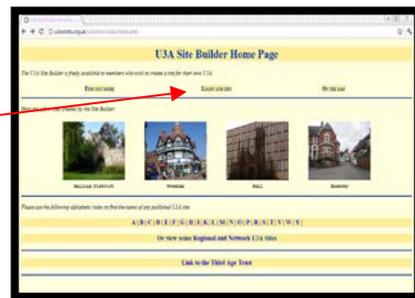


## Convenor's Instructions for the New Wendover U3A Web Site

1. Type **U3A Site Builder Home Page** into Google and select login page or go to [www.u3asites.org.uk/code/login.php](http://www.u3asites.org.uk/code/login.php)
2. On the Home Builder page click **LOGIN AND EDIT**.



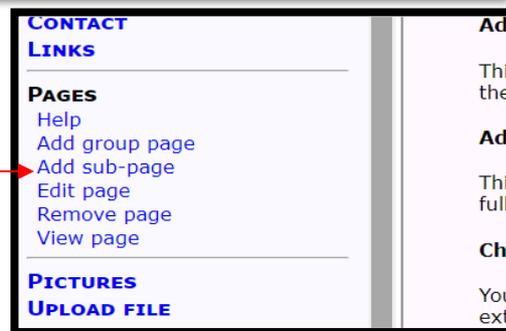
3. Type **your log in** name here, it is usually 5/6 letters and 2 numerals, except for groups that only have four letters. This will appear as a range of dots. Unfortunately you will have to log in for each group page if you are a convenor of more than one group.
4. Type in **your password** in the lower box, this has 12 letters and digits in the lower box and press the Enter key or click on **Edit text**.



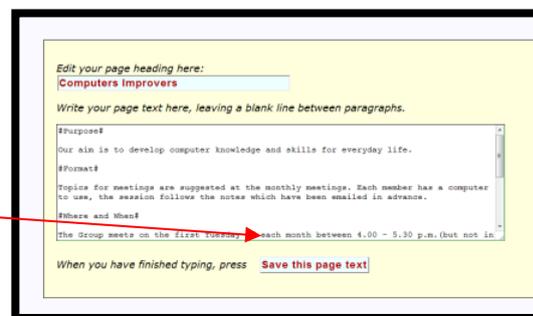
5. This window will now appear, giving instructions and a navigation pane down the left hand side. The title at the top will tell you which page you are editing.



6. By clicking on **Edit page**, a new window appears. This is where the text is edited and the blurb about your group is written.  
*If the display of this pane is too small it can be enlarged by holding down the control Key and touching the + key until the desired size is reached. To undo this hold down the control Key and touching the – key. If the display is enlarged the scroll bar on the right will need to be used to view the whole entry.*



7. Whenever information is added it must be saved, click on **Save this page**. A new window will open.



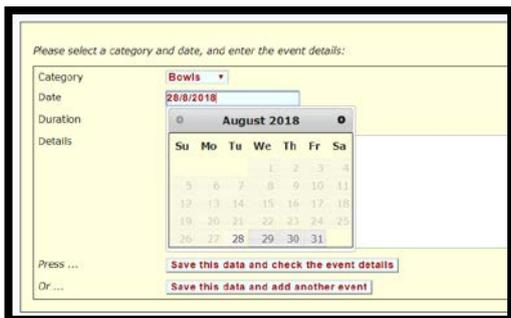
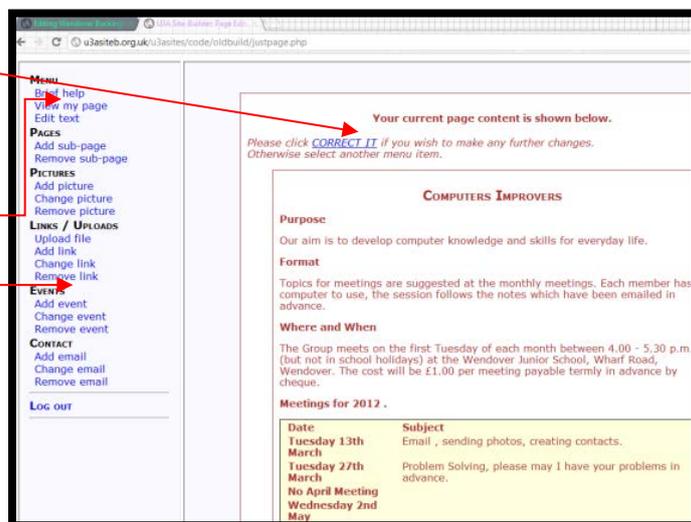
8. To enable the text to be checked. If further editing is necessary click on **Correct it**. The previous page will reappear.

9. To view this page as others would see it go to **View my page** in the Navigation Pane.

10. To add dates that your group are meeting click on Add an Event in **Events**. Only meetings added as an event will be shown on the diary page as well as your group page.

11. To add dates that your group are meeting click on Add Event in **Events** in the Navigation Pane. Only meetings added as an event will be shown on the diary page as well as your group page.

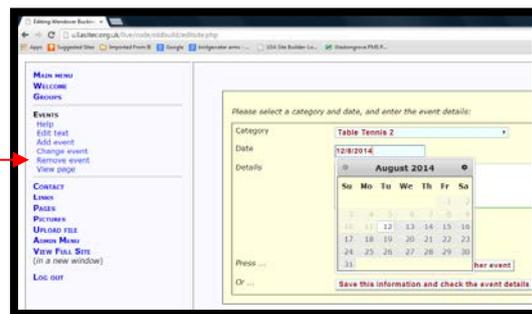
12. Click on the down arrow for category (if required) and select your group's name. Click in the date window and the calendar will appear, use the arrow on the grey to move to a new month.



13. Enter the details for the meeting or if there are no details just say the date of the meeting in the white box. It is useful to show every meeting as members will then know that the group is active. Click on save information and check the details. In the new window click on "correct" to make amendments.

14. To add more than one event click on the lower red button.

15. Use **Remove Events** to remove an unwanted or out of date event, it will be removed from your web page and the diary automatically at midnight on the date shown. However the event is still visible for your records until it is removed completely by clicking the button by the details and then remove all marked events.



16. Click on the down arrow for **category** and select your group's name. Click in the date window and the calendar will appear, use the arrow on the grey to move to a new month. Enter the details for the meeting or if there is no details just say the time of the meeting. Click on save information and check details. In the new window click on correct to make amendments. Old events will be removed from your web page after the date but still remain to be completely removed. Use **Remove Events** to do this.



17. Log out if you have finished or click on another heading in the Menu margin.



### **To Add pictures and Create extra pages**

- A. **Please ensure that your pictures are licensed for “Free to Share and Reuse” if they are taken from the internet or that you have the owners permission.**
- B. Go to pictures and follow the instructions.
- C. After you have saved the picture ,please reorder so the logo for your group is at the top.
- D. If you wish to add additional pages, to advertise a visit, please notify one of the Webmaster, so it can be checked to ensure that the links work correctly.
- E. Pictures can now be reorganised by clicking on change picture.
- F. Pictures should only be displayed whilst they are still relevant, there is a limit to how many pictures can be placed on a page.



### **Things to Remember**

#### **Never display full names of people or their address/ phone number.**

Please ensure that you have the permission of the people in the photo before placing it on the web site.

Delete events after they have happened and please keep your page up to date. Dates added via the Events page will automatically be removed from view after the date has passed.

Please do not add email addresses.

A Text Entry for the Monthly Meeting Screen to be displayed at the Main Meeting must be modified so **no** personal information is displayed on the World Wide Web.

#### **Tip**

If you want to use a word document that is already typed as a table, convert it to text first and then copy and paste it onto your page. Now add the commas to recreate a table.

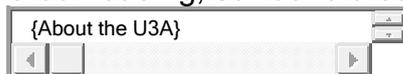
#### **Please Note**

The Webmaster is willing to help Convenors with keeping their pages up to date and adding pictures if required but we know some of you are longing to do this yourselves. Hands On session could be provided if there are people who would like this.

## Text Formatting Instructions

To make a bold centered heading, surround a complete line with "curly" brackets. For

instance, entering:



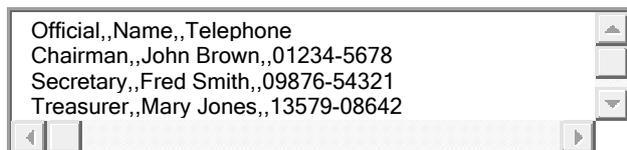
Will produce this. Both brackets must be present, and appear right at the beginning and end of the line.

### About the U3A

#### Tabulated Information

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

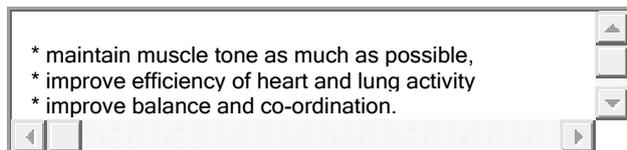


The table will be centred, and surrounded by light border but no colour.

Most pages are set up with the meeting information in a table. This does not work if there is a lot of information to be put into some cells, it makes the table very unbalanced.

#### Bulleted lists

To make a bulleted list, enter a series of lines with a single asterisk at the start. For instance, entering this, followed by an empty line, will produce:



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

#### Fonts

Part of your text may be put into **bold** or *italic* format. Bold text is surrounded by # (hash) symbols and italic text by \_ (underline) symbols. For instance, entering this: will produce:

Our annual subscription is #10 pounds# a year,  
which covers \_all\_ the groups you may wish to join.

Our annual subscription is **10 pounds** a year, which covers *all* the groups you may wish to join.

**Two of the formatting symbols are always needed to do the trick — single hashes or underlines appear as themselves.**

