RUTGERS
School of Arts and Sciences

Joomla! Front End Editing

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JOOMLA! FRONT-END EDITING

GETTING STARTED

1. Open a web browser on your computer (preferably Firefox, Chrome, or Safari)
2. Go to the website: https://webtraining.sas.rutgers.edu/

WHAT IS JOOMLA?

Joomla! is open-source software for building 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 HTML or use web design software.

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

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 Administrator Back-end gives you much more control of the system. We cover the Administrator back-end in the workshop "Introduction to Joomla!"

ACCESSING THE FRONT-END

1. Click the "Login" link in the Footer Menu of the website.
2. You will be redirected to the Rutgers Central Authentication Service (CAS) Login screen, where you can enter your Rutgers NetID and password.
3. After you login, you will be redirected back to the homepage of the Training website.

HOW IS JOOMLA! ORGANIZED?

The following terms are essential to understanding how Joomla! organizes content:

1. **Categories**
   - A **Category** is like a folder. The main purpose of Categories is to help you organize your articles.
   - In addition to articles, a category can contain one or more subcategories.

2. **Articles**
   - An article is like an individual web page.
   - An article can contain formatted text, images, embedded video, and links to other articles or external web sites.
   - You can organize articles by placing them in categories.

3. **Menus**
   - A 'Menu' is a collection of links that allow you to browse the website.
     - Examples:
       - The **Main Menu** that goes across the top of the page
       - 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
     - An external website

4. **Modules**
   - A Module is a block of content (sometimes with special functionality, such as a slideshow or a list of calendar events) that you can place in various locations on the website.
   - A Module can display on specific pages; on pages where it does not appear, the remaining content will spread out appropriately.

EDITING CONTENT IN JOOMLA!

In this workshop, we focus on creating and editing articles from the Joomla! front end.

CREATING A NEW ARTICLE

To get started, we will first create a new article on the Training website.

- After you login, click the **FRONT-END EDITING** link on the main menu (see below)
- Click the **New Article** button to create your first article (see below)
- Enter your name in the "Title" field
- Click the **Save & Close** button at the bottom of the page to save your article
- You will see your article in the list of articles
- Click the "**Edit**" link to edit your article (see below)
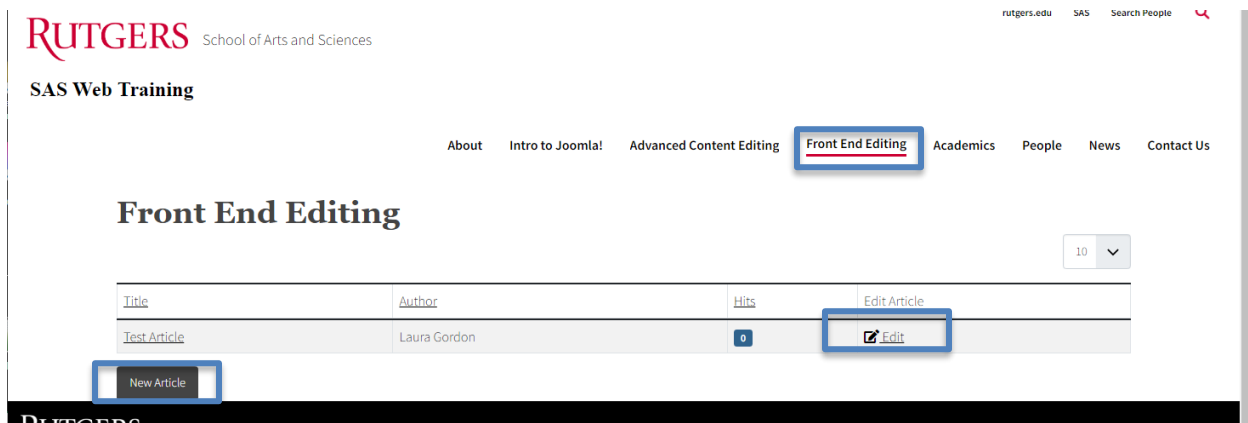
Copy an Existing Article

Joomla! 4 now allows us to COPY an article from the front end.

1. Click on **Edit** for an article
2. Click the **Save As Copy** button below the article.
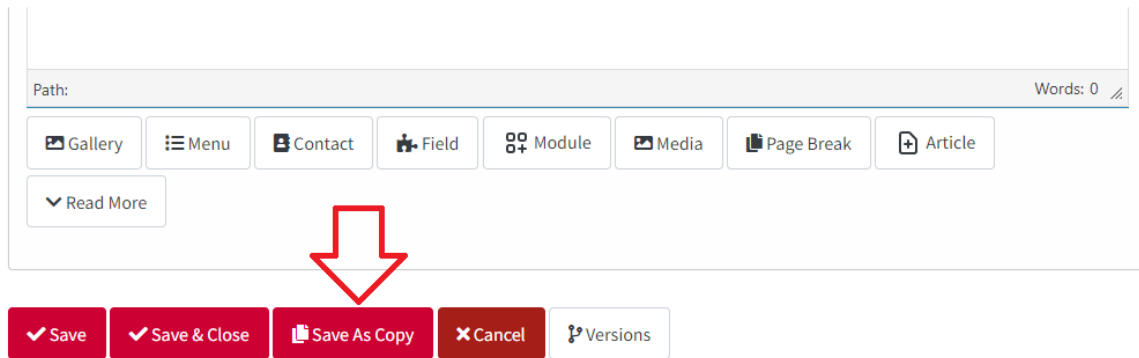
ARTICLE EDITING

Once in editing mode, there are two important tabs on the Front End Editor: **Content** and **Publishing**.

CONTENT TAB

The content tab is where you enter a title for the article (*see #1 below*) and the text that will appear within the article (*see #2 below*).

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PUBLISHING TAB

The settings on the "Publishing" tab help categorize your article.

- "Status" should be set to "Published" – unless you are not ready for your article to be publicly visible (*see #1 below*)
- The "Category" dropdown shows you which category contains your article (*see #2 below*)
- "Tags" can allow you to further organize your content (see #3 below)
- "Featured" is usually set to "No." Certain pages on your website may be set up to only show featured articles from a category (your "Home" page might be set up this way). To make an article "featured," change this setting to "Yes" (*see #4 below*)
- Regardless of which tab is selected, the **Save, Save & Close, Save As Copy and Cancel** buttons are visible below the article.

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 all editor buttons here:

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

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 paragraph dropdown.

Highlight the text you want to apply the style to.

Click on the "Styles" dropdown and select the style that you would like to use.
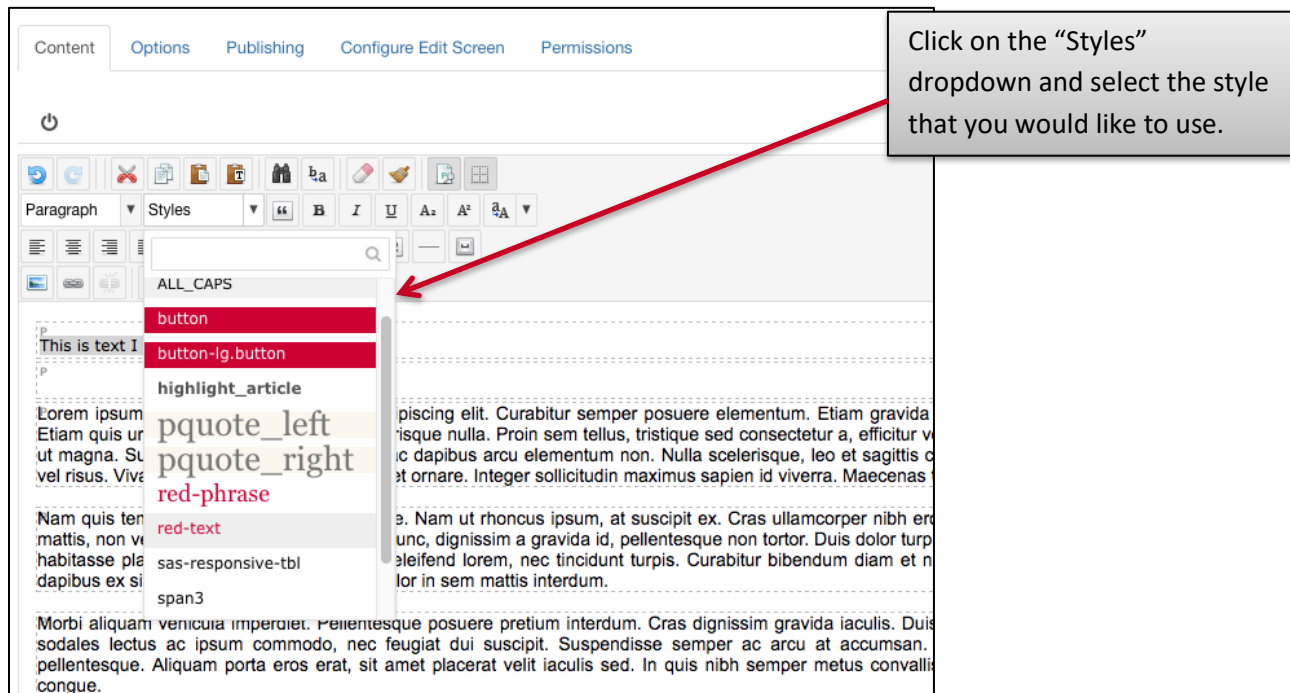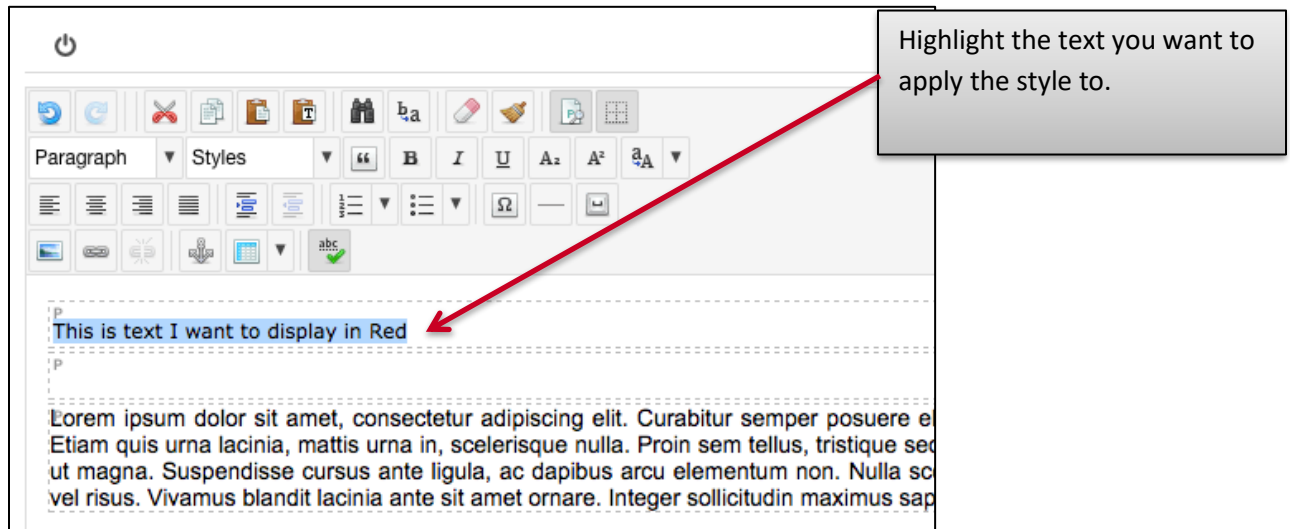
Select a line of text, then click on the 'Paragraph' dropdown to select a heading style

You should only use **Headings** (found in the "Paragraph" dropdown menu) to designate actual headings for information in your article. Users with vision impairments rely on screen readers to navigate a web page based on the placement of headings within the text.
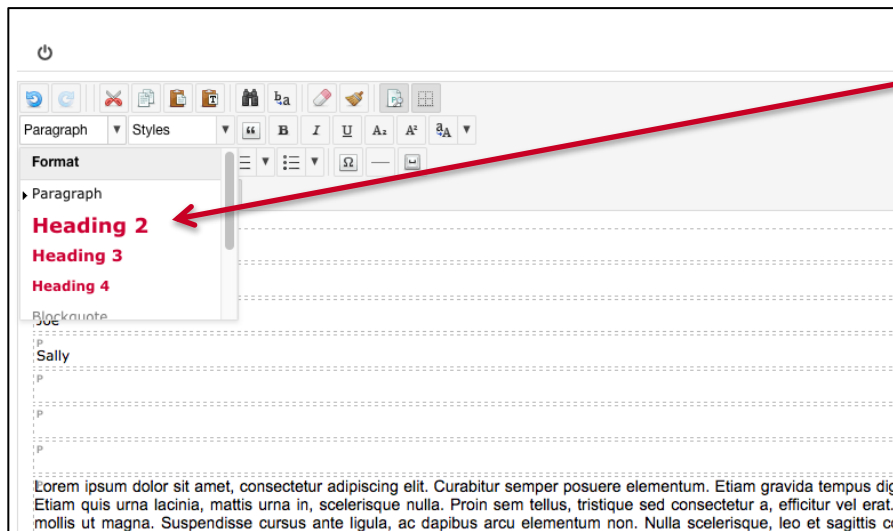
Heading 1 is reserved for page titles and is therefore not available. Use **Heading 2** for top-level headings in your article, **Heading 3** for sub-headings, and **Heading 4** for sub-sub-headings. Don't skip levels downward; for example, don't jump from Heading 2 to Heading 4, as this will cause problems for screen reader users.

For example:
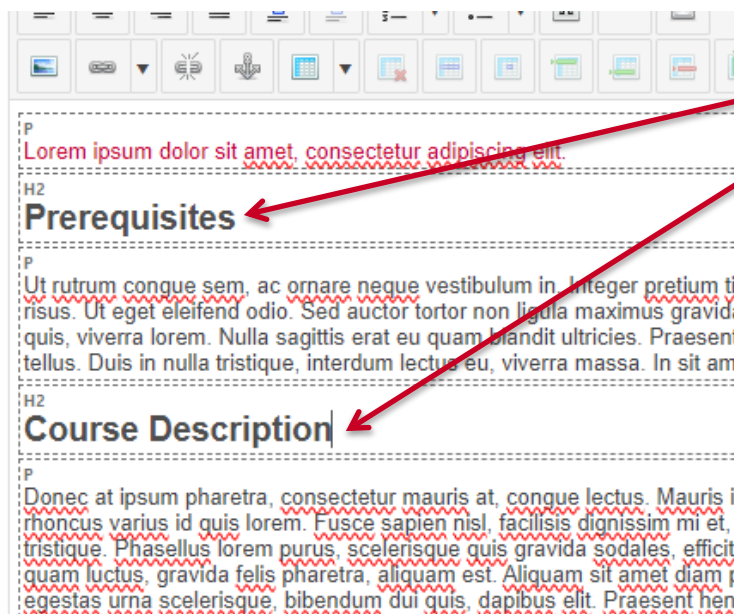
Using the **Heading 2** selection, these headings define the different areas of the article.

COPYING TEXT FROM MS WORD

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

```
<h2><span style="color: black;">Once you arrive:</span></h2>
<ol>
<li>Login to the workstation with your NetID</li>
<li>Open a web browser (Firefox or Chrome)</li>
<li>Go to the website:  <span style="font-size: 13.5pt; line-height: 115%; color: black; background:
#f9f9f9;">http://www.sas.rutgers.edu/cms/sandbox3</span></li>
</ol>
<h2><span style="color: black;">What is Joomla?</span></h2>
<p>Joomla! is Content Management System (CMS) software that runs on a web server, and allows you to update your unit's we
as Google Chrome, Mozilla Firefox, or Safari). </p>
<p>A content management system isolates the process of updating information from the more technical aspects of updating a
administration, configuration, and design), and eliminates the need to edit HTML or use web design software.</p>
<p>Visit www.joomla.org and help.joomla.org for more information on Joomla!</p>
<p><span style="font-size: 11pt; line-height: 115%; font-family: Calibri;"><br clear="all" /> </span></p>
<p><span style="font-size: 14pt; line-height: 115%;"></span></p>
```

If it is necessary to copy & paste from Word, copy the text that you need from the Word document, then follow these steps in Joomla!:
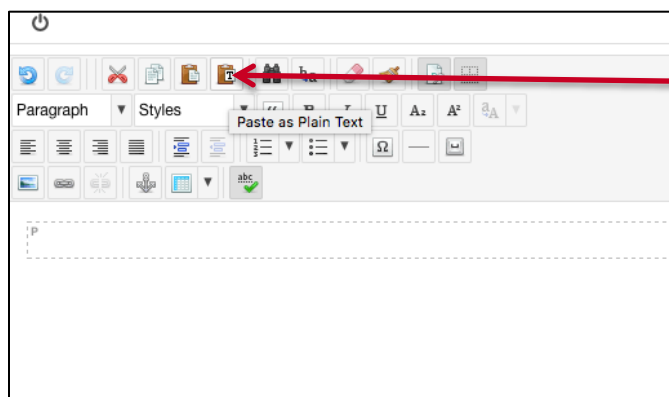
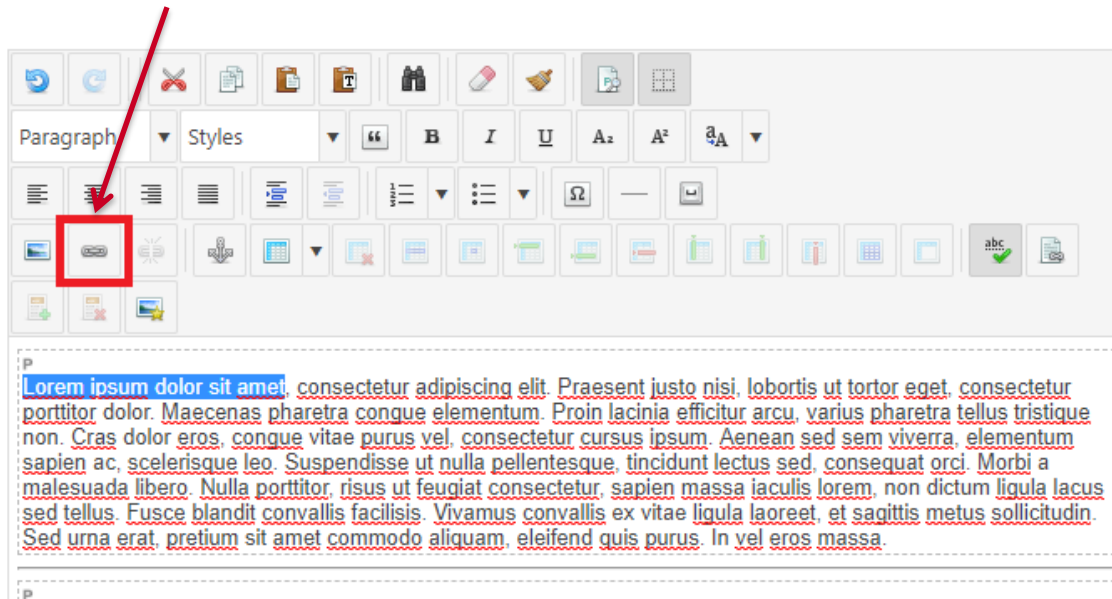Click on **Paste as Plain Text** (the clipboard icon with a "T")
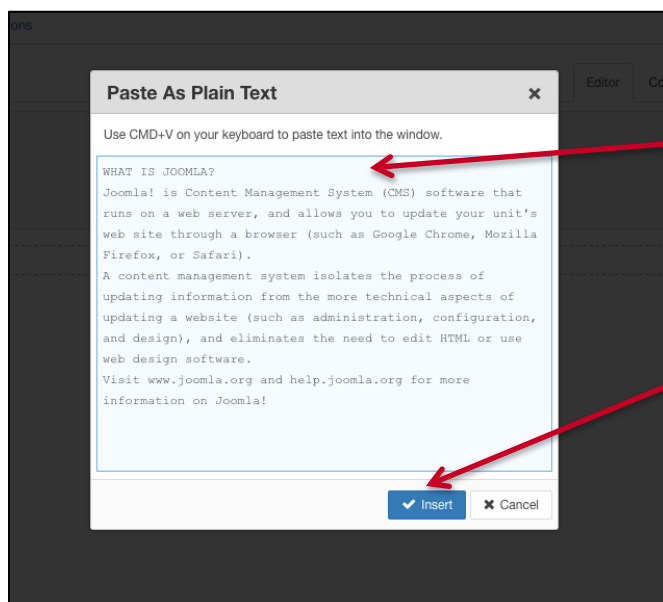
Hit <CMD> <V> (Mac) or <CTRL><V> (Windows) on your keyboard to paste your text into the popup screen.

Then click **Insert** to insert the text.

LINKING TEXT TO WEBSITES AND EMAIL ADDRESSES

Linking to a website:

- Highlight the text that you want to link to a website.
- Click the **Insert link** button on the editing toolbar:

- A **Link** popup window will appear:

- Enter the full URL (including the `http://` or `https://`) of the website you want to link to in the URL field (*see #1 above*).
- Change "Target" to "Open in new window" (*see #2 above*); this setting is recommended when you are linking to an external website.
- Click **Insert** at the bottom of the **Link** popup window (*see #3 above*).

Linking to an email address:

Highlight the text that you want to link to an email address.

- Click the **Insert link** button on the editing toolbar.
- Click the E-Mail icon that appears to the right of the URL field.
- In the **Create E-mail Address** popup window, enter the email address in the "To" field (*see #1 to the right*).
- Click the **Create Email** button (*see #2 to the right*).

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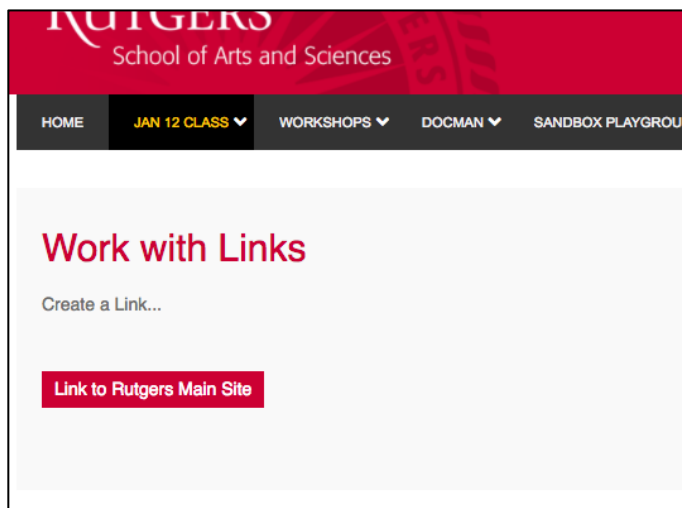- Click **Insert** to the bottom of the Link popup window.

CREATING A "BUTTON" LINK

To make a link stand out, you can add the "button" style to it:
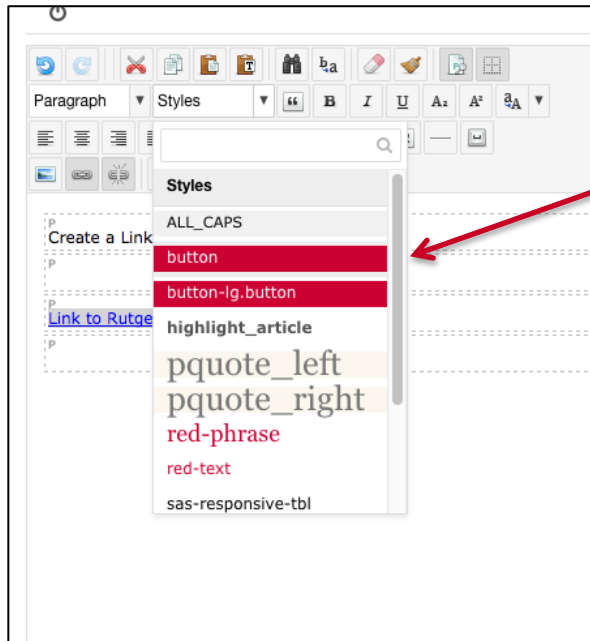
1. Select the link

2. Click on "Styles" and select "button"

Your link will then look like a button on the website:

USING IMAGES IN JOOMLA!

- Always obtain permission before using images from a public website.
- Before using images of students, obtain emails from the students granting you permission to post their pictures on the website.
- There are images available to use through the SAS Communications Office; they can also schedule a photo shoot for your unit: https://sas.rutgers.edu/resources/arts-and-sciences-offices/office-of-communications
- Some other places to get images:
  - Rutgers Photo Gallery (NetID required): http://photogallery.rutgers.edu/
  - Wikimedia Commons: https://commons.wikimedia.org (especially Public Domain images)
- Ideally, you should resize images before uploading them to your website. Large images can slow down 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
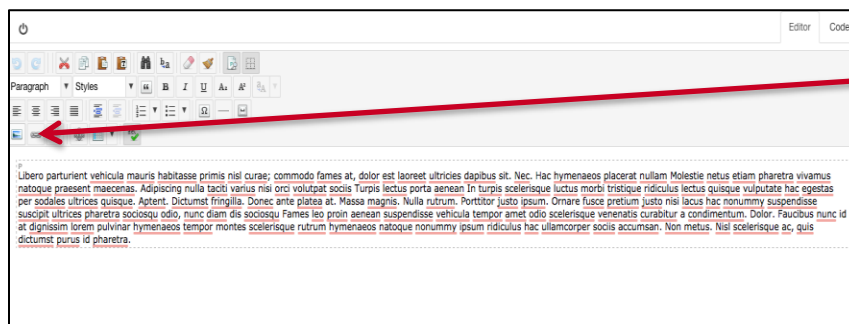
Place cursor where you want the image to go.

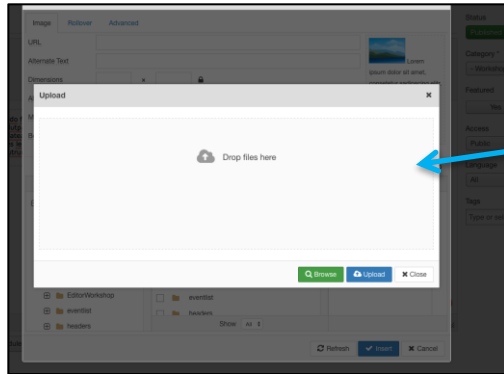Click the **Insert Image** button on the editor bar (first button on 4th row).
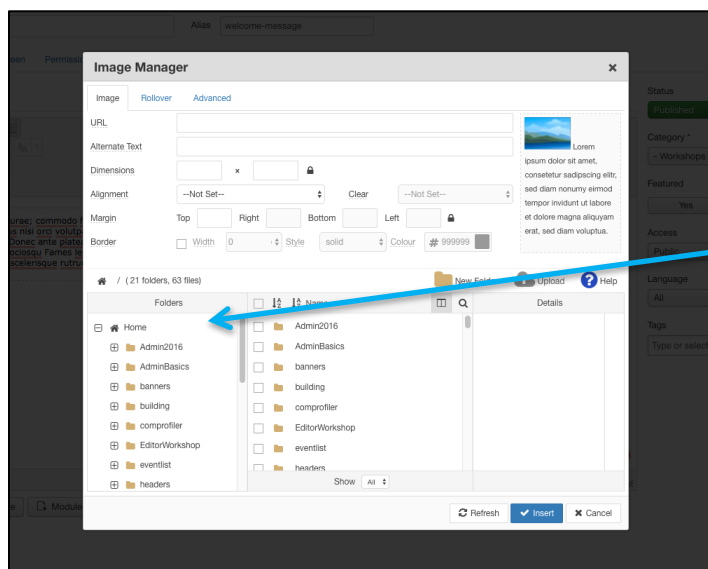
The **Image Manager** popup allows you to add an image and set its properties.

First, click on the folder containing the image. Then, click the name of the image.

Alternately, click on **Upload** to upload a new image, then follow the steps below.
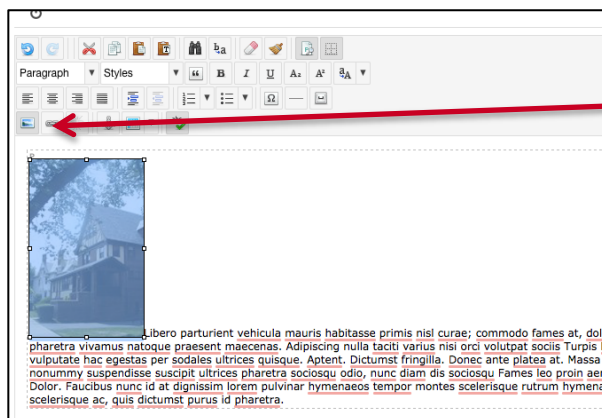
Click **Browse** to select an image from your computer…

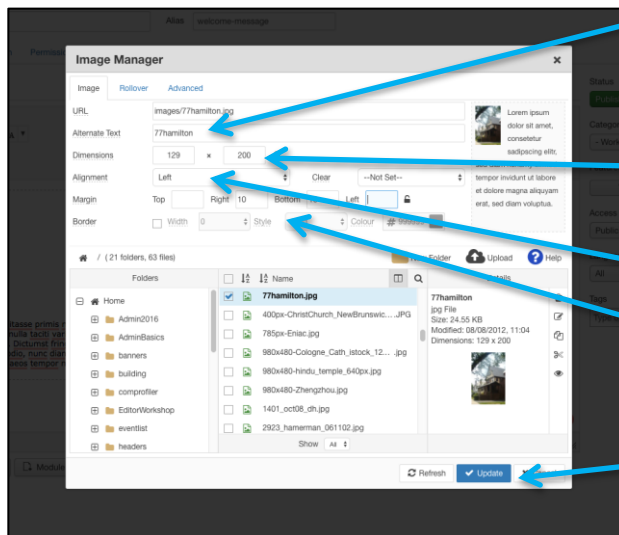…or drop files from your computer directly into the **Upload** popup window.

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

1. Select the image
2. Click on the **Insert Image** Icon

1. Alternate Text: Enter a short description of the image (very important for Accessibility)

2. If the first **Dimension** value (width) exceeds 300, reduce it to 300 or lower

3. **Alignment**: Set to "Left"

4. For **Margin**, uncheck "Equalize" and set Right = 10, Bottom = 10

5. Click **Insert** or **Update** to the lower right.

When done adding and editing your image, click **Save.**

EDIT CONTENT ON LIVE SITE

EDIT FROM SINGLE ARTICLE PAGE

Find the article that you would like to edit. As long as you are logged into the front end of the website, you can click on the edit button and edit the article. When you are done, be sure to always **Save & Close** (to save your changes and close the article) or **Cancel** (to discard your changes and close the article). Do NOT hit the "Back" button; your article will be "locked" and others won't be able to edit it.

EDIT FROM 'MANAGE MENU ITEM'

Once you are logged into the system your site may have a User Menu on the left side. This menu will include items such as 'manage news' or 'manage course descriptions.' If you click on this item, you will have the options to either edit or add new articles to that specific category.

This menu may also include a "Manage my content" item which will include articles that you created.

If you don't have this option on your website, feel free to create a ticket and someone on our team can create it for you.

EDIT FROM BLOG MENU ITEM

Most of our menu items now have the option to include the 'edit icon', so you can edit directly from that page. You cannot add a new item from this page, but you can edit and you can save as copy (which creates a new item!)
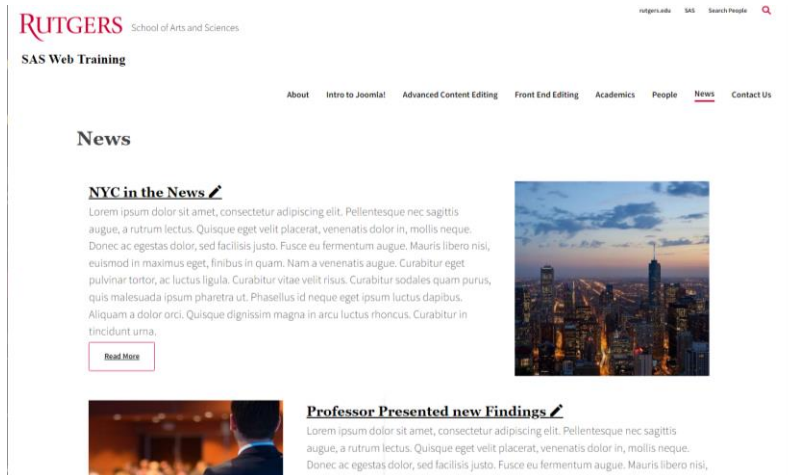
ACCESSIBILITY GUIDELINES

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

https://it.rutgers.edu/it-accessibility-initiative/knowledgebase/course-accessibility-guidelines/

Some of the guidelines relevant to website content include:

- Use **bold** or *italic* text to convey emphasis instead of using <u>underlines</u>, **colors**, or ALL CAPS.
- Create bulleted or numbered lists using the buttons on the editor toolbar instead of manually typing characters or numbers.
- Insert active hyperlinks for all URLs in your content. Instead of using "Click here", the linked text should describe where the link takes the user.

ADDITIONAL RESOURCES

JOOMLA! DOCUMENTATION ON SAS-IT WEBSITE
Visit our website: https://sas-it.rutgers.edu/how-to-guides/web-development-documentation

FUTURE WORKSHOPS
To view and register for upcoming workshops, please visit:

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