

Guide for u3a 'SiteBuilder' Group Page Editors

(This guide is divided into sections - you may need only this first section!)

Introduction

- **SiteBuilder** is the way our u3a website has been built until now (2023) – it will eventually be replaced by a new way called SiteWorks, but for now this is how we edit our group pages
- You need a **login** and 12 character **password** for your group, which you will have been given by the Web Manager (now Peter Cooper – peter@pcooper.me.uk)
- *(If you are responsible for more than one group then you will need a different login and password for each group, and each time you login will be able to see and edit only that one group's page(s))*
- If you need to change your password, or a reminder, please contact [Peter](#)
- If you want to hand on responsibility for editing your page(s), or have an additional person who you want to also do editing, [Peter](#) can set this up for you
- Some parts of editing your group's page are relatively **simple** as outlined in this Section 1 but, if you want, there are more advanced parts in later Sections

Section 1 The Basics

Remember that, if you want any help, you can contact Peter, either via the [Contact page](#) of the website <https://u3asites.org.uk/st-ives-camb> or by email to peter@pcooper.me.uk.

Designing your Group's Page(s)

- It is important that your page is useful and looks **up to date** – it may be the main way people find out information about your group
- If your page does not need to change much, then you can leave it be but don't put any dates or phrases that will look outdated in a few months
- If it does need to change frequently then make sure that it always looks up to date (and consider Events – see [this later Section](#))
- Remember that you will probably have three main **users** of your page(s):
 - Current members of your group (who know how to get to your group page)
 - *who will want to know eg what is happening in detail*
 - Members of St Ives (Camb) u3a (exploring our website for groups to join)
 - *who will want to know eg whether you have a waiting list*
 - Non-members of our u3a (who find your group page by searching the web)
 - *who may need eg particular encouragement to make contact with you*
- Try to write short sentences/paragraphs that will keep the attention of readers
- Besides text, consider using Pictures and Events (see later separate sections)

- If you have more than a screenful consider using subpages (see [this later Section](#))
- If you have lots of pictures or documents etc that you want to make available via your group page then these are best stored in some other system (eg DropBox or Google Docs) with just a link to this other location on your group's page (see [this later Section](#) or ask Peter for suggestions)

A Suggested Simple Group Page (most sections optional)

[Group Name]	Send a message!
Group leader's name, and what the group is about	Links
Useful details eg when, where, how much, are there spaces?	
Actions: eg contact us by the email link on this page	
Dates for your Diary	
(Any special Events)	

If you can frequently update the page you might also want to include:

- Stop Press – our next meeting, or any urgent information
- Some history eg what we did last meeting, or past topics
- Some useful or interesting links eg photographs, materials
- Some wider context such other related groups

Ideas

If you want any ideas about how to lay out your group page have a look at others of [our groups](#), or even other u3as' websites – eg [Huntingdon](#), [AWAKE](#) or take your pick [here](#)

Starting to Edit your page

- In your browser go to <https://u3asites.org.uk/> (eg by clicking, copy/pasting, typing, using a 'favorite'/'bookmark', or via the "For Group Leaders" page of our website)
- Click on 'Login and Edit'
- (If you do not see the 'Login and Edit' check there is nothing after the [.org.uk/](#))
- Type in your login and password
- Click on 'Edit my U3A Site'
- 'Page Editor Help' will appear – **you are now editing your group's page**

The Menu *(Down the left of the screen)*

While you are editing the Menu is always there – just click to go to an option at any time:

- **Menu**
 - **Brief help** – shows the ‘Page Editor Help’
 - **View my page** – shows what you page currently looks like
 - **Edit text** – enables you to edit the text on your page (see next section)
- **Pages** – (sub-pages) useful if you want more than one page - see [this later section](#)
- **Events** – useful if you want to list ‘Dates for your Diary’ - see [this later section](#)
- **Contacts** - useful if you want more than one contact email - see [this later section](#)
- **Links** – useful if you want to link to external websites - see [this later section](#)
- **Uploads** – useful but not always needed - see the later sections on [Pictures](#) and [Documents](#)
- **Log out**- click here when completely finished

Note that each section has its own (useful) **Help** option.

Editing the page’s text *(This is the minimum you need to do to create your page)*

- Click on Menu/Edit Text
- If you want the page heading to be different from the Group’s name edit this box
- Type in and edit your text in the big box as required (see formatting this later section)
- Note that some people like to keep all this text on their own computer and edit it there, then copy/paste it into the big box – the advantages of this include:
 - You can use an editor you are used to
 - You have a copy of your text, just in case something goes wrong on-line
- When you are finished **click the ‘Save this page’ button** – your page is now live
 - ... or, if you do not want save your changes, simply select another menu option
- **You must do this ‘save’ before choosing any other menu option or your changes will be lost**
- You will see a brief version of your new page with an option to ‘CORRECT IT’, if you want to
- Note that whenever you do a ‘Save’ the change takes effect immediately - visitors to your page will see your changes so do not leave your page uncorrected for too long
- (After you have saved, you can always click on Menu/View my page to see how your page appears on the web site)
- Note that you can repeat this editing process as often as you wish

That is all you need to do to create your page on our website (u3asites.org.uk/st-ives-camb)

- but there is lots more you can do if you want to, as the following sections describe
- If you want **practice** editing text etc then [Peter](#) can set you up to edit a ‘practice group’, and this will not be visible to anyone else

Section 2 Simple Text Formatting

Remember that, if you want any help, you can contact Peter, either via the [Contact page](#) of the website <https://u3asites.org.uk/st-ives-camb> or by email to peter@pcooper.me.uk.

Headings

To make a bold centred heading, surround a complete line with "curly" brackets { } – (see next page for where these are on a keyboard). For instance, entering:

```
{About the U3A}
```

will produce this:

About the U3A

Note that both brackets must be present, and appear at the beginning and end of the line.

Lists

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

- * maintain muscle tone as much as possible,
- * improve efficiency of heart and lung activity
- * improve balance and co-ordination.

followed by an empty line, produces:

- maintain muscle tone as much as possible,
- improve efficiency of heart and lung activity,
- improve balance and co-ordination.

Bold and italic

You may put any part of your text into bold and/or italic format.

Bold text is surrounded by a pair of # (hash) symbols, and italic text by a pair of _ (underscore) symbols.

For instance, entering:

```
Our _annual_ sub is #13 pounds# a year, covering _#all#_ the groups you may wish to join.
```

will produce this:

Our *annual* sub is **13 pounds** a year, covering *all* the groups you may wish to join.

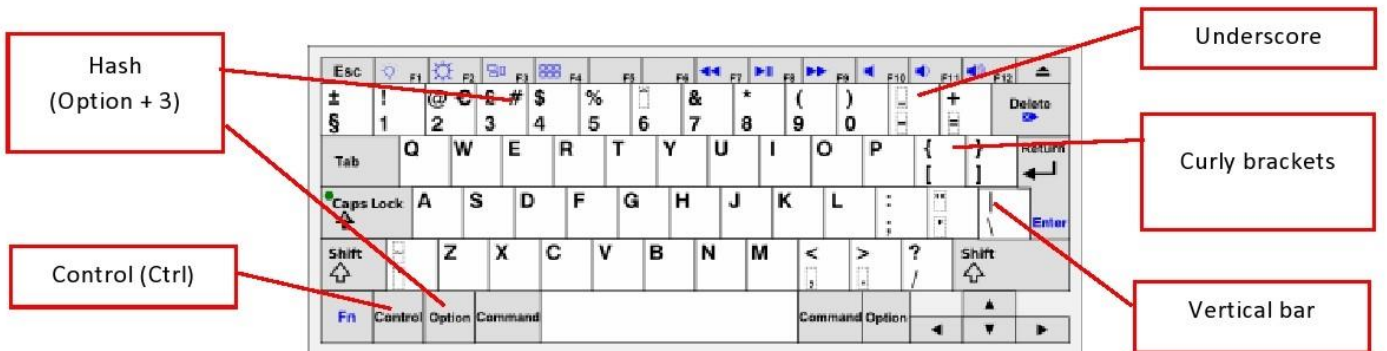
Note that you always need a pair of the formatting symbols to do the trick — single hashes or underscores appear as themselves. (Tables are also possible - see [this later Section](#))

Some Special keys on a UK keyboard (from Wikipedia)

Standard UK keyboard



Many modern Apple UK keyboards



Section 3 Pictures, Uploads and Tables

Remember that, if you want any help, you can contact Peter, either via the [Contact page](#) of the website <https://u3asites.org.uk/st-ives-camb> or by email to peter@pcooper.me.uk.

Pictures

Background

- Pictures can make a web page more interesting
- You can add pictures or photos to your page, but they must be sized correctly (at most 1200 pixels wide) and in .jpg, .png or .gif format
- All pictures are initially shown as thumbnails, but if a user clicks on one of them it appears full size with the option to click through to the next picture on the page
- By default the first five thumbnails will appear down the right in the 'Links' column of the page, and the rest will appear in the page itself
- If you want to show many pictures consider sub-pages – [see this later section](#)
- To put a picture into a specific place in the text see [this later Inline section](#)
- For more on pictures see <https://u3asites.org.uk/code/edit/fscripts/help/pictures.html>
- **Videos can also be uploaded** – [see this later Section](#)

Adding a picture

- Click Uploads/Upload picture
- Click on 'Choose File' and browse to select a file on your computer
- Click on 'Upload this file'
- Complete the form to give more details about the picture:
 - The page it is to go on (probably your group page, but it might be a subpage)
 - Title – this will appear under the thumbnail whenever this is displayed, and above the picture when it is displayed at full size – keep it short and snappy eg Everyone joined in!
 - Description – this will appear under the picture when it is displayed at full size – eg We sang at a local day centre and the entire audience joined in the actions
 - Leave 'Usage' as Full (a logo can act as a link but we do not use these)
 - Leave 'Inline only' as No, unless you want the picture to NOT appear in the Links' column
 - Leave 'Omit from Gallery' as No, unless the picture is private to your group
 - Leave 'Link from logo' as blank (as it is not a logo!)
 - Click on '**Save data**'
- You will see details of your new picture with an option to 'CORRECT IT', if you want to

Removing a picture

- Click Uploads/Remove picture, and follow the prompts

Changing a picture

- *(You cannot change the picture itself – but you can remove it and add the new one)*
- Click Uploads/Change picture, Select the picture from the list
- In the form change any of the details, Click '**Save data**'
- In Change Picture you can also select (for a page) "Change picture display order"
 - *Click on it and then follow the instructions (the default is by reverse date uploaded)*

Copying an image to another page

- Click Uploads/Change picture, and Select the picture from the list (as above)
- In the form, enter the page you want it to appear on (and any other details)
- Click '**Make a copy**' – it then appears on both pages
- *(Note that if you later 'Remove' a picture from a page it will not affect any other page with a copy of the same picture)*

Uploads *(of files such as pdfs)*

- If you want to, you can upload a few files to your group pages and show links to them
- The process is similar to uploading pictures – see the help at <https://u3asites.org.uk/code/edit/fscripts/help/upload.html>
 - *Leave 'password protected' as no, unless the document needs to be hidden from non-members of St Ives (Cams) u3a – (you do not need to specify a password)*
- To open any such password protected documents our users need to enter the login **Cromwell** and password **peecee492022**

Tables *(This is further to the section on formatting text)*

To insert tabulated information, enter a series of lines in which each of the table elements are separated by **two commas**. For instance. Entering (if we want the headings in bold):

```
#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:

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

(The table is centred, and surrounded by a light border)

As well as normal tabular lists, tables are especially useful for laying out pictures and captions on your page – [see this later 'Inline' Section](#)

Section 4 Events

Remember that, if you want any help, you can contact Peter, either via the [Contact page](#) of the website <https://u3asites.org.uk/st-ives-camb> or by email to peter@pcooper.me.uk.

(Any group with no dates for the diary can ignore this Events section)

Background

- Whereas your text may mention that you meet eg ‘Every month on the second Thursday’, any **special meetings** are best entered as ‘Events’
- All future ‘Events’ associated with your group’s page are shown in a ‘**Dates for your Diary**’ section at the bottom of your page
- These ‘Dates for your Diary’ are in order but do not show the year, so don’t add events too far into the future
- Once their date is passed, ‘Events’ automatically disappear from your page
- This can help avoid making your page look out of date

Adding an Event

- Click on Events/Add event
- Complete the form to give more details about the Event:
 - Leave the “Category” as your group page
 - Pick the date it occurs (must be in the future, so make sure you enter this)
 - Leave the duration as 1 day, unless the Event occurs over a longer period
 - Enter text about the Event in the Details box – you can use [Text formatting](#) (such as bold) here if you want
 - Click on ‘Save this data and check the event details’
- (If you have an event of interest to all u3a members let [Peter](#) know and it can be included with the Open Meetings on the ‘Events’ page)

Changing an Event

- Click on Events/Change event
- Select the Event you want to change, and change the details in the form (as above)
- Click ‘Save this data and check the event details’

Removing an Event

- *(Remember that past events are automatically not shown to any users so you do not have to remove them)*
- Click on Events/Remove event
- Tick the boxes next to the events to be removed
- Click on ‘Remove all marked events’

Section 5 Sub-Pages

Remember that, if you want any help, you can contact Peter, either via the [Contact page](#) of the website <https://u3asites.org.uk/st-ives-camb> or by email to peter@pcooper.me.uk.

(All groups that need only the one standard group page can ignore this Sub-Pages section)

Background

- Sub-pages may be useful if there is additional but different information you wish to include about your group
- Examples of useful sub-pages include:
 - a list of past topics
 - background for the next meeting
 - members' photographs
 - a list of documents useful to the group
 - the next year's programme
- Sub-pages themselves can each have all the facets (Events, Contacts, Links, Pictures, Uploads) that your main group page has – except they are not allowed sub-pages of their own
- Be aware that too many sub-pages may be confusing and difficult to navigate
- If you have subpages then in some situations (eg when editing text) you will be asked to select a page before doing the edit

Adding a sub-page

- Click on Pages/Add sub-page
 - *(If you did not mean to add a sub-page now - immediately click on 'Remove'!)*
- The form that appears is the same as in [Editing the page's text](#) above
- As SiteBuilder does not show the group to which the page belongs, it is best that the Page heading (or the heading in the text) refers to the group
- Unless the title explains all, every sub-page should have some text on it as, even if it is just a collection of pictures, it needs some context
- When finished entering text click on **'Save this page'**
- If you now 'View my page' you will see that SiteBuilder has generated a link to your new sub-page
- You can edit the sub-page by selecting Menu/Edit text in the same way as the main page –as [above](#)

Removing a sub-page

- Click on Pages/Remove sub-page
- Select the sub-page and click on Confirm if you are sure

Section 6 Links

Remember that, if you want any help, you can contact Peter, either via the [Contact page](#) of the website <https://u3asites.org.uk/st-ives-camb> or by email to peter@pcooper.me.uk.

(Many groups can ignore this Links section)

Background

- On the right side of your group's web page there is a column of 'Links', which includes:
 - Any sub-pages (automatically generated - see [this earlier Section](#))
 - Any uploaded documents (automatically generated - see [this earlier Section](#))
 - Any external links, as described here
 - Any internal links (Cross-references), as described here
- *(Also in the column of 'Links' are Thumbnails of the first five uploaded pictures)*
- Links to external web sites must be appropriate to our website – if in doubt check with [Peter](#)
- To put a Link into a specific place in the text see [this later Inline section](#)

Adding Links

- Click Links/Add link
- Complete the form to give more details about the link:
 - EITHER leave it as 'another site' and enter its URL exactly (eg by copy/pasting)
 - OR select 'a page on this site' and select the page the link is to
 - The page where the link is to be placed (probably your group page)
 - The 'link text' – which is what a user would click on to action the link
 - The 'Details' – just for your information
 - *Leave 'Inline only' as No, unless you want the link to NOT appear in the Links' column*
 - Click on 'Save data'

Changing Links

- Click Links/Change link
- Select the link to change (whether Sub-page, Cross-reference, or external link)
- Alter the relevant data, and click on 'Save data'

Removing Links

- Click Links/Remove link
- Select the link to change (whether Cross-reference, or external link)
- It is removed immediately

Section 7 Contacts

Remember that, if you want any help, you can contact Peter, either via the [Contact page](#) of the website <https://u3asites.org.uk/st-ives-camb> or by email to peter@pcooper.me.uk.

(All groups with a single point of contact can ignore this Contacts section)

Background

- When a group is set up the Contact is initially set to the Group Leader's email address, but other 'Contacts' can be added
- It is good practice to **not** put personal contact details (address, telephone numbers, email address) on a website (but if you do you must ensure that you have the explicit permission of the individual whose details you are entering)
- There is a "Click to send a message!" link on each group page (usually top right), and when clicked this opens a form for people to send an email, without showing them any actual email addresses
- The email address(es) associated with this link ('Contacts') are held privately
- For more information see [this help page](#)
- If (and only if) more than one Contact is specified for a page then any user Clicking to send a message is asked to select which Contact the email should go to
- If one person is to be a Contact on more than one group page then they need to be set up separately for each page
- To put a Contact into a specific place in the text using a pair of percentage signs see [this later 'Inline' section](#) – this is better than showing an email address

Adding a Contact

- Click on Contacts/Add email
- Complete the form to give more details about the Contact:
 - The page to which this Contact is attached (usually leave as the group page)
 - The email address to be used – this is not displayed to any user
 - The label – this is what the user sees if they have to choose from more than one Contacts - best given as a role (eg Group Leader) rather than a name
 - Leave 'Inline only' as No
 - Leave 'Inline link destination' as 'Online form'
 - Click 'Save these contact details'

Changing a Contact

- Click on Contacts/Change email, Select the Contact from the list
- Change the details in the form (as above), Click 'Save these contact details'

Removing a Contact

- Click on Contacts/Remove email, Select the Contact to remove
- It is immediately removed (but if you do this by mistake just add them back in)

Section 8 'Inline'

Remember that, if you want any help, you can contact Peter, either via the [Contact page](#) of the website <https://u3asites.org.uk/st-ives-camb> or by email to peter@pcooper.me.uk.

'Inline' - Background

- By default SiteBuilder determines where to put pictures and Links – ie in the column on the right headed 'Links'
- If you want, you can also place any pictures and Links into a specific place amongst the text (on a page or event) – and this is what is meant by 'Inline'
- You can mark any pictures and Links as 'Inline only', in which case they will not appear in the 'Links' column

'Inline' pictures

- For pictures see help at <https://u3asites.org.uk/code/edit/fscripts/help/inpics.html>
- And see examples at <https://u3asites.org.uk/code/edit/fscripts/help/layoutadvice.html>
- [Peter](#) can give further advice about using tables with pictures

'Inline' Links

- 'Links' (both internal and external) can be placed 'Inline' using a pair of vertical bars (|) surrounding the name of the Link– [see this help](#)
- You can insert a link to an existing page (without registering it as a Link) by placing it 'Inline' using a pair of vertical bars (|) surrounding the page name eg |Outings|

'Inline' Contacts

- Links to Contacts can be placed 'Inline' using a pair of percentage signs (%) surrounding the label (probably the role) of the Contact (eg %Web Manager%)– see help at <https://u3asites.org.uk/code/edit/links/help/inline.html>

Section 9 Videos

Adding a video

- If you have access to any videos on YouTube, on any Google account, you can add them to your pages (but only one per page, and its position is fixed by SiteBuilder)
- Use the Menu/Edit text option and then click on 'Add / change / remove video'
- Enter the Video title
- The rest of the information required is the unique video identifier and its width and height, which can be found by clicking the "share" button for the relevant video on YouTube itself
- Click 'Save video details'
- If you want more than one video on a page, register them as [external links](#)