

# Introduction to Joomla!

## **Instructor for this Workshop:**

Eddie Konczal

Web Developer & Trainer, SAS IT Services (Web Development Group)

[konczal@sas.rutgers.edu](mailto:konczal@sas.rutgers.edu)

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# INTRODUCTION TO JOOMLA!

## 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/guide/203-working-remotely/210-connecting-to-campus-resources/759-vpn>

2. Open a web browser on your computer (Firefox, Chrome, or Safari)
3. Enter the URL: <https://webtraining.sas.rutgers.edu/>

## WHAT IS JOOMLA!?

Joomla! is open-source software that is used to build 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 code or use web design software.

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

## ADDITIONAL RESOURCES

You can view training videos online at:

<https://sas-it.rutgers.edu/how-to-guides/web-development-documentation/web-training-videos-2>

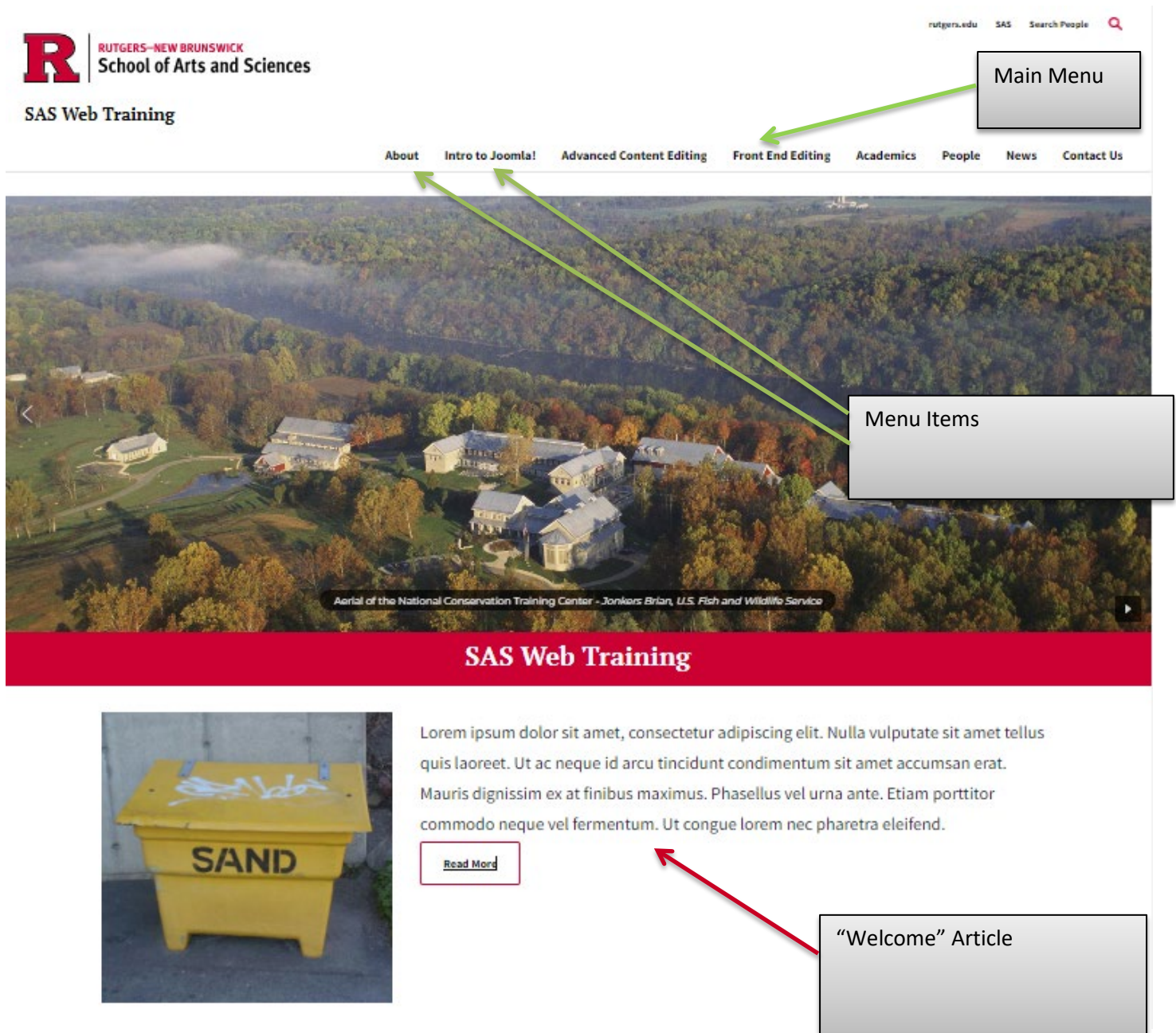
You can also find documentation at:

<https://sas-it.rutgers.edu/how-to-guides/web-development-documentation/web-development-joomla-4-5>

## 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 back end gives you more control over the website: in addition to editing content, you can create categories and menu items.

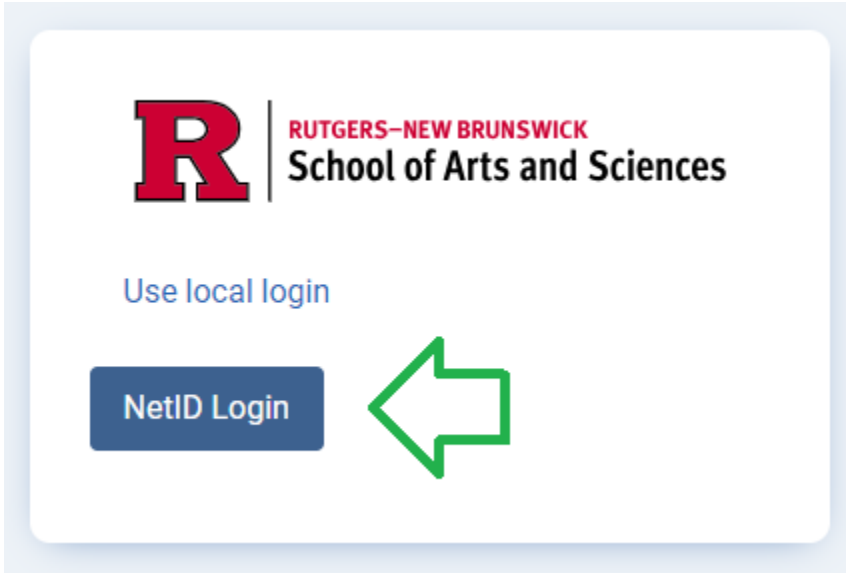
### FRONT-END OVERVIEW:



The screenshot shows the front-end of a Joomla! website. At the top left is the Rutgers-New Brunswick School of Arts and Sciences logo. To the right are links for 'rutgers.edu', 'SAS', and 'Search People'. Below this is the page title 'SAS Web Training'. A navigation menu contains the following items: 'About', 'Intro to Joomla!', 'Advanced Content Editing', 'Front End Editing', 'Academics', 'People', 'News', and 'Contact Us'. A box labeled 'Main Menu' has a green arrow pointing to the 'Front End Editing' link. Below the menu is a large banner image of a forested area with buildings. A box labeled 'Menu Items' has two green arrows pointing to the 'Intro to Joomla!' and 'Advanced Content Editing' links. Below the banner is a red bar with the text 'SAS Web Training'. Underneath is a content area featuring a yellow trash bin labeled 'SAND' on the left. To the right of the bin is a block of placeholder text: 'Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla vulputate sit amet tellus quis laoreet. Ut ac neque id arcu tincidunt condimentum sit amet accumsan erat. Mauris dignissim ex at finibus maximus. Phasellus vel urna ante. Etiam porttitor commodo neque vel fermentum. Ut congue lorem nec pharetra eleifend.' A box labeled '“Welcome” Article' has a red arrow pointing to a 'Read More' link located below the placeholder text.

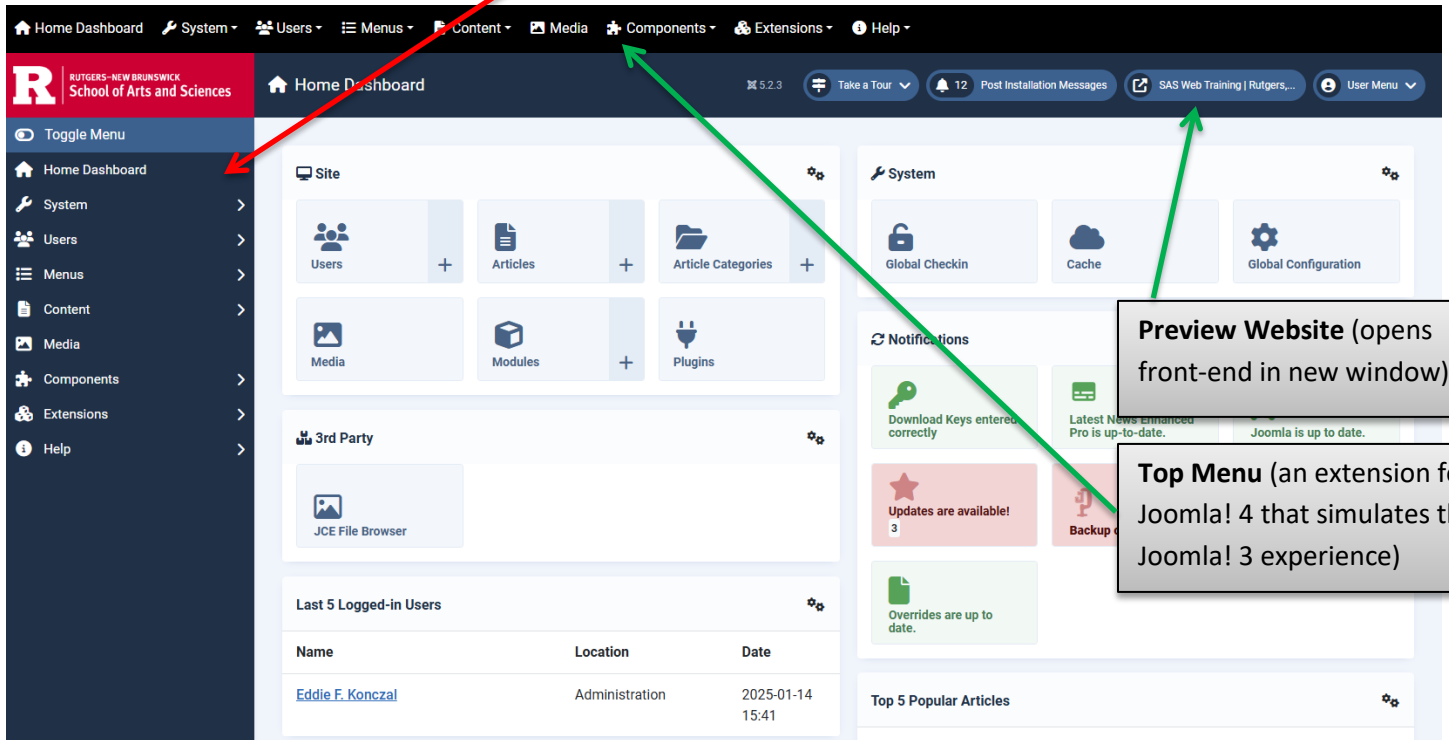
## ACCESSING THE BACK-END

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 log in with your NetID username and password



Login with your NetID  
username and  
password.

Sidebar Menu



Preview Website (opens front-end in new window)

Top Menu (an extension for Joomla! 4 that simulates the Joomla! 3 experience)

# HOW IS JOOMLA! ORGANIZED?

Understanding the following terms will help you build and manage your Joomla! website:

## 1. Categories

- A **Category** is similar to a folder. Categories help you organize your articles (see below).
- In addition to articles, a category can contain one or more subcategories. A category is called the “parent” of its subcategories.

## 2. Articles

- An **Article** is similar to an individual web page. Examples of articles include faculty profiles, course synopses, and announcements.
- A new Article will not automatically appear on the website, unless a link to the article’s category exists.

## 3. Menus

- A **Menu** is a collection of links, called **Menu Items**, that allow you to browse the website.
- Examples include the **Main Menu** that goes across the top of the page, and 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), or an external website.

## 4. Modules

- A **Module** is a block containing formatted content or a special feature (like a slideshow or an event list) that can appear in various locations on the website.

## FINDING YOUR CONTENT

Typically, a website's categories and menu items, as well as some articles, will already be set up for you by the time you are ready to start working on a Joomla! website. Understanding the relationship between categories, articles, and menu items will help you determine where your content exists in the back end, and where new articles should be added.

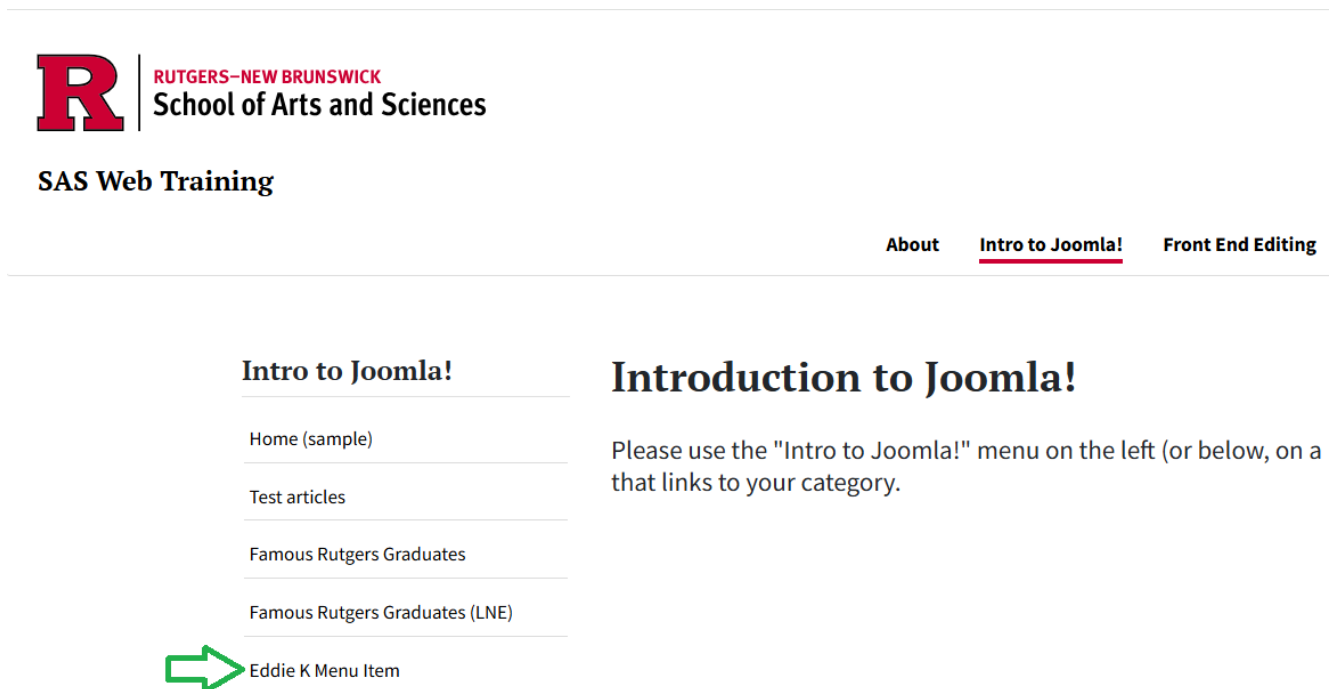
### HOW TO FIND ARTICLES

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.

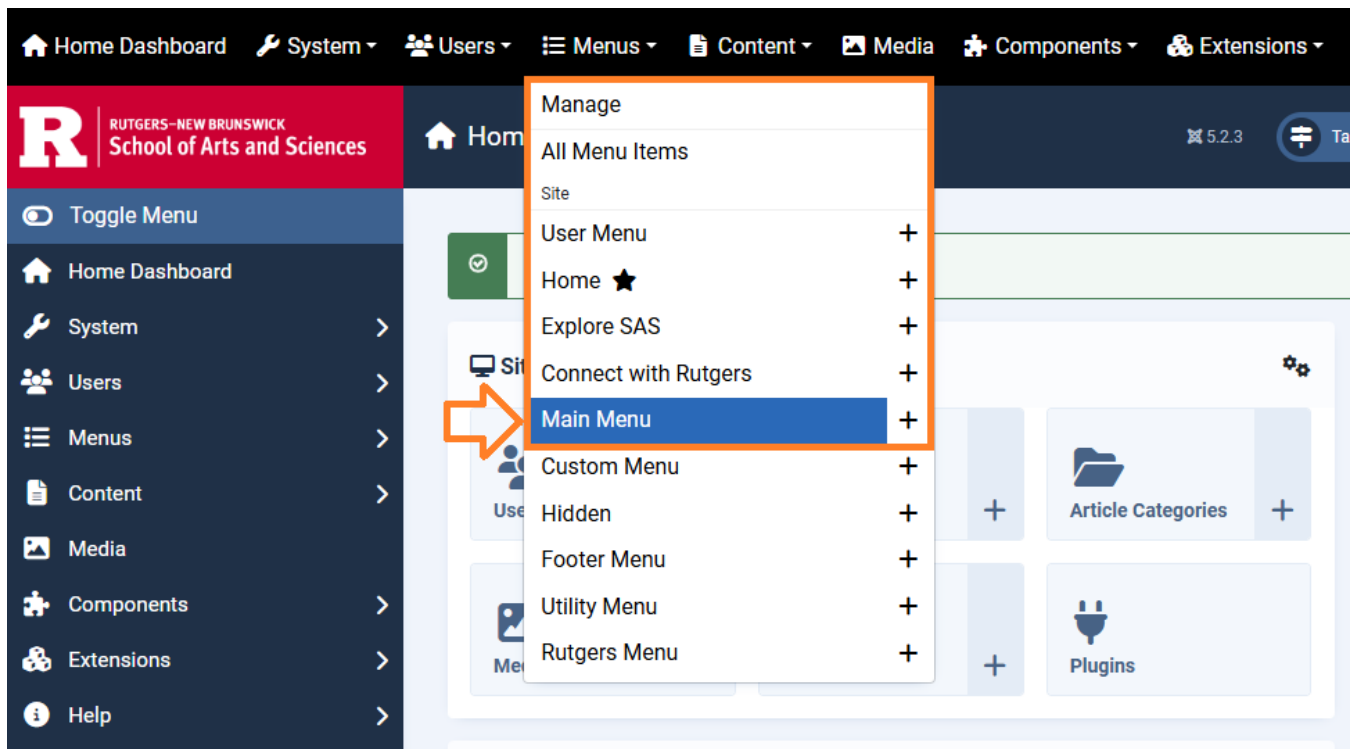
1. Click the "Intro to Joomla!" menu item on the main menu found at: <https://webtraining.sas.rutgers.edu/>



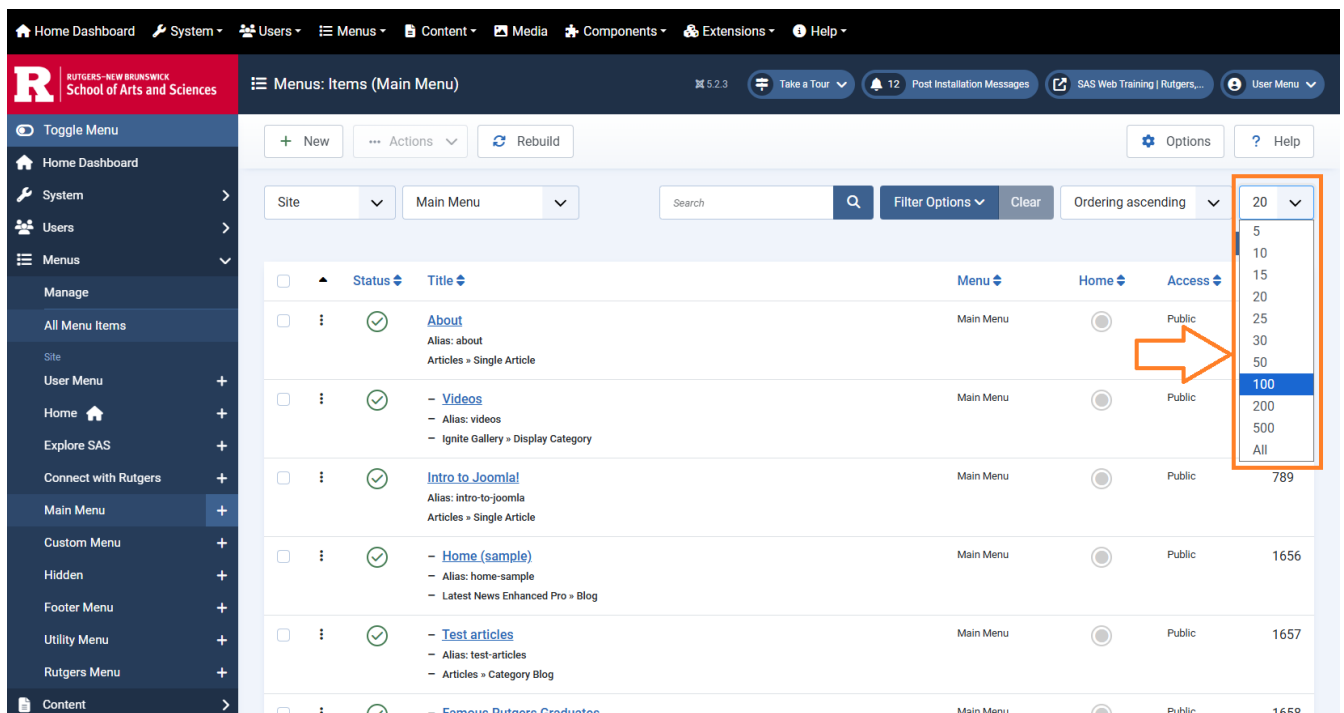
2. Find your name followed by "Menu Item" on the "Intro to Joomla!" menu shown at the left side of the page:



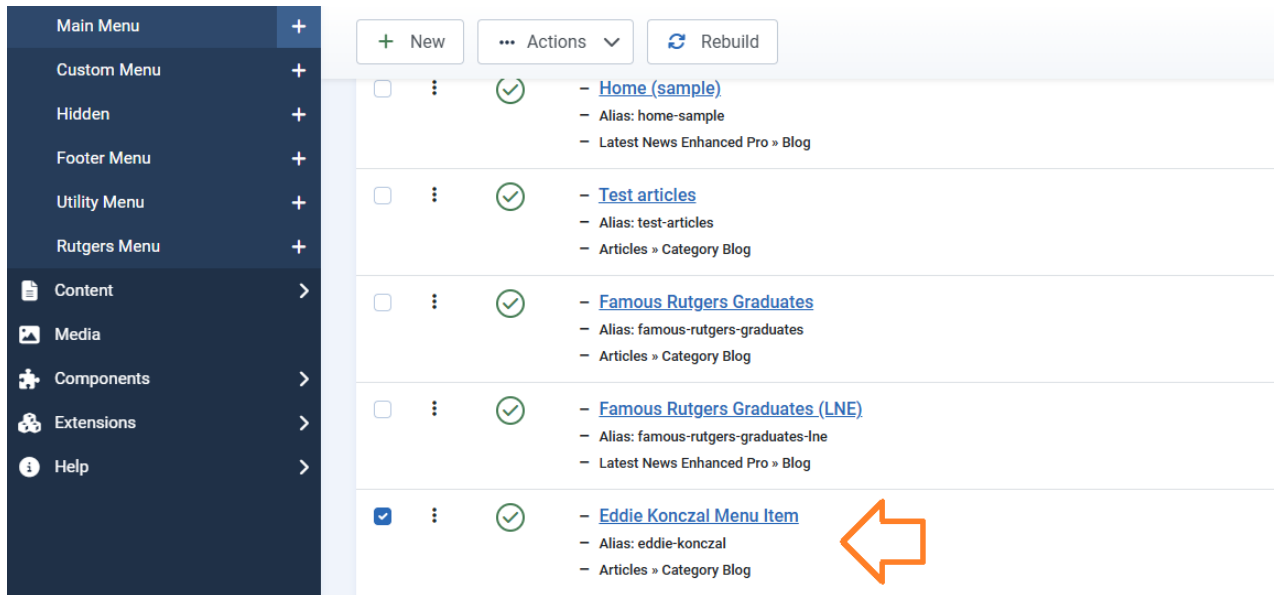
3. In the back-end at <https://webtraining.sas.rutgers.edu/administrator/>, go to **Menus > Main Menu**:



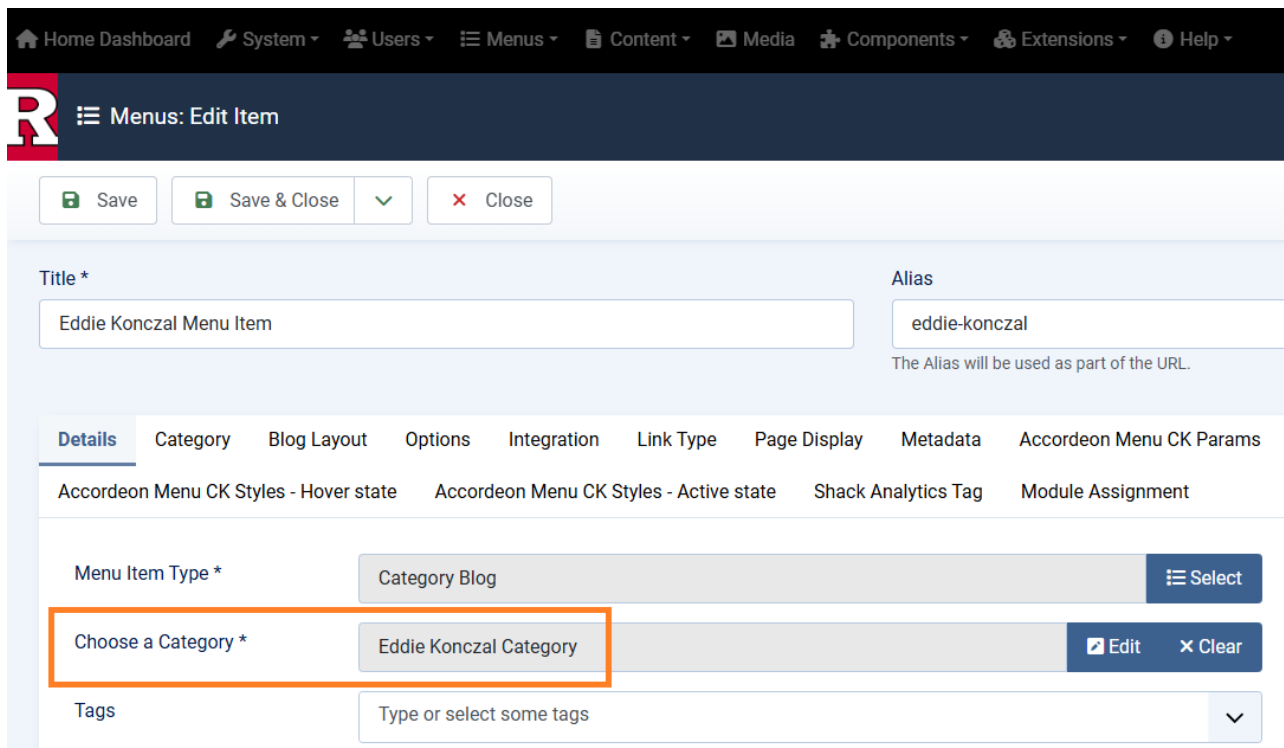
4. Change the selection number dropdown from 20 to 100 (or more, if necessary), so you can see all menu items:



5. Find your menu item and click on its title:

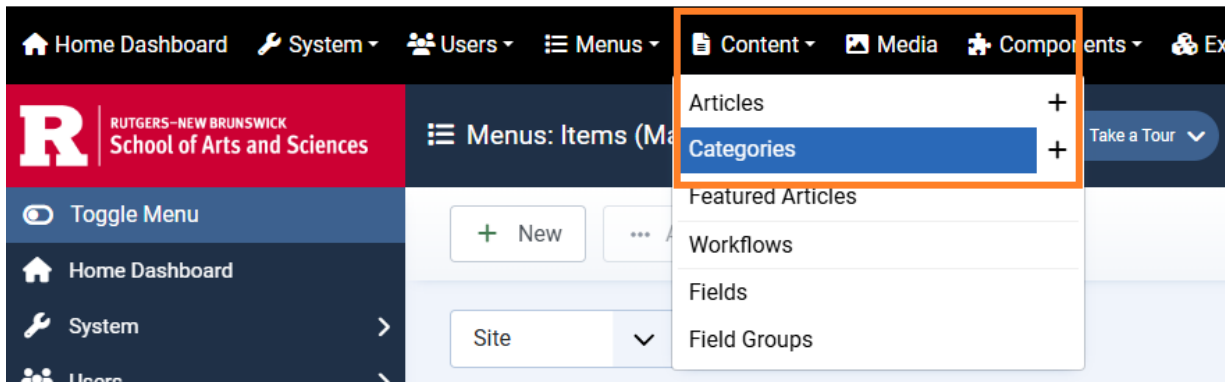


6. Look at the value for “Choose a Category \*\*” – it will show you which category your menu item links to.



7. Close the menu item by clicking the **Close** button.

8. Go to **Content > Categories**:



9. Click on the green square (with a number in it) to the right of your category title to display a list of published articles in that category:

The screenshot shows the Joomla! administrator interface displaying a list of categories. The left sidebar is visible with navigation options like 'Users', 'Menus', 'Content', 'Articles', 'Categories', 'Featured Articles', 'Fields', 'Field Groups', 'Media', 'Components', 'Extensions', and 'Help'. The main content area shows a table of categories with columns for 'Status', 'Title', 'Published', 'Unpublished', 'Archived', 'Trashed', 'Access', and 'ID'. An orange arrow points to the 'Eddie Konczal Category' row.

<input type="checkbox"/>	▲	Status	Title	✓ Published	✗ Unpublished	■ Archived	🗑 Trashed	Access	ID
<input type="checkbox"/>	:	✓	<a href="#">Uncategorised</a> Alias: uncategorised	6	0	0	0	Public	2
<input type="checkbox"/>	:	✓	<a href="#">Home</a> Alias: home	1	0	0	0	Public	105
<input type="checkbox"/>	:	✓	<a href="#">About</a> Alias: about	1	0	0	0	Public	115
<input type="checkbox"/>	:	✓	<a href="#">Workshops</a> Alias: workshops	0	0	0	0	Public	107
<input type="checkbox"/>	:	✓	- <a href="#">Intro to Joomla!</a> - Alias: intro-to-joomla	1	0	0	0	Public	108
<input type="checkbox"/>	:	✓	- <a href="#">Test articles</a> - Alias: test-articles	2	0	0	0	Public	277
<input type="checkbox"/>	:	✓	- <a href="#">Famous Rutgers Graduates</a> - Alias: famous-rutgers-graduates	9	0	0	0	Public	278
<input type="checkbox"/>	:	✓	- <a href="#">Eddie Konczal Category</a> - (Alias: eddie-konczal, Note: Created using OSContent)	1	0	0	0	Public	282

10. Click on the title of your article:

The screenshot shows the Joomla! Articles management interface. The top navigation bar includes Home Dashboard, System, Users, Menus, Content, Media, Components, Extensions, and Help. The main content area displays a list of articles with columns for Featured, Status, Title, Access, Author, Date Created, Hits, Votes, Ratings, and ID. One article is highlighted with an orange box: "Eddie Konczal Article 1". The article details include: (Alias: eddie-konczal-article-1, Note: Created using OSContent), Category: » Intro to Joomla! » Eddie Konczal Category.

## WORKING WITH ARTICLES

An article is essentially a single page within your website. An article can contain formatted text, images, embedded videos, and links to other articles or external web sites. You can organize your articles by saving them into the appropriate categories.

### ARTICLE EDITING

Clicking on the article title will bring you to the **Articles: Edit** page:

Home Dashboard System Users Menus Content Media Components Extensions Help

RUTGERS-NEW BRUNSWICK School of Arts and Sciences Articles: Edit

Save Save & Close Close Versions Preview Accessibility Check Help

Title \* Alias

Eddie Konczal Article 1 eddie-konczal-article-1

Content Images and Links Options Schema People Fields Home Fields Shack Analytics Tag Publishing Configure E

Article Text

[show/hide] Editor Code Preview

Format Styles B I U A<sub>z</sub> A<sup>2</sup> A<sub>A</sub>

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vestibulum aliquet ut felis vitae dignissim. Nulla semper, arcu sit amet lacinia vehicula, elit metus dignissim nisi, in hendrerit ante orci sed mauris. Suspendisse a sapien id sem fringilla posuere. Fusce ipsum dolor, venenatis sed auctor quis, aliquet vel diam. Aenean ultrices faucibus nisl id egestas. Suspendisse in rhoncus lectus. Aliquam nec vestibulum nibh. Donec cursus nisl a lectus bibendum vehicula. Donec placerat mi id velit euismod, id tempor nunc lacinia. Nam ultricies, nibh vehicula sodales vehicula, quam magna egestas orci, non mollis tellus leo vel tortor. Duis sollicitudin vestibulum eros, in consectetur massa fermentum quis. Etiam at ipsum non justo efficitur luctus.

Delete the sample Latin text, then type at least two paragraphs of text into your article. After typing the first paragraph, hit [Enter] (or [Return]), then click the **Read More** button **below** the text area, then continue typing. You should see a line after the first paragraph, where the “Read More” has been added.

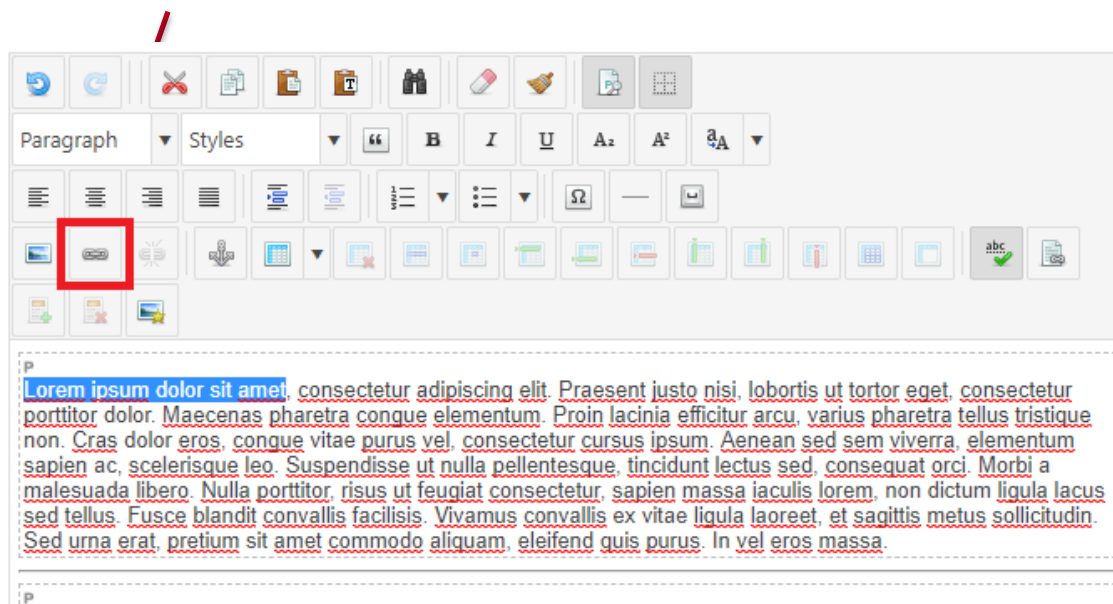
### THE EDITING TOOLBAR

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 the editor buttons here:

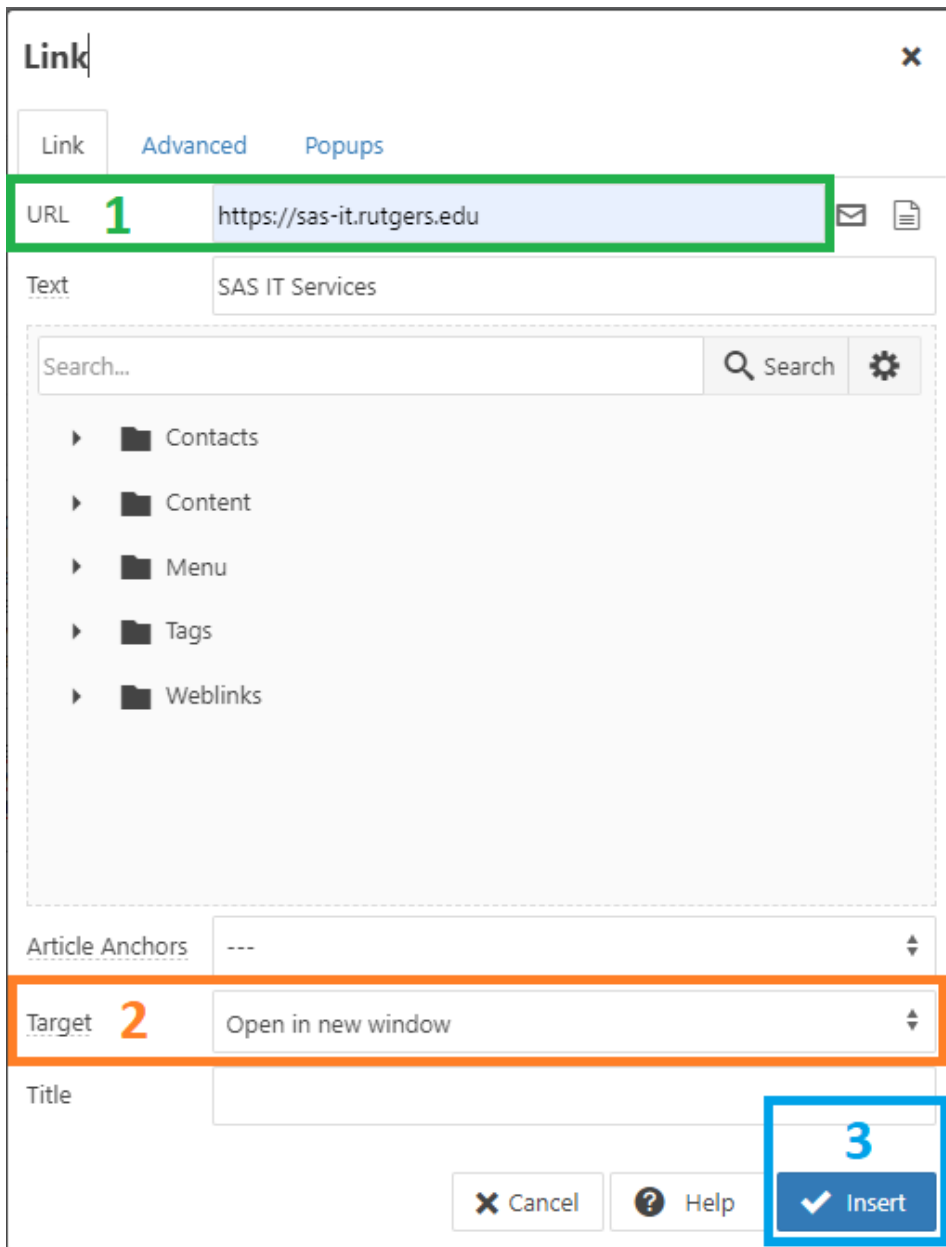
<https://www.joomlacontenteditor.net/support/documentation/editor/editor-buttons>

## Linking to a website:

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



3. A **Link** popup window will appear:



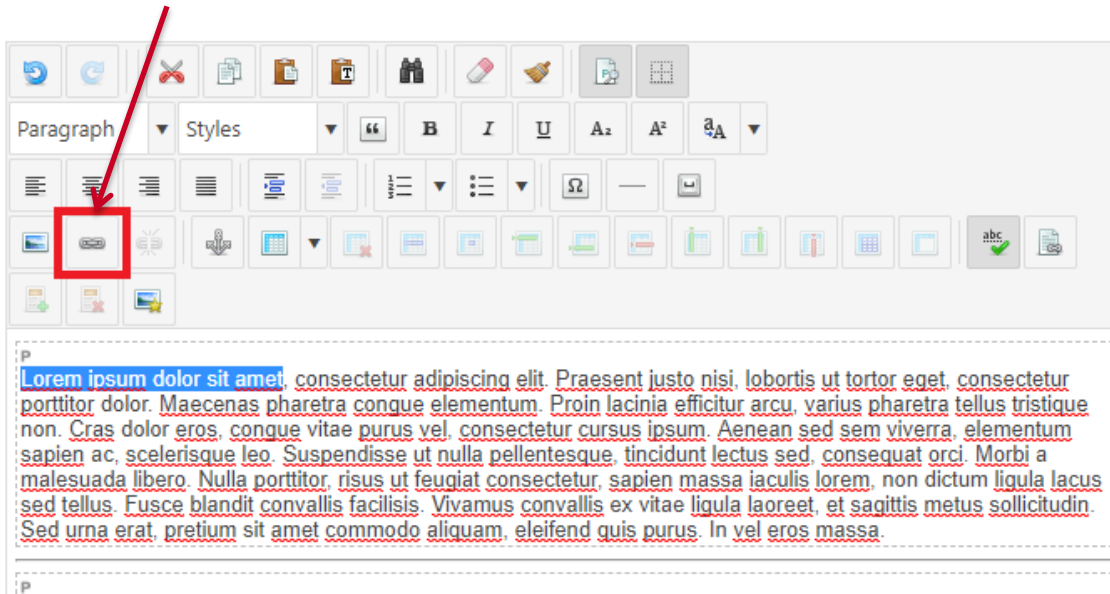
The screenshot shows a 'Link' popup window with the following fields and actions:

- URL** (1): A text field containing 'https://sas-it.rutgers.edu', highlighted with a green box and a red '1'.
- Text**: A text field containing 'SAS IT Services'.
- Search**: A search bar with a 'Search' button and a gear icon.
- Article Anchors**: A dropdown menu with a downward arrow.
- Target** (2): A dropdown menu set to 'Open in new window', highlighted with an orange box and a red '2'.
- Title**: An empty text field.
- Buttons**: 'Cancel', 'Help', and 'Insert' (3) buttons at the bottom. The 'Insert' button is highlighted with a blue box and a red '3'.

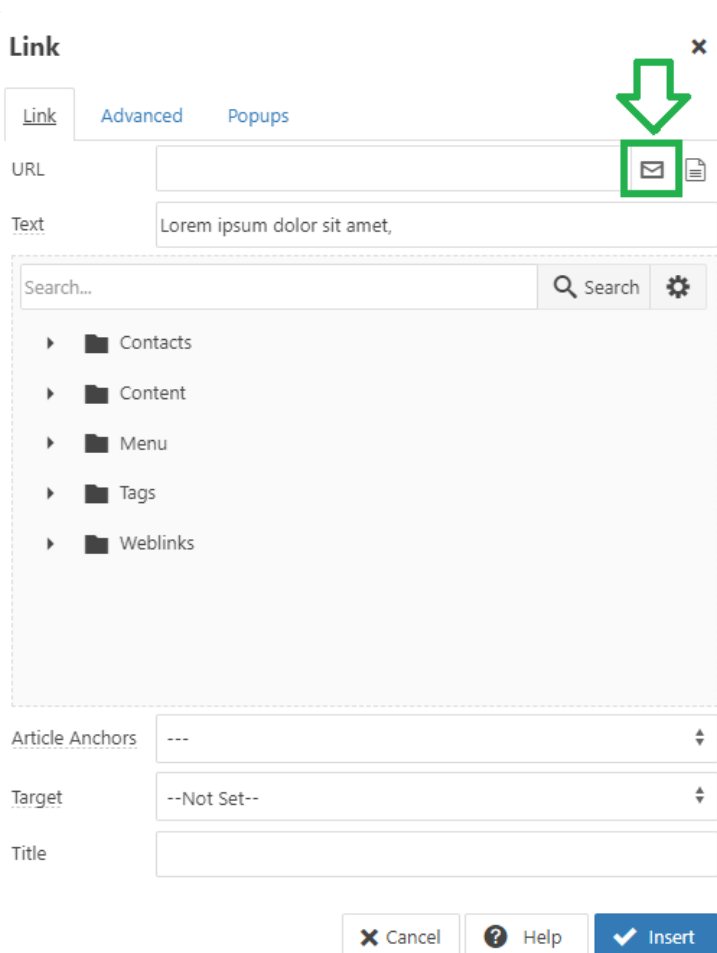
4. Enter the full URL (including the `http://` or `https://`) of the website you want to link to in the URL field (see #1 above)
5. Make sure that the "Text" field includes the text you highlighted.
6. Change "Target" to "Open in new window" (see #2 above)
7. Click **Insert** at the bottom of the **Link** popup window (see #3 above).

## Linking to an email address:

1. Highlight the text that you want to link to an email address.
2. Click the **Insert link** button on the editing toolbar:



3. Click the **E-Mail** icon that appears to the right of the URL field:



4. In the **Create E-mail Address** popup window, enter your email address in the “To” field (*see #1 below*).
5. Click the **Create Email** button (*see #2 below*).
6. Click **Insert** to the bottom of the **Link** popup window.

**Create E-mail Address** ✕

To **1**

CC

BCC

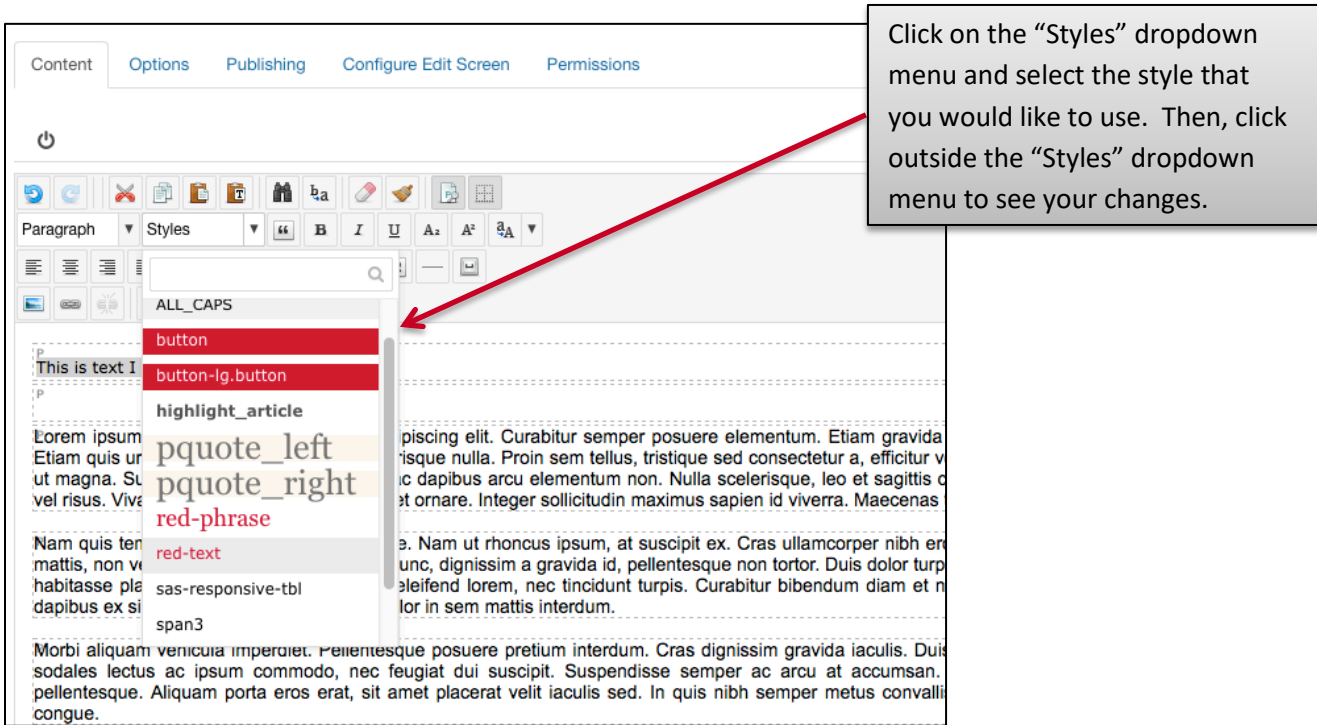
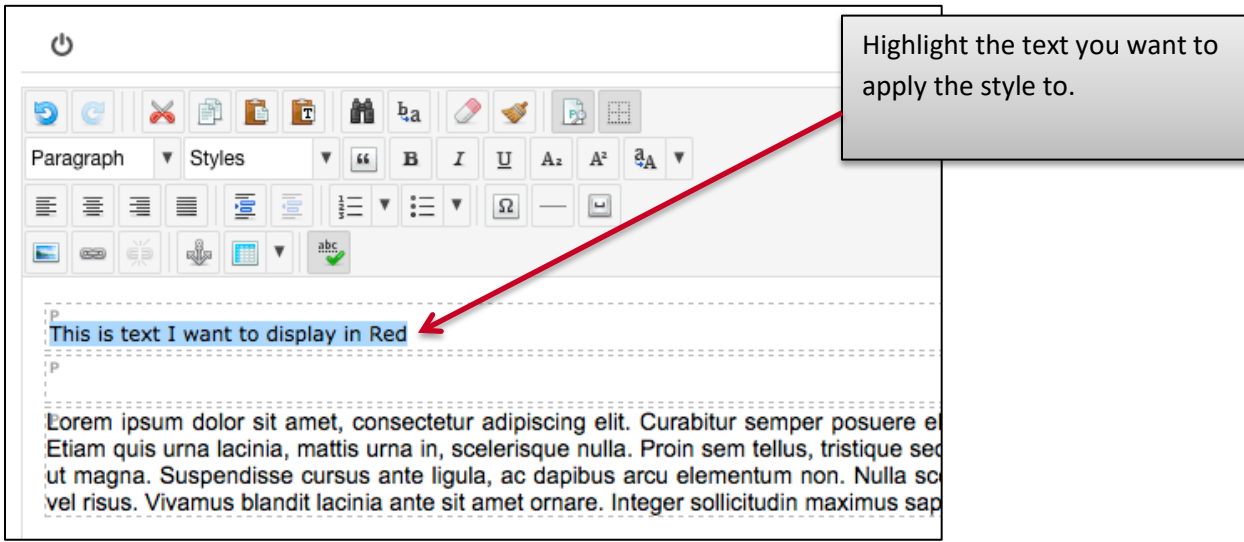
Subject

Body

**2**

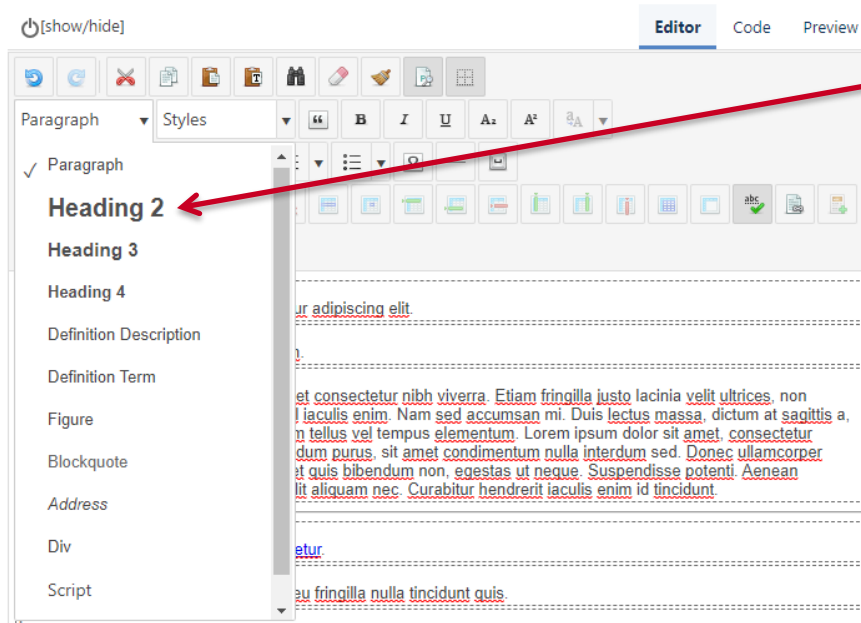
## ADD STYLES TO TEXT IN ARTICLES

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 "Styles" dropdown menu.



**Accessibility note:** Don't use color by itself to highlight important text; also use bold or italics. Colorblind users may not be able to distinguish the text in color from the surrounding text.

## USING PARAGRAPH HEADING STYLES

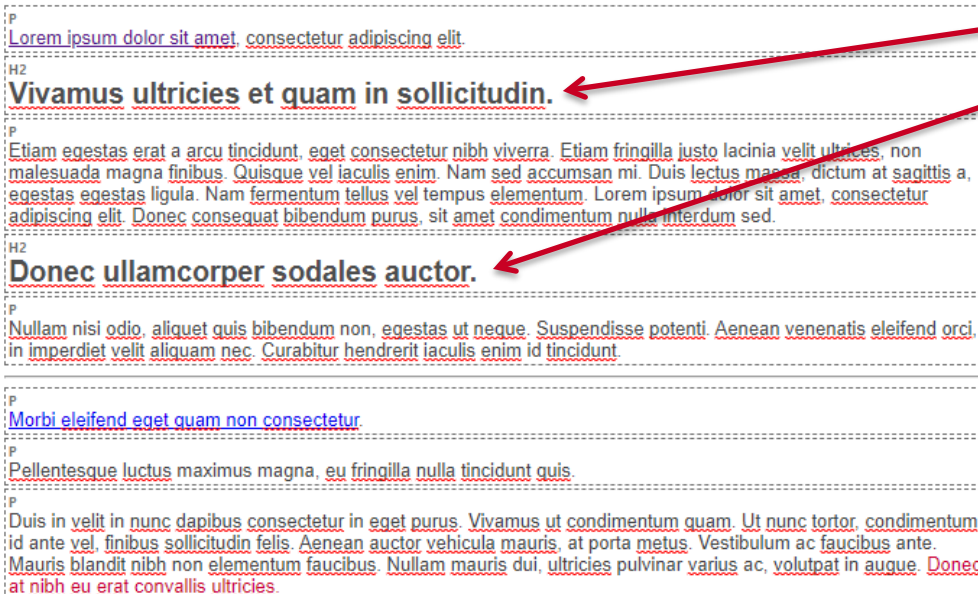


Select text, then click on the 'Paragraph' dropdown to select a heading style

You should only use Heading styles to designate actual headings for information in your article. Don't select a Heading style to increase the size of text that does not function as a heading.

**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:

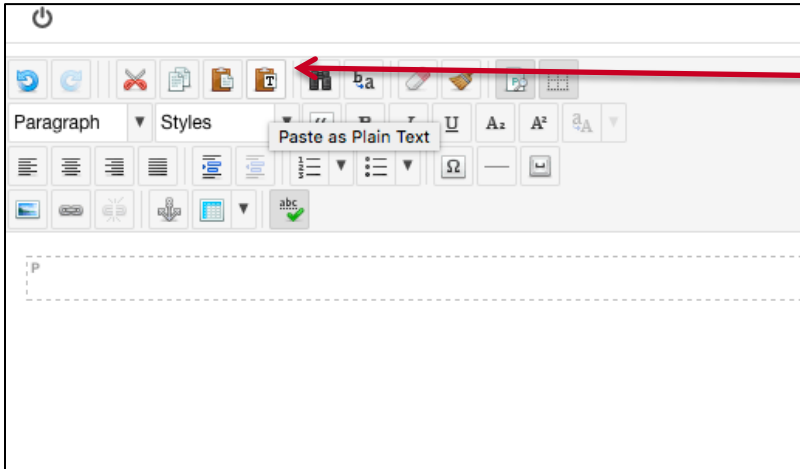


Using Headings to indicate different sections of the article.

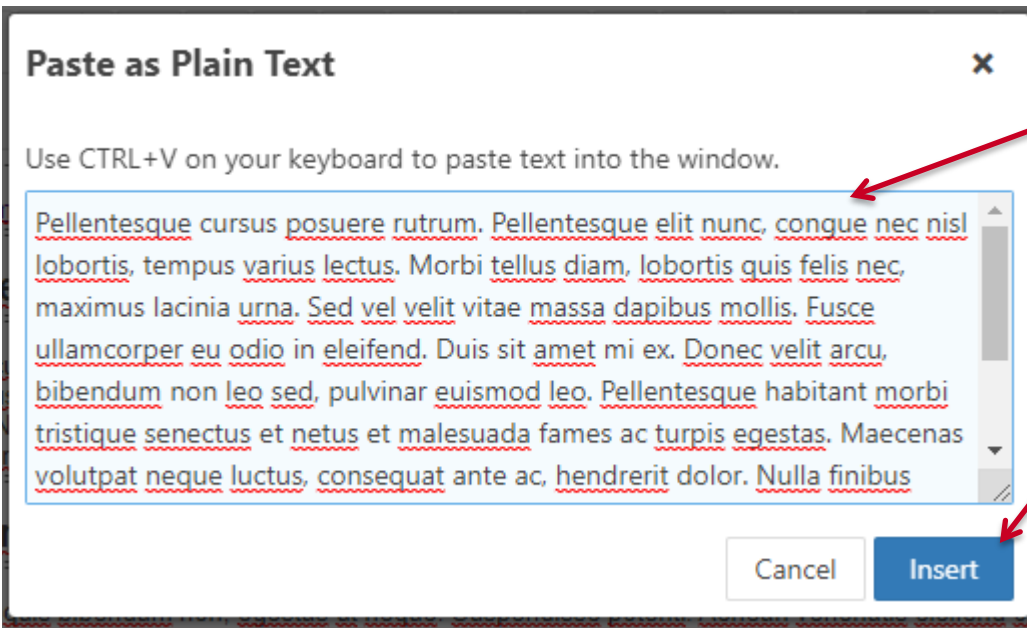
## COPYING TEXT FROM MS WORD

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

If you must copy & paste from Word, first 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")



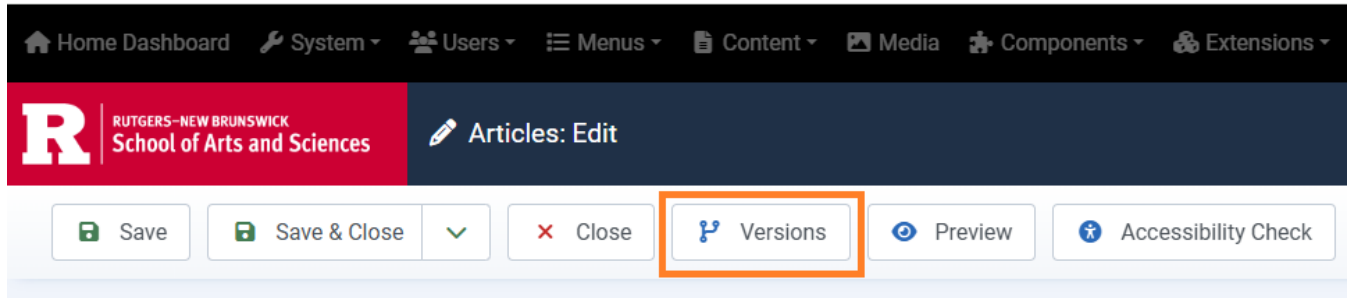
Hit <CMD> <V> (Mac) or <CTRL><V> (Windows) on your keyboard and paste your text into the ppup screen.

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

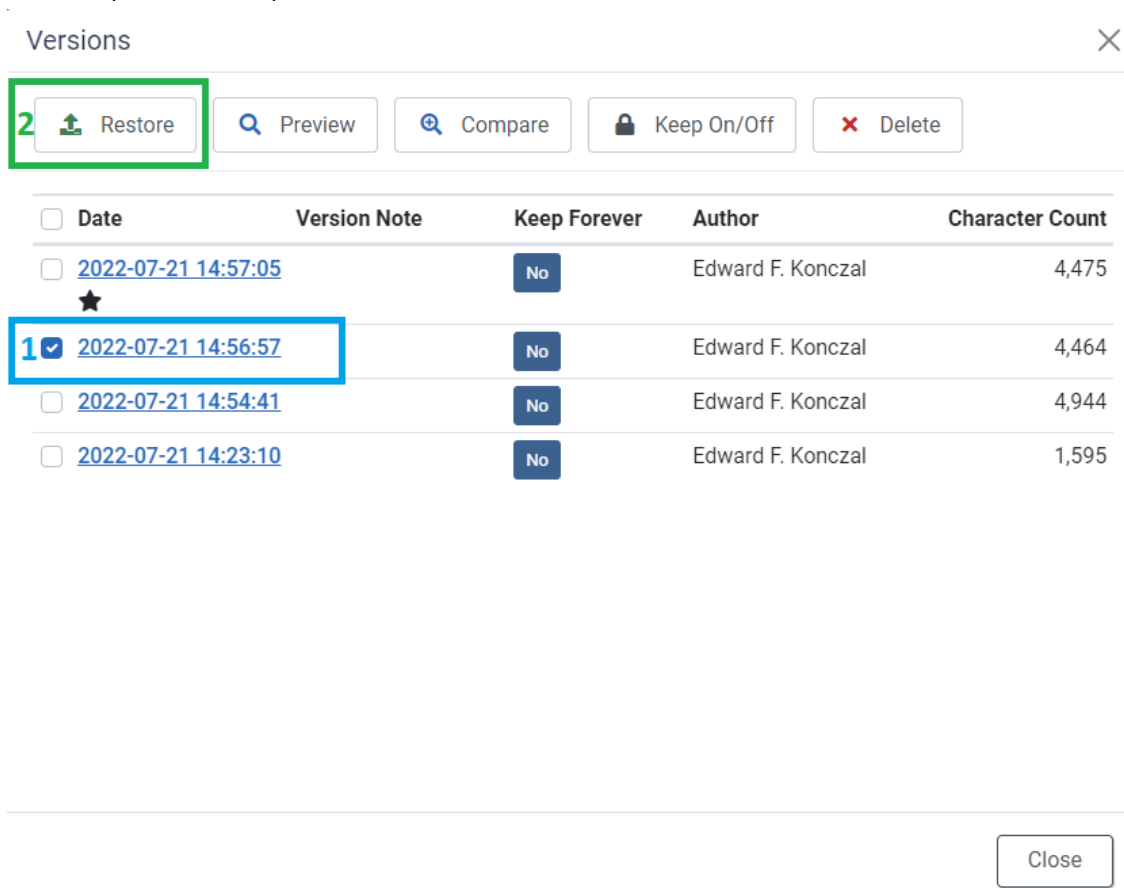
## VERSIONS

Joomla's **Versions** feature allows you to restore an earlier version of an article. This feature helps you recover deleted text, or undo other unwanted changes, after you have already saved the article. If you do not see the **Versions** button at the top of the **Articles: Edit** page, submit a work order and we will enable Versions on your website.

1. While editing your article, click **Save** (you must have at least one good, saved version of the article for **Versions** to work effectively).
2. Delete some text from the article.
3. Click **Save** again.
4. Click the **Versions** button at the top of the page:



5. From the **Item Version History** window, click the check box for the previous version (*see #1 below*), then click **Restore** (*see #2 below*):



The screenshot shows the 'Versions' window with a close button (X) in the top right. Below the title bar are buttons for Restore (highlighted with a green box and labeled '2'), Preview, Compare, Keep On/Off, and Delete. A table lists the article's history:

<input type="checkbox"/>	Date	Version Note	Keep Forever	Author	Character Count
<input type="checkbox"/>	2022-07-21 14:57:05		No	Edward F. Konczal	4,475
<input checked="" type="checkbox"/>	2022-07-21 14:56:57	★	No	Edward F. Konczal	4,464
<input type="checkbox"/>	2022-07-21 14:54:41		No	Edward F. Konczal	4,944
<input type="checkbox"/>	2022-07-21 14:23:10		No	Edward F. Konczal	1,595

At the bottom right of the window is a 'Close' button.

6. Your deleted text will be restored.

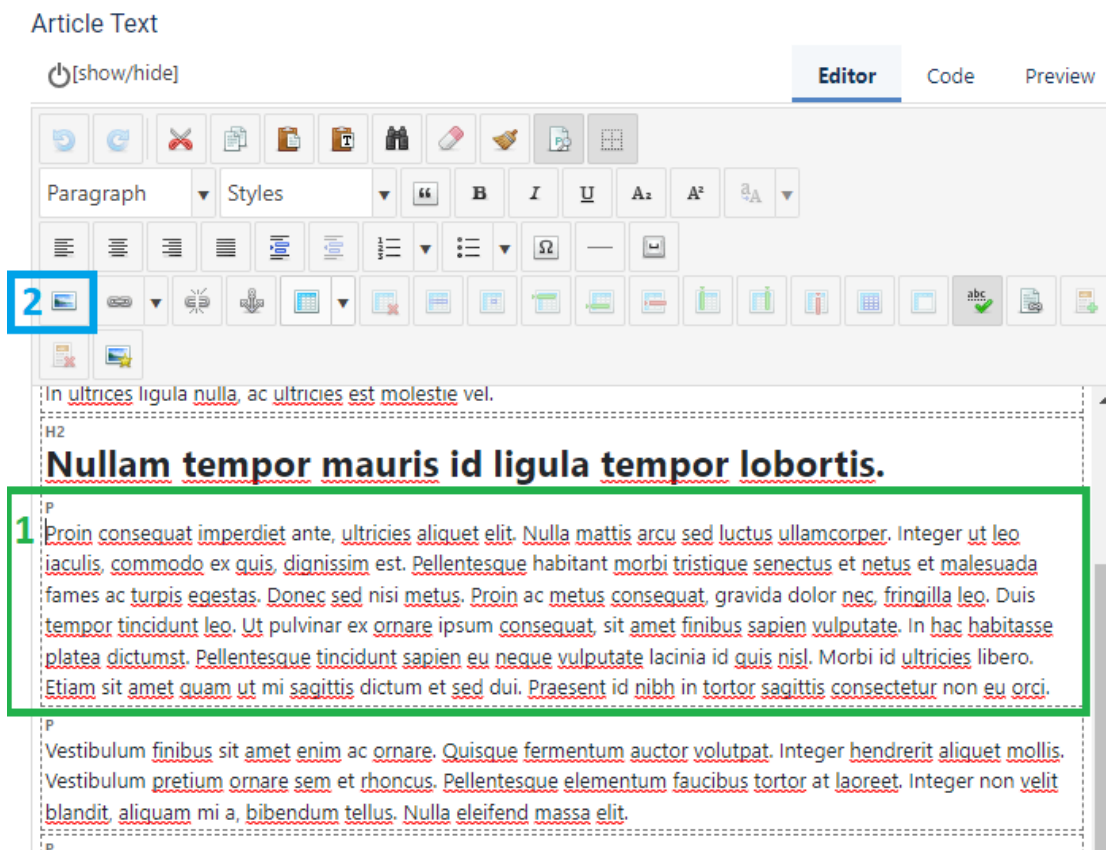
## USING IMAGES IN JOOMLA!

Tips and guidelines:

- Always obtain permission before using images from a public website.
- Always obtain permission via email from any students whose images you would like to post on your website.
- Images are available from the SAS Communications Office; they can also schedule a photo shoot for your unit.
- Some other places to get images:
  - Rutgers Digital Asset Library (NetID required): <http://photogallery.rutgers.edu/>
  - Wikimedia Commons: <https://commons.wikimedia.org> (especially Public Domain images)
- You should resize large images before uploading them to your website.
- Images must be on your computer or on a network drive in order for you to add them to the website.

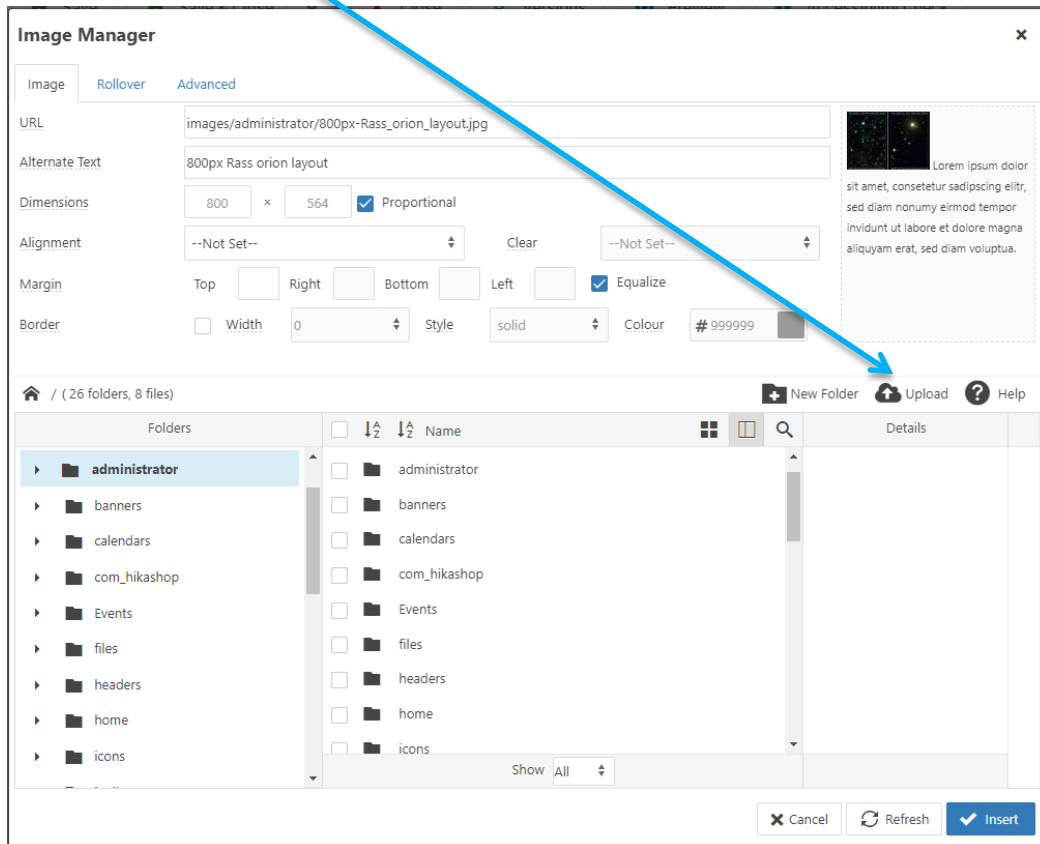
### How to add images to your Joomla! article

1. Place cursor where you want the image to go (see #1 below).
2. Click the **Insert Image** button on the editor bar (first button on 4<sup>th</sup> row) (see #2 below).

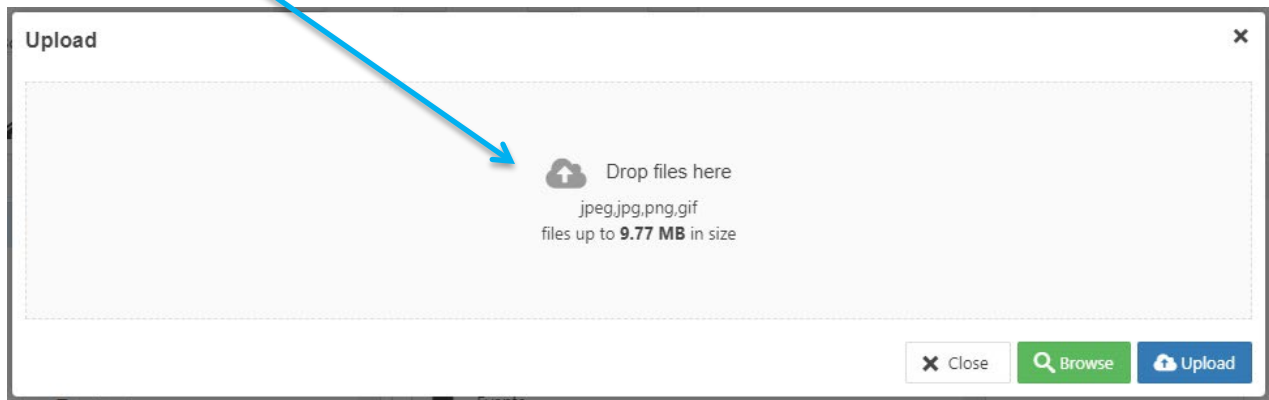


3. The **Image Manager** popup allows you to add an image and set its properties.
4. First, click on the folder containing the image. Then, click the name of the image.

5. Alternately, click on **Upload** to upload a new image, then follow the steps below



6. Click **Browse** to select an image from your computer, or drop files from your computer directly into the **Upload** popup window:



7. Click **Upload** to upload the image  
8. On the next page, be sure to select the image, then click **Insert** to add it to your article.

### Configuring the image in your article

1. Select the image, then click on the **Insert Image** icon
2. **Alternate Text:** Enter a short description of the image (*see #1 below*). **Accessibility Note:** this is required for all images except for purely decorative images. For those, make sure "Alternate Text" is blank.
3. If the first **Dimensions** value (width) exceeds 300, reduce it to 300 or lower (*see #2 below*).
4. **Alignment:** Set to "Left" (*see #3 below*).

- For **Margin**, uncheck “Equalize” and set “Right” = 10 and “Bottom” = 10 (see #4 below).
- Notice the preview on the top right (see #5 below).
- Click **Insert** or **Update** to the lower right (see #6 below).

## Image Manager

Image
Rollover
Advanced
✕

URL: images/publicdomain/756px-ENIAC\_scientists\_holding\_various\_parts\_of\_the\_computer.jpg


**Alternate Text** 1: ENIAC scientists holding various parts of the computer

**Dimensions** 2: 300 × 238  Proportional

**Alignment** 3: Left Clear --Not Set--

**Margin** 4: Top  Right 10 Bottom 10 Left   Equalize


**Border**  Width 0 Style solid Colour #999999



Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua.

5

🏠 / publicdomain / ( 0 folders, 9 files)

Folders	Name	Details
publicdomain	...	756px-ENIAC_scientists_ho... jpg File Size: 113.97 KB Modified: 07/07/2014, 11:49 Dimensions: 756 x 600
resized	725px-ENIAC-changing_a_tube.jpg	
Rutgers	<input checked="" type="checkbox"/> 756px-ENIAC_scientists_holding_various_parts_of_th... .jpg	
rutgers-public-domain	Bach.jpg	
sas-template	DufayBinchois.jpg	
socialmedia	Eniac-panel.jpg	
stories	Eniac_Aberdeen.jpg	
syllabi	Two_women_operating_ENIAC.gif	
thumbnails	William_Byrd.jpg	

✕ Cancel
🔄 Refresh

6

When done adding and editing your image, click **Save** to the upper left.

Group Practice – Create additional articles:

1. Save your Article #1, then click **Save as Copy** (found under **Save & Close** dropdown)
2. Change **Title** to: “YOUR NAME Article #2”
3. Add different images; try different formatting or styles
4. When done with Article #2, click **Save & New** (found under **Save & Close** dropdown)
5. Enter “YOUR NAME Article #3” for **Title**
6. Add some text, a “Read More,” and an image
7. Make sure **Category** is set to your category
8. When done with Article #3, click **Save & Close** (Top LEFT)

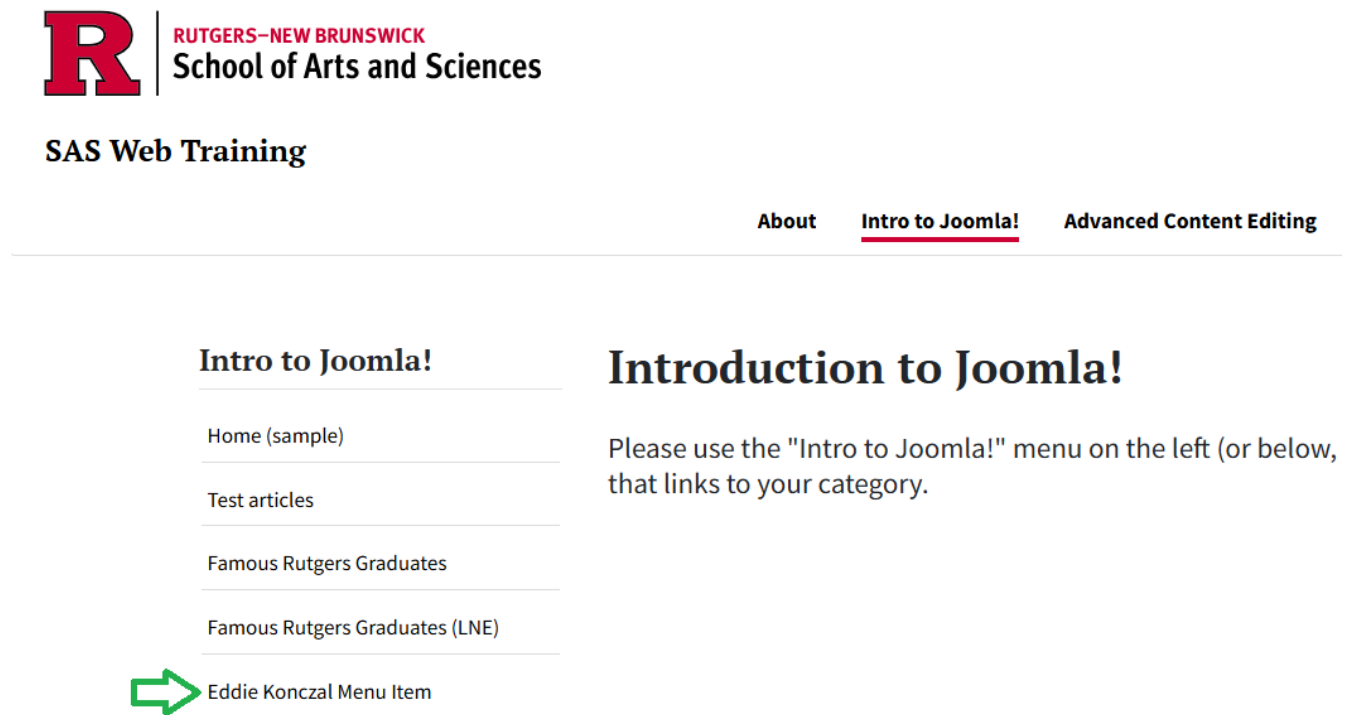
## REVIEWING YOUR WORK

To see all the content we created, we need to go back to the front end of the website and click on our menu items.

1. Click the “Intro to Joomla!” menu item on the main menu found at:  
<https://webtraining.sas.rutgers.edu/>



2. Find your name followed by “Menu Item” on the “Intro to Joomla!” menu shown at the left side of the page, and click on it:



3. You should see three articles: the original one, and the two that you created. All the text and images before the “Read More” link will be visible. To see the rest of an article that has a “Read More” link, click on the “Read More” link.

## ORDERING ARTICLES

You may notice that your articles appear in reverse order. You can set your own order in which the articles should appear as follows:

1. In the back end, go to **Content > Articles**
2. Make sure you are only viewing the articles in your own category.
3. Single-click the blue arrows above the second column in the article listing:



<input type="checkbox"/>	Featured	Status	Title	Access	Author	Date Created	Hits	ID	
<input type="checkbox"/>		<input type="radio"/>	<input checked="" type="checkbox"/>	<a href="#">Eddie K Article 1</a> Alias: eddie-k-article-1 Category: » <a href="#">Intro to Joomla!</a> » <a href="#">Eddie K July 2022</a>	Public	<a href="#">Edward F. Konczal</a>	2022-07-21	1	21
<input type="checkbox"/>		<input type="radio"/>	<input checked="" type="checkbox"/>	<a href="#">Eddie K Article 2</a> Alias: eddie-k-article-2 Category: » <a href="#">Intro to Joomla!</a> » <a href="#">Eddie K July 2022</a>	Public	<a href="#">Edward F. Konczal</a>	2022-07-21	0	22
<input type="checkbox"/>		<input type="radio"/>	<input checked="" type="checkbox"/>	<a href="#">Eddie K Article 3</a> Alias: eddie-k-article-3 Category: » <a href="#">Intro to Joomla!</a> » <a href="#">Eddie K July 2022</a>	Public	<a href="#">Edward F. Konczal</a>	2022-07-21	2	23

4. Place mouse on the '3 black dots' in the first column, corresponding to the first article you want to re-order:



<input type="checkbox"/>	Featured	Status	Title	Access	Author	Date Created	Hits	ID	
<input type="checkbox"/>		<input type="radio"/>	<input checked="" type="checkbox"/>	<a href="#">Eddie K Article 3</a> Alias: eddie-k-article-3 Category: » <a href="#">Intro to Joomla!</a> » <a href="#">Eddie K July 2022</a>	Public	<a href="#">Edward F. Konczal</a>	2022-07-21	2	23
<input type="checkbox"/>		<input type="radio"/>	<input checked="" type="checkbox"/>	<a href="#">Eddie K Article 2</a> Alias: eddie-k-article-2 Category: » <a href="#">Intro to Joomla!</a> » <a href="#">Eddie K July 2022</a>	Public	<a href="#">Edward F. Konczal</a>	2022-07-21	0	22
<input type="checkbox"/>		<input type="radio"/>	<input checked="" type="checkbox"/>	<a href="#">Eddie K Article 1</a> Alias: eddie-k-article-1 Category: » <a href="#">Intro to Joomla!</a> » <a href="#">Eddie K July 2022</a>	Public	<a href="#">Edward F. Konczal</a>	2022-07-21	1	21

5. Drag the dots up or down until the articles are in the order you would like them to appear.

## REVIEWING YOUR WEBSITE FOR FORMATTING ISSUES

In addition to creating and editing content on your website, you should also regularly review your website for formatting issues. These types of issues may be difficult to detect at first, but as you become more experienced, your ability to spot formatting problems should improve. Examples of commonly encountered formatting issues include:

- Blog pages with inconsistent formatting
- Images with embedded text that can't be accessed by a screen reader
- Missing "welcome image" on the home page
- Too much text on the homepage

### BLOG PAGES WITH INCONSISTENT FORMATTING

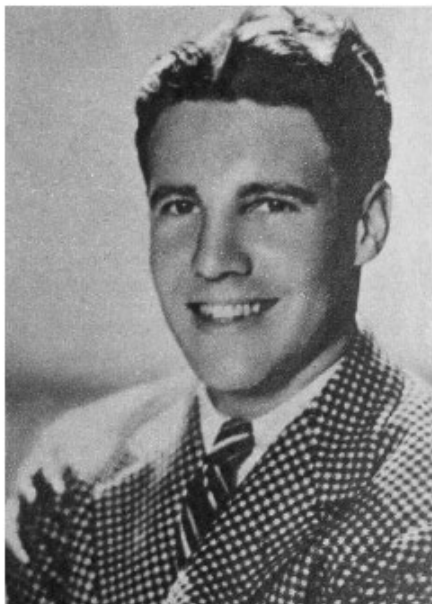
Joomla! allows you to set up a menu item as a "category blog," which displays images and text from multiple articles. However, if these articles are not formatted the same way, the blog view will look somewhat messy:



#### Ozzie Nelson

School: Rutgers School of Law

Year of Graduation: 1930



#### James Gandofini

School: Rutgers University

Year of Graduation: 1983



Year of Graduation: 2007

#### Eric LeGrand

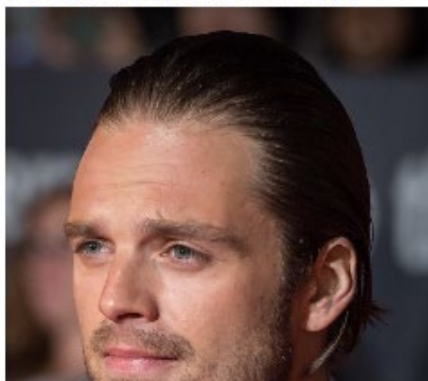


School: Rutgers University

Year of Graduation: 2014

#### Sebastian Stan

School: Mason Gross School of the Arts



#### James J. Florio

School: Rutgers School of Law-Camden

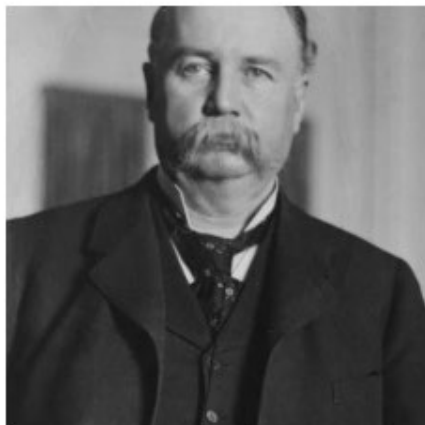
Year of Graduation: 1967



Our recommendation is to replace your Joomla! blog menu items with Latest News Enhanced (LNE) menu items that make use of Joomla!'s custom fields functionality. LNE gives us more control over the visual layout of the content, and

helps produce a more visually appealing web page (see below example). Setting up an LNE page is beyond the scope of this workshop, but you can submit a request to <https://ithelp.sas.rutgers.edu> and we will help you with this.

## Famous Rutgers Graduates (LNE)



**Garret A. Hobart**

**School:** Rutgers College

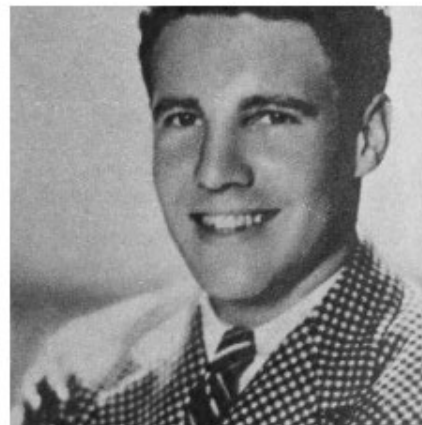
**Year of Graduation:** 1863



**Paul Robeson**

**School:** Rutgers College

**Year of Graduation:** 1919



**Ozzie Nelson**

**School:** Rutgers School of Law

**Year of Graduation:** 1930



**James J. Florio**

**School:** Rutgers School of Law-Camden

**Year of Graduation:** 1967



**Elizabeth Warren**

**School:** Rutgers School of Law

**Year of Graduation:** 1976



**James Gandofini**

**School:** Rutgers University

**Year of Graduation:** 1983

### IMAGES WITH EMBEDDED TEXT

Images with embedded text create problem for visually impaired individuals. Not only are they unable to read the text in the image, but their screen reader software also cannot access the text and read it to them:

# RUTGERS

School of Arts and Sciences

## Image Editing for Joomla!

Date: October 25, 2023

Time: 2:00 – 4:00pm

Location: Zoom



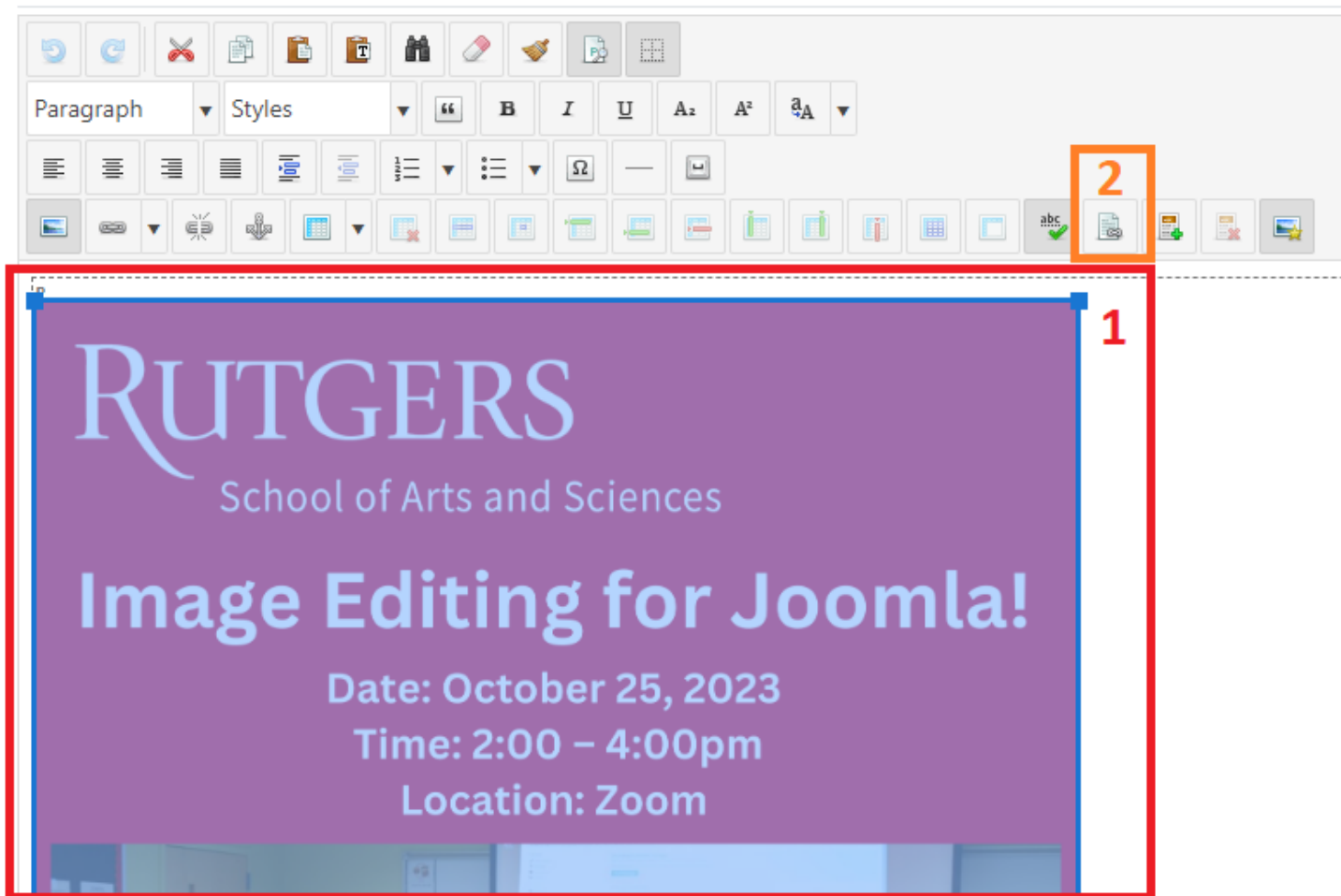
This workshop teaches you how to download and edit images for use on Joomla! websites using a variety of techniques.

There are several solutions to this problem:

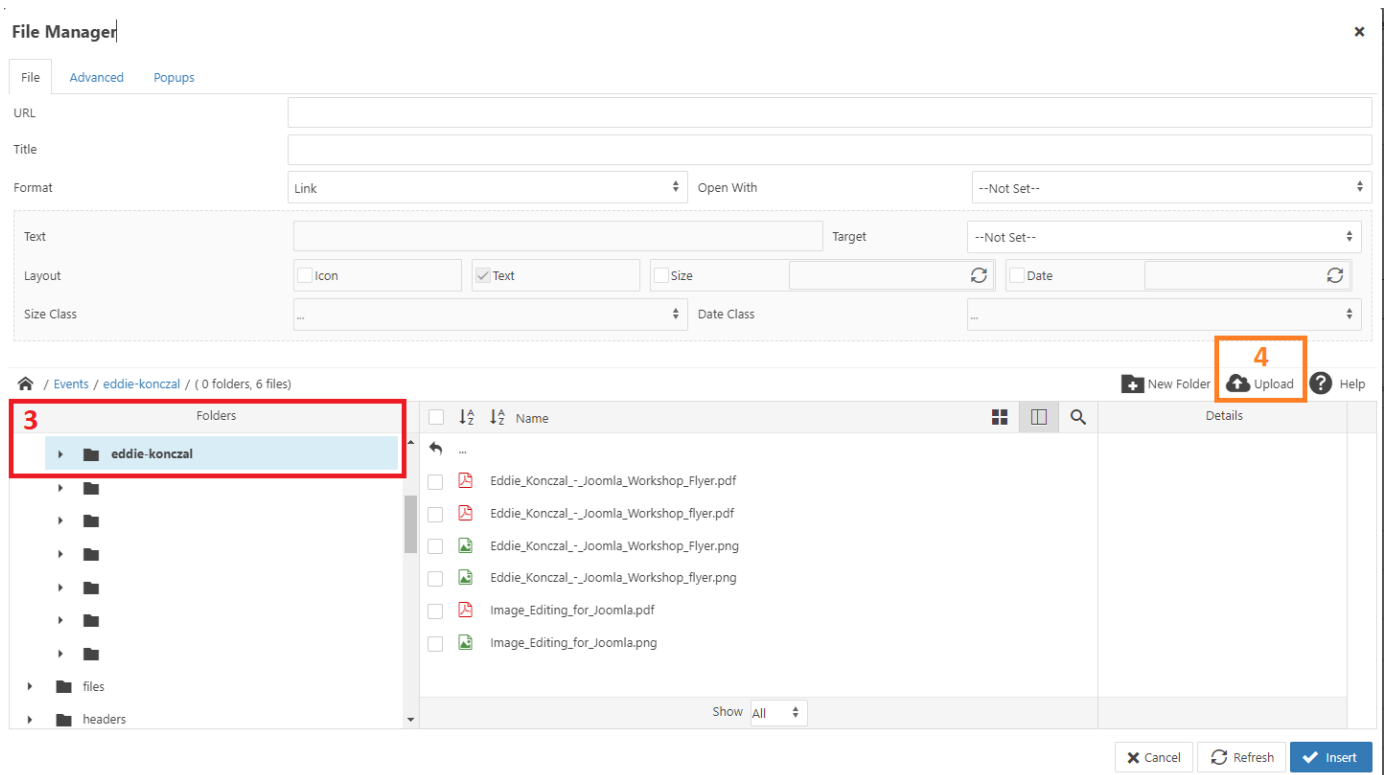
- Enter the text from the image into the content of the article
- Link the image to another article that contains the text from the image
- Link the image to a PDF file that contains the text from the image

In this example, we will focus on the third solution:

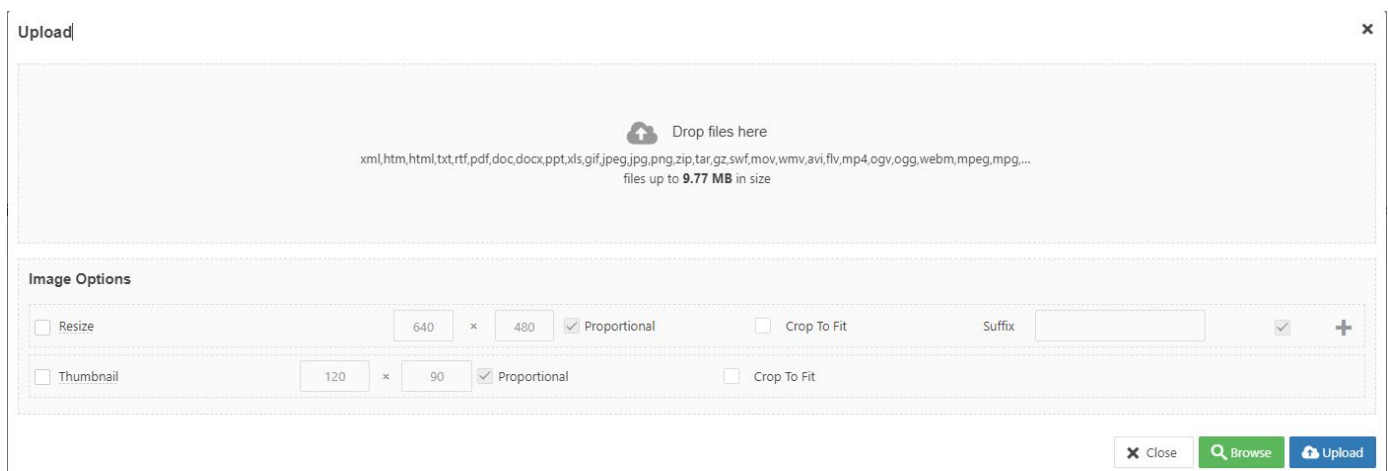
1. Edit the article and select the image (*see #1 below*)
2. Click the "Insert file" button on the toolbar (*see #2 below*)



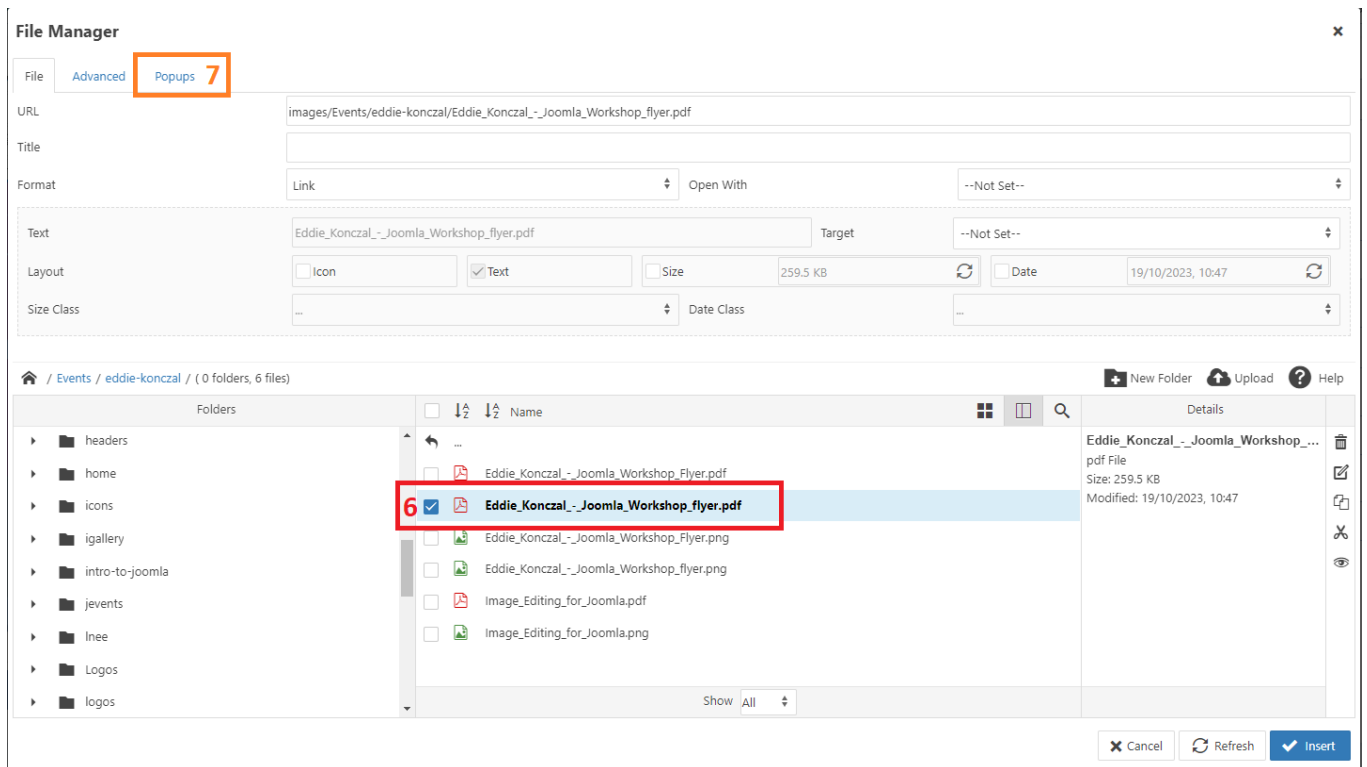
3. Browse to the folder that contains the image (*see #3 below*)
4. Click the "Upload" button to the right (*see #4 below*)



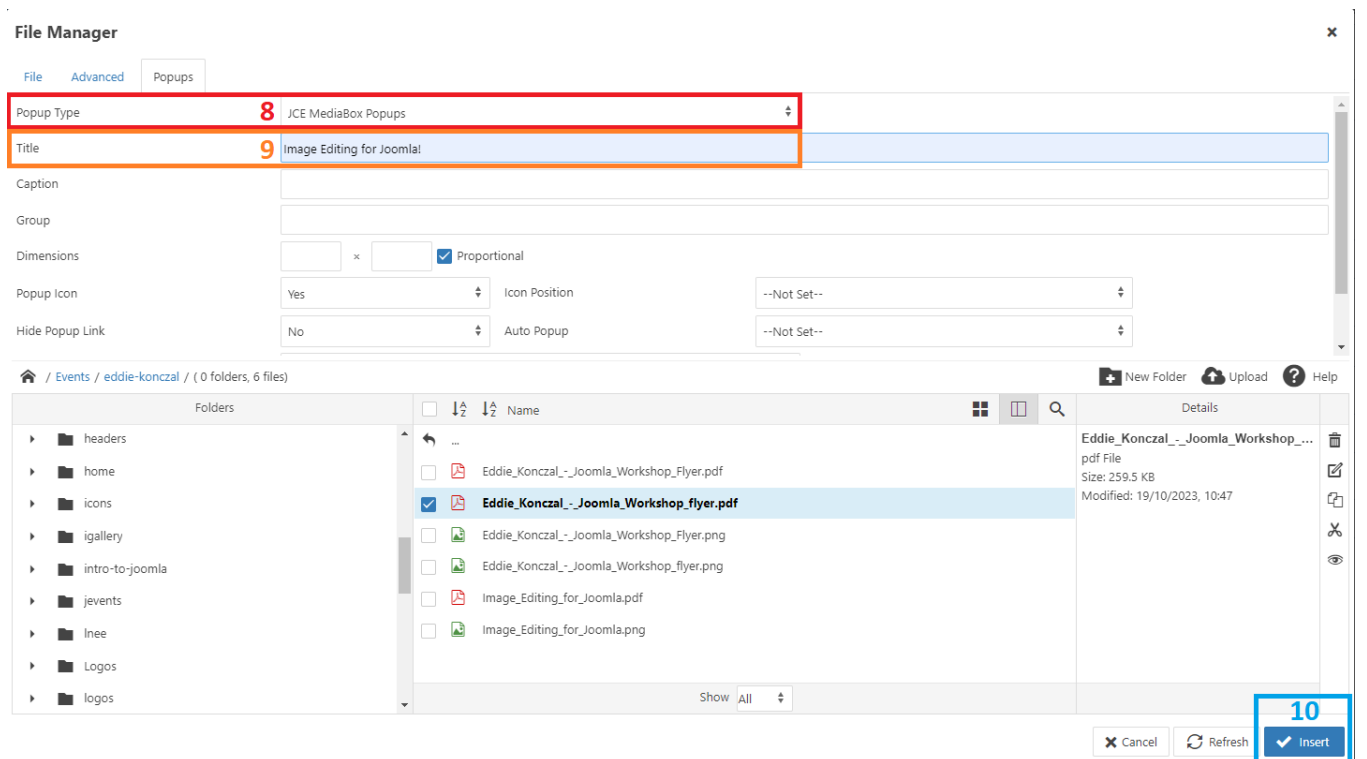
5. Drag and drop the PDF version of the image to the “Upload” popup window, then click **Upload**



6. Select the PDF from the list of files (see #6 below)
7. Click the "Popups" tab (see #7 below)



8. For "Popup Type" select "JCE Mediabox Popups" (see #8 below)
9. Enter a title for the file (see #9 below)
10. Click **Insert** to the lower right (see #10 below)



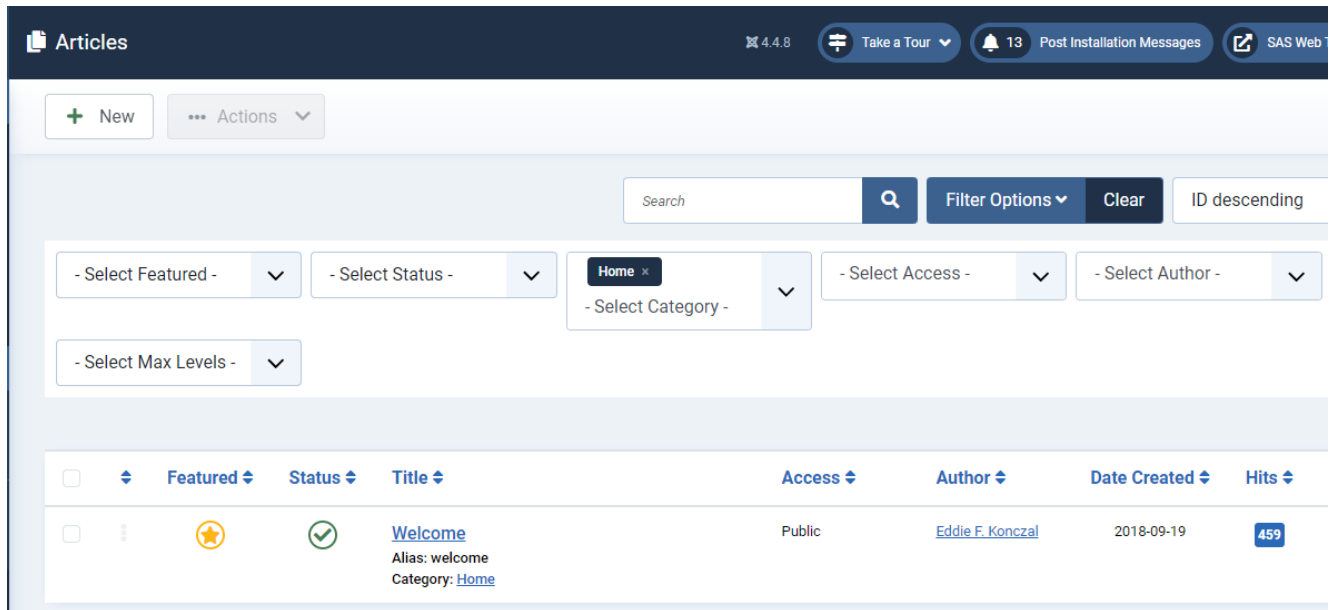
11. **Save & Close** the article

Your image will now link to a PDF version of the file, which can be read to a visually impaired user by their screen reader software.

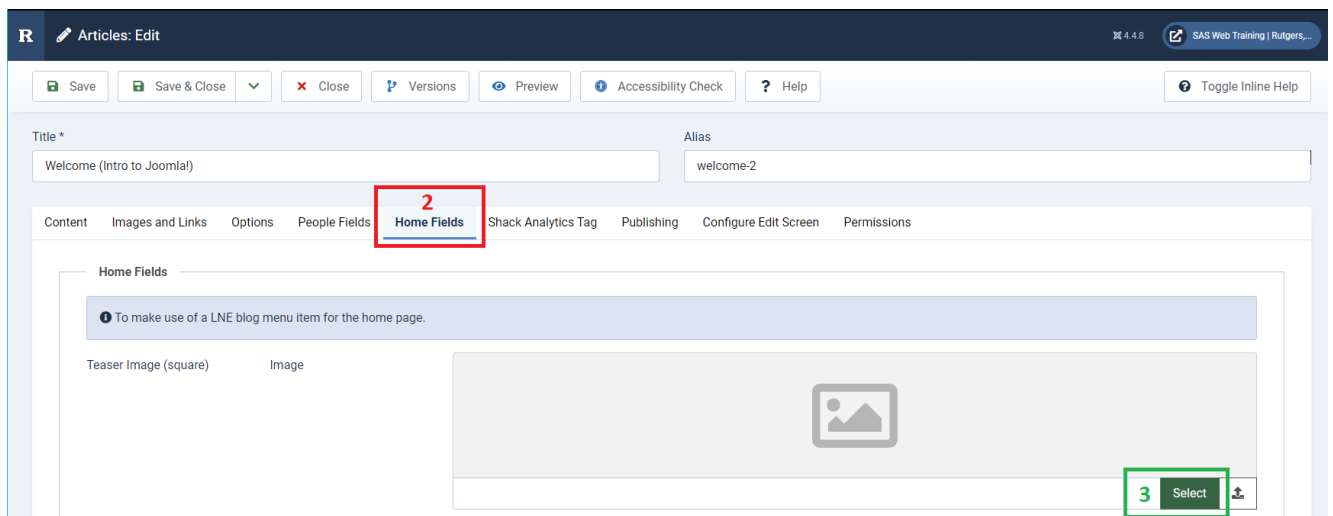
## MISSING “WELCOME IMAGE”

The welcome message on your website’s homepage should be accompanied by a square image that represents your unit. Ideally, this will be the same image used for your social media accounts. If the image is missing or incorrect, you can add it as follows:

1. Find and edit the article containing your unit’s welcome message (this will usually be a “featured” article in the “Home” category).

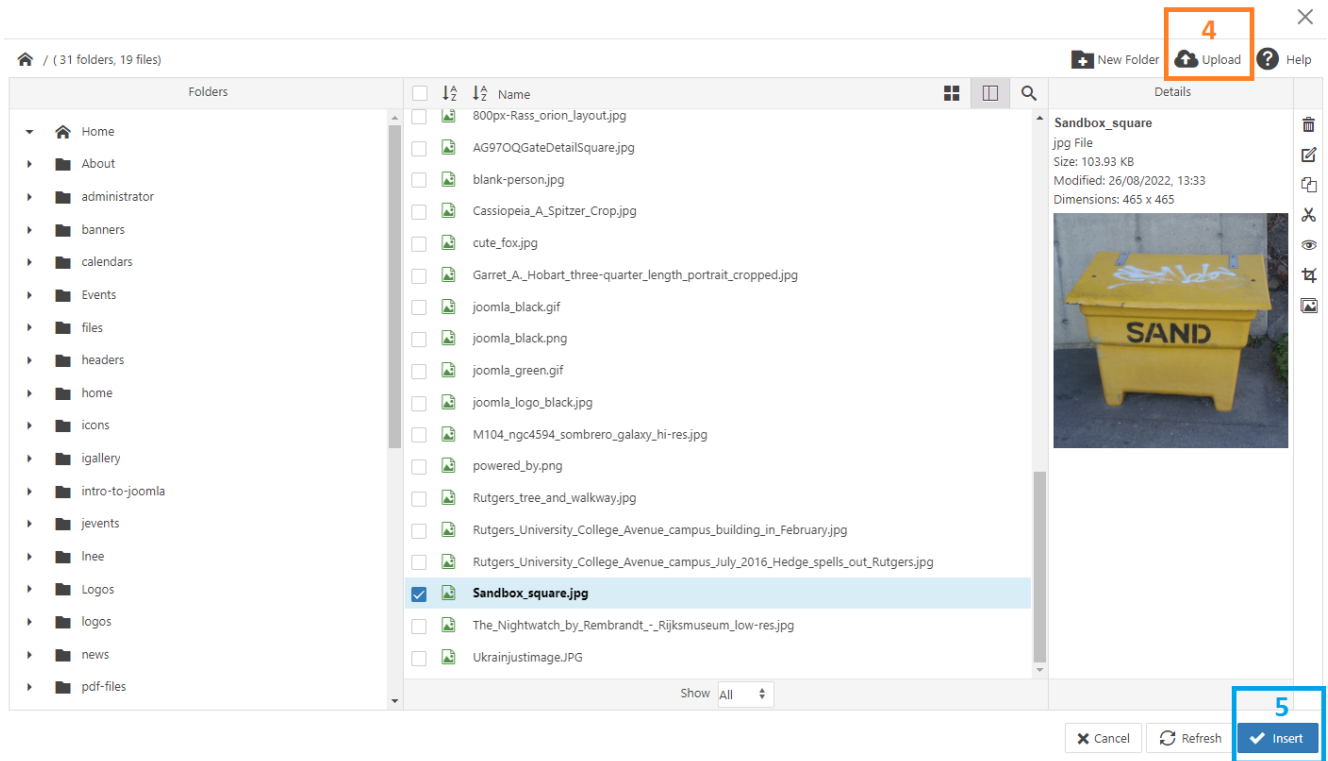


2. Click the “Home Fields” tab for the article (see #2 below).
3. Under “Image,” click **Select** image (see #3 below) and browse to the folder that contains, or should contain, the welcome.

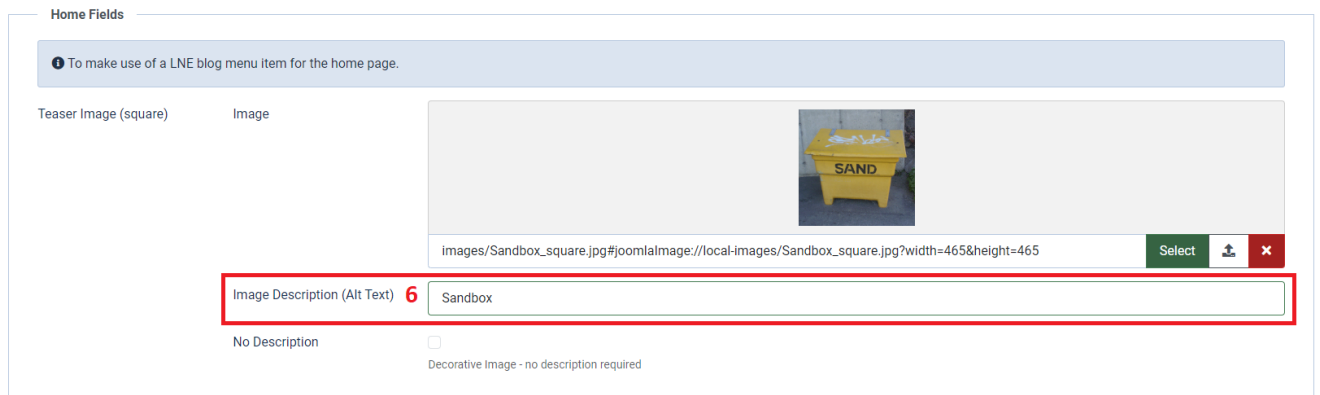


4. If the image has not been uploaded to the website, click the “Upload” icon (see #4 below) to upload it.

5. Select the image and click **Insert** (see #5 below) to the lower right.



6. Enter a short description of the image in the “Image Description (Alt Text)” field (see #6 below).



7. **Save & Close** the article.

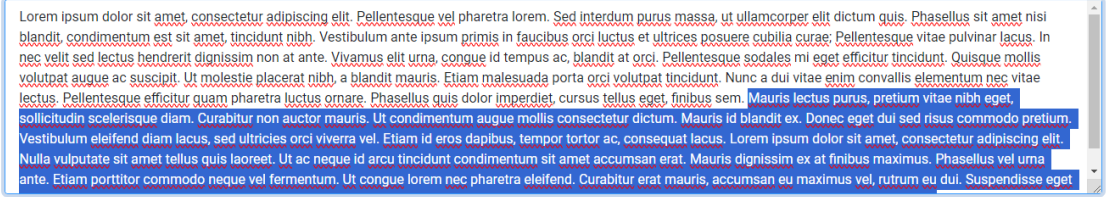
## TOO MUCH TEXT ON THE HOMEPAGE

To maintain a clean and orderly homepage, avoid including too much text in the Welcome message. The text should not extend beyond the bottom of the welcome image when the website is displayed at full width on a desktop computer. If you have too much text in your welcome message, you can reduce it as follows:

1. Find and edit the article containing your unit’s welcome message (this will usually be a “featured” article in the “Home|” category).
2. Click the “Home Fields” tab for the article.

3. Delete some of the extra text in the “Teaser Text” field:

Teaser Text



4. **Save & Close** the article.

Your home page welcome message should look like the following example:

SAS Web Training

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque vel pharetra lorem. Sed interdum purus massa, ut ullamcorper elit dictum quis. Phasellus sit amet nisi blandit, condimentum est sit amet, tincidunt nibh. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia curae; Pellentesque vitae pulvinar lacus. In nec velit sed lectus hendrerit dignissim non at ante. Vivamus elit urna, congue id tempus ac, blandit at orci. Pellentesque sodales mi eget efficitur tincidunt. Quisque mollis volutpat augue ac suscipit. Ut molestie placerat nibh, a blandit mauris. Etiam malesuada porta orci volutpat tincidunt. Nunc a dui vitae enim convallis elementum nec vitae lectus. Pellentesque efficitur quam pharetra luctus ornare. Phasellus quis dolor imperdiet, cursus tellus eget, finibus sem. Mauris lectus purus, pretium vitae nibh eget, sollicitudin scelerisque diam. Curabitur non auctor mauris. Ut condimentum augue mollis consectetur dictum. Mauris id blandit ex. Donec eget dui sed risus commodo pretium. Vestibulum eleifend diam lacus, sed ultrices orci viverra vel. Etiam id eros dapibus, tempor tortor ac, consequat lacus. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla vulputate sit amet tellus quis laoreet. Ut ac neque id arcu tincidunt condimentum sit amet accumsan erat. Mauris dignissim ex at finibus maximus. Phasellus vel urna ante. Etiam porttitor commodo neque vel fermentum. Ut congue lorem nec pharetra eleifend. Curabitur erat mauris, accumsan eu maximus vel, rutrum eu dui. Suspendisse eget

[Read More](#)

GETTING HELP

If you experience problems while trying to fix formatting issues – or any other problems – on your website, don’t panic! The SAS IT Services web team is here to help. For assistance, please submit a request at:

<https://ithelp.sas.rutgers.edu>

and one of our team members will be happy to help you.

IMPORTANT GUIDELINES

COURSE ACCESSIBILITY GUIDELINES

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

<https://it.rutgers.edu/it-accessibility-initiative/wp-content/uploads/sites/16/2019/01/Rutgers-Course-Accessibility-Guidelines.pdf>

While these guidelines are specifically aimed at course-related content, they are applicable to any kind of website content.

## VIDEOS

### *RUTGERS YOUTUBE CHANNEL*

We recommend that you have your videos uploaded to the Rutgers YouTube channel, managed by Rutgers Media Productions. For more information, please contact either:

Kevin Lorincz, Director of Communications, [klorincz@ucm.rutgers.edu](mailto:klorincz@ucm.rutgers.edu)

John Munson, Senior Video Producer, [john.munson@rutgers.edu](mailto:john.munson@rutgers.edu)

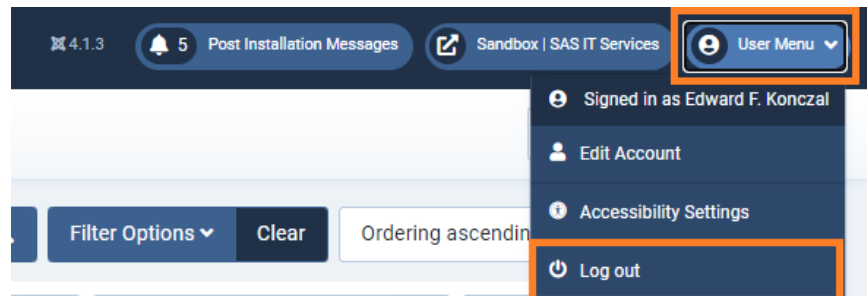
### *KALTURA*

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. Rutgers faculty or staff can request a Kaltura account. To get started with Kaltura, go to:

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

## LOGOUT FROM JOOMLA!

Click the **User Menu** button to the upper right of your Joomla! administrator page, then click “Logout”:



## FUTURE WORKSHOPS

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