

## Using Site Builder

Every Group in Thornbury u3a has a web page. This is created when the group is set up. Your group already has a web page. You can use this webpage to make announcements, to advertise coming meetings and to report on past meetings. You can tell people where and when your Group meets. You can tell people how to contact you. You can distribute documents and show pictures.

The main Thornbury u3a website is at:

<https://u3asites.org.uk/thornbury/home>

From here you can click on the “Groups” menu at the top of the screen. This will give you a list of all the groups in Thornbury u3a. Click on a group name and you will be taken to that group’s web page.

A group web page consists of some text describing the group and, below that, a list of events. Below the events list is a list of all the other groups in Thornbury u3a. You can click on the name of any other group to go to that group’s web page.

On desktop computers there is a list of links and images to the right. On tablets and phones this list may appear below the list of groups. It depends on the format of the screen.

We use an editor called “Site Builder” to maintain the group web pages. So, if you want to use your group web page, you need to know a little about Site Builder.

The screenshot shows the 'Astronomy and Space' group page. It features a navigation bar at the top with links like Home, Welcome, Beacon, News, Groups, Groupleaders, Events, Contact, Links, and Sitemap. The page title is 'Thornbury u3a'. The main content area includes a description of the group, its meeting schedule, and a list of members. A 'Dates for your Diary' section lists upcoming events. A 'More Group Pages' section provides links to other groups within the u3a network.

The screenshot shows the 'Photography' group page. It features a navigation bar at the top with links like Home, Welcome, Beacon, News, Groups, Groupleaders, Events, Contact, Links, and Sitemap. The page title is 'Thornbury u3a'. The main content area includes a description of the group, its meeting schedule, and a list of members. A 'Dates for your Diary' section lists upcoming events. A 'More Group Pages' section provides links to other groups within the u3a network.

*Examples of Group Web Pages*

## Getting Started with Site Builder

This section describes the basic information you need to be able to maintain a simple web page using Site Builder. This may be all you need. Later sections will describe how to go further with more attractive text formatting, images and additional pages.

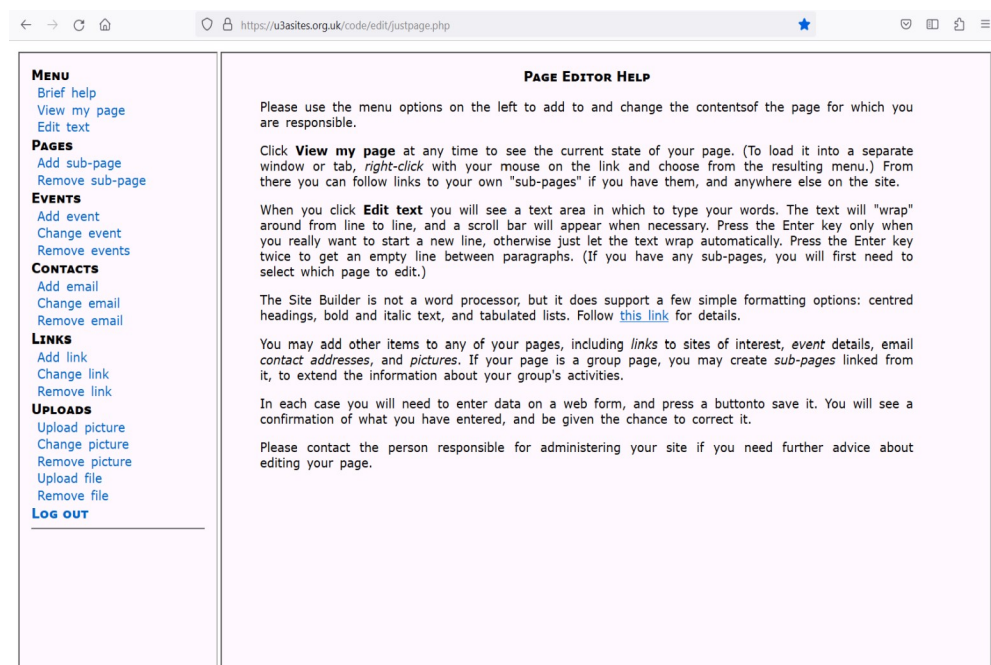
## Getting a Login and Logging In

The overall Thornbury u3a website is maintained by the Webmaster who can be contacted by emailing [webmaster@thornburyu3a.org.uk](mailto:webmaster@thornburyu3a.org.uk)

They will be able to provide you with a username and password. When you have your username and password, the web page for logging on is here:

<http://u3asites.org.uk/code/login.php>

Once you have logged in, the opening screen will appear ...



The main part of the opening screen gives basic “help” information. Down the left side are menu options which are your starting point for editing your group web page.

## Describing your Group

When your website is opened, the first thing your visitor will see is your description of the group. This should include an outline of what you do, the time and place where you meet and basic contact details.

To do this you need to be able to edit text. On the opening page, look for the menu option **Edit text**.

Please select a page to change:

☒ **Photography**      ☐ Tom Crowe Challenge +

☐ Tutorials +

If there is no immediate response to your selection, press:

[Change the page](#)

This will present you with a list of pages. In this example there are three pages. When you edit your website for the first time there will be only one.

Select the page you wish to edit and click **Change the Page**. This will open a window showing the existing text on the page. Now use your keyboard and mouse to edit the text as you would any text editor.

You will notice in the example that there are some words surrounded by “%” characters.

These are email links. A link with the name of your group will already have been set up for you. This will be indicated on the web page by a different colour. A visitor clicking on the link will be able to send an email to your group, usually to the group leader.

Finally, click **Save this page**.

Edit your page heading here:

**Photography**

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

The Photography group has a steady membership and provides for a range of experiences, with basic techniques suitable for beginners interspersed with more advanced techniques for the more experienced.

Meetings take place in the Stuart Room at the Chantry on the second Wednesday of the month at 10:30. Tea and Coffee is available before the meeting. Meetings are open to all members of Thornbury U3A. More Information is available from Alan Jones on 883912 or by email to %Photography%.

For comments about this web page, please send an email to %Webmaster%.

Then press: [Save this page](#) or [Undo your changes](#)

*Page for editing text*

## Creating Events

Having described your web page, the next thing you might want to do is add information about coming meetings. On the opening page, look for the menu options headed “Events”. Here you can create new events, change events or delete events.

**EVENTS**  
[Add event](#)  
[Change event](#)  
[Remove events](#)

*The Events options*

To add an event, click on **Add event**.

**Category** is both the name of your group and the name of your web page. It will already be filled in. Click on the **Date** field and a calendar will pop up for you to choose the date of the event.

Now type a description. This could include the title of the event, a speaker’s name and the time and location. Keep the description reasonably brief so it doesn't take up too much room on the Events page (which includes events for all the groups).

Finally, click **Save this data and check the event details**.

Please select a category and date, and enter the event details:

Category	<b>Photography</b>
Date	20 / 01 / 2023
Duration	1 (number of days)
Details	<div></div>

Press ... [Save this data and check the event details](#)

Or ... [Save this data and add another event](#)

*The Add Event screen*

***The Photography Category is just an example***

## More on Editing Text

When you edit the text on your page you can do more than simply type words. Site Builder is not a full blown word processor but there are options which can make the text more attractive. Options such as "Bold" and "Italic" can be created by using special characters in the text. You have already seen one example: The use of "%" characters to indicate an email link.

Here are some more examples showing the code used in the text and what a visitor to the site will see.

	<b>Text Code</b>	<b>Display</b>
Bold	#text#	<b>text</b>
Italic	_text_	<i>text</i>
Email	%text%	<a href="#">text</a>
Centred Bold	{text} This must be followed by an empty line	<b>text</b>
Bullet	*text	• text

You can create a table by separating the entries with double commas. Each line of text will create a separate line in the table. So, if you type...

text 1 ,, text 2 ,, text 3  
text 4 ,, text 5 ,, text 6

(This must be followed by an empty line.)

... you will get...

text 1	text 2	text 3
text 4	text 5	text 6

Similarly, if you type...

Name ,, Phone  
Fred ,, 486777  
Joe ,, 845002

... you will get...



Name	Phone
Fred	486777
Joe	845002

## Displaying images

You can make your web page more interesting by uploading pictures. By default they will appear as thumbnails on the right hand side of the screen or at the end of the text on a phone. You can also add small logos to go on the top left corner of the page header.

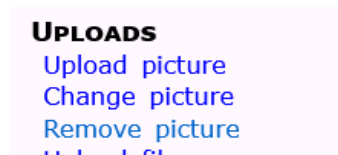
If there are more than five images, the thumbnails are shown in a block below the page text.

If you click on a thumbnail to see it in full size, you will be able to follow successive links through all the other pictures for the same page, in reverse order of their upload time.

Cycling		Links
<p>The Cycling Group organises a variety of rides from 15 to 45 miles in length. If you haven't been out on your bike for a while we have our shorter afternoon rides on the first and third Tuesdays of the month. If you have been cycling fairly regularly, we organise longer rides on the second and fourth Thursdays.</p> <p>Tuesday afternoon rides are up to 20 miles, usually starting in Thornbury. Thursday rides usually start around 9:30am. We cycle between 30 and 40 miles and stop for coffee and lunch and finish mid-afternoon. Some Thursday rides start from Thornbury and for others we transport our bikes to starting points further afield, e.g. Bitton Station for the Bristol-Bath Railway Path or to Tetbury.</p> <p>Our rides are sociable as well as good for your fitness. We ride at a pace to suit everyone and regularly stop to regroup to ensure no one gets left behind. It's a great way to explore the cycle friendly lanes around Thornbury and beyond.</p> <p>Currently, Tuesday rides are not being planned ahead but may take place from time to time.</p> <p>We use a WhatsApp group to co-ordinate our regular rides, arrange ad-hoc rides and chat amongst ourselves...</p> <p>For further information please contact Don Grundell by email to <a href="#">Cycling</a></p>		<ul style="list-style-type: none"> <li><a href="#">Cycling - 2015 Rides</a></li> <li><a href="#">Cycling - 2016 Rides</a></li> <li><a href="#">Cycling - 2017 Rides</a></li> <li><a href="#">Cycling - 2018 Rides</a></li> <li><a href="#">Cycling - 2019 Rides</a></li> <li><a href="#">Cycling - 2023 Rides</a></li> <li><a href="#">Cycling Safely</a></li> </ul> <p><small>Click on a picture below to see it full-size</small></p>  <p><small>Coffee Stop at Kings Weston House 2</small></p>  <p><small>Coffee Stop at Kings Weston House 1</small></p>
Dates for your Diary		
Thu Feb 23rd	Thursday Ride - Alan leading	
Thu Mar 9th	Thursday Ride - Tony Leading	
Thu Mar 23rd	Thursday Ride - Trevor leading	
Thu Apr 13th	Thursday Ride - Caldicot, Moira leading	
Thu Apr 27th	Thursday Ride - Trevor leading	
Thu May 11th	Thursday Ride - Steve leading	
Thu May 25th	Thursday Ride - Led by Sue and Peter ... Tetbury or from Kemble	
Thu Jun 8th	Thursday Ride - Clevedon, Moira leading	
Thu Jun 22nd	Thursday Ride - Alan leading	
Thu Jul 13th	Longer Ride - Don leading	
Thu Jul 27th	Longer ride - Tony leading	
<p><small>Click on a picture below to see it full-size with more details.</small></p>		
More Group Pages		
<a href="#">Archaeology</a>	<a href="#">Architecture</a>	<a href="#">Art - Monday Group</a>
		<a href="#">Art Thursday Group</a>

## Uploading images

Click the **Upload picture** menu item:



Select the image file you want to display:

*Use the **Browse ...** button to find the image file on your computer: maximum file size 1.5 megabytes.  
(The only valid image file types are **.jpg** or **.png** or **.gif**.)*

Browse... **No file selected.**

File names should contain only letters and numbers, plus a hyphen if you wish, and the dot which precedes the file extension.

The limit for uploaded image file size is 1.5 megabytes, and the easiest way to reduce the size of any that are too big is to reduce the image width to 1200 pixels before reloading. The dimensions of all uploaded images will be adjusted automatically fit the screen on which they are viewed.

Click **Upload this file**

## Enter data about the image ...

The picture has been saved. Now please complete the details by entering a title and selecting the page where it should appear.

thornbury/tetbury.jpg	
<i>Please make your changes in the form below:</i>	
Filename:	thornbury/tetbury.jpg
On page:	<b>Cycling</b> ▼
Title:	<b>Cycling from Tetbury</b>
Description:	<div></div>
Usage:	<input checked="" type="radio"/> <b>Full</b> <input type="radio"/> <b>Logo</b>
Inline only?	<input type="radio"/> <b>Yes</b> <input checked="" type="radio"/> <b>No</b>
Omit from Gallery?	<input type="radio"/> <b>Yes</b> <input checked="" type="radio"/> <b>No</b>
Link from logo?	<div>Enter a URL preceded by <a href="#">http://</a> or <a href="#">https://</a></div>
Press ...	<b>Save data</b>

**On page:** If you have more than one page, select the page you want the image to be displayed on.

**Title:** This will be displayed underneath the image when it is shown as a thumbnail or above it when shown full size. The Title need not be unique.

**Description:** This is optional text that is shown when you hover the mouse pointer over the image.

**Usage:** Leave this set to *Full*.

**Inline only?** For general use, leave this selected to *No*. Select *Yes* if you want to include an image thumbnail in your page text. The method for positioning the image is described here ... <https://u3asites.org.uk/code/edit/fscripts/help/inpics.html>

**Omit from Gallery?** The Gallery feature is disabled on our site, so ignore this.

Click **Save data**.



## Modifying images and changing their order

Click the **Change picture** menu item:

### UPLOADS

Upload picture  
Change picture  
Remove picture

Select the picture you want to change ...

Click a page name to see the pictures in context. Click a picture title to change it.

	<a href="#">Cycling</a>	<a href="#">Change picture display order</a>		
<input type="radio"/>	Coffee Stop at Kings Weston House 2	thornbury/clevedonride2.jpg	Full	n
<input type="radio"/>	Coffee Stop at Kings Weston House 1	thornbury/clevedonride1.jpg	Full	n
	<a href="#">Cycling - 2016 Rides</a>	<a href="#">Change picture display order</a>		
<input type="radio"/>	Lunch at The Lammastide	thornbury/dsc02132.jpg	Full	y
<input type="radio"/>	Arriving in Undy	thornbury/dsc02030.jpg	Full	y
<input type="radio"/>	Beaufort Arms, Hawkesbury Upton	thornbury/dsc00929.jpg	Full	y
	<a href="#">Cycling - 2017 Rides</a>	<a href="#">Change picture display order</a>		
<input type="radio"/>	Sunny Ride	thornbury/dsc02408.jpg	Full	y
<input type="radio"/>	Johanna Lucretia	thornbury/dsc02405.jpg	Full	y

If there is no response to your selection, press:  
[Change the marked picture](#)

Edit the data that you entered when uploading the picture ...

thornbury/clevedonride2.jpg

Please make your changes in the form below:

Filename:	thornbury/clevedonride2.jpg
On page:	<a href="#">Cycling</a> ▼
Title:	Coffee Stop at Kings Weston House 2
Description:	<div></div>
Usage:	<input checked="" type="radio"/> Full <input type="radio"/> Logo
Inline only?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Omit from Gallery?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Link from logo?	Enter a URL preceded by http:// or https://
Press ...	<a href="#">Save data</a> OR <a href="#">Make a copy</a>

OR ... [Remove this picture](#)

To change the order of your pictures, click the link on the picture selection screen that says **Change picture display order** and adjust the sequence.

## Uploading documents

You can add documents to your web pages. Users can click a hyperlink to view or download a copy. Documents can be PDF, Word or Text files. PDF is normally the best choice since most users will have Acrobat Reader. The link to the document can be shown on the right hand side of the screen or embedded in the page text. It is best to keep file sizes small to improve download speed and reduce storage space on the server. Site Builder imposes a maximum of 5Mb.

Click the **Upload file** menu item:

### UPLOADS

Upload picture  
Change picture  
Remove picture  
Upload file

Browse to the required file ...

Is this file to be password-protected? **No** ☒ **Yes** ☐

*N.B. The first time you upload a password-protected file, mail Site Builder Support to activate the protection, specifying a user name and password to be used by members of your own U3A.*

Use the **Browse ...** button to find the file on your computer: maximum file size is 5 megabytes.

**No file selected.**

Select and upload the file ...

Is this file to be password-protected? **No** ☒ **Yes** ☐

*N.B. The first time you upload a password-protected file, mail Site Builder Support to activate the protection, specifying a user name and password to be used by members of your own U3A.*

Use the **Browse ...** button to find the file on your computer: maximum file size is 5 megabytes.

**Electric Bikes.pdf**

Now enter the details about the link to the document ...

The file has been saved and a link to it created. Now please complete the link details by entering a title

Please make your changes on the form below:

Link destination:	thornbury/docs/electricbikes.pdf
From page:	<b>Cycling</b> ▼
Link text:	<b>Electric Bikes</b>
Details	Some information about Electric Bikes
Inline only?	<input checked="" type="radio"/> No <input type="radio"/> Yes
Press	<b>Save data</b>

**From page:** This is your group page unless you have created sub-pages.

**Link text:** This text will be the link the user can click to display the document.

**Details:** This is optional text that is shown when you hover the mouse pointer over the image.

**Inline only?** For general use, leave this selected to *No*. Select *Yes* if you want to include a link to the document within the text of your page.

Press **Save Data** and the document will be shown as follows ...

	Links
rides on the	<ul style="list-style-type: none"> <li>○ <a href="#">Cycling - 2015 Rides</a></li> <li>○ <a href="#">Cycling - 2016 Rides</a></li> <li>○ <a href="#">Cycling - 2017 Rides</a></li> <li>○ <a href="#">Cycling - 2018 Rides</a></li> <li>○ <a href="#">Cycling - 2019 Rides</a></li> <li>○ <a href="#">Cycling - 2023 Rides</a></li> </ul>
and stop for Id, e.g. Bitton	<ul style="list-style-type: none"> <li>○ <a href="#">Cycling Safely</a></li> <li>○ <a href="#">Electric Bikes</a></li> </ul>
d. It's a great	

If you tick **Yes** for **Inline only?** Then the link will not appear in the links on the right hand side of your page. You can insert a clickable link in the body of your text by putting a `|` character either side, as in this example ...

Here is some information about `|Electric Bikes|`.

The text will appear as ...

Here is some information about [Electric Bikes](#).

You can delete a document from your page by clicking **Remove file** and selecting the name of the document:

#### UPLOADS

[Upload picture](#)  
[Change picture](#)  
[Remove picture](#)  
[Upload file](#)  
[Remove file](#)

*Please select the link to remove:*

Cycling

- ☒ [remove](#) **Cycling Safely**  
thornbury/docs/cyclingsafely.pdf
- ☐ [remove](#) **Electric Bikes**  
thornbury/docs/electricbikes.pdf

**Remove the marked link.**

## Links

You can create a clickable link to another page in the Thornbury u3a Web Site or to other web sites.

To create a link to the Thornbury u3a Web Site click **Add link** from the menu:

### LINKS

Add link  
Change link  
Remove link

*New link: please select the type of link destination and register the details.*

Link to ...	
<input type="radio"/> another site <b>OR</b>	
<input checked="" type="radio"/> a page on this site	<b>Cycling</b> ▼
From page:	<b>Cycling - 2023 Ride</b> ▼
Link text:	<b>Click to return to main Cycling page</b>
Details	
Inline only?	<input type="radio"/> No <input checked="" type="radio"/> Yes
Press	<b>Save data</b>

Select a *page on this site* and select the page from the drop down list.

**From page:** Choose the page that the link is to appear in

**Link text:** Type in the text that will appear as the hyperlink

**Inline only?** Select Yes

Press **Save data**

You can now insert a clickable link in your text by putting a | character either side, as in this example ...

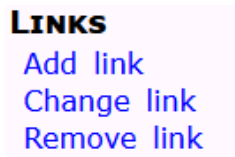
|Click to return to main Cycling page|

This will appear as follows:

cycled straight back to Thornbury.  
<https://ridewithgps.com/routes/41940393>

[Click to return to main Cycling page](#)

To create a link to another web site, click **Add link** from the menu:



*New link: please select the type of link destination and register the details.*

Link to ...	<input checked="" type="radio"/> another site <b>OR</b>	<input type="text" value="https://www.cyclinguk.org/"/>
	<input type="radio"/> a page on this site	<input type="text" value="Cycling"/>
From page:		<input type="text" value="Cycling"/>
Link text:		<input type="text" value="Cycling UK"/>
Details	<div></div>	
Inline only?	<input type="radio"/> No <input checked="" type="radio"/> Yes	
Press	<input type="button" value="Save data"/>	

Select *another site* and type or paste the url to that site

**From page:** Choose the page that the link is to appear in

**Link text:** Type in the text that will appear as the hyperlink

**Inline only?** Select Yes

Press **Save data**

You can now insert a clickable link in your text by putting a | character either side of the link text you just saved, as in this example ...

Useful information about cycling in general can be found on the |Cycling UK| web site.

This will appear as follows:

Useful information about cycling in general can be found on the **Cycling UK** web site.

Clicking Cycling UK will take you to <https://www.cyclinguk.org/>

You can change or delete a link by clicking the appropriate menu item.

## Subpages

Each u3a group has its own web page on the Thornbury u3a web site. A single page is often enough, but if you want to add more content on additional pages, you can create sub-pages. Links to your sub-pages will appear on the right hand side of your main page. Sub-page links will appear in alphabetic order and precede links to documents and pictures. To return to the main page from a sub-page you can click the browser's Back button. If you wish, you can create a link in the text to also achieve this (as shown in the example in the Links section).

Click **Add sub-page** in the menu ...

### PAGES

[Add sub-page](#)

[Remove sub-page](#)

Following your request, an empty sub-page has been created and there is *already* a link to it on your public site. Please enter some content for it on the form below, then click the button to save it. Alternatively, click [Remove](#) to remove it immediately.

Enter your page heading here:

p????

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

Then press: [Save this page](#) or [Undo your changes](#)

This action immediately creates a sub-page called p???? so you should click the **Remove** button if you have done this by mistake or are experimenting (or delete it later by using the **Delete sub-page** menu).

Enter a title for your sub-page and type the text you require ...

Following your request, an empty sub-page has been created and there is *already* a link to it on your public site. Please enter some content for it on the form below, then click the button to save it.  
Alternatively, click [Remove](#) to remove it immediately.

Enter your page heading here:  
**Popular Rides**

Write your page text here, leaving a blank line between paragraphs.  
Here are our most popular rides

Then press: [Save this page](#) or [Undo your changes](#)

The new sub-page will appear in the list of links on the right hand side of the main page:

**Links**

- [Cycling - 2015 Rides](#)
- [Cycling - 2016 Rides](#)
- [Cycling - 2017 Rides](#)
- [Cycling - 2018 Rides](#)
- [Cycling - 2019 Rides](#)
- [Cycling - 2023 Rides](#)
- [Popular Rides](#)
- [Cycling Safely](#)

You can change the title and the body text at any time by clicking the **Edit text** menu and selecting the required sub-page:

- MENU**
- [Brief help](#)
  - [View my page](#)
  - [Edit text](#)

Please select a page to change:

<input checked="" type="radio"/> <b>Cycling</b>	<input type="radio"/> <b>Cycling - 2015 Rides +</b>
<input type="radio"/> <b>Cycling - 2016 Rides +</b>	<input type="radio"/> <b>Cycling - 2017 Rides +</b>
<input type="radio"/> <b>Cycling - 2018 Rides +</b>	<input type="radio"/> <b>Cycling - 2019 Rides +</b>
<input type="radio"/> <b>Cycling - 2023 Rides +</b>	<input type="radio"/> <b>Popular Rides +</b>

If there is no immediate response to your selection, press:  
[Change the page](#)