




# Editing/Updating Your Interest Group Webpage

Typical Layout of Preston & District U3A Interest Group webpage.

Preston & District	
<div>Select "Logo" image to place it here</div> <div></div> <div></div>	
<div>Group Page Title e.g. Walking</div> <div>This is where the page <b>text</b> is placed.</div> <div><b>Inline Images</b> can also appear in this area either left or right-hand side.</div> <div><b>Inline Links</b> can also be placed in this area.</div> <div><b>Inline email Links</b> can also be placed in this area</div>	<div>Place email links here</div> <div></div> <div>Click to send a message</div>
<div>Dates for your Diary</div> <div>This is where the group "<b>Events</b>" can be inserted. They will only appear on your group page NOT on the EVENTS page. . (<b><i>This is a change from previous advice after default settings were changed on the website.</i></b>)</div>	<div>Links</div> <div><b>Links</b> are placed here for-</div> <div>Sub Pages</div> <div>External sites</div> <div>Downloading</div> <div>Viewing and saving files to your computer e.g. Word or pdf files.</div>
<div>More Group Pages</div> <div>All the Interest Groups appear in this area listed in four columns the page is NOT editable by group leaders.</div>	<div><b>Images</b> are placed here as a "Thumbnail" image.</div> <div>Click on it to open a new page with full size image and text.</div>

The website is moderated by the Website Administrator, currently Norman Green, we ask that:

- You edit only your own Group's page.
- Follow the Code of Practice as outlined at the end of this document.
- Do not give the password to anyone else unless they are about to take over from you as Group Leader. Ensure that the Website Administrator is informed who is editing the page and their contact details if leaders change.

**TIP:** Prior to logging onto the website create any text you want to insert as a Word or other text file, then spellcheck it. The text can then be pasted into the web page. Pictures need to be resized before uploading to maximum of 800 x 600 pixels. Place these in a folder with a suitable name and make sure you know where to find them when you need them. If you need to know how to resize a picture the information is contained in the file "Website Tips and Tricks" which can be downloaded from the Members Area of the website.

The web address to access the U3A Site Builder Website site is <http://u3asites.org.uk>

Click "Login and Edit"

Enter Login Name: (the one you obtained from Interest Group Co-ordinator) typically "u3axxxxxx"

Enter Password: 12 characters using Upper & Lower Case Letters and at least one number. (You will have created this previously and emailed it to the Site Administrator who will have authorised this for you. Or it will have been emailed to you by the Site Administrator.

Press, "Edit my U3A Site."



You should now see a web page with a narrow left hand menu frame and a larger main frame. The main frame will have a title "Page Editor Help". You now have access only to your own group page and associated images, links and sub-pages. A Group Page contains several elements, which can be added, edited or removed; these are accessed from the menu in the left hand frame and are displayed in bold black text.

## Menu

There is a Main Text area, which is placed under the "Group Page Title." There will already be text in here from when the page was originally set up, but this can now be changed. From the Left hand menu frame under the word, "Menu" click on "Edit Text."

If you only have one page, it will be displayed in red text in a box marked "Edit your page heading here" and you will be able to make any text amendments in the larger text box below. If you also have sub-pages, you will be given the option of choosing which one to edit from the drop down menu. When you have finished click on "Save this page text" you will be given the option to correct it or to choose another menu item.

**TIP:** Before doing any editing, copy the existing page text to a Word, Notepad or similar document and save it temporarily. Using this method, if things go wrong you can restore the page by copying and pasting the original text back to it.

When editing large blocks of text on your webpage you may find it easier to copy and paste it to a Word, Notepad or similar document, and work on it there. You can also spellcheck it before pasting it back to your web page. If you are not familiar with this process here are the steps:

Highlight the text to be copied by placing the cursor somewhere in the textbox, and press Ctrl +A

Press Ctrl +C to copy

Open the blank document you are going to copy to, press Ctrl +V to paste the text.

## Menu - Edit text

**Bold:** to create bold text, put hash before and after e.g. #bold#

**Italics:** To create italic text, type underscore before and after e.g. \_italics\_

**Table:** If you want to make a table insert two commas between each column e.g. Date,, Topic,, Leader,,

Example: if you typed

#DATE#,,#TIME#,,#VENUE#

22 July,,10:00-12:00,,FLTC

23 Aug,,02:00-04:00,,St Cuthbert's

It would appear on the group page as:

DATE	TIME	VENUE
22 July	10:00-12:00	FLTC
23 Aug	02:00-04:00	St Cuthbert's

**Bulleted list:** enter a series of lines with a single asterisk at the start of each line of text

**Bold centered heading:** surround a complete line with "curly" brackets. For instance, entering: {About the U3A} will produce this: **About the U3A**

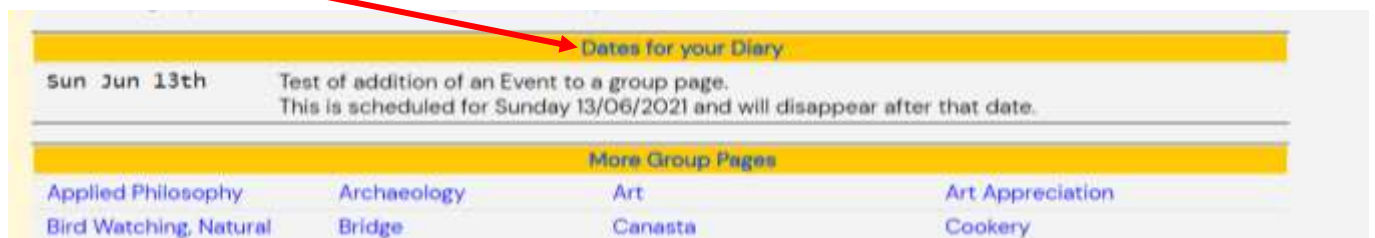
## Pages

From the back end main menu page under “Pages”, click on “Add sub-page”. At the top of the next page you will see in bold text that a new sub-page and the associated link, has been created from your parent page. In the small text box you can enter your sub-page name, which will be used as the link description on your parent page, and will also be the heading for your sub-page. In the bottom box (the big one) you can type your page text as normal. (If you inadvertently pressed the “create sub-page” link from the main menu, there is a button marked “Remove”, which will remove both the sub-page and its associated links). The link to this sub-page will be placed on the right hand side of the parent page.

If you want to remove a sub-page this is done from the “Pages” main menu screen, where you click on “Remove sub-page”. Note that this removes everything on the sub-page including text, pictures, links and Blue Bird contact emails, so there is no need to remove things from the sub-page before removing the actual sub-page.

## Events

You can insert events for the group and they will ONLY appear on your group page NOT on the EVENTS page. They will appear just above the heading for “More Group Pages” and will be headed “Dates for your diary”.



Click “Add Event” from the left hand menu. At the next screen click on the date entry box and a calendar will appear. Select the date, type in the information for the event in the “Details” box then click “save this data and check the event details” button. Or if you want to add more events click the button “ Save this data and add another event”. You can change event details from the “Change Event” option, or “Remove Events” in a similar way. Note that once the date of the event has passed, the event will not be displayed on the group page. It will however need to be removed using the “Remove Events” option in the interest of good housekeeping and to keep memory usage down.

## Contacts

In the top right hand corner of the group page is the blue bird icon where you “click to send a message.” When you do this, it opens up an email template for you to complete so that you can send a message to the group leader. The email address is saved in the “Contact” area and if you wish to add an email, change an email, or remove an email address, it is done by clicking on the appropriate menu item under “Contacts.” Note the Blue bird icon will only appear on the group page. Please test this is working by clicking on the Blue Bird and sending yourself a message if you make any changes.

## Inline email Links

If you need to email more than one person in a group, then using the “Blue Bird” link method will not work. What is needed is to use an “Inline email Link” for each person.

If you choose a name from a piece of text on your page, you can use that name as a link to open up a message page just like the blue bird link does. Below is how you do that.

In the page text, decide which name or piece of text is going to be the link. This is called the “Label”. Login to your page.

From the opening menu page go down to “Contacts.”

Under Contacts, click "Add email"

On the next screen where it displays "Contact Page": *your page name should be displayed*

Mail Address: enter members email address

Label: *type the text you have decided upon as your label*

Inline Link only? Select YES (Very Important)

Inline Link destination: select Online Form

Select: Save these contact details. After you have done this, a box will appear confirming the details have been added.

Return to Main Menu.

Under "Menu"

Select "Edit Text"

You will now see your main page and any sub-pages. Make sure there is a dot in the radio button for the page you want. Click "Change the page".

In the text box, which is, displayed insert percentage sign % immediately before (no spaces) and after the word or name, you chose as the "Label."

Click on "Save this page text" (The % sign before and after the name turns it into an email link and it turns the text colour to blue. Conversely removing them leaves the name on the page but removes the email link)

A confirmation page appears giving the option to correct if necessary.

Return to Main Menu.

Click on "View my page" and check that the "Label" has turned blue. If it has click on it and it should open up a page inviting you to send a message to that person. Log Out when you have finished.

## Links

There are three types of links that can be placed in the Links section of the group page.

- (1) A link to a document: you previously uploaded to the web site. This can be a Word document or pdf file. When you click on the file you will be given the option to open, save, save the file as a different name or cancel the download. Steps to achieve this:

From Main Menu "Uploads" click upload file.

Click Choose file

Is this file to be password protected?" select No.

Click upload file.

Link Text: type the name of the file, which will appear in the **"Links" section** of the group page.

Details: type the text that will appear on the **"Links" Page** of the web site.

Click on the expiry date select a date from the calendar or leave blank.

Inline Only: NO. Click "save these link details."

- (2) A link to a sub-page: you previously created under your main group page. If you click on a link to a sub-page, it simply opens up the text. Steps to achieve this:

From Main Menu "Pages" click, add sub-page

Next screen, your group page will be displayed in the "Parent Page" box.

Edit your page heading here: type your chosen name for the sub-page.

Type your sub-page text in the text box

Click "Save this page text."

This will create a link in the "Links" section of the group page - Although it is actually a Sub-page.

- (3) A link to an external site e.g. YouTube or the main U3A site: If you click on this, it takes you to another web site. Steps to achieve this:

From Main Menu “Links” click Add Link.

“Link From” will show the group page where you are placing the link.

“Link to” is where you type or paste the URL of the web page you are linking to.

“Link text” is text that you will click to send the Browser to the chosen page.

“Details” is the text that will be displayed on the “Links Page” where this link will also be listed.

“Expiry Date” – Insert suitable date or leave blank if you want the link be permanent.

“Inline only?” – Select NO as a default.

Click “Save these link details.”

**Note:** If you select “Inline only?” as YES you will need to edit the page text by creating a word as a “Hyperlink.” This is done by adding keyboard character “|” at the start and end of the text. The word will turn blue and when it is clicked, it will turn purple and take you to your chosen page. The word used as a Hyperlink must be the same as you enter as “Link Text” above.

**Note:** You cannot distinguish between a sub-page and a downloadable file from looking at the items in the “Links” section of the group page. However, if you hover your mouse over the link your browser will show a small box at the bottom left hand side of the screen which will show the URL (the details of the link). If you look at the end of the text, you may recognise the type of file e.g. a Word document will end in .doc. You can also add, remove and change links from your page by using the menu items under Links.

## Uploads

If you want to add a photo - maximum size is 800 x 600 pixels:

- Go to Uploads, Upload picture: Browse to find the picture on your computer
- Click on: Upload this file.

A new screen appears

On Page: Your group name will be displayed. If you have any sub-pages, (using the drop down box) you will first need to select which page to add the picture to.

Title: Enter suitable name for your picture

Description: type some descriptive text.

Usage: Clicking the appropriate radio button i.e. **Full** will place the picture on the right hand side of the page **LOGO** will put the picture in the Header Bar of the page.

Inline Only: Clicking the appropriate radio button i.e. **NO** will put it in the normal position on the right hand side of the page **YES** allows picture to be placed into the text area (after performing other operations) - for further information see Note.

Press: click on Save data.

If you go to the menu frame and click “View my page”, your picture will now appear on the right hand side of your group page. If you click on this image, it will take you to a page with a full size image and any text you may have added in the “Descriptive Text” area. Note that if you forgot to enter any Descriptive Text and want to add it subsequently you may have to remove the picture and add it again rather than trying to change the picture.

**Note:** If you want to put the picture into the page text, you will upload the picture selecting “Inline only?” YES and Usage: “FULL”. Press Update Information.

Now go to Main Menu item “Edit Text.” When the next screen opens click on “Show picture references for inline insertion.” Follow the displayed instructions to place the picture with left or right alignment in the position you choose.

## **Importance of using the “Log Out” facility**

You should always click the “log out” item on the main menu when you have finished editing your group page. If you do not, there is a possibility your browser will remember the login credentials and if you want to login to a different group page it will take you to the last one you used instead. If this happens to members who edit more than one group page using different login details, it is also a good idea to alter the browser settings so that it clears the cache of stored information every time you close your browser. The details will depend on which browser you are using.

## **Code of Practice for Using the Website**

The website is very high profile and it is important that we do not break Copyright Law or fall foul of the Data Protection Act. We must also ensure that we do nothing to compromise the Third Age Trust's charitable status or bring the Third Age Trust or Preston City Council into disrepute. Furthermore, we should abide by the Site Builder Terms & Conditions and Privacy & Data Protection Policy.

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### **PLEASE NOTE:**

Do not infringe copyright. Make sure you have written permission for anything you copy/download.

If you ask nicely and explain what U3A is and that the Third Age Trust is a charity, you might well be given Permission.

Make sure you have written permission from anyone before putting his or her surname or contact details on the site.

Do not identify individuals in any photographs.

Make sure you do not make statements that a very sensitive person might find politically incorrect. If you are unsure, ask the Chair.

Apart from U3A merchandise, do not use the Website for advertising Commercial Products or Other Organisations. However worthy a charity or organisation may be, we are unable to support all of them. If we were to support some but not others that would be considered favouritism and would create problems for us as an organisation, so we choose to support none of them.

Do not place any password-protected files on Group Pages.

Do not put email addresses on web pages, use the Blue Bird link or Inline email links instead

The maximum number of images you can upload to your set of pages is eight. (Set of pages means main page plus any sub-pages)

Do not upload any text that will become an archive of your activities or information. Information should be time limited and removed when it has reached the end of its useful life.

The data usage of your pages should NOT be constantly increasing and you should review your content periodically and take action to prevent this.

If requested to take remedial action by the Website Administrator, please comply within a reasonable period. If you need technical help and support, contact the Website Administrator or local sources i.e. another group leader, in the first instance. Do not contact Site Builder Support; they only deal with Website Administrators.

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