 'Forgot your login details?' and a 'NetID Login' button. A green arrow points to the 'NetID Login' button, with the text 'Click "NetID Login" button' next to it.

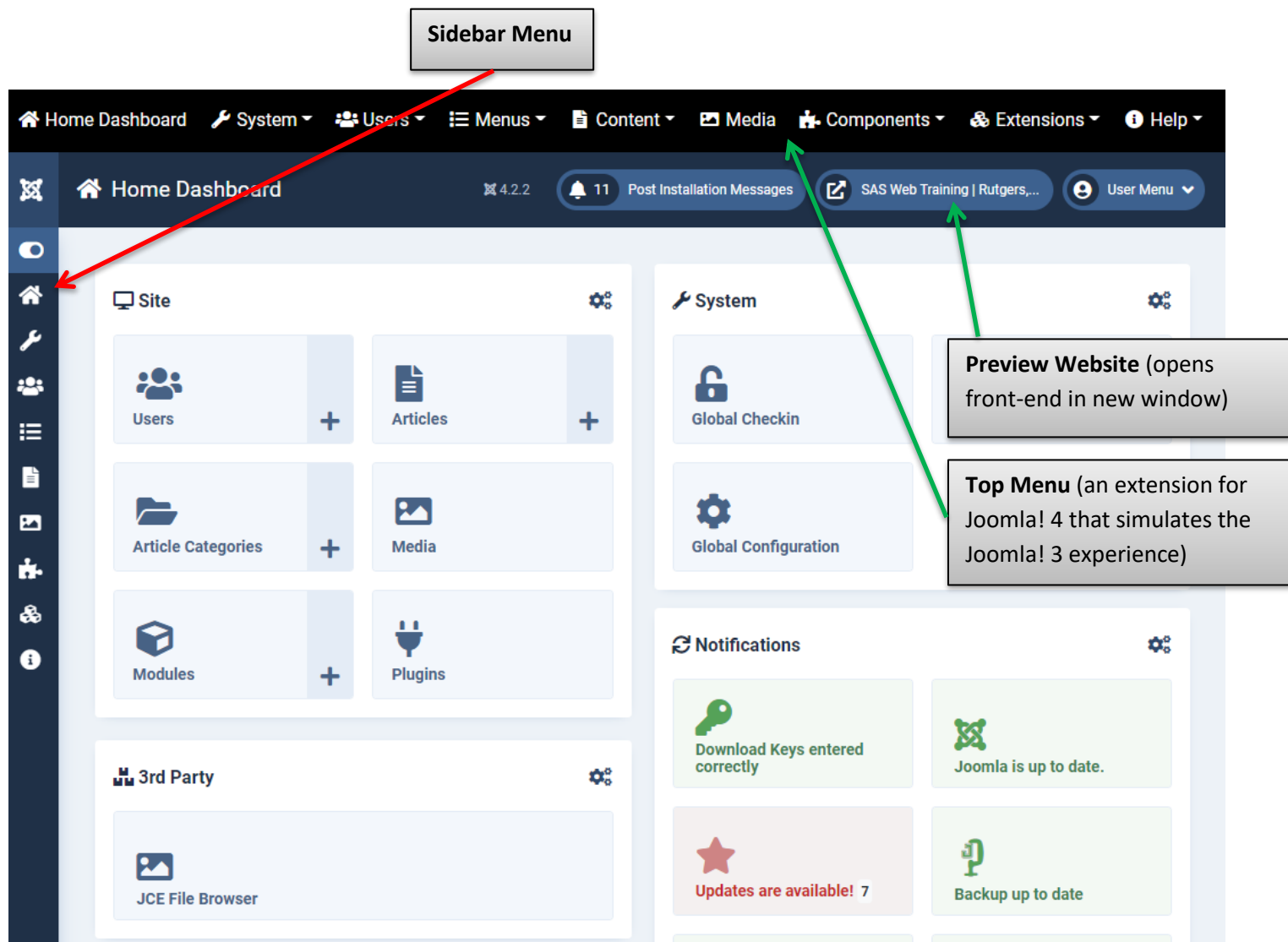


The screenshot shows the 'NetID Login' page. At the top is the Rutgers logo. Below it is the title 'NetID Login'. There are input fields for 'NetID:' and 'Password:'. Below the 'Password:' field is a security notice: 'Ensure proper security — keep your password a secret'. Below that is a checkbox: 'I am at a public workstation, disable single sign-on.' with a help icon. Below the checkbox is a red 'Log In' button. At the bottom, there are links for 'Forgot your NetID or password?', 'First-time users, activate your NetID.', and 'Need more help?'. A red arrow points from a text box on the right to the 'NetID:' input field.

Login with your NETID
username and
password.

JOOMLA BACKEND INTERFACE

After you log in to the back end, you will see the Joomla! Control Panel:



REVIEW OF JOOMLA! TERMINOLOGY:

- Categories are similar to folders. They can contain articles and sub-categories.
- Articles are similar to individual web pages.
- Menus are collections of links (called "menu items") that allow visitors to browse the website.
- Modules are special blocks of content that can be placed outside the main article area.

ARTICLES

An article is similar to a single web 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

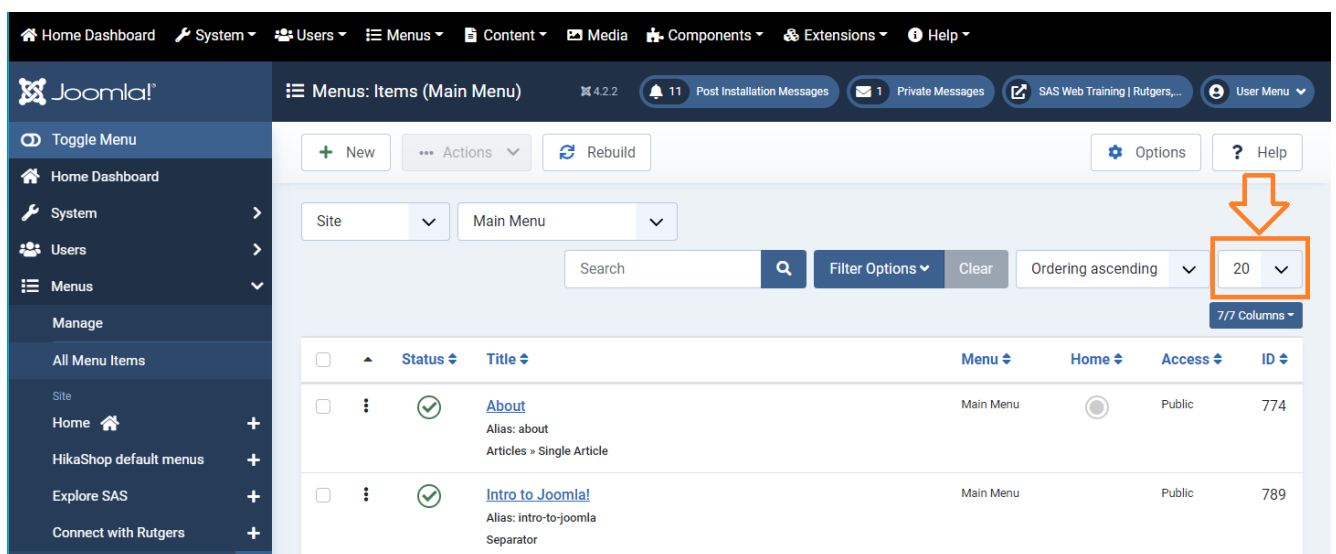
Group Practice – CREATE ARTICLE:

1. Go to Content > Articles
2. Click **New**
3. Title: enter your name
4. Category: “Advanced Content Editing” (found under “Workshops”)
5. Click **Save & Close**

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. Identify the name of the menu item as it appears on the front end.
2. In the back-end, go to **Menus > Main Menu**
3. Change the selection number dropdown from 20 to 100 (or more, if necessary), so you can see all menu items



4. Find the menu item (in this case, “Advanced Content Editing”) and click on its title:

<input type="checkbox"/>	▲	Status ▲	Title ▲	Menu ▲	Home ▲	Access ▲	ID ▲
<input type="checkbox"/>	⋮	✓	About Alias: about Articles » Single Article	Main Menu	<input type="radio"/>	Public	774
<input type="checkbox"/>	⋮	✓	Intro to Joomla! Alias: intro-to-joomla Separator	Main Menu	<input type="radio"/>	Public	789
<input type="checkbox"/>	⋮	✓	– Eddie K. – Alias: eddie-k – Articles » Category Blog	Main Menu	<input type="radio"/>	Public	790
<input type="checkbox"/>	⋮	✓	Advanced Content Editing Alias: advanced-content-editing Articles » Category List	Main Menu	<input type="radio"/>	Public	840
<input type="checkbox"/>	⋮	✓	Academics Alias: academics Separator	Main Menu	<input type="radio"/>	Public	823

- Look at the value for “Choose a Category *” – it will show you which category that menu item links to.

Menus: Edit Item

Title *

Alias

The Alias will be used as part of the URL.

Details

Category

List Layouts

Options

Integration

Link Type

Page Display

Metadata

Module Assignment

Menu Item Type *

Category List

Select

Choose a Category *

Advanced Content Editing

Edit Clear

Tags

Type or select some tags

▼

- Close the menu item
- Go to **Content > Categories**
- Click on the green square (with a number in it) to the right of the category title to display a list of published articles in that category:

<input type="checkbox"/>	▲	Status ▾	Title ▾	✓	✕	📁	🗑️	Access ▾	ID ▾
<input type="checkbox"/>	⋮	✓	Uncategorised Alias: uncategorised	1	0	0	0	Public	2
<input type="checkbox"/>	⋮	✓	Home Alias: home	1	0	0	0	Public	105
<input type="checkbox"/>	⋮	✓	About Alias: about	1	0	0	0	Public	115
<input type="checkbox"/>	⋮	✓	Workshops Alias: workshops	0	0	0	0	Public	107
<input type="checkbox"/>	⋮	✓	- Intro to Joomla! - Alias: intro-to-joomla	0	0	0	0	Public	108
<input type="checkbox"/>	⋮	✓	- Advanced Content Editing - Alias: advanced-content-editing	1	0	0	0	Public	110
<input type="checkbox"/>	⋮	✓	- Front-End Editing - Alias: front-end-editing	0	0	0	0	Public	111

9. Find the article that you need to edit and click on its title.

Articles
4.2.2
11 Post Installation Messages
1 Private Messages
SAS Web Training | Rutgers,...
User Menu

+ New
... Actions
Options
Help

Search
Filter Options
Clear
ID descending
20

- Select Featured -
Published
- Select Category -
- Select Access -
- Select Author -

- Select Tag -
1

11/11 Columns

<input type="checkbox"/>	Featured ▾	Status ▾	Title ▾	Access ▾	Author ▾	Date Created ▾	Hits ▾	Votes ▾	Ratings ▾	ID ▾
<input type="checkbox"/>	<input type="radio"/>	✓	Eddie Konczal Alias: eddie-konczal Category: Workshops » Advanced Content Editing	Public	Eddie F. Konczal	2022-10-12	0	0	0	368

ARTICLE EDITING

Clicking on the article title will bring you to the Article Edit page.

The screenshot shows the Joomla! Article Edit interface. At the top, there's a dark blue header with the Joomla! logo and 'Articles: Edit'. Below this is a row of buttons: Save, Save & Close, Close, Versions, Preview, and Accessibility Check. The main form area has two input fields: 'Title *' with the value 'Eddie Konczal' and 'Alias' with the value 'eddie-konczal'. Below these is a horizontal tabbed menu with options: Content, Images and Links, Options, Article Fields, Publishing, Configure Edit Screen, and Permissions. The 'Content' tab is selected, showing the 'Article Text' editor. The editor has a toolbar with various formatting options and a text area. The text area contains a small 'P' character, indicating a paragraph break.

PARAGRAPHS AND LINE BREAKS

Hitting the [Enter] key at the end of a line of text will create a new paragraph, shown in the content area as a small letter “P” (see the example to the left below). Note: these “Ps” will not be visible on the website itself; they are for your reference.

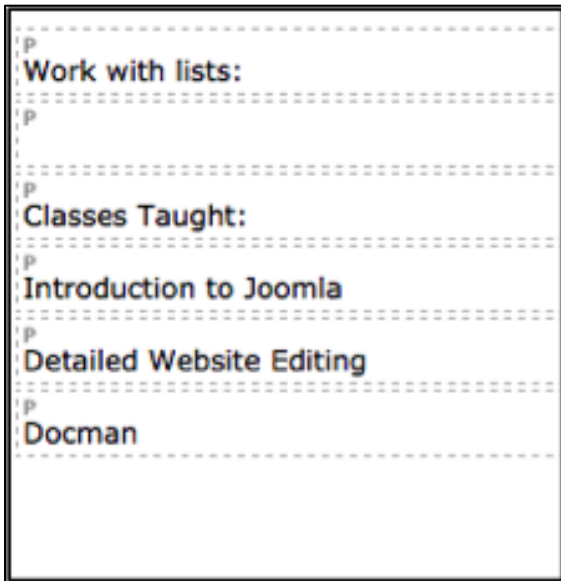
Pressing the [Shift] and [Enter] keys simultaneously creates a Line Break. The next line will appear below the first without any spacing in between (see the example to the right below).



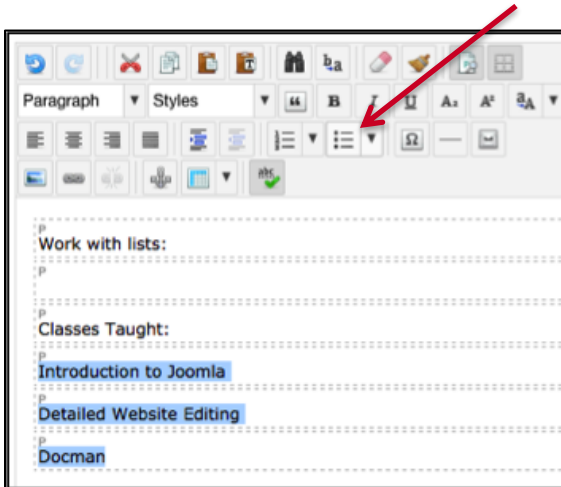
WORKING WITH LISTS

The easiest way to add a list is to first type the list items, pressing the [Enter] key after each item. Highlight the list of items, then click the “Unordered List” button on the toolbar to format the text as a list:

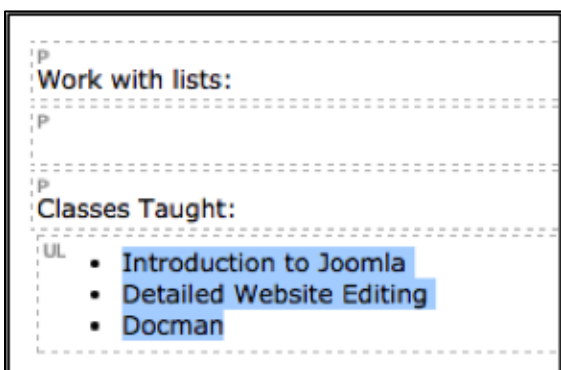
1. Type a list of items, hitting [Enter] after each one:



2. Highlight the items and click on the “Unordered List” button:



3. Your items will appear as a bulleted list (“Unordered List”)



INSERTING A VIDEO INTO YOUR ARTICLE

1. Go to <https://www.youtube.com/rutgers> and find a video
2. Click on the “SHARE” link under the video, and copy the link, which will look something like:


<https://youtu.be/Pax08KNccc4>

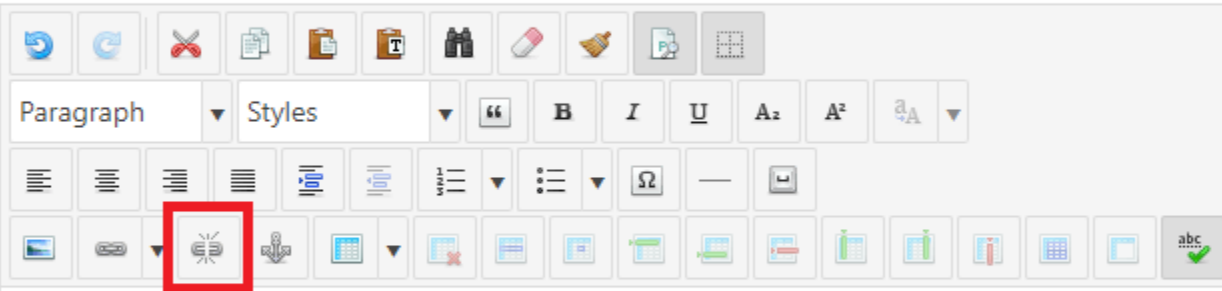
3. In the article, enter the following code:

```
{youtube}[URL of video]{/youtube}
```

4. If you paste the video link and it appears as a hyperlink, you need to highlight the link, then click the “Unlink” button – otherwise, the video will not appear as embedded:

Content Options Sample Fields Publishing Configure Edit Screen Permissions

 [show/hide]



P
{youtube}<https://youtu.be/b-szT4uQs0U>{/youtube}

P
More text here

P
Yet more text

Consider accessibility standards before adding videos to your website. All videos should be closed-captioned before you add them to your website.

We recommend that you have your videos uploaded to the Rutgers YouTube channel, managed by the iTV Studio. The studio provides closed-captioning services.

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

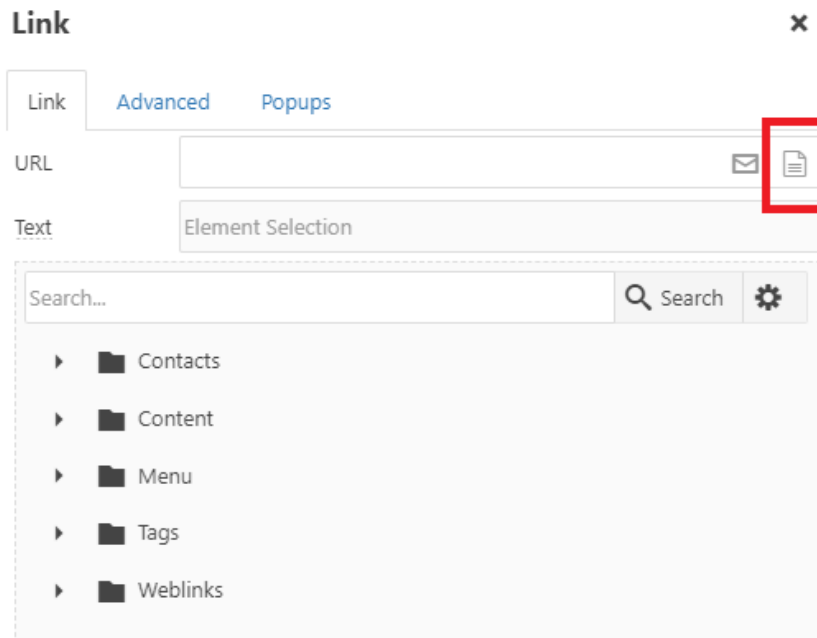
You can also upload videos to Kaltura, which is part of Canvas. Any videos uploaded to Kaltura will give you the option to add closed captioning automatically.

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

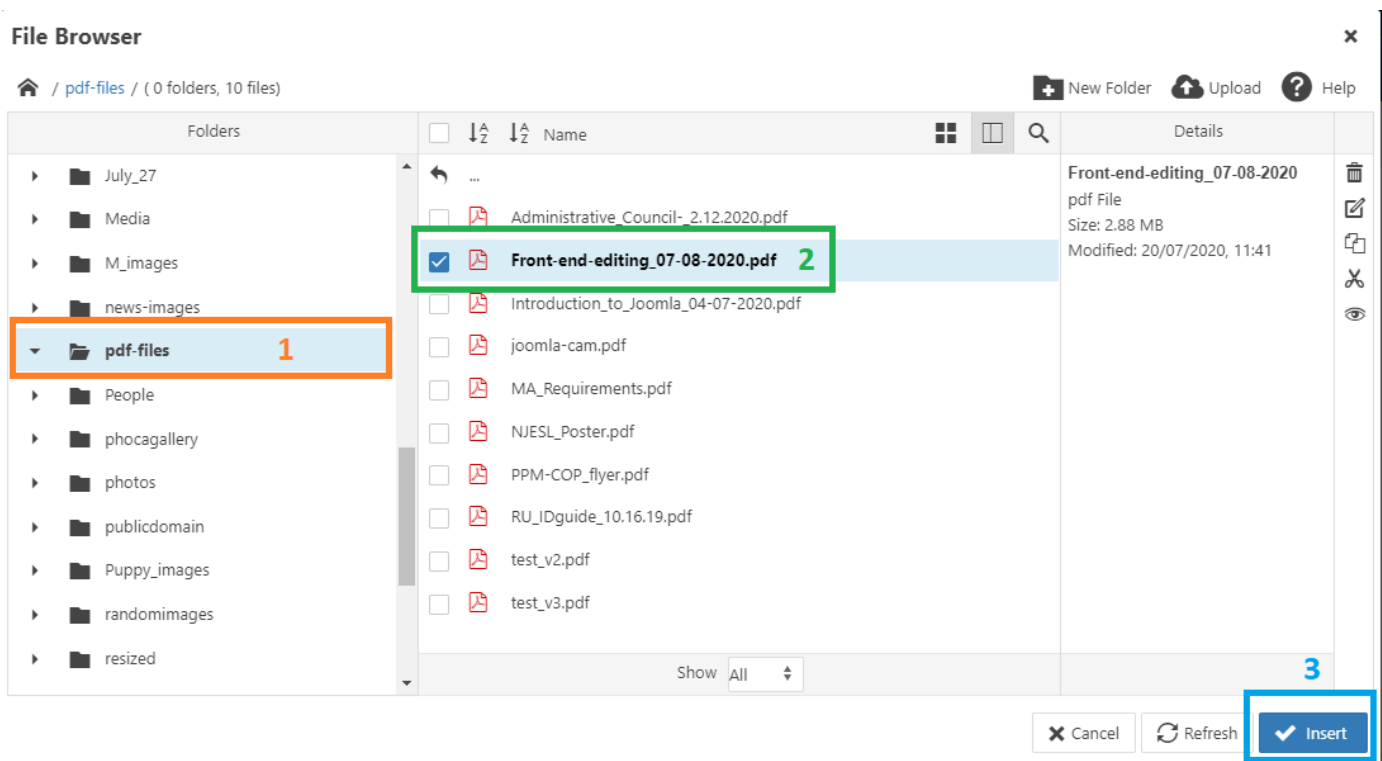
1. Type the text to be linked to a file, highlight the text, and click on the “Insert/Edit Link” button:



2. In the “Link” popup window, click on the “Browse” icon (see #1 below):



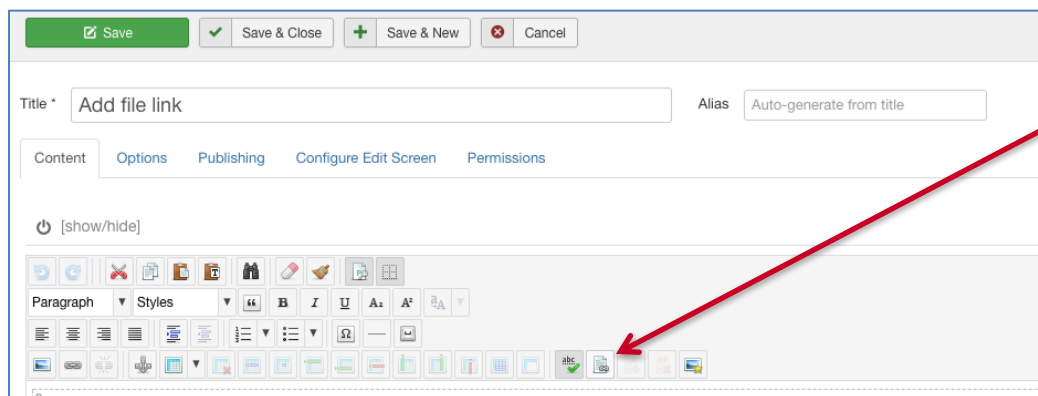
3. Browse to the location of the file, select the file, and click **Insert**:



4. Back in the “Link” popup window, click **Insert**. The text will link to the file you selected.

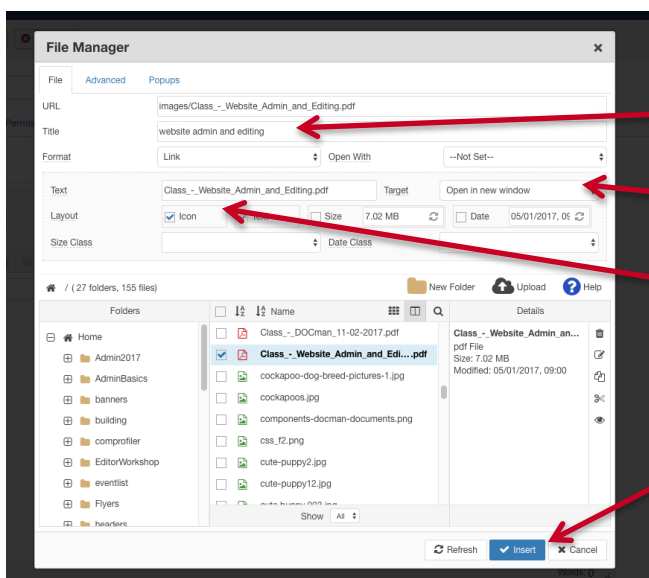
INSERTING ADVANCED FILE LINKS

You have more control over links to files with JCE Editor Pro's "Insert/Edit File" button.



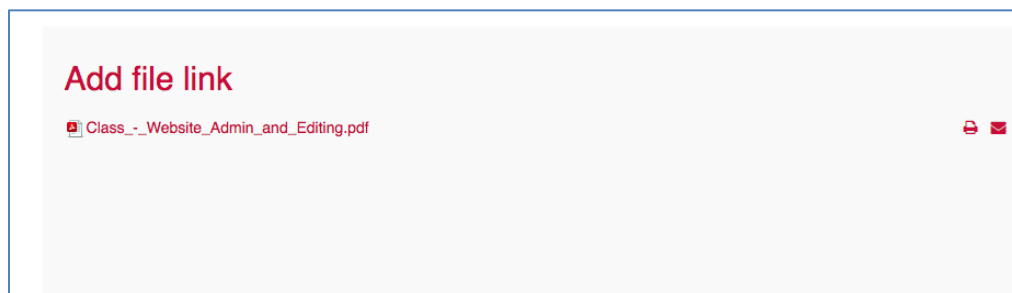
Select the text to be linked, then click on the "Insert File" button.

Settings:



1. Select .pdf file (or upload one)
2. Enter a title for the file
3. Select Target = "Open in new window"
4. Check "Icon" (so it will show a .pdf icon)
5. Click **Insert** to add the file link

Example of File Link:



WORKING WITH TABLES

Generally speaking, tables should only contain tabular data. As a rule, they should not be used simply for styling purposes.

EXAMPLES OF TABLES

Table – desktop view:

Work with Tables

Instructor	Advisor For	Location	Day	Time
Dr. Who	Major Student	Scott	MTh	10am - 11am
Dr. Seuss	All Students	RAB	TF	2pm - 3pm
Dr. Strangelove	Minor Students	Physics Lecture Hall	MW	67

Tables – mobile view:

Work with Tables

Instructor	Advisor For	Location	Day	Time
Dr. Who	Major Student	Scott	MTh	10am - 11am
Dr. Seuss	All Students	RAB	TF	2pm - 3pm
Dr. Strangelove	Minor Students	Physics Lecture Hall	MW	67

Phone display without responsive style

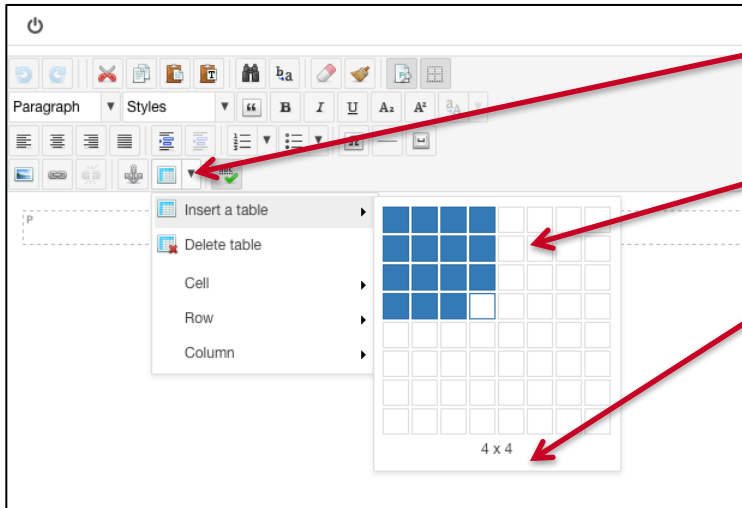
Phone display with responsive style; notice the information is stacked vertically.

Work with Tables

Instructor
Advisor For
Location
Day
Time
Dr. Who
Major Student
Scott
MTh
10am - 11am
Dr. Seuss
All Students
RAB
TF
2pm - 3pm
Dr. Strangelove
Minor Students

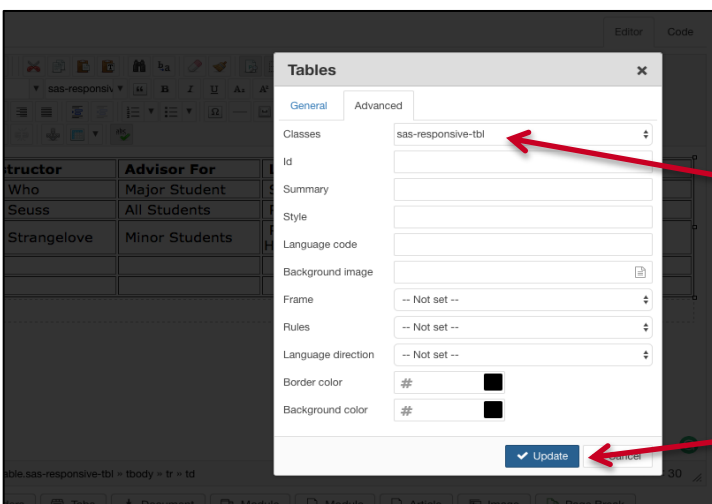
INSERTING A TABLE

Goal: create a 4 column by 4 row table for faculty advising hours



1. Click on the dropdown arrow for the “Insert a table” icon
2. Select 4 cells across, and 4 cells down
3. Note that the bottom says “4x4”

MAKING A TABLE RESPONSIVE



1. Place cursor in any cell of table.
2. Click on the “Insert a table” icon
3. Click on the “Advanced” tab.
4. From the “Classes” menu, select “sas-responsive-tbl”
4. Also from the “Classes” menu, select “table-striped”
5. Click **Update**
6. The table should now span the width of your article. It will adjust its size to accommodate various browser sizes.

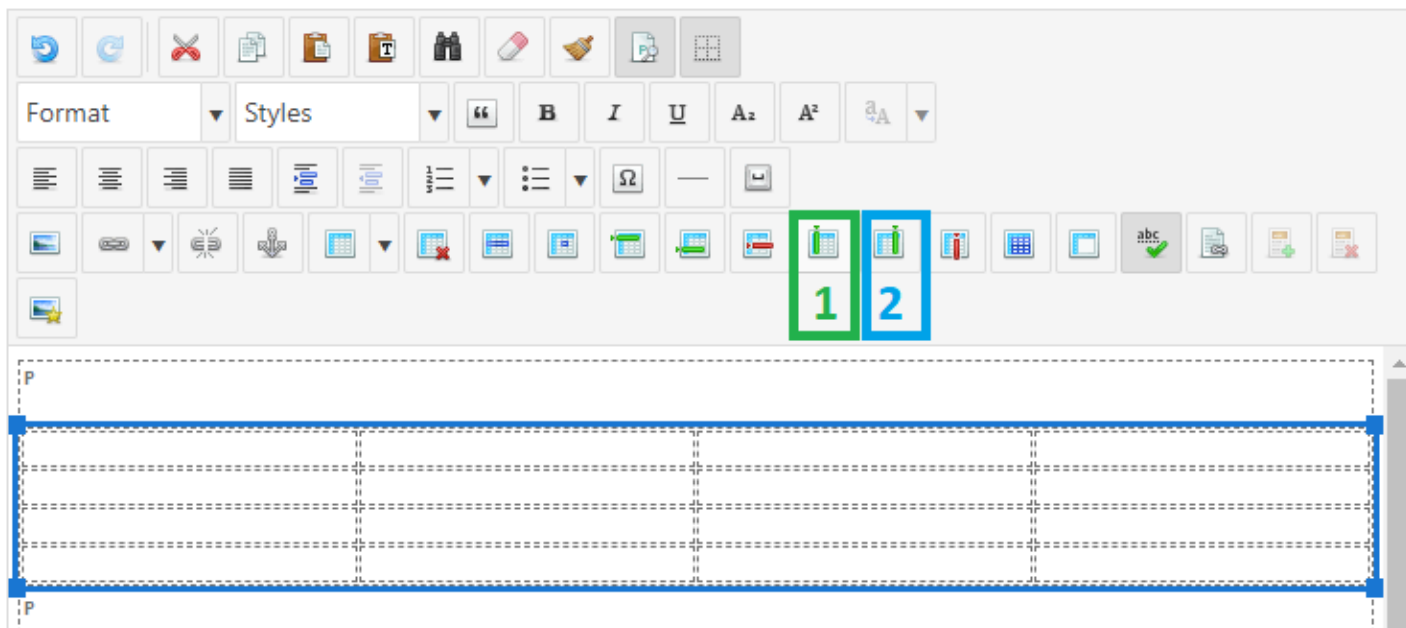
Possible Issues with Tables in Responsive Mode:

- When making the table responsive, make sure that on the **Tables – General** tab, there are no values set for width and height. If there are, delete them; these values can prevent the table from dynamically resizing itself.
- When working with cells, make sure there are no values set for width and height on the **General** tab for the **Table Cell Properties**.

MODIFYING A TABLE

Adding a new column to the table:

- Click in any cell in the table
- Click on either the “Insert Column Before” (#1 below) or the “Insert Column After” icon (#2 below)



Adding a new row to the end of the table

Go to the last cell of the table and hit the [TAB] key; it will add an additional row to the table.

Adding content to table:

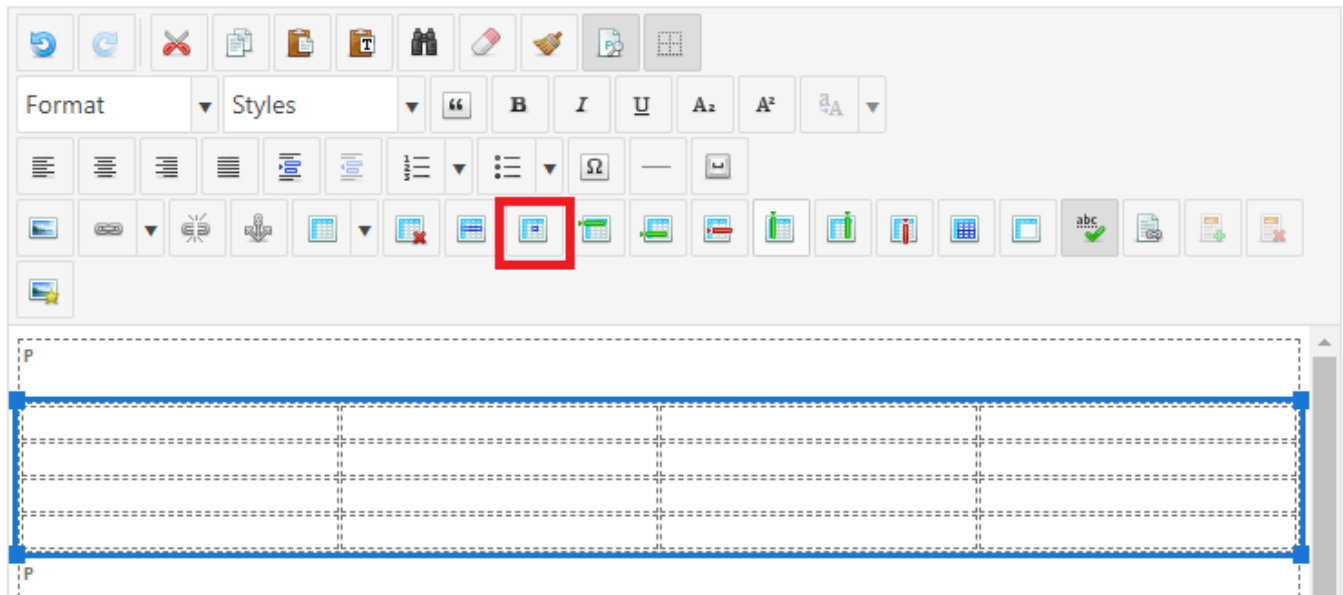
- As you enter content into cells, use the [Tab] key or arrows to move to the next cell. Do not type [Enter], as this will add unwanted paragraph tags to your table.
- In the top row of your table, enter the column headings: “Instructor,” “Advisor For,” “Location,” “Day,” and “Time”
- Enter sample text in the remaining cells.

A screenshot of the table editor showing the completed table with content. The table has 5 columns and 6 rows. The first row contains the column headings: "Instructor", "Advisor For", "Location", "Day", and "Time". The subsequent rows contain sample text. The table is displayed within the editor interface, which includes a toolbar and a right-hand sidebar.

Instructor	Advisor For	Location	Day	Time
Dr. Who	Major Student	Scott	MTh	10am - 11am
Dr. Seuss	All Students	RAB	TF	2pm - 3pm
Dr. Strangelove	Minor Students	Physics Lecture Hall	MW	67

Changing Cells to Headers

1. Place the cursor in any cell in the top row of your table
2. Click on the “Table Cell Properties” icon:



3. Change Cell Type to “Header” (see #1 below)
4. Change “Scope” to “Column” (see #2 below)
5. Change the lower left dropdown to “Update all cells in row” (see #3 below)
6. Click Update (see #4 below)

Table cell properties

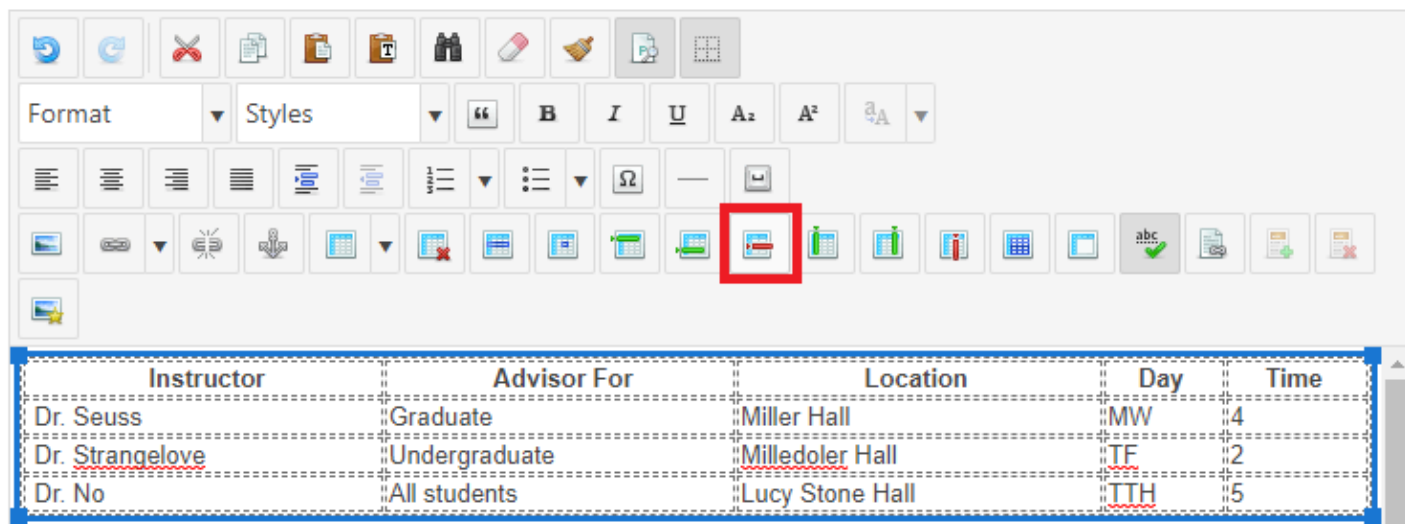
Table cell properties dialog box showing the 'Advanced' tab. The 'Cell type' dropdown is set to 'Header' (labeled 1), and the 'Scope' dropdown is set to 'Column' (labeled 2). The 'Update all cells in row' dropdown is highlighted with a purple box (labeled 3). The 'Update' button is highlighted with a blue box (labeled 4).

Property	Value
Alignment	--Not Set--
Vertical alignment	--Not Set--
Width	
Height	
Cell type	Header
Scope	Column
Update all cells in row	Update all cells in row

Buttons:

Deleting a Row

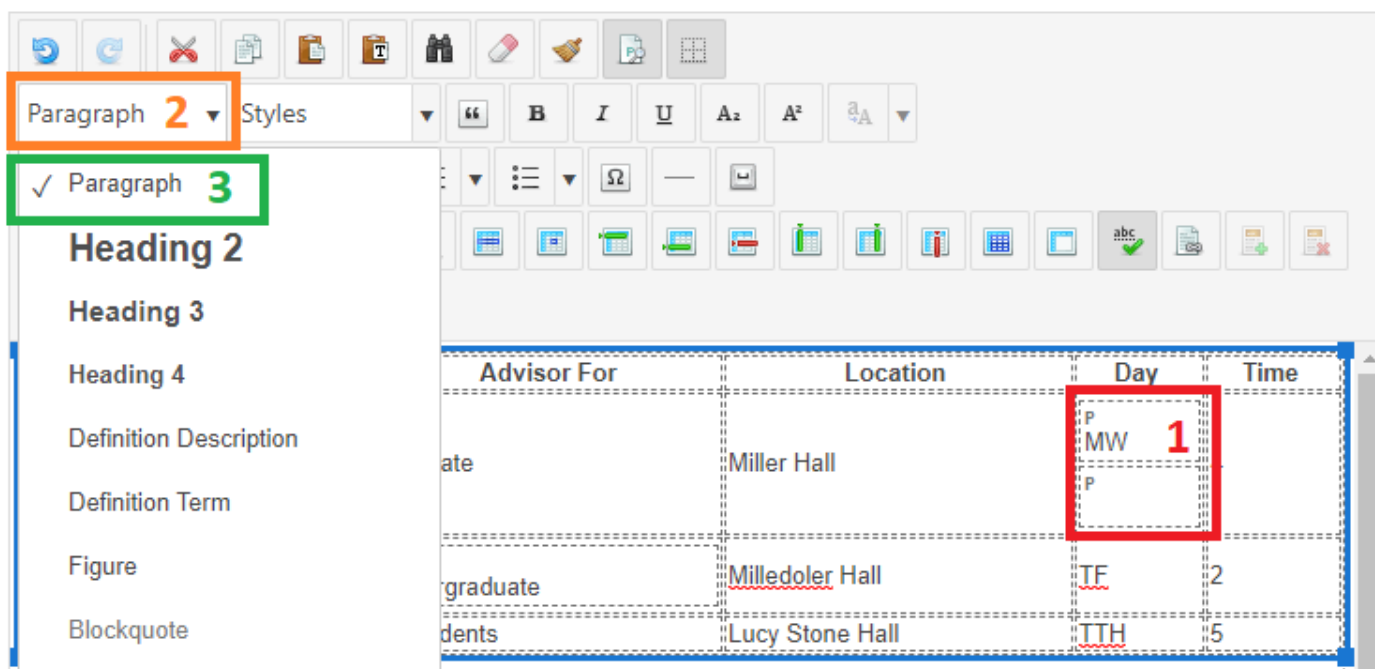
1. Place the cursor in any cell in the row you want to delete
2. Click the “Delete Row” icon:



Removing Paragraph (<p>) tags

If accidentally you hit the [Enter] key in a cell, you may notice that the table rows end up being different heights. Look for cells containing the “P” marker (for paragraph). Then you can remove the paragraph tag as follows:

1. Place cursor in any cell containing a “P” (see #1 below)
2. Click on ‘Paragraph’ dropdown (see #2 below)
3. Select ‘Paragraph’ to remove the check mark (see #3 below)
4. Repeat until there are no “P” markers in the table



CUSTOM FIELDS


Custom Fields allow you to standardize the layout of your articles by entering content into fields, similar to those found in a form. They are often used when displaying a list of articles that share a common layout, with repeating fields such as email address, phone number, office, etc. If you would like to use custom fields in your articles, please submit a work order.

Once we add the fields, you can update the content by moving the appropriate text from the “Content” tab to the custom fields tab (the tab name will vary based on the website and category). We can then change the menu item to display the custom fields for each article.

Sample Category Blog of articles with custom fields:


<https://www.sas.rutgers.edu/cms/deptdemo/people/faculty>

Faculty




Firstname A Lastname
PROFESSOR I
Ph.D. Universtiy of New Jersey
<mailto:email@email.edu>
Office: Building Hall, 123
(732) 123-4567
Research Interests: list of research interests

Read more: Lastname, Firstname A



Firstname B Lastname
PROFESSOR
Ph.D. Rutgers University
<mailto:email@email.edu>
Office: George Street
(732) 123-4567
Research Interests: list of research interests

Read more: Lastname, Firstname B



Firstname C Lastname
DEPARTMENT CHAIR
Ph.D. NYU
<mailto:email@email.edu>
Office: College Ave
(732) 234-5555
Research Interests: list of research interests

Read more: Lastname, Firstname C

In the above example, each faculty member’s information is entered into custom fields for title, degree, email address, office, phone number, and research interests.

ADDING CONTENT TO CUSTOM FIELDS

When editing an article in a category that has custom fields assigned to it, click on the new tab that appears in your article editor. In the Training website, the tab is titled “People Fields.”

Content

Images and Links

Options

People Fields

Article Fields

Publishing


Configure Edit Screen

Permissions

People Fields

Portrait

Image



Select

Image Description (Alt Text)

No Description

☐

Decorative Image - no description required

Formatted Name

Firstname Lastname

Position

Email Address

mailto:email@here.edu

You can then complete the fields in the same way you would complete a form.

SLIDERS

Sliders (sometimes referred to as “accordions”) create title links that hide text within an article. The text appears when you click the title. They are appropriate for pages such as FAQs where condensing the text makes the page easier to scroll through.

To add sliders to your content, your site must have the “Tabs and Sliders” plugin installed and enabled.

Sample code:

```
{slider=Question 1}

Answer to question 1

{/slider}

{slider=Question 2}
```

Answer to question 2

{/slider}

Example of sliders:

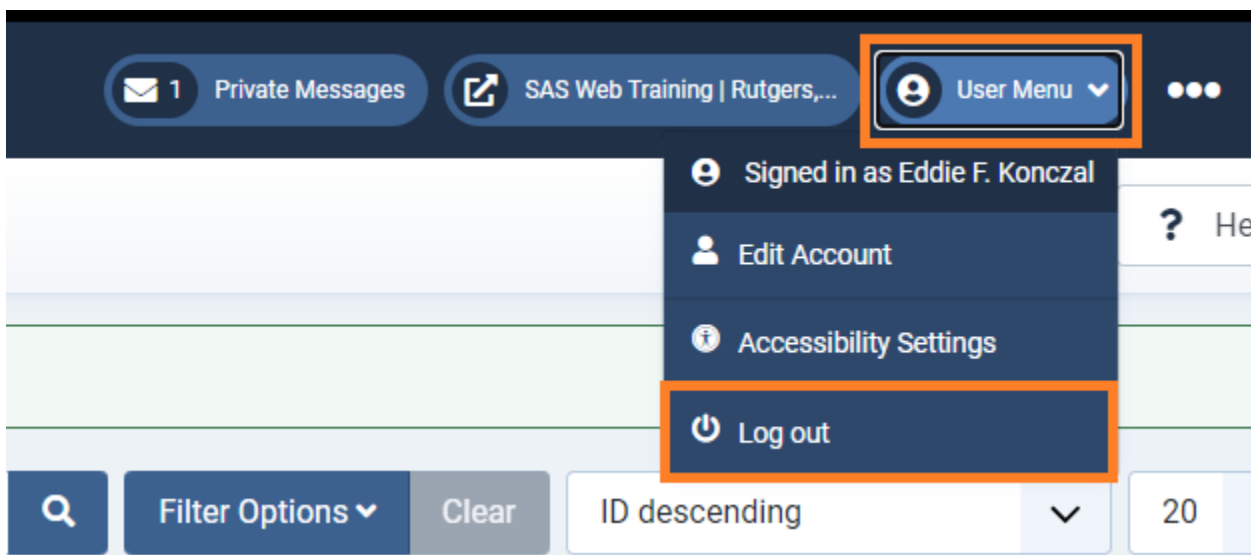
- Question 1

Answer to question 1

+ Question 2

LOGOUT FROM JOOMLA!

Click the “User Menu” to the upper right of your Joomla! administrator page, then click “Log out”:



FUTURE WORKSHOPS

Please visit:

- <https://sas-it.rutgers.edu/itservices/web-development-and-support/workshops-and-training>