

## EDITING THE YOUR U3A GROUP PAGE

Please use the menu options on the left to add to and modify the contents of the Bristol site for which you are responsible.

Click **View page** at any time to see the current state of your page. (To load it into a separate window or tab, *right-click* with your mouse on the link and choose from the resulting menu.) From there you can follow links to your own "sub-pages" if you have them, and anywhere else on the Bristol site.

When you click **Edit text** you will see a text area in which to type your words. The text will "wrap" around from line to line, and a scroll bar will appear when necessary. Press the Enter key only when you really want to start a new line, otherwise just let the text wrap automatically. Press the Enter key twice to get an empty line between paragraphs. (If you have any sub-pages, you will first need to select which page to edit.)

The Site Builder is not a word processor, but it does support a few simple formatting options: centred headings, bold and italic text, and tabulated lists. To see how to use them, follow [this link](#).

If your page is a group page, you may create and remove **sub-pages** linked from it, to include extra information about your group's activities. You may add other items to any of your pages, including **pictures**, **links** to uploaded files or sites of interest, details of **events**, and **contact** email addresses. In each case you will need to enter data on a web form, and press a button to save it. You will see a confirmation of what you have entered, and be given the chance to correct it.

Please contact the person responsible for the Bristol site if you need further advice about editing your page.