

EL u3a New Website – Guide for existing Group page editors

Why a new website?

The old website was falling apart. The website uses Wordpress to manage content, but the layout and design of the pages depends on a 'theme' – a piece of software written independently. The theme used when the website was set up 7 years ago was abandoned by the developers three years ago and is now seriously out of synch with recent updates to Wordpress itself and needed replacing. At the same time, the **u3a** has gone through a 're-branding' exercise so this seemed an appropriate time to update our website.

There will no doubt be teething problems and lots of ways the site could be improved further – all problems and any suggestions welcome to webmaster@eastlothianu3a.org.uk.

The new site

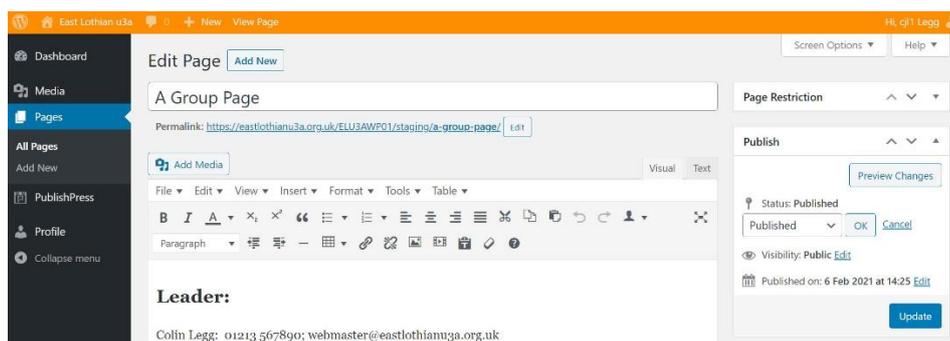
I have tried to develop the new site with the colours and font recommended by the **u3a** [branding guidelines](#) while keeping the site clean and bright. It uses a theme called 'Neve' which controls all of the layout of headers, sidebars, menus, etc. The theme adapts to screen size, so on mobile phone or tablet (or a narrow window on desktop) the menu condenses to a drop-down version and the sidebar drops to the bottom of the page. This, and the evolution of Wordpress itself means that there are some changes to the way you edit the Group pages.

Over the last few years Wordpress has switched from the original page editor to what is called the Gutenberg Block editor. However, though more flexible, this proved much less intuitive to use and so I reverted the **u3a** site to the old 'Classic' editor. The new site still uses the 'Classic' editor, though anyone familiar with Wordpress can switch to the new Block editor if you wish. I have updated the guidelines for editing the Group pages on the assumption that most people will continue to use the Classic editor.

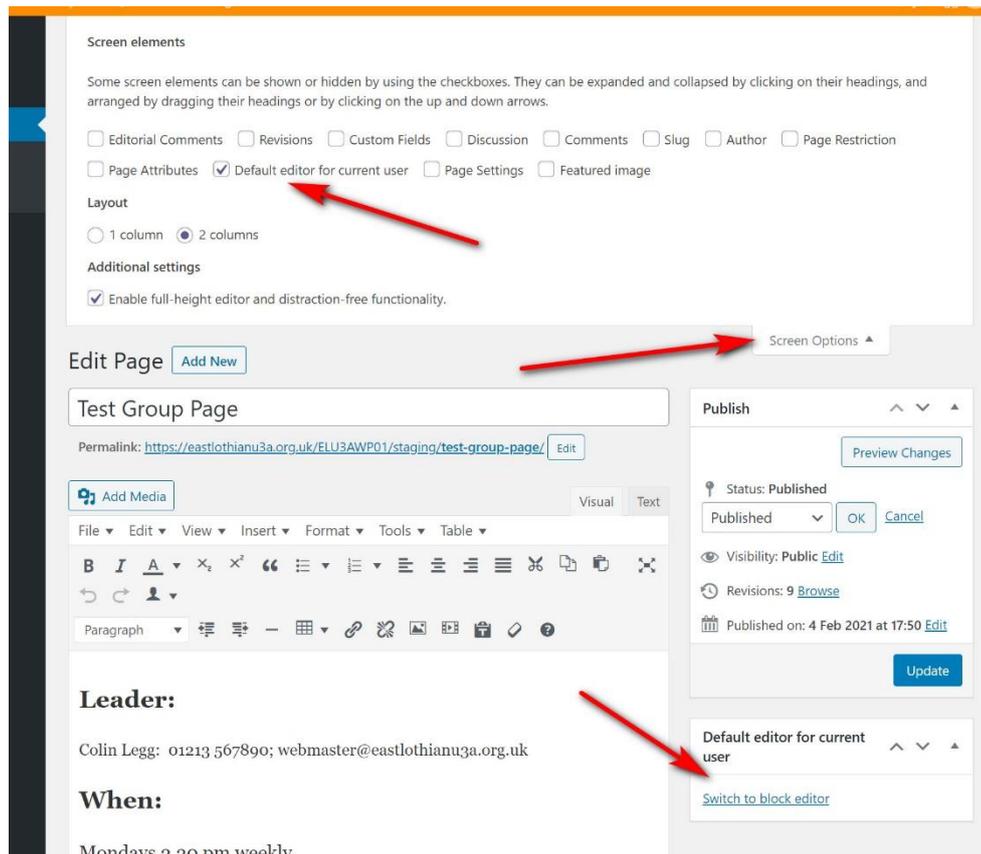
Switching between the Classic and Block editors

1. Log in to the site and go to your group page as before. Click on the *Edit page* link which now appears in the top-left of the page.

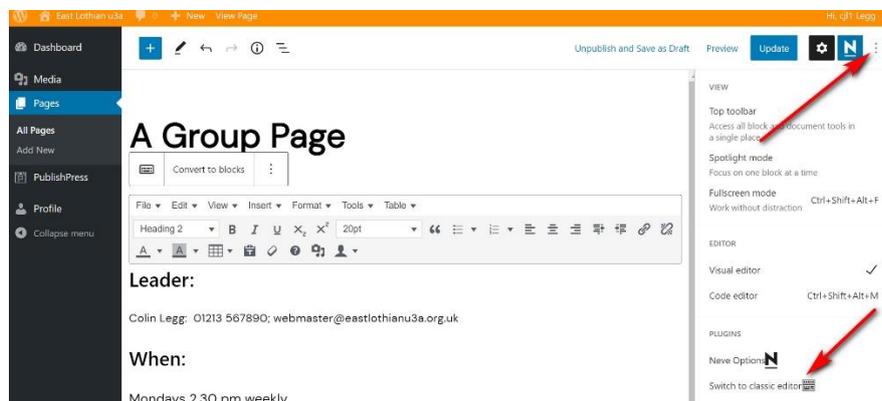
This opens the Wordpress dashboard (with black borders and menus to the top and left) on the Edit Page which should look something like this which is the Edit Page using the Wordpress Classic Editor:



If you prefer to use the Block editor then change the *Screen options* (top right) and tick the *Default editor for current user* box. Then under *Default editor* in the right-hand sidebar select *Switch to block editor*. This will give you a screen looking rather like the one below.



If, on the other hand, you unexpectedly see a screen that looks more like the one below then you have entered the Block Editor mode. To switch back to the simpler Classic Editor: press the three dots top-right and then *Switch to classic editor* and select *Leave*.



First uncheck all of the *Screen elements* checkboxes in the *Screen Options* (top right). This will greatly simplify the screen and you can easily get the options back in the unlikely event that you will need them. You will only need to do this once as Wordpress will remember your choices next time you log in.

From here on the page editing works in much the same way as before. The edit tools that appear above the text of your page are very similar to those on the old website and work in much the same way. The *Publish / Preview Changes* button (opens the current draft in a new tab without saving it) and the *Update* button (saves the current changes) work in the same way as before. The *Publish / Browse* button enables you to retrieve previous saved versions or to recover the last auto-saved version which is updated every minute-or-so.

If you have any problems or queries or can suggest any improvements to the new site then please contact me at webmaster@eastlothianu3a.org.uk.

Colin Legg
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