MAIN MENU

To open the administrators editing page of a U3A Web site type in the web site address such as

https://u3asites.org.uk/code/login.php

Complete the “password” and the name of the U3A. Press

This will display the MAIN MENU as shown here.

An overall view of the web site and its structure will be covered briefly here and demonstrated in detail later.

The list in blue gives access to the main parts of the web site.

The main General editing help opens up the elements shown in purple on the right hand side of the page.
The web site is initially displayed showing the Home page, the content of which is often based around a local photograph and a printed caption. (see example below left)

The basic page structure which is preloaded when first opened comprises, Headings shown opposite.

More top of the page headings can be added. (see example below left)

A partial view of an example Home Page

When a site is first created, it will show:

The "Welcome" page:
This is the page which visitors to U3A. You will be able to choose

The "Groups" page:
This is intended to show some general information about individual groups, which can be added.

If you are editing a regional or national site, you can add a "Regional Groups" page which lists the member U3As.

The "Events" page:
This is intended to show information about forthcoming outings, social events — any event.

The "Contact" Page:
This is intended to show information on how to contact the site administrators to show automatic

Follow this link for details of other sites.
The Links page automatically display links created to various pages of the U3A web site.

The Gallery page automatically, displays photo icons of photos posted on any of the pages of the web site.

The site map is automatically created as the web site is built up.
There is good advice on this page on techniques to format text for the web pages

Text Formatting Instructions

To make a bold centred heading, surround a complete line with "curly" brackets. For instance, entering:

```
[About the U3A]
```

will produce this:

```
About the U3A
```

Both brackets must be present, and appear right at the beginning and end of the line.

To insert some tabulated information, enter a series of lines in which the table elements are separated by two commas. For instance, entering:

```
Official,,Name,,Telephone
Chairman,,John Brown,,01234-5678
Secretary,,Fred Smith,,09876-54321
Treasurer,,Mary Jones,,13579-08642
```

followed by an empty line, will produce this:

```
<table>
<thead>
<tr>
<th>Official</th>
<th>Name</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairman</td>
<td>John Brown</td>
<td>01234-5678</td>
</tr>
<tr>
<td>Secretary</td>
<td>Fred Smith</td>
<td>09876-54321</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Mary Jones</td>
<td>13579-08642</td>
</tr>
</tbody>
</table>
```

The table will be centred, and surrounded by light border.

To make a bulleted list, enter a series of lines with a single asterisk at the start. For instance, entering:
TEXT EDIT, continued

The Welcome page is used to give general information about the local U3A.

It has a notice board feature for late items of news.

Also, a LINKS feature which link to information on other pages on the web site or elsewhere on the internet.
TEXT EDIT, Continued

To Create a text panel on the Welcome page, left click on Edit text. This will display the screen shown opposite. Complete the box at the top as appropriate, and type the welcome message in the large panel.

The words #Coffee and Conversation# and New Members application are displayed in bold by the use of the # key either end of each phrase, as referred to earlier in the text editing section.

Note the use of the # key and vertical bars. Either end of #|membership application|#, creates a link to a page displaying the membership application form. This technique will be described later.
POSTING A “NOTICE”

Click on Notices, which will display this page. Type in the brief notice, in the top panel.

Left click on the “Display until box”, to display a calendar and select an expiry date for the notice. The notice will be deleted automatically on the expiry date.

Finally click on ”Save this notice”
CREATING / EDITING A GROUP PAGE

Clicking on Groups will display a HELP page. The remaining functions in the group section will be described in turn.

Clicking on Edit text will display this menu.
- Groups
- Help
- Edit text
- Add groups
- Change group
- Remove group
- View page

Enter your page heading in the top box and;

Type your general text entry for the Groups page.

Click on Save this page text

See the results of the entry on the next panel.
This is the GROUPS page as displayed on the web site.

To add a group to the groups page, click on “Add groups” to display this screen. Complete the boxes as required. Click on “save this information and see new list.” (or “and add more groups”)

**GROUPS**
- Help
- Edit text
- Add groups
- Change group
- Remove group
- View page

---

### Enter your group names (maximum length: 30 characters) in the boxes below.

If you wish you may also enter the day and time when the group normally meets, and brief details showing how often it meets (weekly, fortnightly, monthly, occasionally), on which week(s) in the month.

<table>
<thead>
<tr>
<th>Group name</th>
<th>Day</th>
<th>Time</th>
<th>Extras</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cycling</td>
<td>Wed</td>
<td>a.m.</td>
<td>1st in month</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Press:** Save this information and add more groups
Or ... Save this information and see the new list
CREATING / EDITING A GROUP PAGE continued

This screen is displayed showing your recent entry.

This screen is also displayed if you wish to change a group entry.

Your web page entry will be displayed in the groups listing.

CHANGING A GROUP PAGE ENTRY

If you are editing as web master; go to groups and change group.

If you are a sub editor you will already be in your group page.

GROUPS
Help
Edit text
Add groups
Change group
Remove group
View page
CHANGING A GROUP PAGE ENTRY, Continued

I am selecting Science and Technology as an example

Having selected the Group page, left click on edit the related group page.

Click on either save this group data or Edit the related page, depending on whether it is a first time entry or a change to an existing entry.

Entries on this panel control the tabulated details on the general list of all Groups.

Please make your changes on the form below:

<table>
<thead>
<tr>
<th>Group:</th>
<th>Science and Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day:</td>
<td>Fri</td>
</tr>
<tr>
<td>Time:</td>
<td>p.m.</td>
</tr>
<tr>
<td>Extras:</td>
<td>First Friday in month</td>
</tr>
<tr>
<td>Status:</td>
<td>Show</td>
</tr>
<tr>
<td>Now press:</td>
<td>Save this group data</td>
</tr>
</tbody>
</table>

Alternatively, you may Edit the related group page

OR.. Remove this group
CHANGING A GROUP

Type in the appropriate sentence for the group entry.

To include inline email recipient links use the % characters either end of the link name.

Makes sure you type in the name between the % signs exactly as the contact name entry, made earlier. This was shown earlier in this guide.

Left click on Save this page text.

REMOVE A GROUP

Click on the roundels of group(s) to be deleted, and click on “Remove marked group”
EVENTS PAGE ENTRIES

There are useful text editing instructions, displayed in the help menu.

To enter or amend the introductory text at the top of the Events page, click on Edit text.

This will bring up the screen shown opposite. On the first occasion it will be blank. Type in your entry (similar to using ‘word’ except for text styles described in the U3A guide shown at the end of this guide). Click on Save this page.

To move away from this page click on any title in the left side editing panel.
EVENTS PAGE ENTRIES
Continued

Clicking on ‘Save this page’, described above, will display a pre-view of the text with the opportunity to correct the entry if necessary, by clicking on CORRECT IT.

If there are no corrections required, click on any title from the editing column to leave the entry intact.

Events

General open monthly meetings are held from 10 to 12 noon, on the second Tuesday in the month.
Meetings are held in St Peters Church.

Coffee and Conversation meetings are open to U3A members, their friends and to prospective new members.

Advertising non U3A Events.
Ravenshead U3A is receiving requests from external [Non U3A] groups requesting that we advertise their activities and events through direct email to our members. There are concerns that passing on these requests to our members could be seen as (a) being intrusive and (b) that our Ravenshead U3A are endorsing the activity or event. For these reasons we have made

STATEMENT: Ravenshead U3A has a policy of NOT advertising external [Non U3A] activities or events.

Details of the monthly meeting speakers and activity groups occasional events are shown below.
To add an event
Click on “add event”.

You are required to select and click on a general or group activity. This links your entry to simultaneously appear on the selected group page, as a “Dates for your Diary” entry.

I have selected The hikers (5-8 miles) group.

This screen will appear with information about a Hikers group event.

Clicking on the Date box will produce a calendar to select from.

Type in your entry
Click on one of the two options below. If there are no other entries to be made, click on the lower option. The screen shown below will appear.
EVENTS PAGE ENTRIES
Continued

This screen gives the option to CORRECT IT.

If no alterations are required. Click on any other title on the left hand column of the screen, to leave that entry.

Selecting the EVENTS heading, will display the sample entry in the Hikers section of the events listing, as “Dates for your Diary”

The illustration shown opposite is a partial view of the hikers entry on the events page. The Wed Jul 15th entry is displayed here.
EVENTS PAGE ENTRIES
Continued

If you Select the Hikers Group from the Groups Heading, this will load the Hikers Group page on to the screen; shown in the next panel.

EVENTS PAGE ENTRIES
Continued

Selecting the Hikers Group page will display the Hikers web page.

This is a partial display of Hikers page under the ‘Groups’ Heading.

All out-dated Entries will be removed from the screen automatically, on expiry, in real time.
EVENTS PAGE ENTRIES
Continued
If it is necessary to change a current event entry. Click on Change event, and select the appropriate entry from the list shown on the right hand side of the screen.

Changing any group event entry, must be done from the events page.
Select the group entry requiring amendment, to display the original entry/editing screen, and type in amendments.

An event can be removed by clicking on ‘Remove events’ in the Events menu.
Click on the boxes of the events to be removed and click on ‘Remove all marked events’
CONTACTS AND EMAIL

Examples of USE of contacts are shown here from the committee page.

Contacts can be placed on a U3A web site without the recipient’s email address being displayed.

There are two techniques
Using a Blue Bird icon,
Or using an inline link.

Both methods are displayed on this committee web page.

The individual person contact method.

Clicking on the individual committee member will display an email message page for completion.

Click on Send Message
CONTACTS AND EMAIL
continued

Clicking on the Blue Bird icon displays a similar email profile. If there are multiple names, click on the appropriate roundel and complete the email.

<table>
<thead>
<tr>
<th>MESSAGE FOR COMMITTEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please choose where to send your message:</td>
</tr>
<tr>
<td>○ Alan Paul</td>
</tr>
<tr>
<td>○ Ali</td>
</tr>
<tr>
<td>○ Dia</td>
</tr>
<tr>
<td>○ Luc</td>
</tr>
<tr>
<td>○ Maria</td>
</tr>
<tr>
<td>○ Olowo</td>
</tr>
<tr>
<td>○ Ryczek</td>
</tr>
<tr>
<td>○ Saab</td>
</tr>
<tr>
<td>○ Schon</td>
</tr>
<tr>
<td>○ Judy</td>
</tr>
</tbody>
</table>

| Please enter your own name and e-mail address: |
| Your name? |
| Your e-mail? |

| Now type your message or query here, and click the 'Send' button: |
| Message text area |
CREATING an email link.

It is necessary to create an email contact, before posting a web page email link.

To do this click on Add email to display this form.

Click on the V to display and select a group contact page, type in the email address and link label. Leave the roundels unchanged. This will display a Blue bird link on the appropriate page. If marked in line only no blue bird is displayed.

Once an email address is saved it can be linked from any of the web pages.

CREATING The in line email method

This guide is written using a web site administrator editor menu, which may vary in appearance from a sub-editor menu. The process is similar in either case.

The recipients email destination must be entered in the contact
**menu.** Go to the menu and select contact.

Left click on Add (or change) the recipients email address. Note it carefully as it must be matched exactly when used in an in-line text.

---

To use this technique it is necessary to establish a list of the email recipients and their email addresses in your email list. So if you have 6 people who are to received emails via a sentence, 6 individual addresses must be loaded in the email section of the editing menu.

Complete the information in the boxes as shown. Take care with the email address and the label. The label will be used in the in-line sentence. (Careful with capitals and spaces etc.) Note where the roundels have the dots.

<table>
<thead>
<tr>
<th>Contact page:</th>
<th>Science and Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mail address:</td>
<td><a href="mailto:alanp@science-and-technology.uk">alanp@science-and-technology.uk</a></td>
</tr>
<tr>
<td>Label:</td>
<td>Alan Paul</td>
</tr>
<tr>
<td>Inline only?</td>
<td>Yes</td>
</tr>
<tr>
<td>Inline link destination:</td>
<td>Online form</td>
</tr>
<tr>
<td>Now press</td>
<td>Save these contact details</td>
</tr>
</tbody>
</table>

Right Click on save these details.
This page is your opportunity to correct your entries.

Your email recipient is now established for use in a line of text.

The following contact details have been recorded:

| Email address: | alar, paul |
| Label:         | AlanPaul |
| On page:       | Science and Technology |
| Inline only?:  | no |
| Mailto?:       | no |

If you wish to change any of the above values, click **Correct it**.

After registering a new contact address, it is useful to send a test message to it via your site, to ensure that it reaches the correct recipient.

Please choose another menu item to continue editing.

### To remove an email link, click on “Remove email” and click on the appropriate roundel

<table>
<thead>
<tr>
<th>CONTACT</th>
<th></th>
<th>CONTACT</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Help</td>
<td>Dennis Harvey</td>
<td><a href="mailto:DHfotografico@talktalk.net">DHfotografico@talktalk.net</a></td>
<td></td>
</tr>
<tr>
<td>Edit text</td>
<td>Glynne Payze</td>
<td><a href="mailto:g.payze.gp@gmail.com">g.payze.gp@gmail.com</a></td>
<td></td>
</tr>
<tr>
<td>Add email</td>
<td>Alan Kirkham</td>
<td><a href="mailto:awkirkham@gmail.com">awkirkham@gmail.com</a></td>
<td></td>
</tr>
<tr>
<td>Change email</td>
<td>AlanPay1</td>
<td><a href="mailto:alanpaul@alanpaul.co.uk">alanpaul@alanpaul.co.uk</a></td>
<td></td>
</tr>
<tr>
<td>Remove email</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
INSERTING IN LINE EMAIL LINKS

Any contact name placed between % will now show the sentence with Alan Paul highlighted.

Clicking on the name will trigger the next page for sending an email.

NOTE this email link is different from the inline link entry between Vertical bars mentioned elsewhere in this guide. (See Bombardier in the example opposite)

---

RAVENSHED

SCIENCE AND TECHNOLOGY

<table>
<thead>
<tr>
<th>Group Leaders</th>
<th>Alan Paul</th>
<th>Tel: 01623 793087</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meetings</td>
<td>1st Friday in month</td>
<td>2 pm</td>
</tr>
<tr>
<td>Place</td>
<td>The Centre at St Peter's</td>
<td></td>
</tr>
<tr>
<td>Status</td>
<td>Current</td>
<td></td>
</tr>
</tbody>
</table>

Our group is for those members interested discussion on a wide range of topics in Science and Technology. It is hoped that members within the group will give presentations or lead discussion on topics in which they have a particular interest. We also intend to invite speakers with particular expertise which are of interest to us. Visits to places of industrial and scientific activity are arranged.

We are a new group and still exploring the possibilities open to us.

A description of our visit to Bombardier can be seen here.

We had a very interesting this week visit to the Horological Museum at Upton Near Newark, where there is a collection of over 1,000 clocks, probably the largest collection in England. See some of the treasures on view.

Our programme is shown below.

If you think you might be interested come and join us.

Please register your interest by contacting Alan Paul on 01623 793087 or emailing alanpaul or via the “blue bird” link
INSERTING IN LINE EMAIL LINKS
Continued

Click on the link name between % calls up the standard email message page, shown here.

The user completes the information and clicks on send message.

The web site sends an immediate acknowledgement.

The recipient receives the email.

This inline email technique can be used in a sentence in most pages of the web site. It is a useful technique for the events page, which will also be automatically entered in the relevant Group page and deleted with the passage of real time.
Creating a Link will usually be used to create a link to an external source such as a web page. Click on Add Link. Check the link from details is correct.

Enter Link To details. This must be the correct title of the web page (copy it if possible from the web site)

The position of this link is the side bar of your web page. Click on “save these link details” to complete the link.

This is part of the page that would be shown from the link.
REMOVING A LINK,

Links can be removed or changed by clicking on the appropriate menu option, selecting a link and clicking on Change the marked link.

VIEW LINKS

NB a list of links created on the web site can be viewed by clicking View Page
SUB-PAGE, adding a sub-page

To create a sub-page linked from an existing page, click on "Add Sub-page"

Read the top instruction. If you have arrived at this menu and do not require a sub-page, click on "Remove" now.

Alternatively select the main page link. I have chosen Science and Technology. Type in the text for the sub-page.

Click on "Save this page". The "Edit, Remove and View" page commands are similar to main pages instructions.

The three help menus are useful, setting out the general parameters and should be read through before loading pictures.
Add a Picture

Pictures can be displayed in one of two formats.

1. Miniatures displayed on the right of a page which are enlarged when clicked on.

2. In-line pictures which can be displayed within text, positioned to right or left of the text.

Each method is described below.

We had a very interesting this week visit to the Horological Musem at Upton Near Newark, where there is a collection of over 1,000 clocks, probably the largest collection in England. See some of the treasures on view.

Our programme is shown below

If you think you might be interested come and join us.

Please register your interest by contacting Alan Paul on 01623 793087 or emailing alanpaul or via the “blue bird” link on this page..........

Link to computer guides

This is a sample sentence associated with positioning photographs to the left or the right hand side of the screen. This is a sample sentence associated with positioning photographs to the left or the right hand side of the screen. This is a sample sentence associated with positioning photographs to the left or the right hand side of the screen. This is a sample sentence associated with positioning photographs to the left or the right hand side of the screen. This is a sample sentence associated with positioning photographs to the left or the right hand side of the screen.
ADDING A PICTURE, continued.

This is the search of my filing system. The highlighted picture is to be selected.

The location of the required picture is entered.

Click on “Upload this file”
ADDING A PICTURE, continued.

Select the web page where the picture is to be located. Failure to do this will cause the picture to appear on the Home page.

Enter a title for the picture. Enter a descriptive phrase describing the picture. Click on the Full picture roundel.

Click "No" in-line only? Click on Save data.

This is the country Dancing web page showing the most recent picture at the top.

Clicking on the small picture will display it full page size.

See below.

Country and Folk Dancing

Coordinator: Alex Fraser  Phone: 01623 473078
Meets 2nd and 4th Monday in the month at Ravenshead Village Hall
Group Full? No  Status: OPEN

English country dances, which were first written down and published in the middle of the seventeenth century, were at that time the social dances of the gentry. They were performed by pairs dancing in sets of generally six or more people. In the present day one may encounter dances in such formations as barn dances, but the range of the English Country Dance is very much wider than that.

The U3A English Country Dance group will cover some of the original 17th and 18th century dances (often referred to as “Playford” after the publisher of the first collection of dances in 1651) as well as modern dances in the same style. This will be a social activity so everyone can join in and have fun!
ADDING A PICTURE, continued.

Full web page display.

Note where the title and Description appear
ADDING AN IN-LINE PICTURE

This feature is done from the page containing the text.

However if the picture has not been uploaded to your site beforehand, it must be done from the Picture menu as described above.

Assuming the picture exists, proceed as follows;

The view here is a split view of the top and bottom of the Sc. & Tech. page.

Click on the “Show picture references for inline insertion.”

---

**Science and Technology**

Our group is for those members interested discussion on a wide range of topics in Science and Technology.

It is hoped that members within the group will give presentations or

---

*This is a sample sentence associated with positioning photographs to the left or the right hand side of the screen.*

---

Then press:  

- Save this page text  
- Undo your changes

---

Alternative Options

- Add a sub-page
- Remove this page
- Add / change / remove video

---

Show picture references for inline insertion

(You may need to scroll down to see the list.)
ADDING AN IN-LINE PICTURE

Continued.

A list of loaded photos will be displayed.

To select a picture click on the reference number, choosing the “,l or ,r” depending which side of the page you want the picture to appear.

This sub menu appears; “double click in the space where you want the photo to appear”

Click “OK”

<table>
<thead>
<tr>
<th>Left</th>
<th>Right</th>
<th>Title</th>
<th>File name</th>
</tr>
</thead>
<tbody>
<tr>
<td>[69777,l]</td>
<td>[69777,r]</td>
<td>Nottingham castle</td>
<td>ravenshead/2014-12-2216.02editcustom2.jpg</td>
</tr>
<tr>
<td>[105281,l]</td>
<td>[105281,r]</td>
<td>Steerboard side of a boat</td>
<td>ravenshead/2.2steerboard.jpg</td>
</tr>
<tr>
<td>[105306,l]</td>
<td>[105306,r]</td>
<td>Latitude and Longitude</td>
<td>ravenshead/7latitude.jpg</td>
</tr>
<tr>
<td>[105307,l]</td>
<td>[105307,r]</td>
<td>Plotting a course to steer</td>
<td>ravenshead/14acoursetpsteer.jpg</td>
</tr>
<tr>
<td>[105308,l]</td>
<td>[105308,r]</td>
<td>A Nautical GPS</td>
<td>ravenshead/16ravenshead768x1024.jpg</td>
</tr>
</tbody>
</table>
ADDING AN IN-LINE PICTURE
Continued.

Double click where you place your cursor.

I have placed the cursor, in two applications of this process, to place a photo to the left and one to the right of the text.

Click on Save this page text

This is the preview of you page, giving the option to correct any error.

Edit your page heading here:
Science and Technology

Write your page text here, leaving a blank line between paragraphs.

If you think you might be interested come and join us.

Please register your interest by contacting Alan Paul on 01623 793087 or emailing alanpaul% or via the “blue bird” link on this page.......... Link to #computer guides#

This is a sample sentence associated with positioning photographs to the left or the right hand side of the screen. This is a sample sentence associated with positioning photographs to the left or the right hand side of the screen. This is a sample sentence associated with positioning photographs to the left or the right hand side of the screen. This is a sample sentence associated with positioning photographs to the left or the right hand side of the screen. This is a sample sentence associated with positioning photographs to the left or the right hand side of the screen. This is a sample sentence associated with positioning photographs to the left or the right hand side of the screen.

Then press: **Save this page text**  or  **Undo your changes**

emailing alanpaul or via the “blue bird” link on this page...........

Link to **computer guides**

This is a sample sentence associated with positioning photographs to the left or the right hand side of the screen. This is a sample sentence associated with positioning photographs to the left or the right hand side of the screen. This is a sample sentence associated with positioning photographs to the left or the right hand side of the screen.
It is possible to place a series of photos directly in line alongside each other. Placing a row to fill a complete row across the page requires experiment. A complete row depends as around 5 photos, but it varies depending upon whether the photos are portrait or landscape.

5 photos were placed in line. See the result below.
ADDING AN IN-LINE PICTURE
Continued.
This view shows part of the web page displaying the result of the in-line posting. Experimentation may be required to get the results you want.

Single clicking on the photos in the web page, will display a larger view. Placing the mouse to the right of the photo will display a chevron to access the next photo in line.

Further advice on alternative use of this facility can be accessed in the software menu under “pictures>inline picture help>” and follow “this link” towards the end of the second paragraph.
FILE UPLOADING

This very useful feature enables you to upload any document on your computer or copied from elsewhere, on to your website. The file should be found by browsing your computer filing system.
This file is not password protected.
Click on “upload this file”

FILE UPLOADING, Continued

Click on the chevron and select the group in which the linked file is to be placed.

Take care with the link text wording, avoiding similar wording for other linked files. The software will choose the first match it finds, which may not be what you wanted.

“Details” can be further identification of the file.

“Inline only?” determines whether the link is placed inline or to the side of the web page.

File saved. Please register the associated link data.

- **Link from:** Science and Technology
- **Link to:** ravenshead/docs/u3alevelsv2.pptx
- **Link text:** U3A regional news
- **Details:** May edition
- **Expiry Date:** 0/0/0
- **Inline only?** No
- **Press:** Save link details
UPLOADING A FILE
continued

This page offers the option of correcting the link to an uploaded file.

The following details have been recorded:

- **Link from:** Science and Technology
- **Link to:** ravenshead/docs/u3alevelsv2.pptx
- **Link text:** U3A regional news
- **Details:** May edition

Click **Correct it** to change any of the above details. Otherwise select another menu item to continue editing.

This panel displays part of the editing text, showing the inline text link.

Click on **Save this page** if you are happy with the changes, or **Undo your changes** if you wish to revert to the original page.

This is the view of the web page complete with the active link to “U3A regional news”.

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**Dates for your Diary**

- **Fri Jun 2nd**  The meaning of "Time" Speaker Irene Chapman
- **Fri Jul 7th**  Sensors for instrumentation and control. Speaker Peter Cooper.
- **Fri Aug 4th**  Rince speaker Mike King, followed by TR the untold story Speaker Kathy Kings

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UPLOADING A FILE, continued.

Clicking on the link created, will display the uploaded file on the web page.

The uploaded file can be deleted by using the “link” menu and clicking on delete link. That will also delete the associated file.

BUTTONS

The headings at the top of the web site are known as BUTTONS. To make changes go to the BUTTONS menu in the admin menu.
BUTTONS, add a BUTTON

Read the Help menu to understand the parameters this function.

To add a BUTTON type in the title. Warning there is a limit to 12 characters that will fit in the space.

Click on save this information.

CHANGING A BUTTON

Clicking on changing a BUTTON will display a screen showing all the buttons currently on your web site. The button headings will only be displayed on the web site if there is a tick on the associated box.

To change the information in the button box, place the cursor in the box and edit.

To delete a button go to the relevant page via the main menu and delete the editing page content.
CUSTOMISATION

Read the help notes for the options on displays

You will see that I have chosen to use all the options available (all ticked)

At the bottom of this screen there is the option to type in scrolling message (max 255 characters) which will be displayed on the home page for 21 days.

The following options are registered for your site. If you wish to change anything, please do so on the form below.

<table>
<thead>
<tr>
<th>Event ordering by</th>
<th>Date</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default U3A logo in colour</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Timetable on Groups page</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Group events on Events page</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Group links on Links page</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inline pictures: special effects</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Group contact bird image</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Style: A ☑ B ☑ C ☑

(A: Plain, B: More borders, C:B+Separate menu buttons)

Alternatively enter a brief message - less than 255 characters in length - for a scrolling banner on your site home page. The banner will be shown for the next 21 days - use this form to change or renew it.

Come and celebrate our 5th Birthday at the AGM on 19th June including presentations, displays and refreshments

Save this banner message
VIEW SITE MAP

Clicking on View Site maps displays the page headings that exist on your web site.

SUB EDITOR; add

Click on Add editor and completed all the boxes and click on save.
SUB EDITOR, change

Click on Change editor and click on the roundel of the editor to be changed.

SUB EDITOR, Remove.

Click on remove editor and identify the roundel of the editor to be removed.

Lick on remove editor at the bottom of the page.

UTILITIES, Pages visits

Clicking on Page visits will display the web page visits over the last 12 months.
SITE PROFILE

Clicking on site profile will display a summary of the web pages and advice on editing aspects that may need correction.

REMOVE PICTURES

Clicking on remove pictures list all pictures on the site, giving the option of clicking on the roundels of those to be removed.

Click on remove
**REMOVE DOCUMENTS**

Clicking on remove documents displays a list of all documents.

Identify the roundel and click on remove document.

**TIDY UP**

This is a useful function enabling obsolete or hidden data to be removed.
Clicking on LOG OUT gives the following display, with links to all the U3A site builder web pages, and to regional web sites.
This menu option gives access to the normal web site display on a separate page. A useful feature when editing.

Alan Paul, Ravenshead U3A 1st June 2017