

# **WEB MANAGEMENT BASICS**

**MUW.edu**



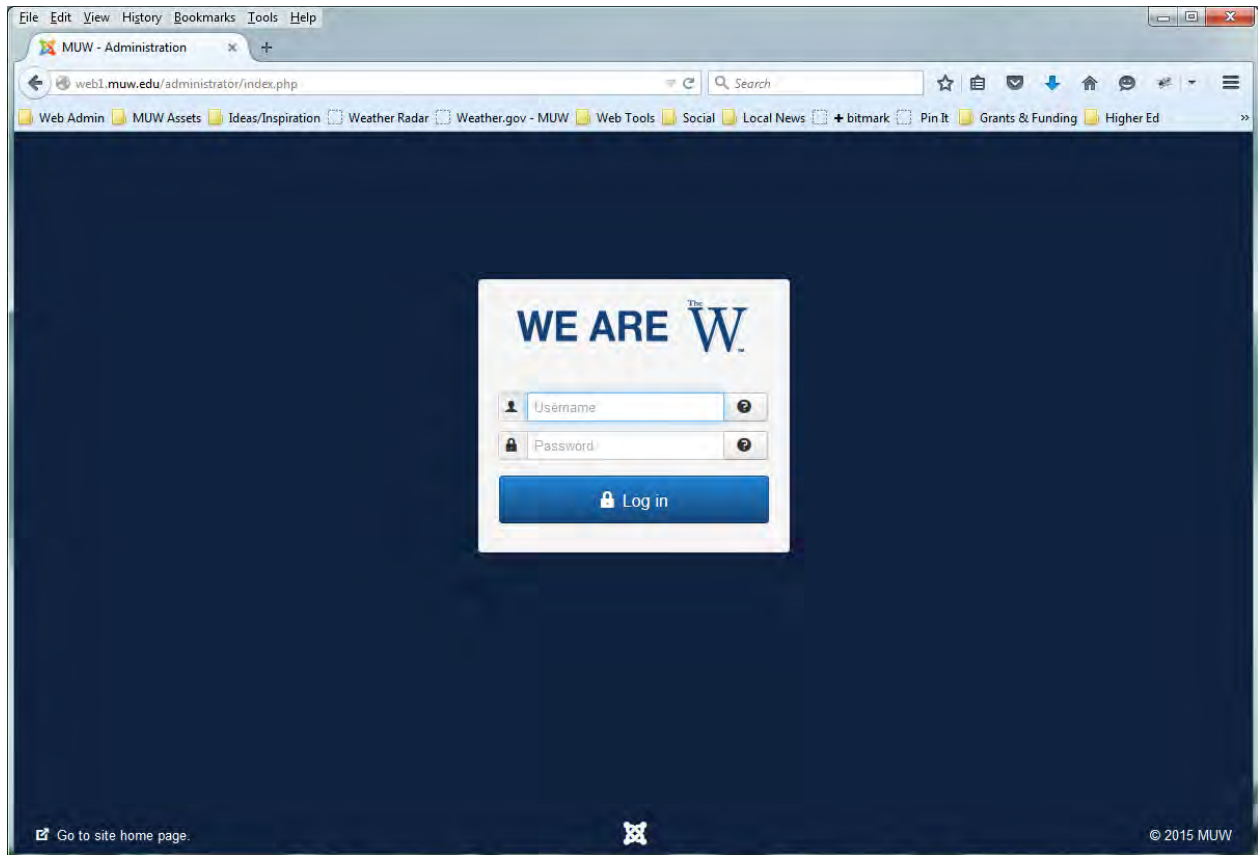
**Prepared by  
University Relations  
August 2015**

## Logging in to the Content Management System

Welcome to The W's Joomla Content Management System on [www.muw.edu](http://www.muw.edu).

**STOP:** If you do not have a login for the [www.muw.edu](http://www.muw.edu) site, please contact your administrator or the University Webmaster.

To get started, open a web browser and go to <http://www.muw.edu/administrator>.



*Joomla Login on [www.muw.edu](http://www.muw.edu)*

Where prompted, enter your username and password provided by the administrator.

Once you have logged in to the Content Management System (CMS), you will be taken to the Site Dashboard. This is the main screen from which all actions begin. We will reference this screen throughout the guide.

**NOTE:** This display is that of a Content Manager. Your screen may be slightly different, but will have many of the same features.

*Site Dashboard. Arrows point to features covered in this guide.*

**One important note:** Never use the back arrows on your browser once you have entered Joomla. Backing out of an article you have opened will lock it and prevent others for editing the page. You should always use “CLOSE” (if you haven’t made any changes) or “SAVE & CLOSE” (If you have made changes you wish to publish).

## HTML Basics

When working with the CMS, you may need to make a few changes to the HTML of the site. It's a good idea to know the basics of HTML. Even if you don't completely understand what the code does, you should know what the tags are that we use.

`<p>` This is the paragraph, or hard return, tag. It always needs a closing tag. `</p>`

`<br>` Similar to the hard return tag is the line break, or soft return tag.

This tag doesn't need closing tag.

`<strong>` This is the tag for bolding a word or sentence. It always needs a closing tag `</strong>`

`<em>` This is the tag for emphasis, or italics. It needs a closing tag `</em>`

So say you wanted to have a paragraph with a line break, something bolded and something italicized. Here's how the coding would look:

```
<p>She is a born leader, and although she thought I was joking when I told her I believed she would be President someday, <em>I am completely serious about that prediction.</em><br> I am very, very glad that we have been fortunate to have her here for four years; <strong>she personifies everything that we value at The W.</strong></p>
```

And here is how it will look on the frontend.

She is a born leader, and although she thought I was joking when I told her I believed she would be President someday, *I am completely serious about that prediction.*  
I am very, very glad that we have been fortunate to have her here for four years; **she personifies everything that we value at The W.**

`<div>` Div tags can be used to change the properties of several paragraphs, or an entire page. These are typically seen with tag modifiers such as class (preset changes set in the Cascading Style Sheet, CSS) or style (one-time adjustments to the content). Div tags need a closing tag. `</div>`

## Finding and Editing an existing Article on the website

This is likely the most common task for a Content Manager. Updating an existing webpage is as simple as sending an email. The following steps will walk you through the process.

1. From the Dashboard, select Content > Article Manager.
2. On the new page you will see a search box. If you know the title, or a keyword, enter it in the search box to find the article you wish to edit.

**TIP:** Many Departmental Pages have the College/Division name or Abbreviation in the title, such as: A&S (LLP, COM, HPG, ART, SciMath, etc.) ; BusPro; EDHS; NSLP (ASN, BSN, SLP); AA (Academic Affairs); Housing; Campus Rec... Your department's URL can tip you off to the common abbreviations used.

3. If you do not know the title or a keyword, you can search by Category.
4. Click the "Search Tools" button next to the search box.
5. Change the dropdown "SELECT CATEGORY" to the section you are trying to update. The page will refresh once you have made a selection.

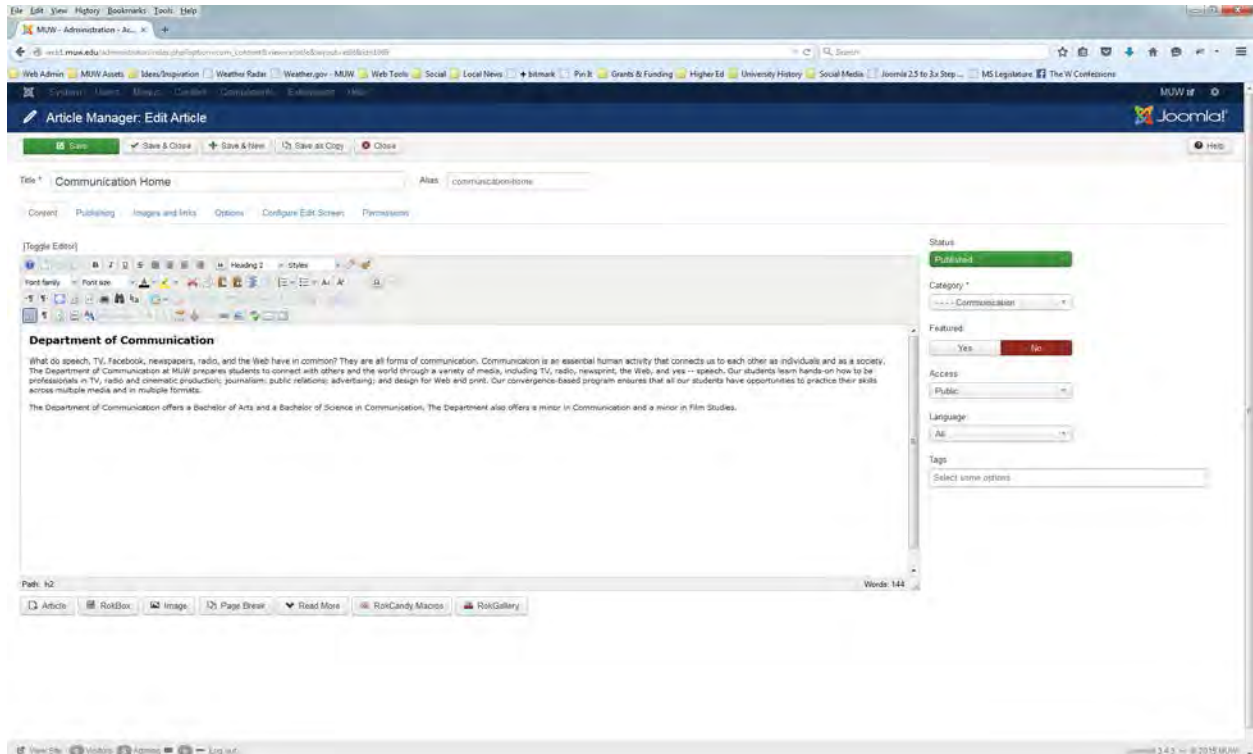
**NOTE:** Departmental News is under MUW News, while Departmental Pages are further down the list under Academics/Student Affairs/Administration.

The screenshot shows the Joomla! Article Manager interface. The search bar contains the text "AS". The "Search Tools" button is highlighted with a red arrow. The "Select Category" dropdown is open, showing a list of categories including "Business". The "Access" dropdown is also highlighted with a red arrow. The main table displays a list of articles with columns for Status, Title, Access, Author, Language, Date, Hits, and ID.

Status	Title	Access	Author	Language	Date	Hits	ID
Public	and CLA+ assessment (Alias: students-encouraged-to-complete-class-survey-and-cla-...	Public	Tyler Wheat	All	2015-02-06	642	2579
Public	100 percent pass rate on exam (Alias: master-s-degree-nurse-practitioner-graduate...	Public	Tyler Wheat	All	2015-02-04	261	2577
Public	Theatre Association (Alias: biddy-receives-highest-award-from-the-mississippi-theatre...	Public	Tyler Wheat	All	2015-02-05	514	2570
Public	Training: Classroom Technology (Alias: training-you-tube-nuw-2)	Public	Roni Frazier	All	2015-11-18	72	2569
Public	Master's degree nurse practitioner graduates have 100 percent pass rate on exam (Alias: master-s-degree-nurse-practitioner-graduate...	Public	Tyler Wheat	All	2015-02-04	2011	2568
Public	Town & Tower Prayer Breakfast Thursday (Alias: town-tower-prayer-breakfast-thursday)	Public	Tyler Wheat	All	2015-02-02	535	2566
Public	Mardi-Gras Blood Drive (Alias: mardi-gras-blood-drive)	Public	Kinross Holtzman	All	2015-01-30	18	2564
Public	W music professor to perform a classical piano recital (Alias: w-music-professor-to-perform-a-classical-piano-recital)	Public	Tyler Wheat	All	2015-01-27	802	2560
Public	OEP - Assessments (Alias: oep-assessments)	Public	Ron Sobolewski	All	2015-01-23	258	2554
Public	Department of Music maintains accreditation through NASM (Alias: department-of-music-maintains-accreditation-through-nasm)	Public	Tyler Wheat	All	2015-01-07	157	2531
Public	Department of Music maintains accreditation through NASM (Alias: department-of-music-maintains-accreditation-through-nasm)	Public	Tyler Wheat	All	2015-01-07	715	2514
Public	Backyard Astronomy workshop to be held at Plymouth Bluff Center (Alias: backyard-astronomy-workshop-to-be-held-at-plymouth-bluff-c...	Public	Tyler Wheat	All	2014-12-19	1116	2509

*Searching for an article by Category.*

6. Once you have found the article you wish to edit, click the title open the Article Editor.
7. Inside the Article Editor, you will have text editor, complete with Spell Check.

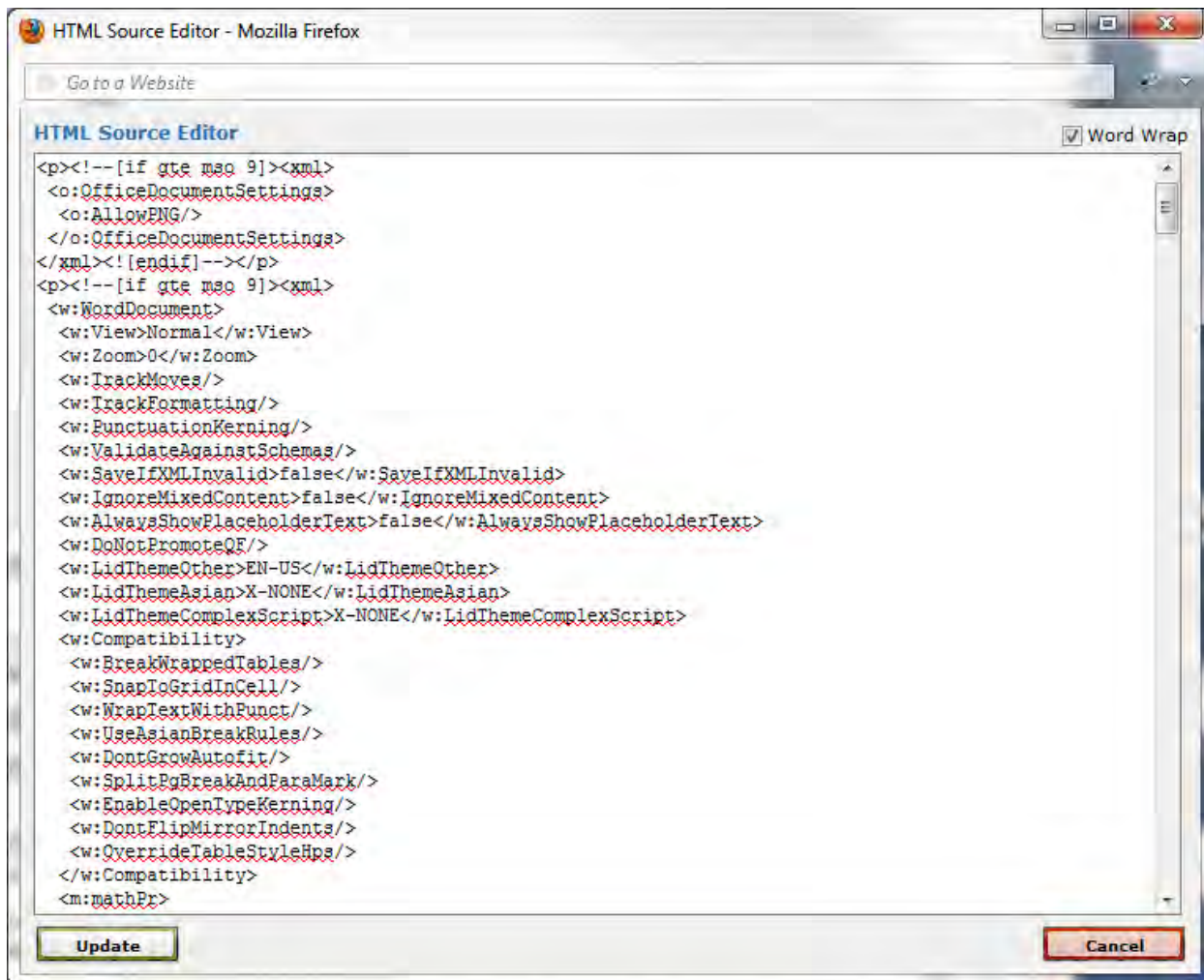


### *Inside the Article Editor*

8. Make any changes to the article you need.
9. Once you've completed the changes, select **"Save & Close"** in the top right.

## Posting an Article to the Website

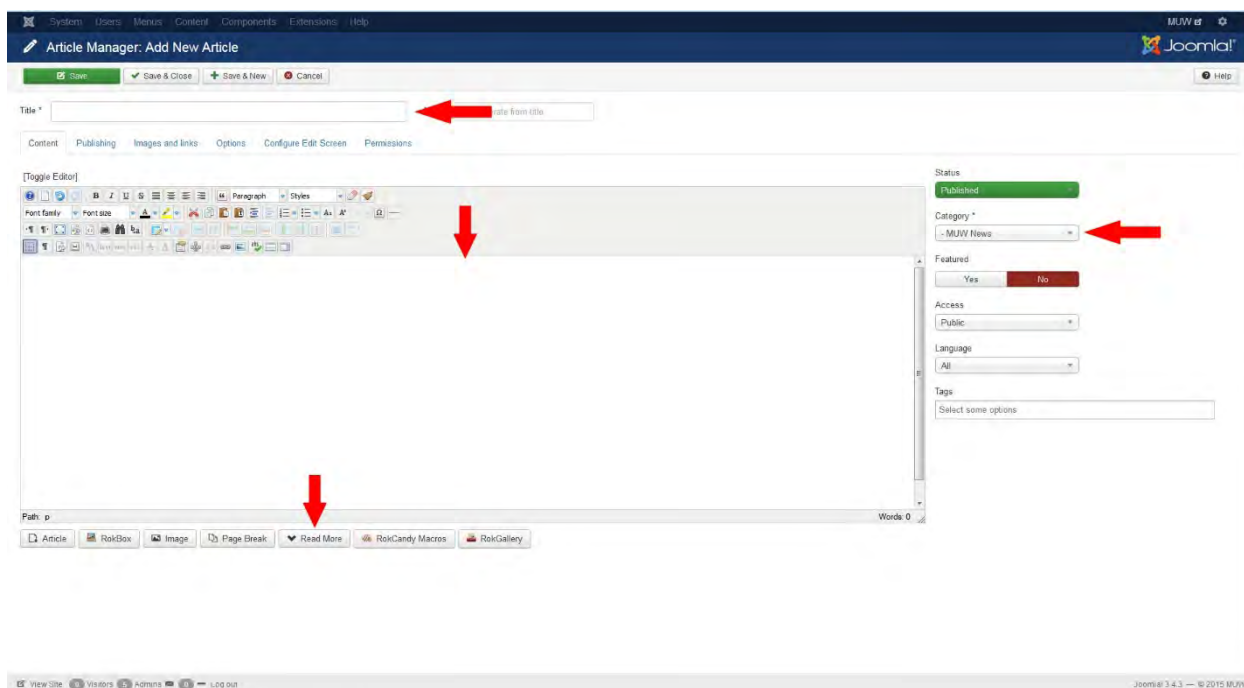
**NOTE:** Never copy text directly out of an email or Microsoft Word, this will create over **300 lines** of unnecessary code in the CMS. Always copy the release to a text editor, such as Notepad, or an HTML editor, such as Dreamweaver, first.



Word will add 327 lines of unnecessary code to the page! The entire story only has just 15 lines of code if formatted correctly.

1. To create a new article, start at the Dashboard.
2. In the Dashboard Menu, select **Content > Article Manager > Add New Article**.
3. Each field of the Article Manger with an asterisk (\*) beside it is required to be completed.
4. Enter a **Title** for the release in the text field "Title". (This will be visible to the public.)

5. In the “**Category**” drop-down box select the category to which you wish to post. (If you don’t know your category, ask one of the site Administrators.)
6. The “**Alias**” text field will automatically populate when you save the story. “**Access**” will remain Public. “**Language**” will remain set to All.
7. “**Status**” may be left as Published, or set to Unpublished if you wish to hold the story until later.  
**NOTE:** Once an article has been saved with the status set to published, it will appear on the live site.
8. “**Featured**” is not used, unless you are posting a news release to the university home page.
9. Copy your story from your text or HTML editor into the body of the article. You may also write you story here.
10. **IF YOU ARE POSTING A NEWS ITEM FOR YOUR DEPARTMENT:** Place the cursor after the first sentence of the story, then select the “**Read More**” button below the article body text editor. A dotted red line will appear in the article. This where a “**Read More**” button will appear on the live site. (This step is not necessary if you are editing a department/college page).



*Most commonly used elements of the Article Manger.*

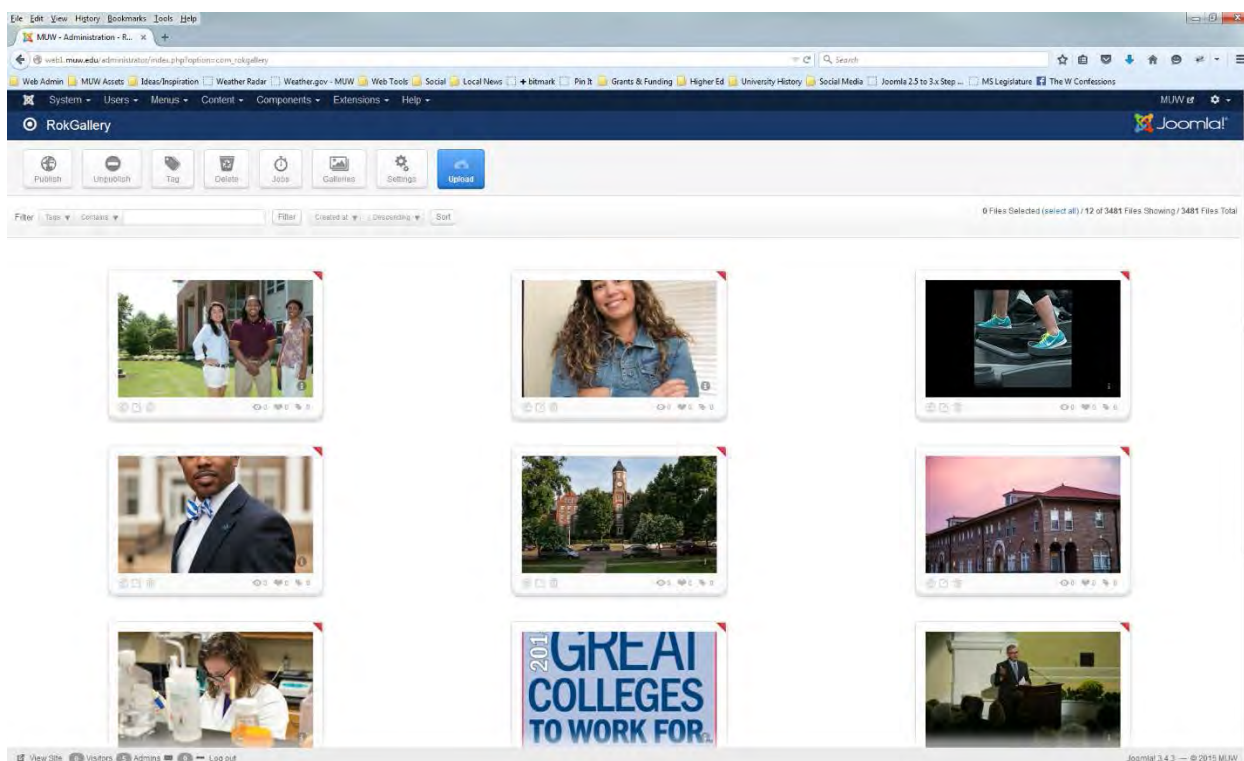
11. Select **Save** to continue working or **Save & Close** to complete the process.



## Adding a Photo to a News Story/Announcement using RokGallery

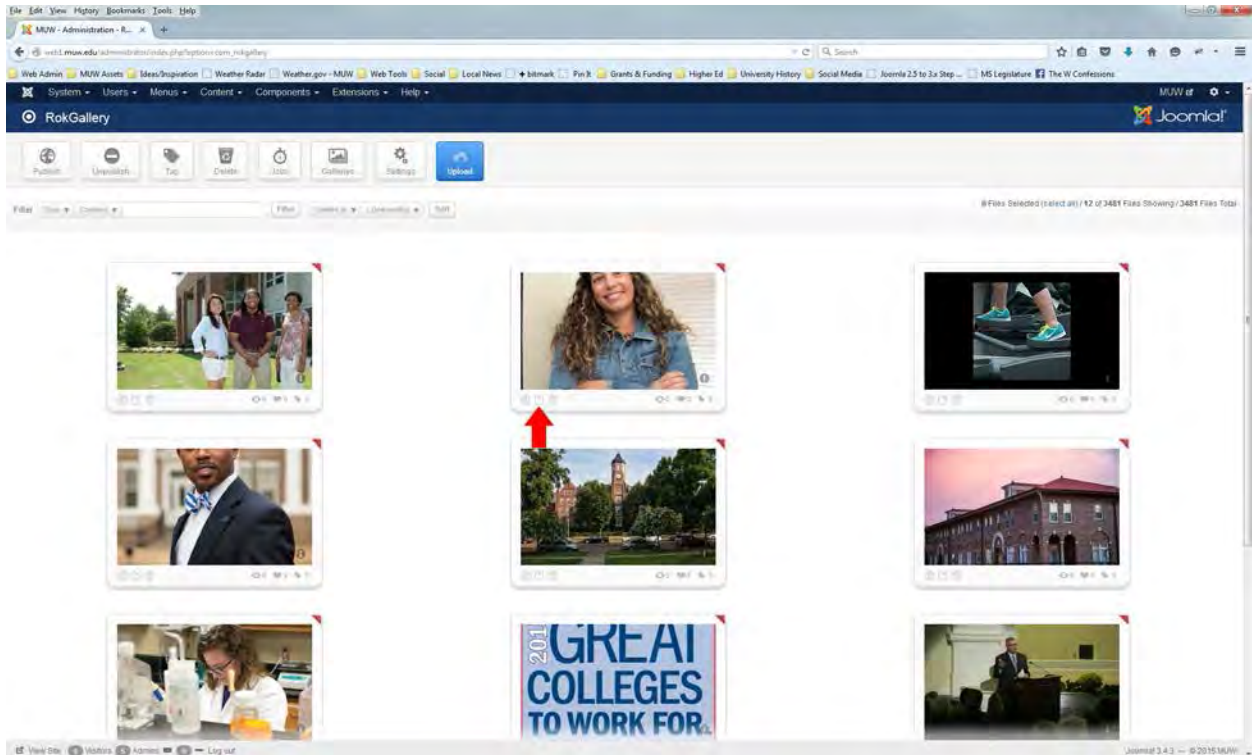
1. Now that you have created and saved a story, you will want to attach a photo to it.
2. From the Dashboard, go to the Dashboard Menu and select **RokGallery from the Left side menu.**

**TIP:** CTRL + Click **RokGallery**. This will open a new window and allow you to work in both your article and RokGallery at the same time.



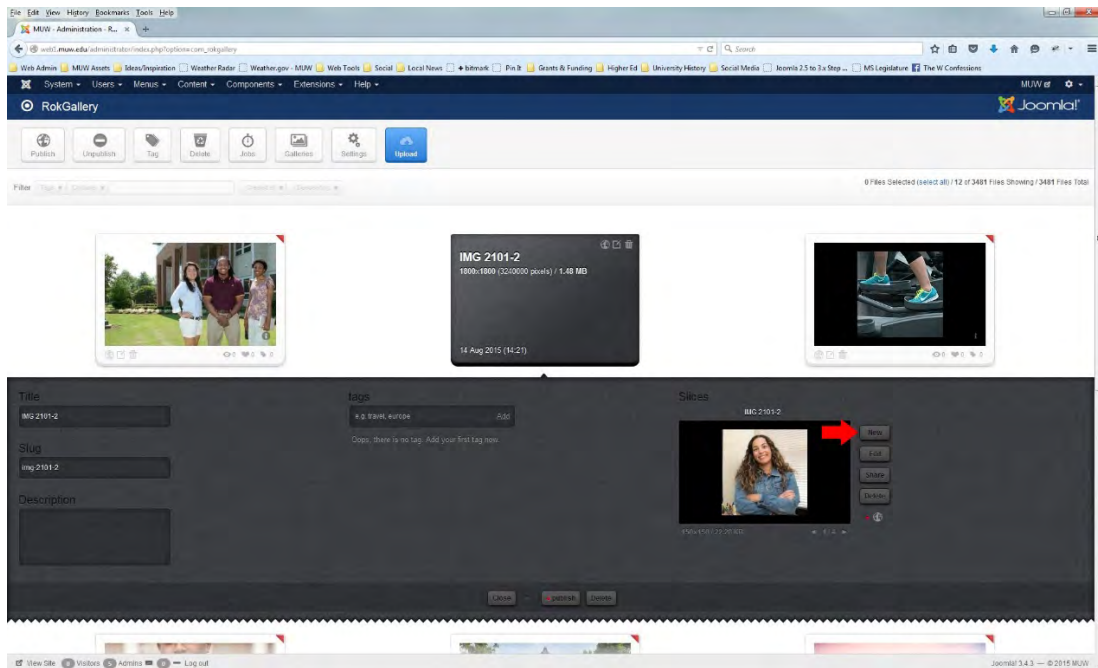
*RokGallery*

3. Select the **Upload** button in the top, center of the page. A window will appear.
4. Select the **Browse** button and choose the files you wish to upload. The system will accept .jpg and .png files. (Do not attempt to load .doc, .docx, .pdf files into RokGallery, it doesn't like that.)
5. When you have chosen all the files you wish to upload, select the **Upload** button.
6. The window will display an uploading status. Once the process is complete, select **Close**.
7. The large format original of your photo is now in the system. Choose the notepad and pencil icon below you photo to edit it. The image will flip over and open, revealing more details.

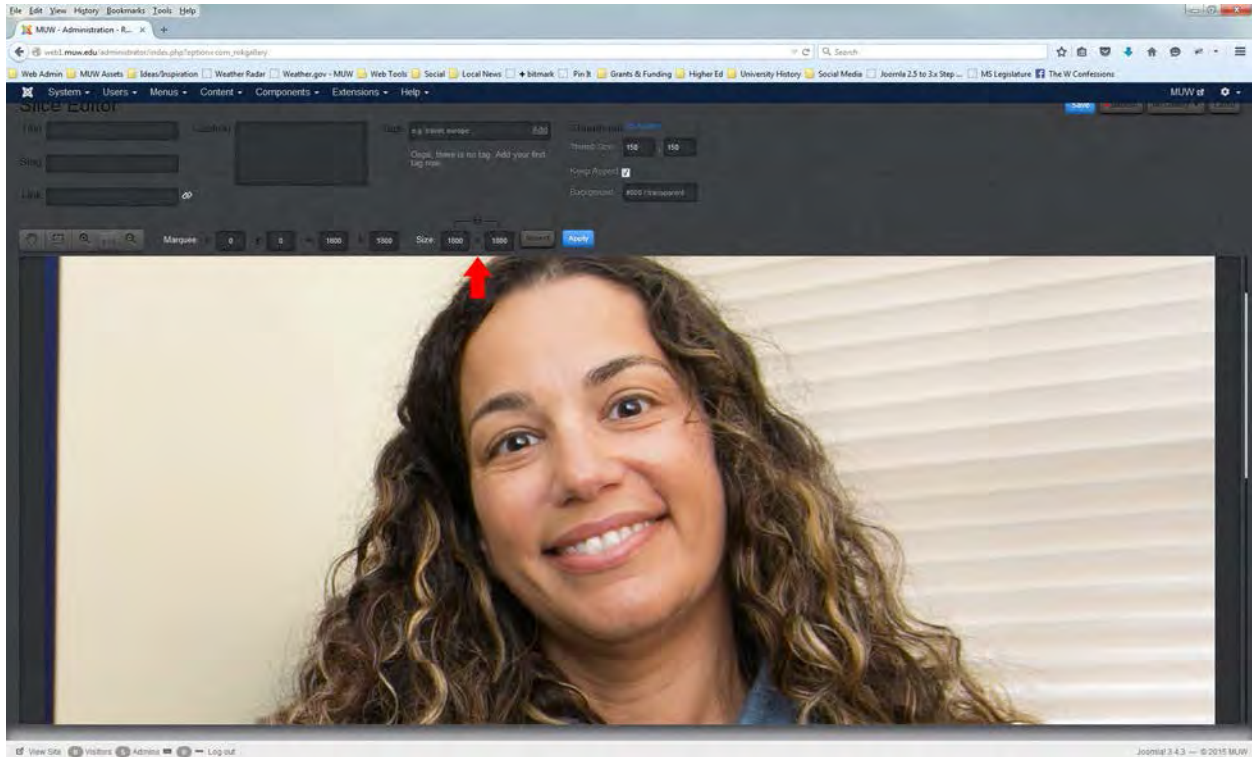


*Choose the notepad and pencil icon to edit the image.*

8. We will create a new image for our story from this master photo. Select **New**. This will open the photo editor.

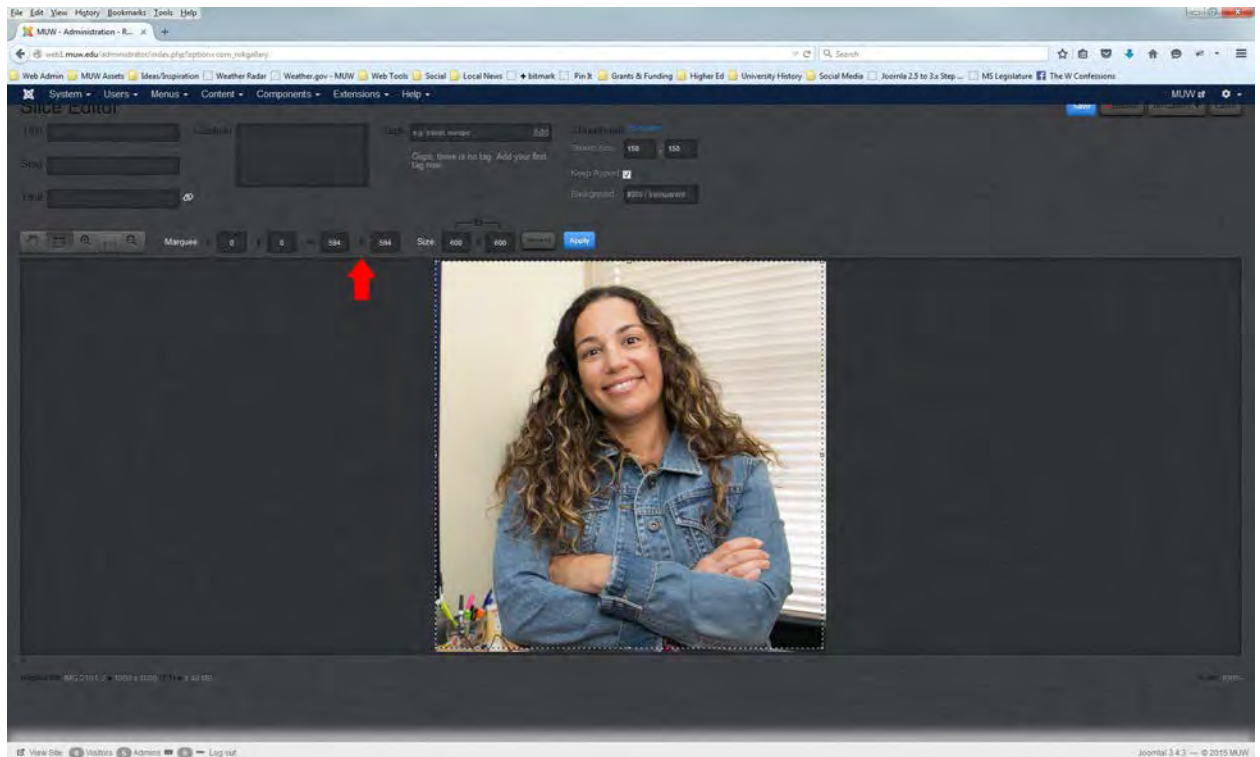


9. The ideal size for a news article photo is 600 x 600. On the photo editing page, just above the image, you will see a pair of numbers with a lock above it. This controls the overall size of your new image. The number on the left is the width, while the number on the right is the height. Adjust the image to a usable size then select **Apply**. We will crop the image in the next step.



*The original image is too big. But RokGallery can resize it.*

10. You'll note a box with a dotted line (sometimes called marching ants or a marquee) has appeared around the photo. This is the cropping tool for our image. The set of numbers directly to the left of the numbers we just edited with adjust the size of the cropped image. Remember we need a photo that is 600 by 600.



*We need a square image. We can crop the original image in RokGallery.*

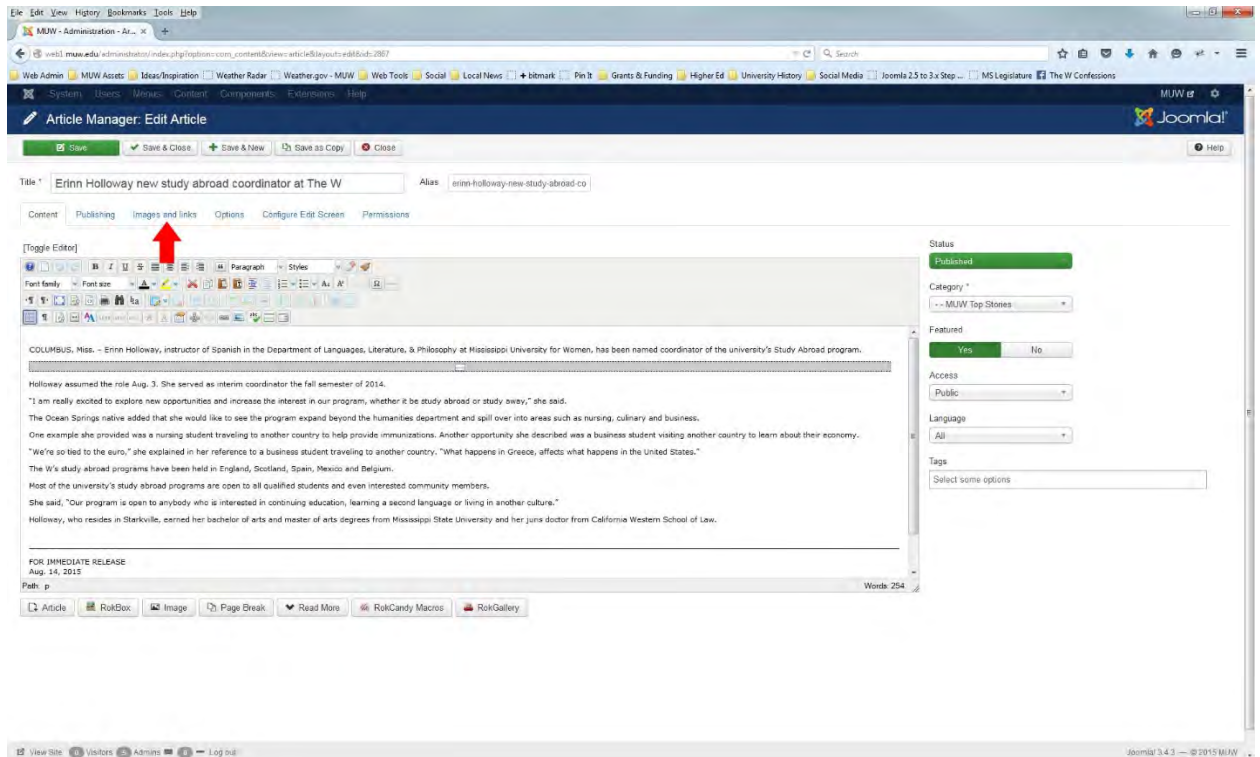
11. Enter 600 in the width box and 600 in the height box. You see that your marquee box is now a square. Drag the marquee box to the position you want for the cropped image.
12. Add a **Title** to the image **NOTE: In some cases, this can be seen by the public.**
13. All other fields can be left blank.
14. Select the Publish button in the top, right corner. The dot in the button will change from red to green.
15. Now select the **Save** button and you will return to the RokGallery page. You have now created a new image cropped to the proportions we need.
16. Let's now get the URL for this image to put in the story. Click on the Share button next to the image. A new window will pop-up.

The screenshot displays the Joomla! administration interface for the RokGallery component. The top navigation bar includes 'RokGallery' and 'Joomla!' logos. Below the navigation bar, there are several icons for gallery management: Publish, Unpublish, Tag, Create, Edit, Gallery, Settings, and Upload. The main content area shows a gallery of images. One image, titled 'IMG 2101-2', is selected and shown in a larger view. The editing panel for this image is visible, showing fields for Title, Slug, and Description. A red arrow points to the 'Share' button in the editing panel.

*Click Share to get the URL for our new image.*

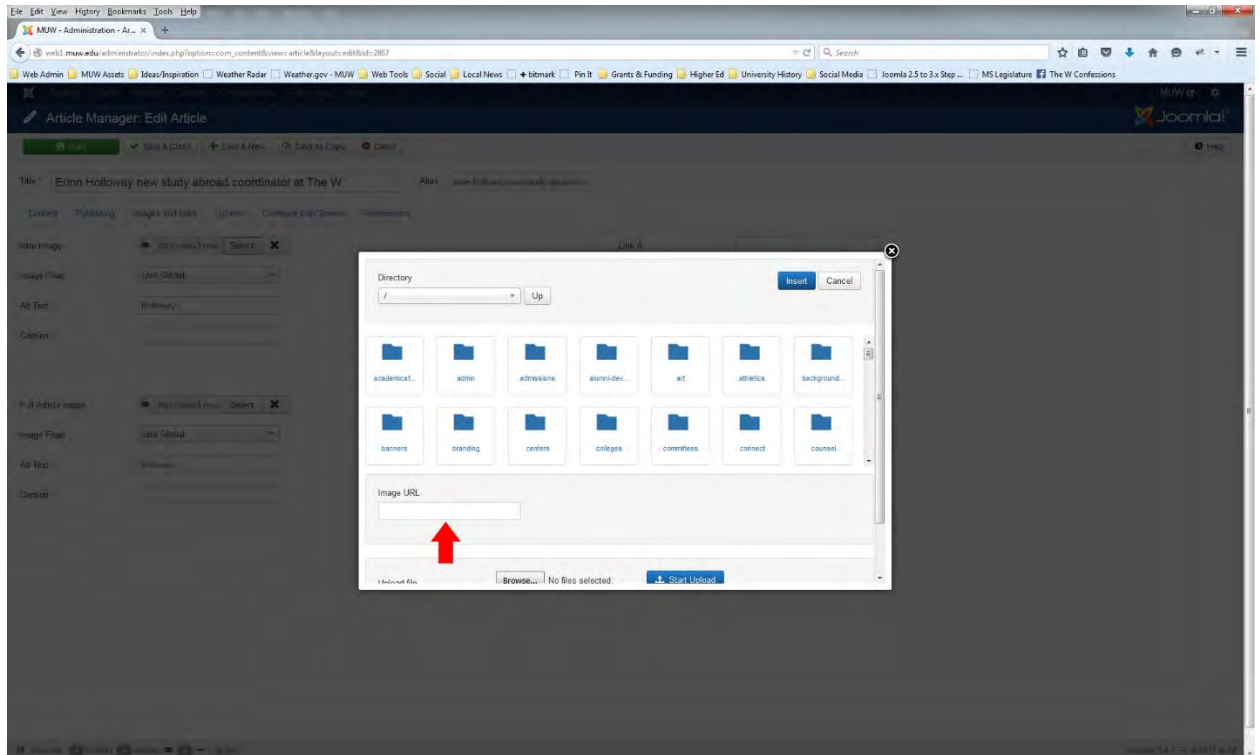


19. Just below the title of the article is a series of tabs. Select “Images and Links”



*Change the Article Editor to the Images and Links tab.*

20. You will see there are two places to enter an image on the left of your screen, “Intro Image” and “Full Article Image.”
21. Click “Select” next to Intro Image. This will open a pop-up window.
22. Just below the file listings, you will see Image URL. Paste the RokGallery URL for your image in this box.



*Paste the address of your image into the Image URL box in the Article Editor.*

23. Select Insert.
24. Once back on the Images and Links page, enter a brief description of the image in the Alt Text box. This is used by the visually impaired to better understand the content of the website.
25. Repeat the same process with the Full Article Image.

**So why did we just post the same image in two place? Will it appear twice?**

Glad you asked! The Intro Image is used in the description of articles on the department/college/university's news page. The Full Article Image is the picture that will display when you open the article to read it.

26. Select **Save** to continue working or **Save & Close** to complete the process.



## Adding a Photo to a Departmental Page using RokGallery

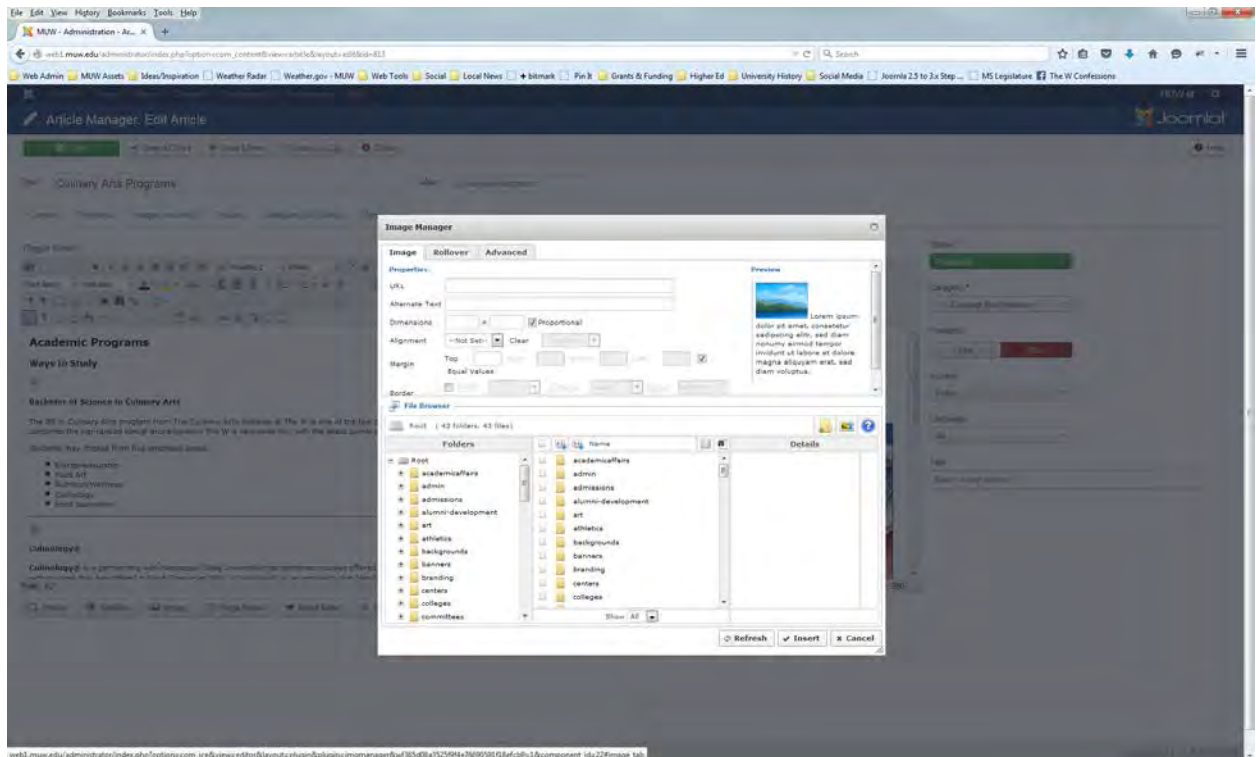
So maybe you are trying to update a departmental page and you need a photo in an exact position on the page, and you really don't need an Intro Image. Here's how to add a photo anywhere on the page using RokGallery.

**IMPORTANT NOTE:** What you see in the Article Editor, in terms of layout, is not necessarily what will display on the website. Be sure to check you live page to see how the image is displayed.

1. The first part is the same as above. **Complete Steps 1-18**, once you have the URL for your image, proceed to Step 2. **NOTE:** An image on a departmental page does not need to be square, nor does it need to be 600x600.
2. If you opened RokGallery in a new tab, go to your story tab. If you did not, use the Dashboard Menu to go to Content > Article Manager.
3. In the body of your article, place the cursor before the first word the line were you want your image to be displayed.
4. Click the icon of a photo in the toolbar above the story. This will open a pop-up window.

*Choose the picture icon to add a photo to the article.*

5. In the new window, paste your copied URL into the text box Image URL.



*Add the image to the article.*

6. The **Alternate Text** should explain what is in the photo.  
**NOTE:** This helps with search engines and is also used by browsers for the vision impaired. It can be seen by the public.
7. **Alignment** can be set to **Left or Right** as desired..
8. **Dimensions** should automatically populate
9. **Border** should be set to 1 with the Style "Solid" and the Colour "#000000". (That's the code for black.)
10. **Margin** should be set to 10 on each. (This is the amount of "breathing room" around the picture.)
11. Select **Insert**. This will close the pop-up window.
12. Select **Save** to continue working or **Save & Close** to complete the process.

## Adding an entry into the Calendar

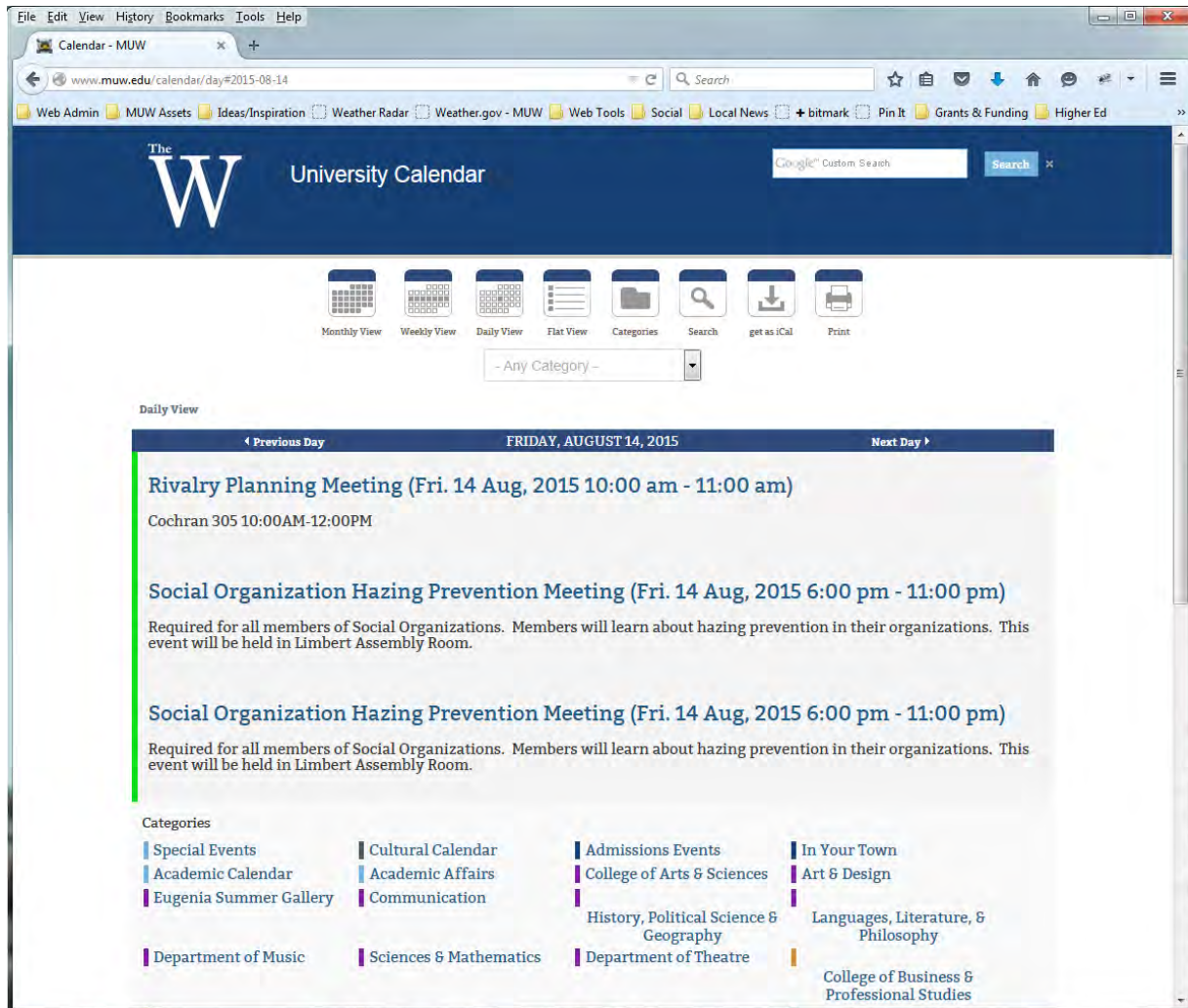
First, let's take a look at how the new calendar looks to the public and check out some of the new features. The master university calendar can be found at <http://www.muw.edu/calendar>.

The new campus calendar will act as the central source for everything that is happening everywhere on campus.

The first thing you'll notice is the calendar has **dozens of categories**, so you'll be able to display content exactly how you would like it.



The campus calendar will also allow users to **change the display of the calendar** by month, week, day, or specific category. It also has a search tool to help you find the event you are looking for.



Finally, the event page can provide much more detail than ever before! In addition to the basics (name, description, date, and time), you can now add images, web links and even a map to the location.

The screenshot shows a web browser window displaying the University Calendar page. The browser's address bar shows the URL: [www.muw.edu/calendar/220-outreach/221-life-enrichment-program/7509-lep](http://www.muw.edu/calendar/220-outreach/221-life-enrichment-program/7509-lep). The page header features the University of Mississippi logo and the text "University Calendar". Below the header, there are navigation options: Monthly View, Weekly View, Daily View, Flat View, Categories, Search, get as iCal, and Print. A dropdown menu is set to "- Any Category -".

The main content area displays a calendar entry titled "Indoor Walking Club: Life Enrichment". Underneath, it says "Life Enrichment Program\*". The description reads: "Tired of walking alone? Looking for a new way to motivate yourself and others to get moving? Walking with others can keep you motivated, improve your accountability and help you meet new people with similar goals." To the right of the text, there are details: Date: Mon. 17 Aug, 2015 9:00 am - 10:00 am; Duration: 1 Hour; Location: Stark Recreation Center. Below these details is a Google Map showing the location of Stark Recreation Center.

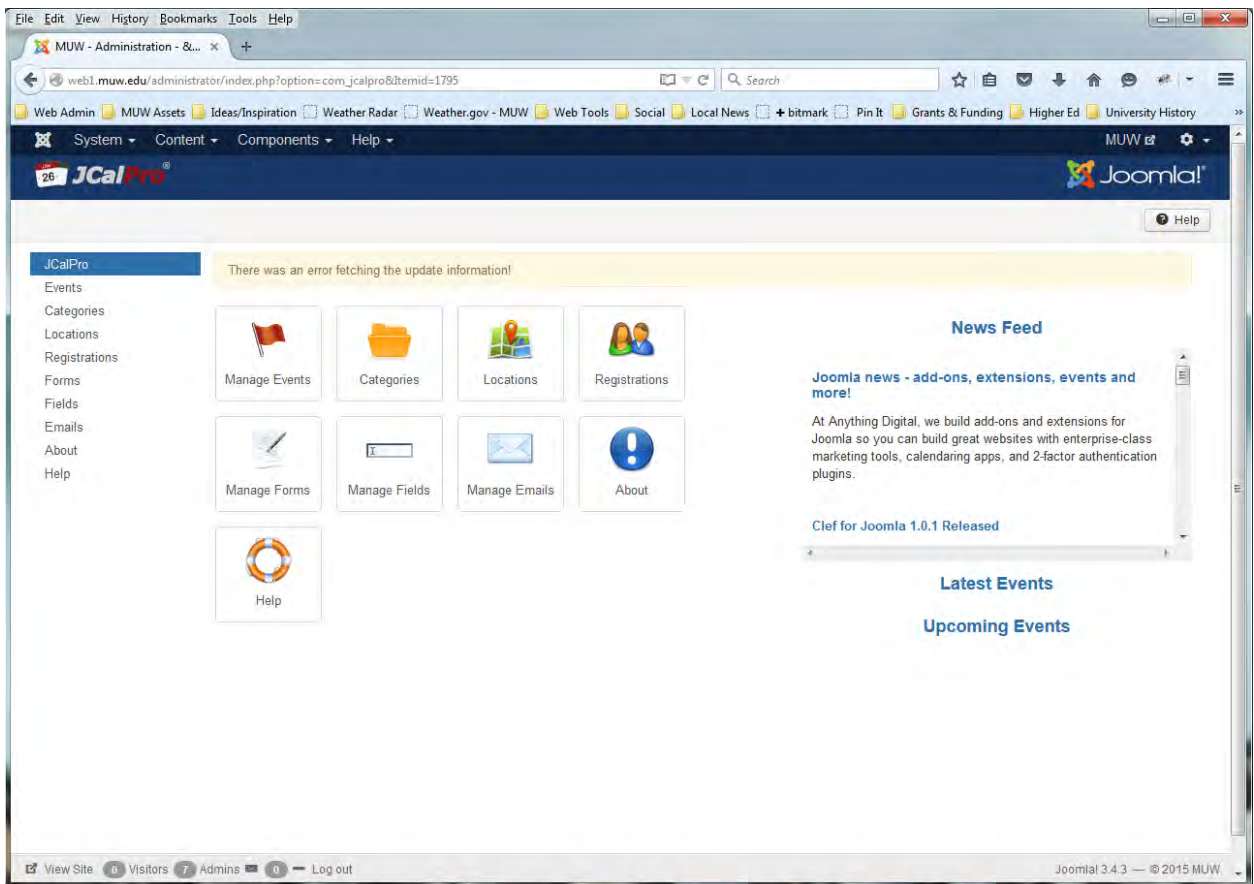
At the bottom of the page, there is a search bar with the text "Search Calendar" and a "GO" button. The footer contains the University of Mississippi logo, the text "Mississippi University for Women FOUNDED 1884 COEDUCATIONAL SINCE 1982", and links for Disclosures, File a Report, Ethics Line, Title IX, and Branding. The address "1100 College Street, Columbus, MS 39701" is also listed.

Let's get started.

Upon logging into the Joomla administrator, you will be taken to the **Site Dashboard**. This is the starting point for everything you do on the university's website.

1. From the Dashboard, select **JCalPro** on the left side of the page.

2. The page will re-load to the JCalPro Calendar Dashboard.



*JCalPro Dashboard.*

3. Select Manage Events.
4. To Create a new event, select the green "NEW" button on the top left. The page will reload with the Event Manager.

The screenshot displays the Joomla! Event Manager interface for adding a new event. The main form includes the following elements:

- Navigation:** Tabs for 'Event Details', 'Event Date', 'Registration', and 'Repeat Method'.
- Event Details:**
  - Title:** A required text field marked with an asterisk (\*).
  - Alias:** A text field for a unique identifier.
  - Location:** A dropdown menu with a 'Select Location' button and a 'Clear' button.
  - Body Text:** A large text area with a rich text editor toolbar (including options for font family, size, bold, italic, link, etc.).
- Metadata (Right Side):**
  - Privacy:** Dropdown menu (set to 'Public Event').
  - Featured:** Dropdown menu (set to 'No').
  - Status:** Dropdown menu (set to 'Published').
  - Approved:** Dropdown menu (set to 'Yes').
  - Language:** Dropdown menu (set to 'All').
  - Tags:** A text input field with a 'Select some options' button.
- Categories (Bottom):**
  - Path:** Text input field (set to 'p').
  - Primary Category:** A required dropdown menu marked with an asterisk (\*).
  - Secondary Categories:** A text input field with a 'Select some options' button.

At the bottom of the page, there is a status bar showing 'View Site', 'Visitors: 7', 'Admins: 0', and 'Log out'. The Joomla! logo and version '3.4.3 © 2015 MUW' are also present.

*JCalPro Event Manager page.*

5. Any box marked with an Asterisk (\*) is required for the event to be published. These are: Title and Primary Category.
6. While the Body Text is not required, a brief description is suggested. You can also include image via RokGallery within the body of your event.
7. You can select an Event Location from the Location button just below the Title. This will add a Google Map of the location to your event listing.
8. You can add your event to additional calendars using the Secondary Categories box. (Make sure you have permission to add your event to another department/college/division's calendar first!)
9. Once you have entered your event listing information, select the **EVENT DATE** tab just above the Title.

The screenshot shows the Joomla! Event Manager interface for adding a new event. The 'Event Date' tab is active, displaying the following fields and options:

- Start Time:** 17 August 2015, 10 AM. Timezone: Chicago.
- Duration:** End date: 17 August 2015, 10 AM. Duration: 0 Days, 1 Hour, 0 Minutes. Options:  End date,  All Day,  No end date (Show start date only).
- Event Settings (Right Panel):**
  - Privacy: Public Event
  - Featured: No
  - Status: Published
  - Approved: Yes
  - Language: All
  - Tags: Select some options

At the bottom of the page, there is a status bar showing 'View Site', '0 Visitors', '7 Admins', and 'Log out'. The Joomla! version is 3.4.3, and the copyright is © 2015 MUW.

### *Event Date Tab*

10. Enter the Start Time for the event in Central (Chicago) Time.
11. Choose a Duration for the event. You can give it a specific date and time; a length in Days, Hours, and Minutes; Mark it as an All Day Event, Or give it No End Date.
12. The Registration Tab is not used by the university. For questions about Registration Forms, ask University Relations.
13. If you are scheduling a regularly occurring event, such as departmental or club meeting, you can set this up under the **REPEAT METHOD** Tab.



The screenshot shows the Joomla! administrator interface for adding a new event. The 'Repeat Method' tab is active, displaying the following options:

- Don't repeat this event
- Repeat daily
- Repeat weekly
- Repeat monthly
- Repeat yearly

Under 'Repeat End Date', there are two main options:

- End after: 2 occurrence(s)
- Repeat until: [Date Picker]

Additional settings include 'Repeat every 1 Month(s)', 'on the 1st of the first Day', and a 'Privacy' dropdown set to 'Public Event'. Other dropdowns for 'Featured' (No), 'Status' (Published), 'Approved' (Yes), and 'Language' (All) are also visible.

*Repeat Method Tab allows you to schedule a recurring meeting with one entry.*

**TIP:** Set your Repeat Until date to the day AFTER the final event, as the calendar removes events at Midnight. (So if your final event is October 31<sup>st</sup>, Schedule your Repeat Until to November 1<sup>st</sup>.)

**NOTE:** Avoid scheduling annual events in repeat. You should also remember to set the final recurrence at no greater than the end of the current academic year to avoid publishing event during the summer.

14. Once you have entered all the details for you event, select **SAVE & CLOSE**.