

East Lothian u3a - Group Web Pages

The East Lothian **u3a** website can be viewed at <http://eastlothianu3a.org.uk/> . This site uses Wordpress, a website management software, which enables us to have private pages for logged-in members only. This means that we can have a separate page for each group where, as group leader, you can if you wish add information about your group's activities and programme of meetings. Members will need to be logged in to the site in order to see this extra information so that personal email addresses and telephone numbers, etc. will be hidden from non-members (and hidden from auto-spammers who want to fill your in-tray with spam emails).

A basic default page has already been created for you. Building up this page is relatively simple so you can develop your group's page yourself. Alternatively, you can ask the Webmaster to give access to another member of the group to do it for you, or you can ask the Webmaster to make the changes for you (webmaster@eastlothianu3a.org.uk). Once the page has been created, editing and updating the page should be very simple. We hope that this page will become the one-stop source of up-to-date information for your group members. If you have any problems then please contact the Webmaster.

There are good examples of what you may wish to present to your members using external links and pictures as part of the programme on, for example, the Science, Geology or Gardening pages.

Logging in

To edit your group's page you must first be logged in. Now go to the Groups page and click on the name of your group – a brief description of your group's activities appears, along with a link to *Group page*. (NB. if you want the text on this page to change then please email webmaster@eastlothianu3a.org.uk with the changes.) Click on the *Group page* link to view the existing page.

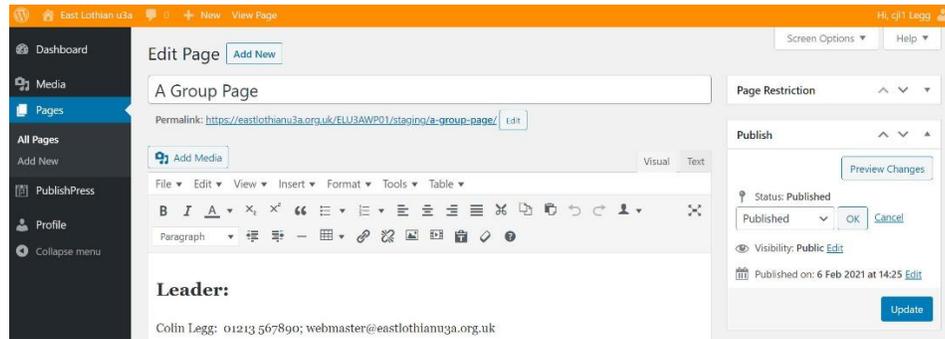
As group leader you will already have been given authority to edit this page. You will see a small blue *Edit page* link in the top left corner. Only you and the site editors/administrators currently have permission to edit this page. You do not have editor rights to any other page, so do not fear - you can do no damage to the rest of the site, and if you accidentally mess up your own page it can easily be re-created from backups!

Editing your Group Page

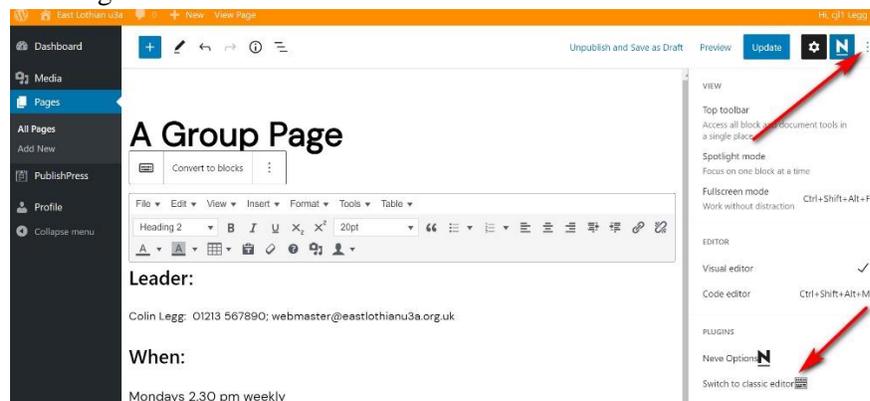
You can leave the page as it is, but we hope that you will develop this page to include information that is relevant to your group, such as the programme for the coming year, and that you will want to keep this information up-to-date.

1. Click on the *Edit page* link in the top-left of the page.

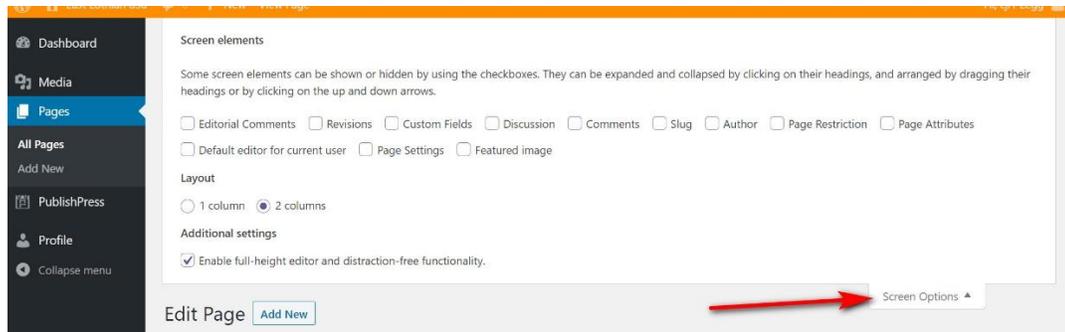
This opens the Wordpress Dashboard (with black borders and menus to the top and left) on the Edit Page which should look something like this which is the Edit Page screen using the Wordpress Classic Editor:



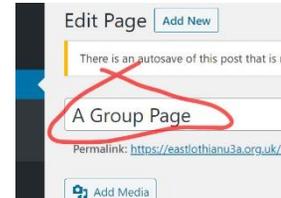
If, on the other hand, you see a screen that looks more like the one below then you have entered the Block Editor mode. I recommend that you use the simpler Classic Editor: press the three dots top-right and then *Switch to classic editor* and select *Leave*. If you are familiar with Wordpress and would prefer to use the Block editor then feel free to do so. It is very flexible and easy to use once you know how, but it is not very intuitive and not very easy to explain, so the rest of this document assumes you are using the Classic editor.



2. The **Edit Page** is at first unnecessarily complicated – but you can simplify it: click on the *Screen Options* tab in the top-right and uncheck all of the boxes under *Screen elements*. You may prefer to set *Number of columns* to 1 if you have a small monitor screen or are working on a tablet/mobile phone. Leave *Enable full-height* ticked. This hides a lot of information that you are unlikely ever to need. Click on *Screen options* again to hide the tick-boxes. You should only need to do this once as Wordpress will remember your preferences for next time you log in.

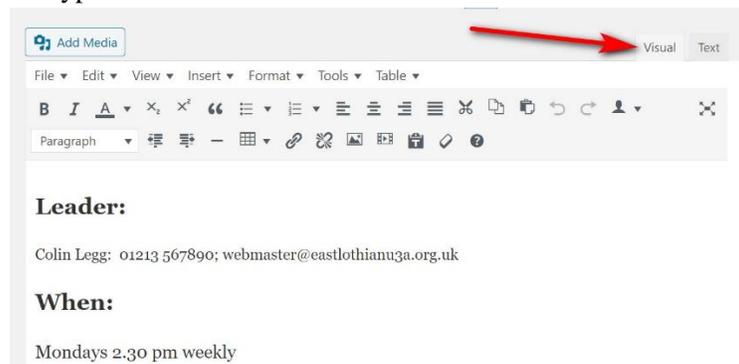


3. The **title** of the page (the name of your group) appears at the top of the page. You can change this if you like, but please tell the Webmaster if you do, because this will need to be changed on the initial groups index page as well.



Remember that none of the changes you make in the Edit page will have any effect on the final page until you press the blue *Update* button  which will be either to the right or at the bottom of the page (see Paragraph 12).

4. The lower box shows the **contents of your group page**. For an easy life make sure the *Visual* tab is selected on the top right (though if you are familiar with HTML and are feeling brave you can press the *Text* tab and edit your page in HTML). You can now scroll down and simply edit the information that is already there or type in new material.

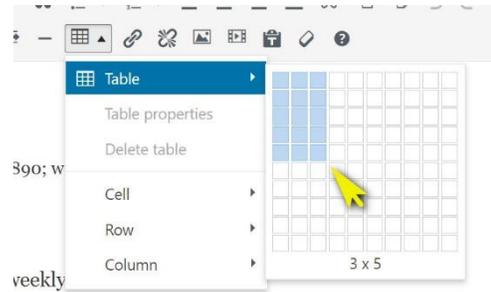


You are more-or-less free to put whatever you like into this page, though I would tactfully suggest that you follow the general style of the whole website in terms of content (i.e. keep it short, simple and relevant to members of your group – remember it can only be seen by logged-in members of East Lothian **u3a**) and appearance (e.g. retain the white background and the default fonts etc. unless there is good reason to do otherwise). The site Administrators have full editorial control and reserve the right to change or delete material they consider inappropriate, but will bail you out if you get stuck! Remember that none of the changes you make on the Edit page will have any effect on the final page until you press the blue *Update* button  which will be either to the right or at the bottom of the page (see paragraph 12).

5. You will then see an array of buttons that are **simple editing tools** and there are more tools available in the drop-down menus. Hold the mouse-pointer over a button and a pop-up tells you what that button does. If you are still not sure then try it and see.

I would suggest that you use the default *Paragraph* style from the drop-down style box for plain text, and *Header 2* or smaller for headings.

6. To insert a **table** into the page – e.g. for the next term’s programme, put the cursor where you want the table to appear (e.g. below “Programme”), select the *Table / Table* from the tool bar and drag the cursor over the grid which appears on the right to select the desired number of rows and columns.



This will insert an empty table where you left the cursor.

You can now put the cursor into any cell and start typing. To change the properties of the table, e.g. to add another row, put the cursor in the last row of the current table, select the *Table / Row / Insert row after*. You can also control other properties, such as the width of the table – *Table / Table properties* and type “100%” in the *Width* box to make the table fill the page. Similarly, to delete a table select *Table / Delete table* and this will remove the table that contains the cursor and all of its contents. To change column widths move the cursor over the boundary between two columns and drag it left or right.

7. To insert a **link** to an external Web page select the text that you want to act as the link and click the *Insert/edit link* tool . Enter the URL into the box (use cut-and-paste to avoid having to type it all out) and press the blue arrow. If you want to make a link to another page on the EL- **u3a** site then click on the cog-like *Edit link options* and then *Or link to existing content* and scroll down (or search) to click on the title of the page you are linking to. If you create a link from an email address then Wordpress will convert this into a ‘mail-to’ link which will enable the user to send an email to that address.



8. You can insert **pictures** onto your page. To **upload photos** first find the pictures on your computer and change their file names to something meaningful and memorable to make them easier to find later. Wordpress can handle images in .jpg, .gif or .png formats.

First put the cursor where you want the picture to be inserted on the page, then press the *Add Media* button  just above the editing tools. This takes you to your library of photos, documents or other files stored on the system. Make sure the *Upload Files* tab is selected at the top of the screen, and press *Select Files* where you can select the picture and load it into the Library.

Once the file has been loaded and with the *Media Library* tab at the top of the screen selected, now select the photo to be inserted (it will have a blue tick beside it when selected). You can give the photo a title or caption on the right-hand side. Then press 'Insert into page' button at the bottom right.

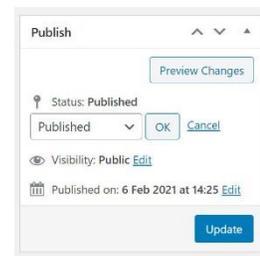
This should take you back to your group page with the image now inserted. If you want to change its properties then select the image and the tools that appear above enable you to change the alignment relative to the surrounding text. To change the image size you can just drag the corners, or if you hit the *Edit* tool . Here you can change the size of the image and optionally add a caption which will appear beneath the picture. To delete a picture, select it and hit the delete key on your keyboard.

Note that the website will automatically reduce your image to a maximum resolution of 1000 x 700 pixels and reduce the file size by jpeg compression, so you do not need to do this yourself, though the upload speed will be better if you do.

9. Suppose that you want to give your group members access to a **document** in the form of a .pdf or .doc file, perhaps a group newsletter, or a lecture summary, or the powerpoint presentation from one of your talks. You can do this in a similar way to inserting pictures. First type the text that will form the link to the file and select it by dragging across it with the mouse, then press the *Add Media* button  as above. Select the *Upload Files* tab. Select the file to be inserted and press the *Insert into page* button bottom right. This will have created a link in your group page that will enable your readers to download the file.

10. You can prepare a document in **MS Word** on your computer and then use cut-and-paste to insert the text into the Page Editor window – **but this is not recommended!** It is likely that you will lose quite a bit of the formatting that you carefully prepared in Word (like headings styles, text alignment, tab-spacing, photographs, etc.). Try it by all means, but check the result carefully with the preview button (see next paragraph) and be prepared to do quite a bit more work on the document to get it to look the way you want. Perhaps marginally better is to copy the text from Word into the clipboard and then press the *Paste as text*  tool to paste it into your web page. This removes all of the Word formatting and enables you to use the Wordpress formatting tools as above.

11. To get a **preview** of what your new page will look like you can press the *Publish / Preview Changes* button that is either to the right, or at the bottom of the screen. This opens a draft of the revised page in a new tab in your browser, but does not save your work. Return to the previous tab to continue editing or to save your work.



12. **REMEMBER TO SAVE YOUR WORK BEFORE YOU LEAVE THE EDIT PAGE!** When you have finished editing the page remember that none of the changes you make on the Edit page will have any effect on the final group page until you **save the changes** by pressing the blue *Publish / Update* button  which will be either to the right or at the bottom of the page. Once you have saved the changes you can check out the final version of your edited page with the *View Page* link at

the top of the screen. You will get a warning message that you are leaving the page to remind you to save the changes.

13. You have saved your page, and then, horror of horrors, you realise you have completely screwed it up! Never fear – you can **restore a previous version**. In fact Wordpress takes an auto-backup every minute-or-so. Return to the Edit page and *Publish* box. Near to the blue *Update* button you will see *Revisions: n Browse* where *n* is the number of times the page has been saved. Click on *Browse* and *Leave*. You will now see the contents of your page in two columns, the most recent on the right and an earlier version on the left. Unfortunately these are shown as HTML, but the differences between the two versions are highlighted in red (deletions from the older version) or green (insertions in the newer version) and you should be able to make sense of it or of the date/time at the top. Drag the slider at the top of the screen to the left until you see the date and time of the desired backup. When the right-hand column displays the version you want to keep then press *Restore This Revision* (or *Restore This Autosave*).



14. The black borders to the Edit Page indicate that Wordpress is showing your ‘**Dashboard**’ which gives you limited access behind the scenes of Wordpress. The options are as follows:

East Lothian u3a takes you back to the website’s home page.

+ *New* has buttons for adding Media or Pages – Contact webmaster@eastlothian.org.uk if you want to add a second page for your Group. The *Media* link takes you direct to the page for uploading pictures or documents to the Media Library as described in paragraphs 8 and 9 above.

Hi, name gives access to your Profile page where you can change your passwords, etc.

Dashboard shows your ‘activity’ (which will be nil because of your limited access permission) and links to various Wordpress news items.

Media again takes you to the Media Library of images and files as discussed above.

Pages shows you all the group pages for which you have edit permissions – mouse-over on the page title and select *Edit (classic editor)* to go to its Edit page. The *Add New* option enables you to create the draft of a new page, but you will need to contact the webmaster@eastlothianu3a.org.uk to get it published on the web.

Profile takes you to your profile page as above.

Collapse menu reduces the width of the black border on the left which might be handy if you have a small screen. Click the  button to restore the menu.

15. Any problems, do not hesitate to contact the Webmaster (webmaster@eastlothianu3a.org.uk).