

Guidance for using the Site Builder Web Site

In general, all website editors should visit <https://www.u3asites.org.uk/code/index.php> - Site Builder Home Page as the first port of call for information if they are in any doubt or need any help. However, they use the Site Builder site they need to be aware of the contents of the following two documents, which they should download, read and keep for future reference.

[Privacy and Data Protection Policy](#)

[Terms and Conditions](#)

The contents of these pages govern how we use Site Builder and all users are required to comply. These documents are updated from time to time and we are advised when updates occur.

You should be aware from reading the Terms & Conditions Document that Site Builder is funded by the Third Age Trust and that we make no other financial contribution towards it. We therefore have very limited influence over the day to day organisation and operation of the system.

Anyone requiring practical or technical help should contact the branch Website Administrator.

If you prefer self-help, this is available from the Members Area of the Preston & District Site or by Clicking "Find out more" on the Site Builder Home Page to open further help.

Then click the link for – "Complete Index" to open up links to "Site Builder Help files and related documentation."

Preston & District U3A also arrange local training; if you feel you need it, please contact the Website Administrator via the link on the "Contact" page of our website.

Site Builder Monitoring & Reporting

The local Site Administrator is able to access system generated reports on the "Health Check" of the system. This report highlights problem areas which need to be rectified, so on occasions users may be asked by the Site Administrator to take action to achieve this.

The Site Builder Support Team also email local Site Administrator asking them to take further remedial action if there are other problems, especially if those problems put us in breach of the Terms & Conditions. The following text is taken from the Terms & Conditions

The Site Builder team reserves the right to suspend or terminate any Client U3A website if the U3A does not abide by these Terms and Conditions.

Some simple Do's and Don'ts

Site Builder is concerned about the amount of memory space used by local sites, presumably but not stated, because it costs money. They therefore ask that sites do not use excessive memory by uploading lots of pictures and text information which perform no useful function as an information source for its members. In particular, they do not want web pages used to archive information. If they do, the memory used grows bigger but visitors to the site may be put off because they tire of seeing the same information.

Web page text needs to be concise and easy to read without scrolling down through numerous screens.

If you need site visitors to be able to send you an email, do it via the Blue Bird icon or via an Inline email link. If you publish your email address in plain text it can be picked up by SPAM Bots and you risk being a recipient of lots of SPAM emails.

If you place a date in the text it must be obvious which year it refers to by actually saying so. You should avoid inserting text such as “the second week in January.”

If you upload documents which are date specific, remember to remove them when they have expired. E.g. 2018 Programme of Walks – needs to be removed in early 2019.

If you create a sub-page, ensure its name is different from the Parent Page. Don't create a sub- page unless it is serving a useful purpose.

Prior to uploading pictures ensure that they are reduced in size to around 800 x 600 pixels. If they are too big they will be rejected.

Only upload Word files if they need to be edited after downloading. Use pdf file types for uploading in preference.

Prior to uploading pdf or other files ensure they are smaller than 5 Mb or they will be rejected. If the document has graphical information like images or colourful fonts, consider removing or reducing the size of images and choosing simpler fonts to reduce the overall file size.

If you are intending to place a large piece of text on a page, it is better to create the text in a Word document and spell check it. Then copy and paste it into the web page text insertion box.