Author Training Guide

Training Team

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Contents

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1	V 1.0	February 2024	

Section 1: Introduction & Scope of Learning
(Estimate around 10 minutes reading)

1a Introduction
During 2024-25 u3a will be rolling out their Gutenberg WordPress website software around the UK. It is called u3a SiteWorks, though it is mainly referred to simply as 'SiteWorks'. WordPress is used by hundreds and thousands of people around the world. More than 40% of all websites are created using WordPress.

Why you should complete this training guide
As an author with your own page(s) to maintain you need the knowledge and skill to be able to do this. With a little knowledge and practice SiteWorks is easy to use even for those with little or no technical knowledge. Several Pioneers have contributed to the content of this workbook to produce a structured learning tool that we hope will be easy-to-read and use.

Time required
Some authors will want to complete all modules of this training while others might have a simpler page to maintain and need less. There is therefore no set time but we have tried to help you by estimating how long we think each module will take. That is only a rough guide and not a target. This training is self-paced so please take whatever time you need. We are all volunteers and have many calls on our time outside of u3a.

Assumptions
It is assumed that you have basic computer skills and that you are able to operate your own computing device whether it be Windows, Apple, Android, or Linux and that you can perform functions such as copy and paste, upload, and insert. It is also assumed that you are familiar with basic website terminology such as webpage and weblink for instance.

Resources required
The primary resource is your own time to complete this workbook. You will be directed to other resources at various times and instructions to access them will be provided at that time.

Note that many of the screenshots shown in this workbook reflect the time this workbook was written in early 2024. They might vary slightly over time before being replaced but will not significantly affect your learning.

1b Scope of Learning
Your u3a has a live website that your members can see and it can also be viewed by visitors who could be interested in joining your u3a. Most websites around the world, including yours, is public and this means that anyone in the world can view your pages if they can find them.

Perhaps you, as an author, have experience of using Gutenberg WordPress and you feel confident that you can use u3a SiteWorks and edit your allocated pages already. In that case you probably don't need this workbook.

For most of our u3a authors WordPress and SiteWorks will be new territory and learning and practicing on a live site could be daunting. Let us reassure you straight away that you are going to be able to learn and practice in a relatively safe area to build your knowledge and confidence before moving on to your own pages.

What do you need to know?

Most authors are probably going to be Group Leaders. Depending on the type of page(s) you are going to be authoring you need different knowledge and skill levels. Below is a description of page types and a chart so you can tailor use of this workbook according to your needs.   There are some sections such as Logging In, the Summary, and the Appendices that are useful to all. You are, of course, very welcome to complete the entire workbook if you have time and are interested. Your Web Manager can advise you if you are not sure what you need.

Your group webpage could be a very simple page describing repetitive group activities, providing meeting times and costs involved, plus how to join the group and how to contact the Group Leader. The content will be basic text and maybe a photo or two. If this sounds like you then you need Block Editing Basics in section 3.

The author of another group might need to be more creative. He/she might wish to use the photo slider feature, have a need to create a bulleted list, create a table to display monthly event dates, or access some of the blocks that make the content of a multi-content page look more polished. In that case you need the basics but also Block Editing Creatives in section 4. The video in section 6 is optional but at this level would probably interest you.

Any author who plans to use the full range of features that u3a SiteWorks offers and progress to expert level will benefit from completing all of the block Editing sections including Block Editing Expert in section 5.

Beyond that all authors need to know about pages in section 7. A more complex group could be one that undertakes different events or activities every month and needs to communicate details of the forthcoming events so members can book onto them and/or provide a summary of the event after it has taken place with some lovely photos for members to enjoy and remember the event. In this case the Group Leader would need all of the above plus Events and/or Posts in sections 8 and 9.

An author who is responsible for non-group pages needs a page of varying complexity but could perhaps need an Event and/or a Post as well.

Please use the chart below for guidance on what to complete but you are welcome to do more if you wish to.

Author type	Sections										App A	App B
	1	2	3	4	5	6	7	8	9	10		
Simple Group Page with text and graphics	x	x	x				x			x	x	o
Comprehensive page with items such as Gutenslider, bulleted lists, or tables	x	x	x	x		o	x			x	x	x
Expert Group Page using container blocks for complex layouts	x	x	x	x	x	x	x			x	x	x
Any Page with Events	x	x	x	x	x	x	x	x		x	x	x
Any Page with Posts	x	x	x	x	x	x	x		x	x	x	x
Any Page with Events + Posts	x	x	x	x	x	x	x	x	x	x	x	x
Number of pages (lots of screenshots)	4	5	28	7	3	2	2	4	4	1	4	1

o = optional

Each section or sub–section is likely to be between 5 and 15 minutes reading time in total for an average reader. Most sections have practical elements and you can spend as long as you need on each. There are two videos you can watch and they are 24 and 28 minutes in length.

Throughout this guide there are screenshots showing examples from real u3a website pages to demonstrate the way the features being covered are being used. Hopefully this will clarify their use but also give you some inspiration for your own pages.

The thing is that a Group page, an Event, a Post, or any other type of webpage is a page and every one of those pages will contain similar types of information. This information will be structured to make it easy to read and understand. It will include text elements such as headings, paragraphs, bulleted lists, and perhaps a table or a link to another page on your website or even a link to a 3rd party website such as a venue for a forthcoming outing.

It could contain one or more media items such as a photo, a gallery of photos, or a chart. All of these items need to be placed on the page so they look good so they need to use spacing, margins, and other layout features and functions.

The block principle

Gutenberg WordPress, which is the basis for u3a SiteWorks is block–based. There are blocks that enable you to create: –

- Heading
- Paragraph
- Bulleted list
- Table
- Media and text as two parts of the same block
- Photo
- Gallery of photos

… and many more. These are the functions that we all need to create and maintain our pages.

There are dozens of blocks and they all do different things. Once you understand the principle and have practiced using a few of them then you will be able to use another block based on the knowledge you already have without the need for additional training. A simple way to think of blocks is like using Lego.

How are you going to learn these things

There are two main parts to this guide. In the first part, sections 3-6, you are going to be creating and editing 'blocks so that you can get a feel for how they work and practice using them.

In the second part, sections 7-9, you will have access to your own page(s) on your u3a website and you will be able to put what you have learned into practice.

Throughout the guide you will know what you are aiming for and be able to check after each section that you are able to achieve any particular task before moving on.

Where to get help

Your first line of help is your own Web Manager. If he/she cannot answer your question then he/she will escalate it. Please do not contact the Help Desk directly. We are a small team of volunteers with limited resources so please follow this procedure.

Next level of documentation is the User Guides where there is far greater technical content than in this workbook – https://siteworks.u3a.org.uk/user-guide-betterdocs/

This workbook format is PDF and it has been created using headings for bookmarks to make it easier to navigate. If you don't know how to bring up the bookmarks then please as your Web Manager.
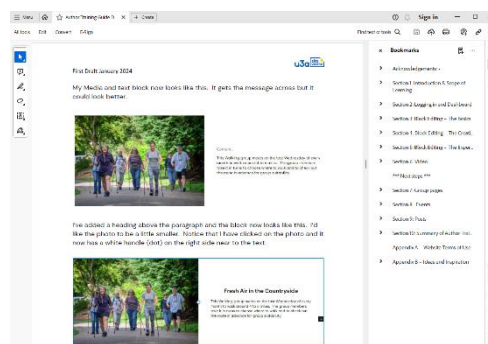
Terminology

Most of the terminology used when talking about SiteWorks will be familiar to you but new things will be explained as they arise. Gutenberg blocks have already been discussed above. It is likely that you will hear the term 'plugin' used. A plugin is some additional computer code that enables base software to do something not possible without that extra code. u3a SiteWorks has several u3a plugins and these are pieces of code that have been specially written by our development team to enable u3as to do things on our respective websites that are special to the way that u3as operate. An example is the u3a Venues plugin. Your Web Manager/Admin keys in all of the venues used by your u3a into a pre-designed form. The Group Leader simply chooses this venue from a drop-down menu and it appears on the group page with no extra work required.

Section 2: Logging in and Dashboard

(Estimate less than 10 minutes reading plus self-paced practical plus 24 minute video)

We are probably all very familiar with the concept of logging in as it is something we need to do whenever we want to access sensitive information on an electronic device such as our computing devices when we turn them on. SiteWorks is no different. Before you can do anything except view the site, we need to log in.

Introduction

SiteWorks is a WordPress Theme developed specifically for u3as. As such there are some features like u3a groups and u3a events that will not appear anywhere else on WordPress and there may be WordPress functions that have not been included as they are not necessary for u3as. The SiteWorks team have also produced a detailed initial Training Guide for Web Managers and their Assistants/Deputies plus a comprehensive User Guide for Administrators. Site authors do not need anywhere near this level of detail so this Author Training guide has been developed just for you.

2a The Small Print

Before we start you need to read the Website Terms Of Use. You should find this document, suitably customised for your u3a in the footer section of each page on your u3a website. This will provide a link to the Privacy Policy of your own u3a.

Appendix A contains a copy of those Terms of Use for a mythical u3a; you still need to refer to the Privacy Policy of your own u3a. As Authors and Editors we must adhere to these terms which basically ask us to be nice to everyone (GDPR) and not to do anything illegal (copyright).

2b Logging in and Dashboard layout

Your Web Manager has supplied you with a link to your new website login (xxx.u3asite.uk/wp-login.php where xxx is your site name) plus your own personal site username and password. This login has been set up for you as an Author but no group page editing permissions have been allocated to you yet so you won't be working on your own page(s) immediately. This login will just give you the chance to get used to the Dashboard in this session and enable you to access a relatively private page where you will be able to learn and practice block creation and editing. Later, when you feel confident, your Web Manager will give you access to your own page(s) and you will be able to put into practice what you are about to learn.

You are now going to login to your new u3a site.

Please go to your new website login and log in using your new username and password. The Dashboard will open up as you can see in the screenshot.
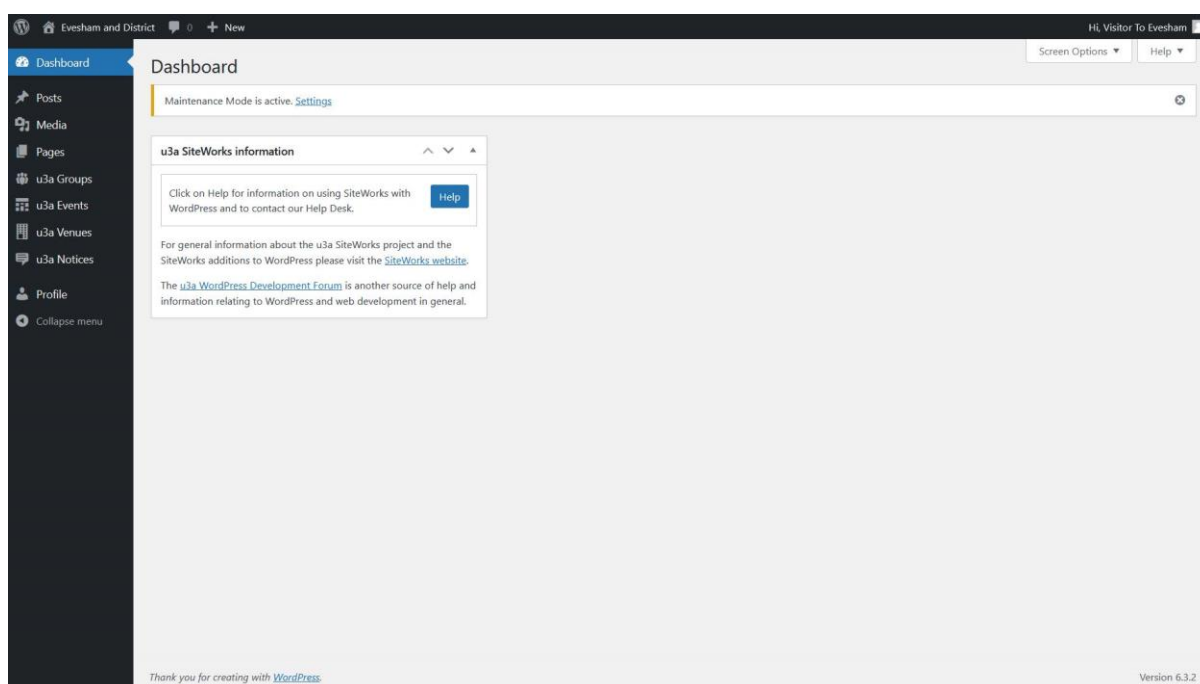
In the top left corner of the large screen is a 'W' icon, click it, it will take you to the WordPress front page, which is mostly news and advertising, but you will still see your dashboard menu down the left side. This 'W' is always present and will take you home if you get lost.


Next to the 'W' in the top left corner is an icon of a little house with the name of the site. Click the house, it will take you to the home page of the site. The little house will change to a speedometer (to represent dashboard), click it, it will take

you back to the dashboard. Try toggling back and forth between the site view and the dashboard a few times.

Go to site view. This is the live site exactly as the rest of the public are seeing it. You can navigate through the menu, follow links, read and download documents, email contacts (please don't) just the way everyone else can.

Go back to the Dashboard. Here is a close-up of the Dashboard items that you can see when you are logged on in the role of author. You can view Posts, Media, Pages, Groups, Events, Venues, and Notices, but you are very limited in what you can edit as permissions have not been allocated to you yet.
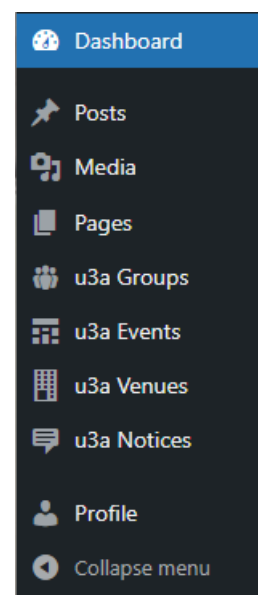
Profile is YOUR profile and you should change your temporary password now. Use the 'New Password' field not the New Application Passwords. The New Password field is shown in the screenshot. Remember to press the 'Update Profile' button at the bottom. Your new password must contain upper case and lower case letters, numbers and punctuation marks and it be at least 12 characters long.
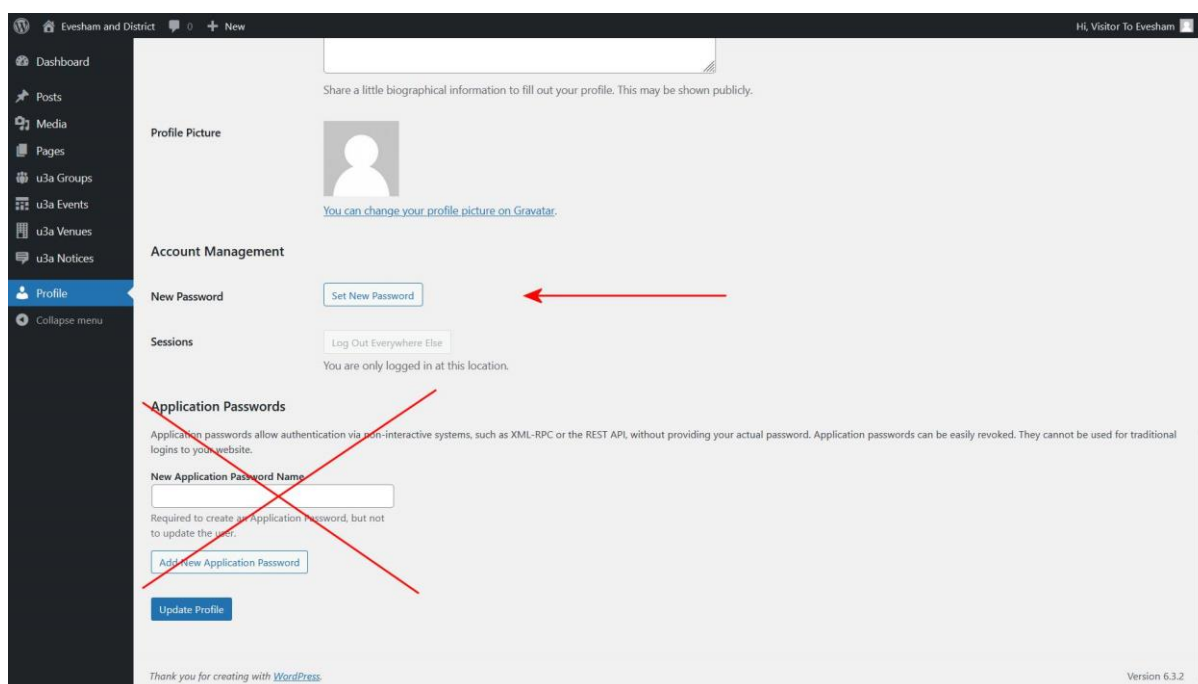
At the end of your session log out. To log out, you will see your name in the top right hand corner of the screen, hover the mouse over your name and a drop down menu will appear, then click log out.

Summary and self-check

The primary learning point of this module was for you to view and check out the elements on the Dashboard and for you to change your password. If you have successfully done these things then it is safe to say that you have successfully completed this module and that you are ready to move on to the next one.

2c Video
SiteWorks video
(24 minute video)

If you have not already watched this video on the SiteWorks website then now would be a good time to take a look at how SiteWorks works and how easy it is to edit pages.

It is 24 minutes long and an excellent resource. Our SiteWorks Lead Developer, Nick Talbott, will be demonstrating many of the things you are going to be learning and trying out for yourself soon. Here is the link – https://siteworks.u3a.org.uk/u3a-siteworks-training/introduction-video/

Section 3: Block Editing – The Basics

Introduction

(Estimate less than 5 minutes reading for the Introduction plus self-paced practical)

Before you start working on your own page(s) on a live site it's a good idea to learn and practice in a place where mistakes are unlikely to do any damage to the site. Giving you a safe place to do this gives your Web Manager peace of mind but should also make you feel more confident about trying things out.

In this section you are going to create and edit a selection of the most commonly used Gutenberg WordPress blocks that include both text and media. Blocks are the heart of how this software works and when you can master the concepts then you can build on that knowledge as and when required.

As stated back in module 2 you will be completing this module in a relatively safe environment where visitors to your u3a site will not be able to see what you are doing. Your Web Manager has access to all areas of your site so will be able to see what you are doing and be able to help/advise if you get stuck. Note that the page you will be creating and using will not appear on your website to be seen by the general public but it is searchable and could possibly be found and viewed somewhere in the world. Please bear this in mind as you create the mock-up content.

Note: The screenshots throughout this guide have been created from a desktop PC screen. Viewing or working on a tablet or phone screen will provide different views.

Create your training Post

The WordPress feature you will be using is called a Post. A Post is a page like any other on a SiteWorks site. Your group page, Events pages, and Posts (blogs) are all pages so learning about pages and what you can put on them is a key skill.
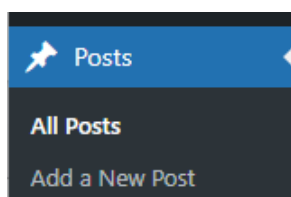
Log in to your site and navigate to Posts on the Dashboard then click on that heading. You will get the screenshot you see here.

To the right in the main workspace area you will probably see a list of Posts already that you can view but not edit. Select 'Add a New Post'. You can save this page (publish) but it will not be on public display unless it is associated with another page that has a template set up to accept it. We'll look at that part of the Post process in a later section.

Note that if you are logged on and in Site View you can select the '+New' icon from the top left area of the screen and choose Post
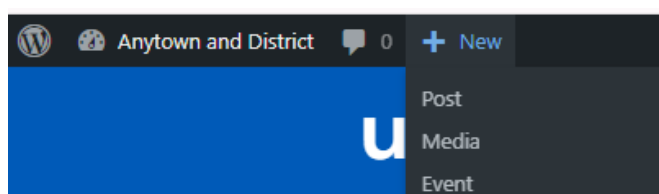
from the drop down menu. Either method will give you the same result.

Here is what your screen will look like and we'll be looking at each part in turn at appropriate times in the next few sessions.
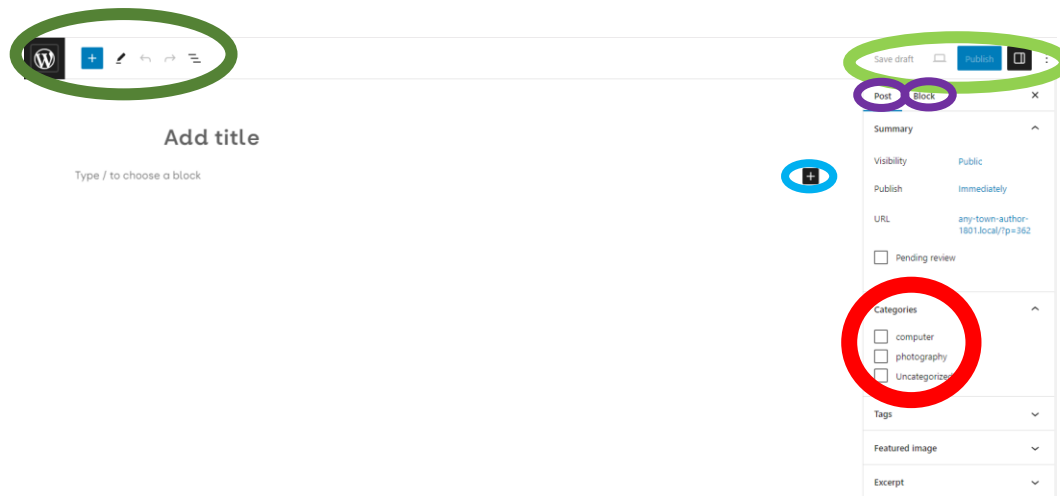

In the main workspace please select 'Add title' and give your page a name that will identify you and make it clear that this is not a live page. Note that other website authors will be able to view your page but not edit it. I have named my practice page 'Training page for Pam'.

3a Create and edit headings and paragraphs
(Estimate less than 10 minutes reading plus self-paced practical)

Directly below the title is where you start to build your page. Select the cross on the black background that you can see circled in bright blue on the above screenshot. It turns to a white on blue cross as you hover over it and there will be a pop-up saying 'Add block'.

When you select the cross you will get another pop-up menu like this one.
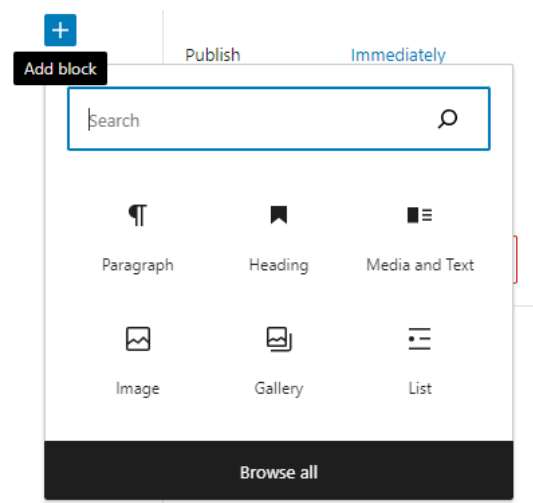
This pop-up shows six block types but they will not always be the same selection because as you use blocks, the ones that you use most often will be the ones that get displayed. This can feel quite strange at first but it actually speeds up your editing by presenting you with the block you are most likely to want and this saves you looking for it.

Note that there is also a search box. If you know the name of the block that you want to use but it is not on screen then start typing it and WordPress will start looking for it. For instance, if I want to use a table block then I start typing 't' then I am presented with blocks starting with the letter 't'. 'ta' brings up the table block and I can select it.

This time we can start with the simplest of blocks which is the Paragraph block. Please select it and type some text into the block area. Type any text you like but make it go onto three lines. Click out of the text box into white space and you will have something like this screenshot.

Training page for Pam

This is a paragraph block. This is a paragraph block. This is a paragraph block. This is a paragraph block. This is a paragraph block. This is a paragraph block. This is a paragraph block. This is a paragraph block. This is a paragraph block. This is a paragraph block. This is a paragraph block.

You can see the Add block icon has reappeared. Repeat the process to add a block but this time select the Heading block. Type in some text then click into white space again and now you have something like this screenshot.

Training page for Pam

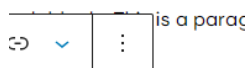This is a paragraph block. This is a paragraph block. This is a paragraph block. This is a paragraph block. This is a paragraph block. This is a paragraph block. This is a paragraph block. This is a paragraph block. This is a paragraph block. This is a paragraph block. This is a paragraph block.

This is a heading

Headings are more useful if they are above the text rather than below it. Click anywhere in the heading and you will get this pop-up menu.

This is a heading
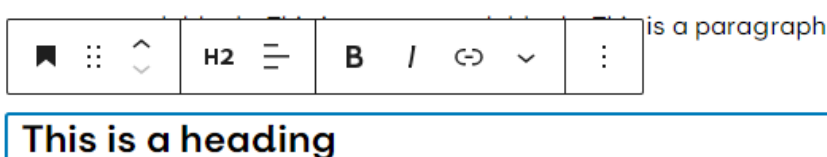
You now have some instant edit options. Hover your mouse over each icon and you will get another pop-up to tell you what each one does. You can select the whole block, drag the block up and down the page, use the up and down arrows to move the block up and down the page, make the text size larger or smaller, align your heading, make it bold, make it italic, and make it a link to another item on your website or an external website.
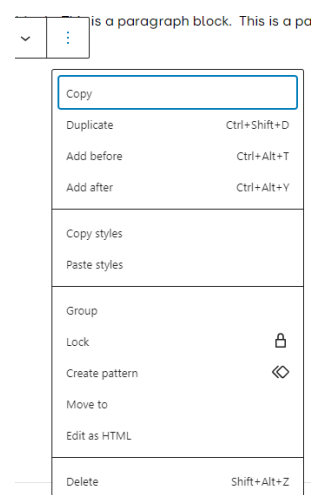
The down arrow towards the right is for more options such as footnote, highlight, strikethrough, or superscript as shown here.
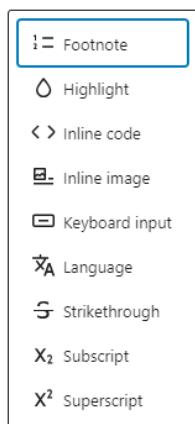
The three vertical dots give you access to another pop-up menu where you can copy, add above or below, and delete.

Why don't you hover over each item of the menu in turn to see for yourself what it does.

- Footnote
- Highlight
- Inline code
- Inline image
- Keyboard input
- Language
- Strikethrough
- X_2 Subscript
- X^2 Superscript

Copy	
Duplicate	Ctrl+Shift+D
Add before	Ctrl+Alt+T
Add after	Ctrl+Alt+Y
Copy styles	
Paste styles	
Group	
Lock	
Create pattern	
Move to	
Edit as HTML	
Delete	Shift+Alt+Z

Training page for Pam

This is a paragraph block. This is a paragraph block. This is a paragraph block. This is a paragraph block. This is a paragraph block. This is a paragraph block. This is a paragraph block. This is a paragraph block. This is a paragraph block. This is a paragraph block. This is a paragraph block.

This is a heading

Going back to the paragraph and heading that we started with as shown again here, please select the heading and use the 'up' arrow to move the heading so that it is above the text. Note that you could have clicked into the paragraph block instant edit menu and used the down arrow to get the same effect.

You should now have something like this screenshot. That looks better, doesn't it?

Training page for Pam

This is a heading

This is a paragraph block. This is a paragraph block. This is a paragraph block. This is a paragraph block. This is a paragraph block. This is a paragraph block. This is a paragraph block. This is a paragraph block. This is a paragraph block. This is a paragraph block. This is a paragraph block.

Viewing your work

If you want to view your page navigate to the top right of your screen inside the green oval seen here, and to the left of the blue 'Publish' icon is a preview button. Click on it and a drop-down opens up with the option to 'preview in a new tab'. This allows you to view your work to make sure you are happy with it before you publish it. Return to the 'edit post' tab to continue your work.
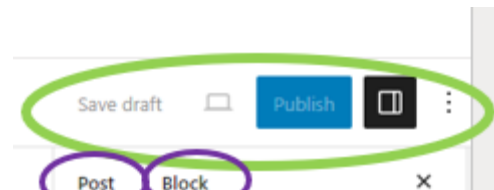
Saving your work

If you want to take a break and log off for a while then navigate to the top right of your screen and select the blue 'Publish' icon and you will get another small screen asking you to check and confirm by selecting Publish again.

When you return from your break, login and navigate to Posts on your Dashboard, select your Post and then you can continue from where you left off. You can do this as often as you wish.

Summary and self-check

You learned quite a lot in this part of the session. You now know how to create the page of a Post, how to add a block including adding a heading and a paragraph block to the page, how to quickly edit them using bold, italic, and superscript, how to move the blocks up and down the page. You know how to find and select a block. You know how to save your work (publish) so you can take a break and how to get back to the page to continue to edit it. If you are comfortable that you can do these things then move on to the next section.

3b Adding and deleting a block

(Estimate less than 10 minutes reading plus self-paced practical)

Return to your training Post. Your page looks something like this.

Training page for Pam

This is a heading

This is a paragraph block. This is a paragraph block. This is a paragraph block. This is a paragraph block. This is a paragraph block. This is a paragraph block. This is a paragraph block. This is a paragraph block. This is a paragraph block. This is a paragraph block. This is a paragraph block.
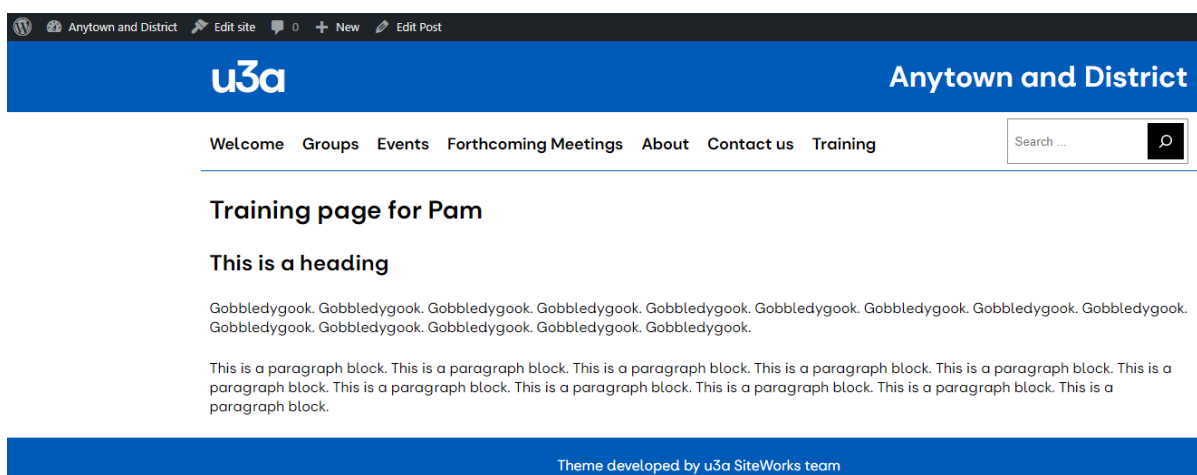
So far you have added new blocks below an existing block but often you need to add one in between existing blocks. This time we shall add another paragraph between the heading and the existing paragraph. Hover your mouse between those two blocks and the Add block icon appears but this time it is blue and has a line showing where the new block will be added as you can see in this screenshot.

This is a heading

This is a paragraph block. This is a paragraph block. This is a paragraph block. This is a paragraph block. This is a paragraph block. This is a paragraph block. This is a paragraph block. This is a paragraph block. This is a paragraph block. This is a paragraph block. This is a paragraph block.

Add a paragraph as you did before and put some text in it. Select Update top right (where Publish was before) and a new pop-up briefly appears bottom left inviting you to view your Post.   If you miss it then you can use the view page/post icon next to 'update'. Do so and you will get something like this.

Anytown and District

Welcome   Groups   Events   Forthcoming Meetings   About   Contact us   Training

Search ...

Training page for Pam

This is a heading

Gobbledygook. Gobbledygook. Gobbledygook. Gobbledygook. Gobbledygook. Gobbledygook. Gobbledygook. Gobbledygook. Gobbledygook. Gobbledygook. Gobbledygook. Gobbledygook. Gobbledygook. Gobbledygook.

This is a paragraph block. This is a paragraph block. This is a paragraph block. This is a paragraph block. This is a paragraph block. This is a paragraph block. This is a paragraph block. This is a paragraph block. This is a paragraph block. This is a paragraph block.

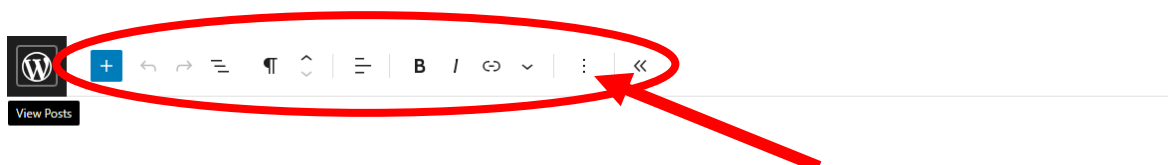Theme developed by u3a SiteWorks team

This is beginning to look like a page on a website but there is a lot more we can do.

You decide you don't want that extra paragraph after all and now want to delete it. Now that you have an editable page you have a new option on your top menu and this is Edit Post highlighted in the red circle here.
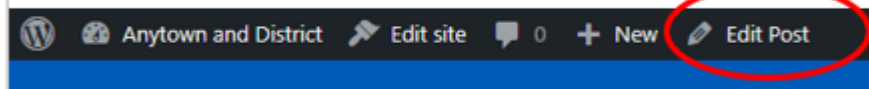
Select Edit Post and you are back to where you were before you updated the page but the page looks a little different. Note the menu options on the top line circled in red. They should look familiar as they are the simple block pop-up edit options you saw earlier when you were creating the blocks. The menu changes according to the block you are working on. Try this out by clicking on the heading then hovering over each of the blocks. WordPress helps you by giving you the tools you need at any particular time.

We got here because we want to delete that top paragraph. Click on it and you will get the paragraph menu on the top line. Select the three dots that the red arrow is pointing to and choose Delete from the options presented. The block will disappear.

It's easy to make a mistake and add a block where you don't want it, even if it is just an empty block taking up space, but this is how easy it is to remove it.

It's worth mentioning the undo and redo arrows on this menu just to the right of the insert block icon which you can use to delete or reinstate whole blocks, galleries, or tables (galleries and tables will be discussed later).

You can update (save) the page at any time but please do remember to do this before logging off your device so that you don't lose your work.

Summary and self-check

In this section you were able to return to a saved page and edit it using the contextual menu. You also learned how delete unwanted blocks. If you feel confident about these things then move on to the next section.

3c Formatting text

(Estimate around 15 minutes reading plus self-paced practical)

SiteWorks enables you to make your individual blocks more visually appealing and also provides you with professional-looking page layout capabilities without the need to be a publishing expert. Earlier in this document, as you were creating your Post, you saw this screenshot.
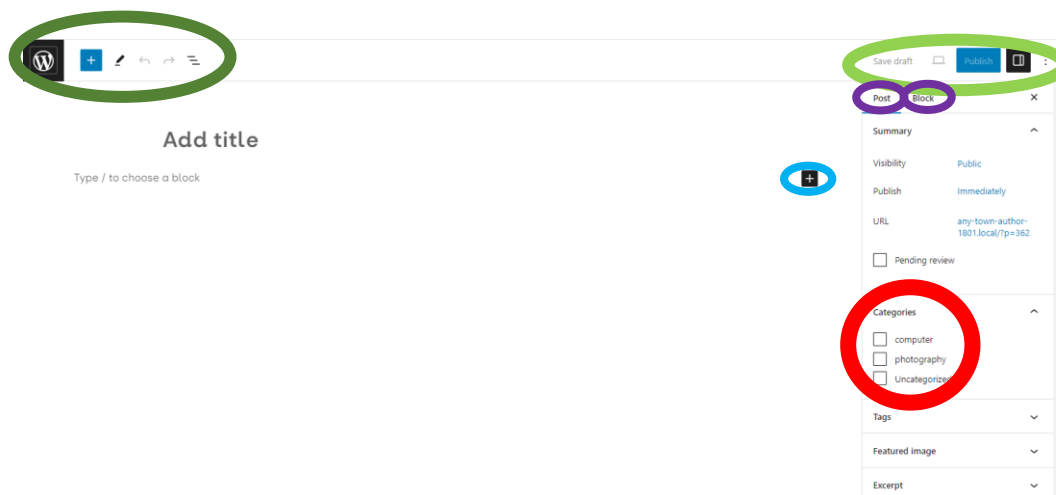
You have already used elements of the top left menu circled in dark green. This section changes according to what you are doing at any one time. You have also used the Publish/Update function in the top right light green circles menu and we'll look at the other icons a little later in another session. You have also used the Add block function in the blue circle. The white space is your page content working area and you are starting to fill that up. We're now going to look at the purple and red circles.

Navigate back to your training page which looks something like this.
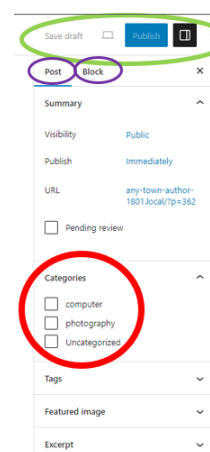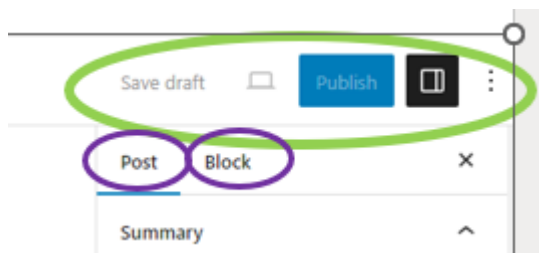

Editing Panel

You might have noticed that as you work in your working area you have more menu items on the right side of the page.   This is the editing panel. The more observant will have noticed that the panel changes. This is because it is contextual and changes according to what you are doing at any one time.

There are editing functions for the type of object you are working with such as a Post or an Event but there are also editing functions for each type of block. There are many similarities between blocks.

The first page you created was a Post as you can see here in the purple circle on the left. The editing panel shown is that of the Post as this is the item underlined in blue.

Here is the editing panel. We're using a Post as a learning page but they are much more useful than that. Posts themselves will be covered in another session later but one thing to draw your attention to now is the red circle.

When a real Post is published it appears on another page such as a group page. If the Post is about a Walking group, then it needs to appear on that page. To make that happen a template is set up on the Walking group page and a category (taxonomy) is set so that any Post with that category appears there.

When a Post is created it needs to be associated with the correct page. The Post you have created is uncategorised. It is not linked to any page so it will not publicly display. You are working on a live site and you will no doubt be able to see other categories in this red–circled section. 'Selecting one of those would link your training Post to that page and possibly display. *Please don't do this.*
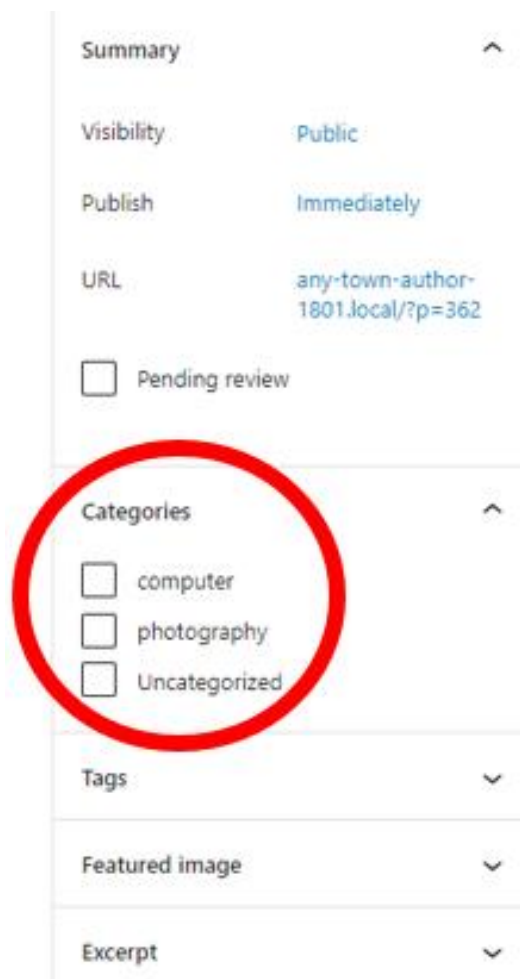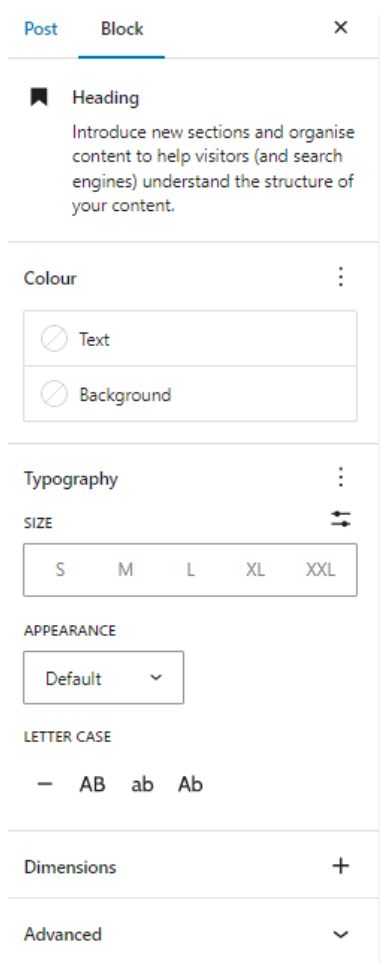
If we now click into the heading at the top of the page the editing panel changes. We can see that Block is now underlined in blue instead of the word Post. Immediately below this, the panel confirms that we have selected the heading block and gives us a brief description of what it does.

Below that is a colour box for text and background followed by typography options then Appearance and Dimensions. We'll look at each of these in turn.
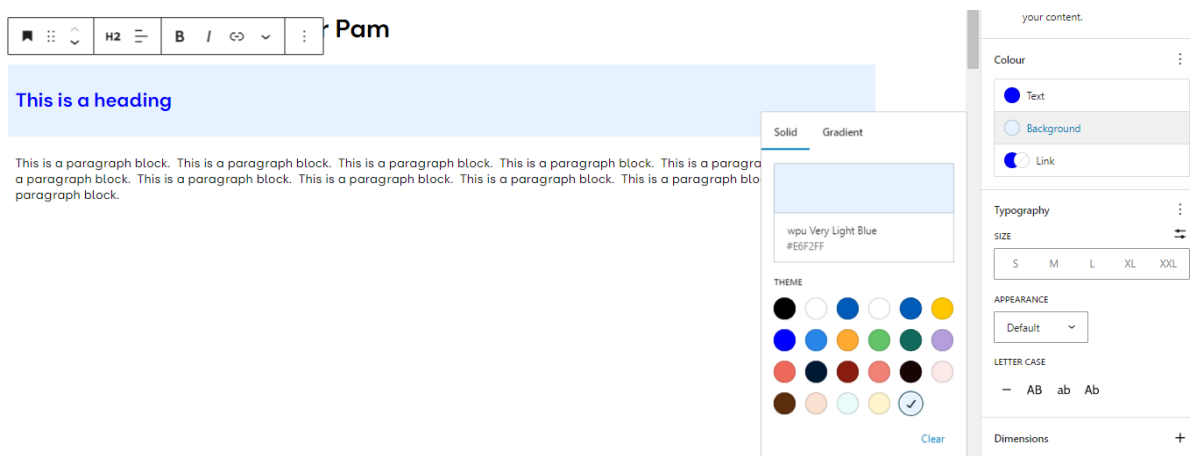
Adding colour

We'll look at colour first. Click into the heading again and select text in the editing panel. A colour palette will pop up. Select a colour and your entire heading will change to that colour as you can see here.
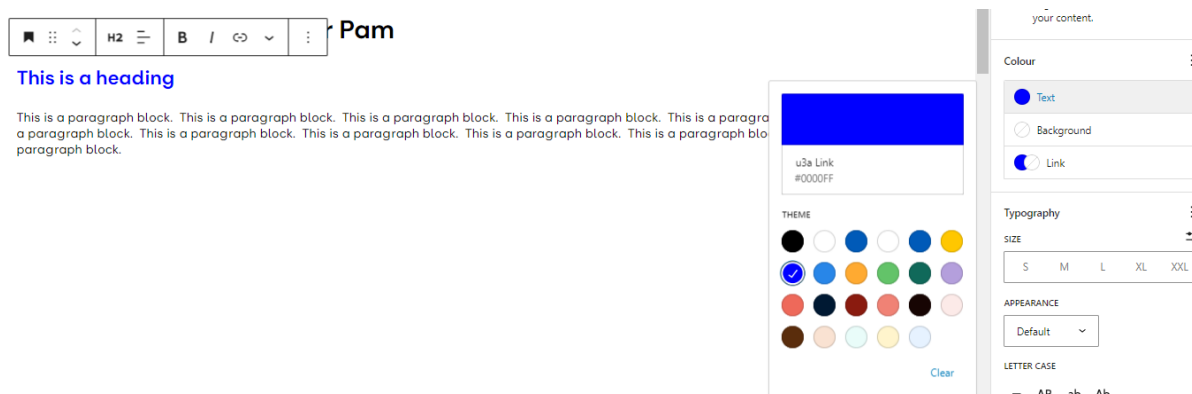

Colour is a powerful tool and can be used to draw attention to a message, to clarify information, or simply to improve the appearance of an item or a page. Too much colour has the opposite effect. Sometimes less is more so use colour with care.

Click into the heading again and this time select Background from the editing panel. Select a colour from the palette and the entire heading block will take on that colour as you can now see.

The colour palettes have been designed by consultants to complement u3a branding colours. If you choose a colour combination that will be difficult to read then you will get a message to that effect so that you can change your selection.

Let's suppose you want to try a different combination anyway. Click back into your heading and Background and clear your existing selection. This time select Gradient instead of solid colour. Look at the menu options and you have a choice of linear or radial colour. Select a colour you like the look of and try it out with linear and radial adjustments. Clear the colour again and play around with a few more colours. I've chosen this linear colour combination but kept the bright blue text.
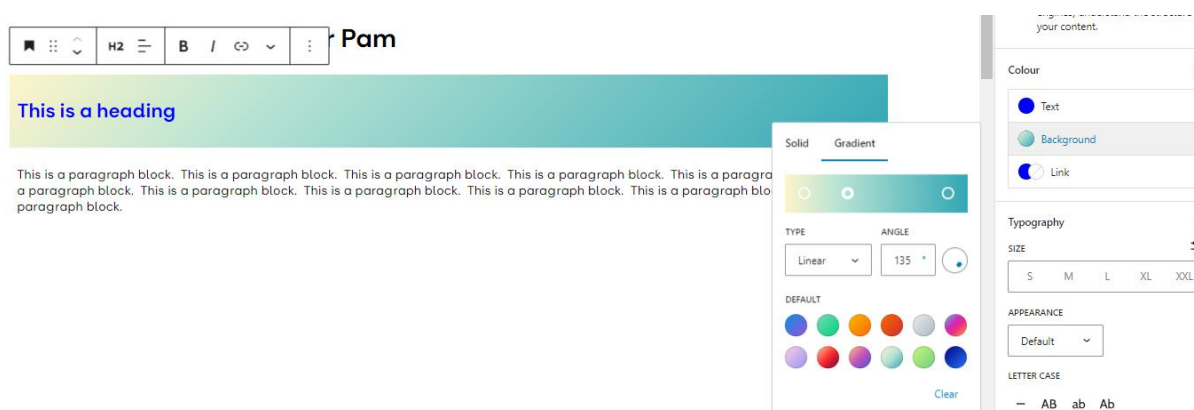
Modifying typography

This is a good time to check your heading size and style as well. Below colour you see some size options. Click into your heading and select each size in turn and observe what happens. Choose the size you prefer. Because you are editing the heading you get the instant editing menu as well. While the heading is selected, can you make it bold?

You should have something like this.
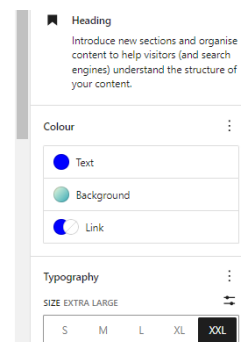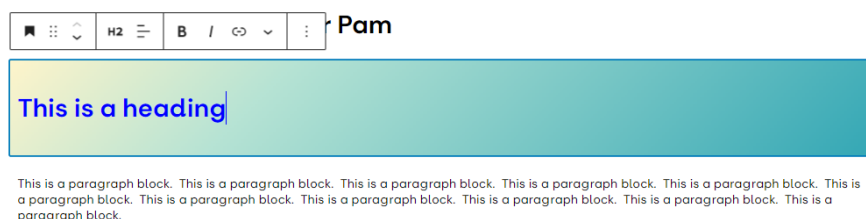
Adjusting padding and margins

Below typography is Dimensions and selecting this gives you options to adjust padding and margins. Padding is the amount of space that surrounds the block content and can be adjusted top and bottom and/or left and right. 'Margins' are outlines, distinguishing a whole block from its background, and can be made thicker or thinner. Here I have increased the top/bottom padding. Can you see the difference?
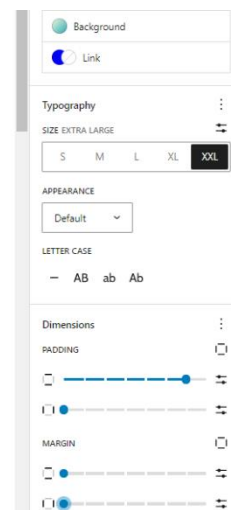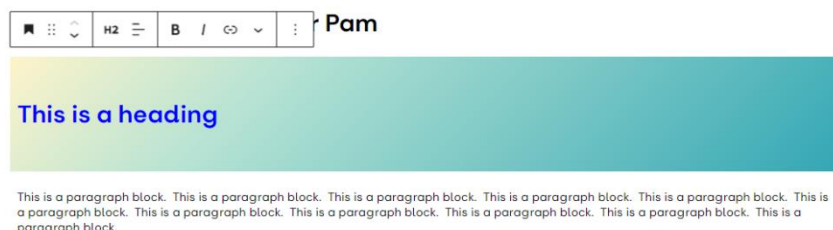
Summary and self-check

These editing options all relate to text and you will find such options on every type of text block you use. This includes paragraphs that you now have experience of but also blocks such as a list of items that you have not tried out yet. If you learn this once for one type of block then you can use that same knowledge for future blocks. Why don't you try out colour, typography options, and margins on your first paragraph? If you are comfortable doing this then move on to the next section.

3d Media Library

(Estimate less than 10 minutes reading plus self-paced practical)

One of the great things about SiteWorks is the ability to add photos or other media to pages very easily. A photo can turn an easily missed text message into a professional looking article. SiteWorks has a shared library that contains a variety of media. The types of media that can be uploaded to the library include:

- Images (. jpg, . jpeg, . png, . gif, and . ico)
- Audio files (. mp3, . m4a, . ogg, and . wav).
- PDFs
- Word documents
- Excel spreadsheets
- PowerPoint presentations
- Adobe Photoshop documents

If you google file types for a WordPress media library you will find that video files such as . mp4, . m4v, . mov, . wmv, . avi, . mpg, and . ogv, are acceptable but these files can be huge and quickly fill server space. It is not possible to upload video files to the SiteWorks media library, as this feature has been disabled, but you can store them on your own u3a server and make links to them there.

Save your training page if you have not already done so and navigate to the Media Library via the Dashboard. Take a look at what is available to you. Here is a screenshot of part of a demo library.
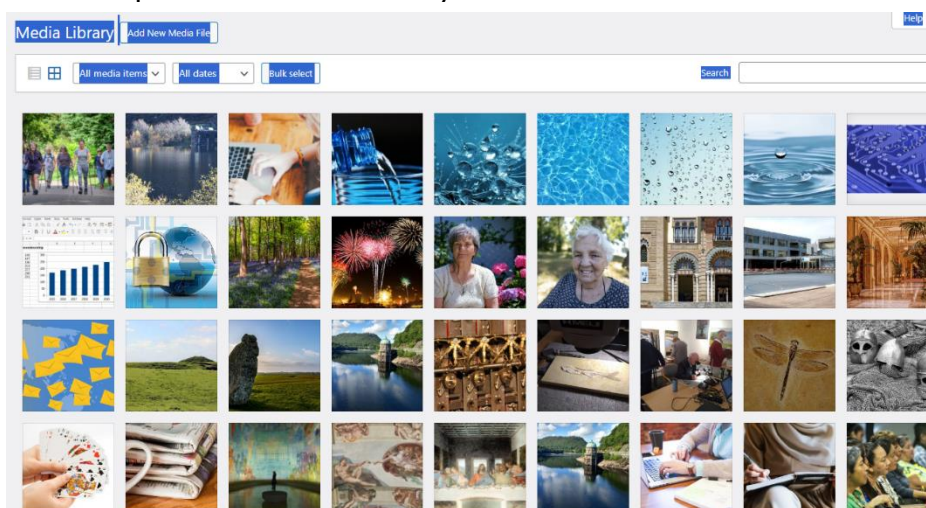
It looks like a gallery on your phone screen. Adding new media is a matter of clicking the 'Add New Media File' button at the top and following the screen instructions to select files from a storage location or to drag and drop files. You can load files in advance or upload them as you want to use them.

Try out the top menu items. You can view library items in total, by type, in grid format or as a list, filter by date, sort by author, and more.

Please note that any media already in your site library has been uploaded by someone else for use with their own group or on one of their own pages.   Please

don't tamper with the ones that you haven't uploaded and ask permission before using one on your page. For training purposes your Web Manager can advise you which ones you can use.

At the beginning of this training guide you were directed to read the website terms of use that are linked to your u3a privacy policy. This links into GDPR (General Data Protection Regulation). Check your own u3a policy as regards use of photographs but a general rule of thumb is that if someone has posed for a photo or is readily recognisable in a photo then permission needs to be given before using that photo on something public such as your website. Copyright also needs to be considered. Ownership of a photo resides with the person who took it and permission needs to be given to use it. It is usually easy to find the owner of a photo taken within your u3a but sometimes more difficult when you don't know the source. Just because something is already on the Internet and in the public domain does not make it free to use so if in doubt don't use it, as your u3a could incur a large fine.

Summary and self-check

In this section you learned about file types in the media library, the concept of uploading files, and looked at a variety of display options. You were also reminded about GDPR and copyright. Move on to the next section when you are ready.

3e Media and Text block plus Gallery block
(Estimate less than 10 minutes reading plus self-paced practical)

Our training page is taking shape but what could make it look better is some colour such as a photo. Navigate to your training page and below the paragraph insert a Media and text block. As we have been using other blocks this media and text block might not be immediately shown in the pop-up menu. Start typing the block name in the search box, as you saw before, and select the block when it appears. You page now looks something like this.
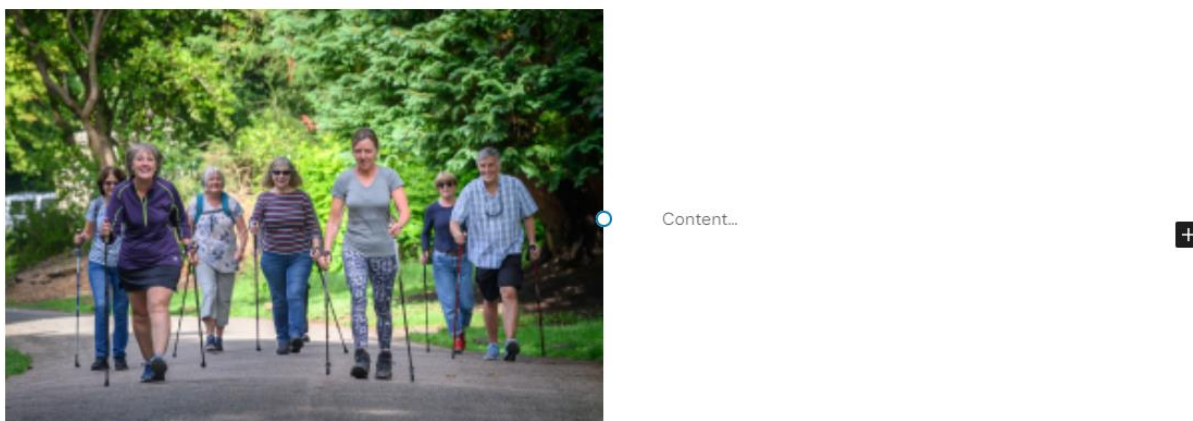

You can see that you can upload media now or select an item from the media library. We are going to select one from the library so select that option and choose a photo. I have chosen a walking group and my page now looks like this.

Notice that the Add block icon is showing in the text area. Select that and add a paragraph with some text that complements the photo you have chosen.

My Media and text block now looks like this. It gets the message across but it could look better.

I've added a heading above the paragraph and the block now looks like this. I'd like the photo to be a little smaller. Notice that I have clicked on the photo and it now has a white handle (dot) on the right side near to the text.


If I take hold of that handle and move it left and right, I can make the photo larger or smaller. I've made it smaller and the block now looks like this. You try playing around with your text and photo and see what appeals to you.

Another visually effective way to add photo interest to a page is to insert a Gallery block. Below the Media and Text block that you created please add a Gallery block. It should look like this.
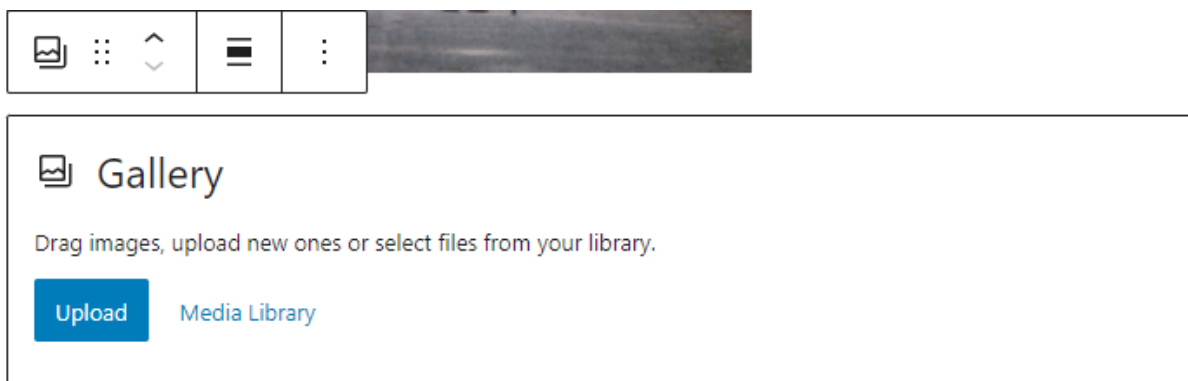
Add three photos from your Media Library. My Media and Text block with my Gallery block now looks like this. (Yes, I know that three photos are walkers and one is of Nordic walkers! The photos are for demonstration purposes only.)

Fresh Air in the Countryside

This Walking group meets on the last Wednesday of every month to walk around 4 to 6 miles. The group members take it in turns to choose where to walk and to check out the route in advance for group suitability.

This gallery contains three photos but I could have four, five, or more of them and I could have four, five, or more across the page and going onto subsequent lines to form a grid. I can also set the gallery up so that each photo enlarges for more detailed viewing when clicked by a visitor. More about how to do this a little later.

Editing your Media and Text block

Before I update the page, I want to show you a few more things that are useful when editing pages.

One is being able to replace a photo in a Media and Text block and to change some text without having to recreate the whole thing. Here is the Media and Text block again. I have selected the photo and note the pop-up menu above it.

When I select Replace, I can open my Media Library and choose another photo. I can then click into my heading or paragraph block on the text side and modify the text. Here is the result.

I think this block might look better with the bluebell wood photo to the right of the text. When I click into it again the same menu comes up. By selecting one of the menu items I can instantly change the position of the photo and text.

See if you can work out which menu item I selected by trying it for yourself. This is now what the Media and Text block plus the Gallery block look like together.

Fresh Air in the Spring Countryside

This Walking group meets on the last Wednesday of every month to walk around 4 to 6 miles. The group members take it in turns to choose where to walk and to check out the route in advance for group suitability.

Summary and self–check

In this section you learned how to insert and use a Media and Text block and how to insert and use a gallery block to add colour to your page to make it more attractive to viewers. You also learned how to change photos and how to quickly modify text. If you feel you have mastered these things then move on to the next section.

3f Formatting media

(Estimate around 15 minutes reading plus self-paced practical)

A little while ago you worked through a section that explained how to format text. It will come as no surprise that there are similar menu options that let you format media as well.

Gallery layouts

Navigate back to your training post and scroll down to the section you created that looks something like this.

Fresh Air in the Spring Countryside

This Walking group meets on the last Wednesday of every month to walk around 4 to 6 miles. The group members take it in turns to choose where to walk and to check out the route in advance for group suitability.

You learned earlier how to resize the photo in the media and text block to put the two elements into proportion so that they look balanced so refer back to that if you need to.

When you add a gallery the default setting is three photos in a row but what if you have a different number of photos? Here is an example with five photos. You can see that there are three on the first row but the remaining two fit the same width and are therefore larger photos.

Sometimes you have a valid reason for doing this but often this layout looks ugly and would be better if the gallery layout was changed.

This looks better. This shows the same five photos but all in one row as part of a group page.
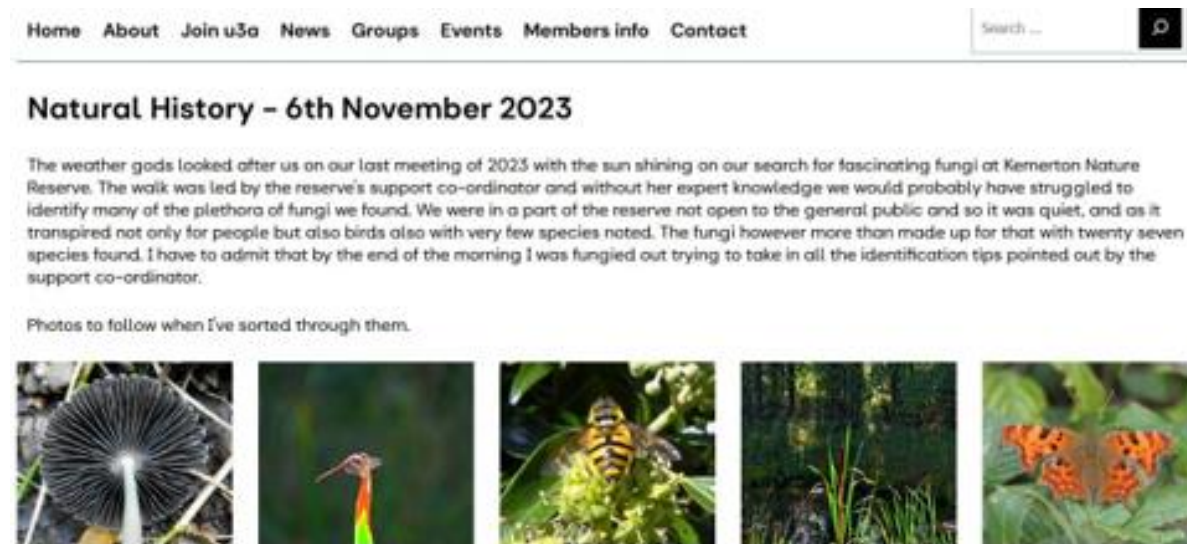
As before the appearance is controlled using the editing panel on the right of the working space, and, as before, this is in two main parts. In the purple circled section you can see Post and Block. The Post options are the same as you saw earlier in the Formatting text section.

Immediately below is the name of the block (Gallery) and a description. You have seen this concept before as well.

In the red circle you can change the number of columns from three to achieve different layout effects. As you can see from the examples above, changing the number automatically changes the image size too.
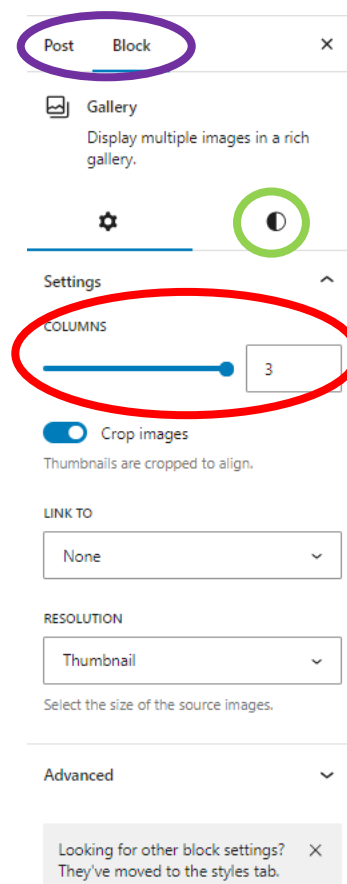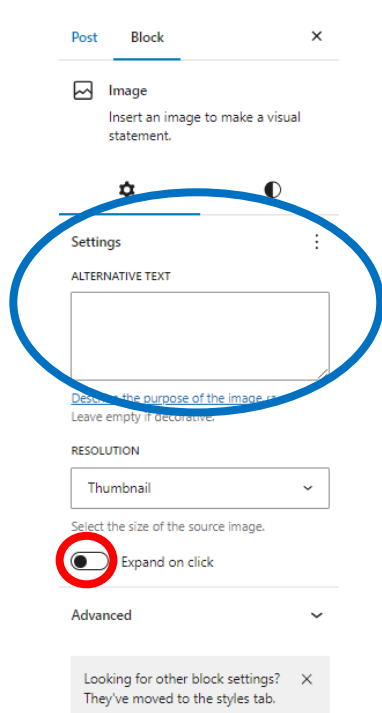
Although this is a gallery block, each photo shown is a separate image. Click on any image and the editing panel menu changes to Post and Image with a description of the block as usual.

Inside the red circle is an option to expand each photo on click. What this means is that I can set the gallery up so that each photo enlarges for more detailed viewing when the visitor clicks onto it.

You can see a large blue circle on this graphic. Every picture you put on the site must have the Alternative Text added. This is read by screen readers used by the partially sighted. It should be a short description of what is in the picture. Alt+Txt could be 'Red poppies in a field in summer' or 'Cricket match on a village green' for instance. Enter your text description in the box provided.

Adding colour to a block background

The icon in the green circle that you saw previously gives you access to yet more media settings.

Up at the top is background and, just as you can create a background colour for a text block, you can do the same for a media block.

Select the gallery block that you created earlier. Make sure it is the gallery block and not just one of the images. Select background and choose one of the palette colours.
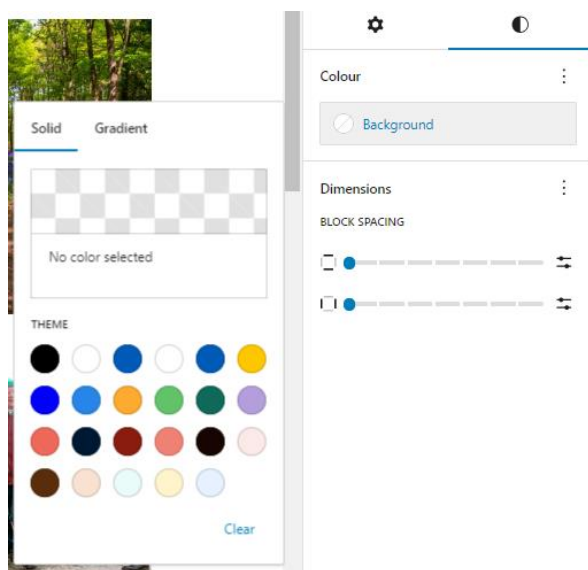
I chose the very light earth colour and this is the result.

Colour

⋮

◯ Background

Dimensions ⋮

PADDING

BLOCK SPACING

I could make this look better.   Below the background colour selection I have dimensions and spacing options as seen here and for my gallery I have increased the padding (space) around each photo.

Still with the gallery block highlighted, by increasing the padding around the photos I can make the block look like this instead. Note that I could also make the corners of each image rounded in this section. Take a look at the editing panel and see if you can find the setting you need to use in order to round off the corners.
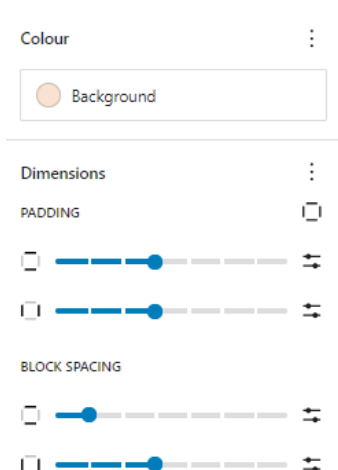

Here is another variation with black padding like a photo frame and a white background. There are very many ways of using these features. You are limited only by your imagination.

Kate demonstrating items of clothing

Ceret, Pyrénées-Orientales, France

French countryside near Spanish border
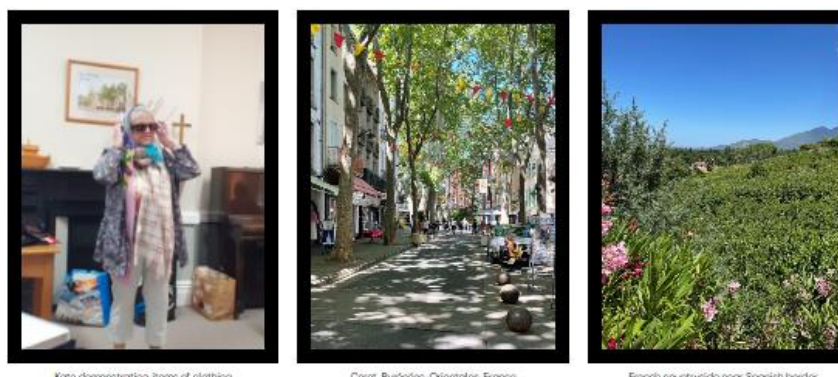
For many authors what you have learned in the sections so far will be enough to maintain your page and to make it look pretty good too.

Summary and self–check

These editing options all relate to media and you will find such options on every type of media block you use. If you learn this once for one type of media block then you can use that same knowledge for future blocks. Did you try out some gallery layouts and appearance changes as we worked though this section? If you did and you are comfortable then you can move on to the next section.

3g Previewing a page and using the hamburger
(Estimate less than 5 minutes reading plus self-paced practical)

Navigate back to your training post if you are not already there.

Preview options
Sometimes, when we are placing multiple blocks on a page, we want to see what the page would look like to a visitor and also be able to see what that page would look like on devices that use different screen sizes.

If you return to the top right of your screen, you know that this is where you Publish or Update your pages but there are more icons in that area.
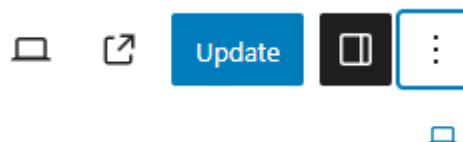
Select the small screen far left that looks like a TV screen. You can choose to preview what the page would look like on a desktop screen, a tablet or a mobile phone screen.
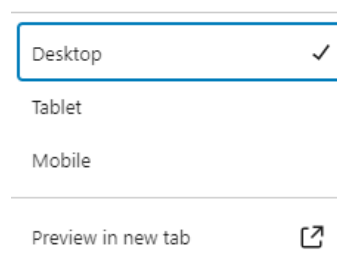
If I choose to preview the page on a phone or a tablet then this is what I get.

The page I've been editing on my desktop looks like this. Just a reminder that this page has been created using only four block types: Heading, Paragraph, Media and Text, and Gallery.

It doesn't take a lot of effort or knowledge to create an attractive and informative page.

The Hamburger

When you only have a heading and a paragraph of text on the page it is pretty easy to remember (or work out) how you created the page but as a page becomes more complex it's good to be able to see the structure.

On the top left menu you can see an icon with three horizontal lines in the red circle. This is known as the hamburger.

When you select the hamburger you get a pictorial representation of your page construction.

If you have been doing the same as I have been doing but using your own text and media then your hamburger should have the same content as mine.

I think you will be able to work out for yourself which item equates to which page element but if you can't then hover over the item name and the page element will highlight for you..

Summary and self-check

In this section you learned how to preview your page on different types of devices and how to see how your page is structured. Did you try out the preview options and use the hamburger? If you did then you are ready to move to the next section.

3h Example pages – The Basics
(Estimate around 10 minutes viewing)

It's worth spending a little time taking a look at other u3a SiteWorks websites to see what appeals to you then shamelessly stealing the ideas! Some of our Web Managers have been very creative. The screenshots shown below are from a variety of Pioneer websites and show you pages, or an excerpt from a page, that uses only the blocks that we have discussed so far.

We are delighted to offer a varied selection of topics in our monthly meeting talks during 2024. We welcome back some popular speakers and introduce others for the first time.

There are nine meetings which are held on the third Wednesday of the month, apart from in August, September and December. The meeting venue will be the Crosthwaite Parish Room, apart from the months of May, June and July when the meetings will be held outside of Keswick, in nearby villages. Doors are open at 10 am when refreshments will be served and there is an opportunity to socialise. The meeting begins at 10.30 am and ends at 12 noon, unless otherwise stated.

Bird Watching

Status:	Active, open to new members
Group Leader:	John Boon
When:	Monthly on Friday mornings 4th Friday of month
Venue:	Various
Cost:	None apart from a possible bird reserve entrance fee

We visit local birdwatching sites in Worcestershire, Warwickshire and Gloucestershire, and also places of birdwatching interest further afield. New members are welcome. Car sharing can be arranged.

The group has met locally at Avon Meadows, Pershore this year, as well as travelling to the Gloucester area, the Forest of Dean and to the Wildfowl and Wetlands Trust reserve of Slimbridge. Birds migrate to either spend the winter here, ducks and geese for example, or to spend the summer months with us as is the case with many insect feeding birds like warblers and flycatchers. We time our visits accordingly.

In winter we went to both Slimbridge and the lakes of the Forest of Dean for overwintering wildfowl. In spring we enjoyed the song of Nightingales at Highnam Woods near Gloucester and Sedge and Reed Warblers at Pershore. Our June meeting was for a special bird, the Nightjar. These summer visitors breed on heathland and appear at dusk to feed on flying insects such as moths, so in June it was an evening meeting to the Forest of Dean. We were lucky to both see them and hearing their strange "churring" song.

The Bridge Group was formed in 2011 with a structured programme of lessons taking place until 2015. Whilst no longer offering lessons the group retains a comprehensive library of books, DVDs, cards, etc. The library is open to all who may wish to improve, refine or refresh their game. At each session we play 12 to 16 hands of fairly relaxed duplicate bridge, with match point scoring on only the last Friday of the month.

Our aims are firstly, to have fun in a convivial location with like – minded friendly folk and secondly, to exercise our minds in trying to master this fascinating game.

Bishop Auckland Golf Club offers ample free parking, comfortable and spacious rooms, accessible facilities and refreshments available all day. We would be delighted if you were able to join us – with or without a partner. Please 'drop in', either as a visitor/observer or as a regular player.

There is no membership fee as we pay 'table money' adjusted weekly to cover all running costs.

♥ You are guaranteed a very warm and friendly welcome at our Fun Friday bridge sessions. ♥

Easy Wheelers do a ride of between 15 and 20 miles trying to avoid the more strenuous of the Lake Districts hills, rides are at an easy pace. We have a stop at a café for coffee and cake. In order to achieve a variety of rides that avoid hills and main roads we often travel away from Keswick. Rides are adjusted to the seasons and if weather conditions are too bad rides may be postponed or cancelled.

Rides start between 9:30 and 10:00, how long they last depends on how quick members ride but allow at least 3 to 4 hours.

All types of cyclists, including electric are welcome, however the precautions taken by councils to keep motorbikes off cycle tracks may cause problems for recumbent bikes and tricycles, where these are known in advance it will be noted in the ride details.

Anyone who walks around the Lake District knows that it is a beautiful area and that is why it is now a World Heritage site – but litter can be an eyesore. The aim of this group is to keep our area looking beautiful by ensuring that litter is not allowed to build up. We do a short period of 1 to 2 hours of litter clearance in a variety of sites – round the lake shores, along river banks, on the fells, in parks and gardens. Bags, gloves and litter picks will be provided and when we finish, we can adjourn for a cup of coffee. Anyone is welcome to come along either on a regular or an occasional basis.

Please contact the convenor if you would like more information.

Please contact Group Leader for more information
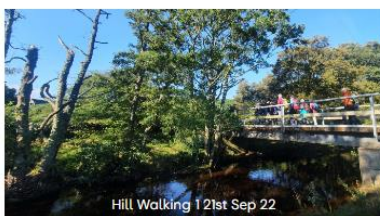
Hill Walking 1 21st Sep 22

Hill walking 2 21st Sep 22

Hill walking 3 21st Sep 22

Section 4: Block Editing – The Creatives
(Estimate around 10 minutes reading plus self-paced practical)

You have already learned a lot about blocks and even with only this level of knowledge you will be able to create some stunning pages but there are very many more blocks that can help you to display information attractively in an easy to read manner. We'd need a guide the size of an encyclopaedia to go through all of them but once you have grasped the principles of blocks and how to use and edit them then you can apply that knowledge to all of the others.

Here are a few of the blocks that current Web Managers are finding particularly useful, along with some screenshots of each to demonstrate them as they are being used.

4a List block

It is quite useful sometimes to create a bulleted or numbered list and the feature is widely used. The List block enables either option.

Below you can see the list block in the block menu and the block once it has been inserted. Simply click and start typing. Selecting enter on your keyboard creates a new bullet. To the right of your working space is the usual block editing panel that gives you text or media editing capabilities including margins and padding. As always there is the instant menu above the block that enables you to embolden, make italic, move up and down the page, etc. but there is also an icon that lets you toggle between bullets and numbers. Try it for yourself.

Here is an example of a bulleted list. Note that this list has been placed inside a Media and Text block and that it has a coloured background.

This numbered list was produced for a Group Leader page.

Documents for Group Leaders

1. Deposit Form
2. Expense Claim Form
3. Group Leaders Handbook
4. Incident Report Form
5. Speaker Form

Here is another example of a bulleted list but this one has links to National and Regional u3a webpages. Creating a link like this is very easy. Simply highlight the text word or phrase that you want to use to indicate the link and click on the link icon on the instant menu above the block then enter the link address. More on this later.

National and Regional u3a

- The u3a West Midlands Region issue a quarterly newsletter which can be accessed from their website for news and articles in our region.
- Read the u3a National newsletter which is distributed online by the Third Age Trust, the latest issue is National Newsletter – December
- download the u3a Radio Podcast with captions from all major podcast platforms, and the u3a YouTube channel.
- check our links for regional and national events, study, and discounts

This bulleted list was created to highlight the actions needed to join this u3a. Note that it has been placed inside a Media and text block and that there is also a link to a membership form that can be completed online or downloaded for printing and returning by mail.

Joining Skiddaw u3a.

To join Skiddaw u3a please complete an application form which can be downloaded by clicking this link Membership Application.

- Please note this is a two page document so please complete both pages.
- If you are happy for us to share your name and address with the 'Third Age Trust' so that they can send you the 'Third Age Matters' and 'Sources' magazines you must tick the box to give your consent and sign the form.
- If you a UK tax payer please consider signing the Gift Aid Declaration which will enable Skiddaw u3a to reclaim tax on your donation.
- Skiddaw u3a is a registered charity and payments to charities are considered donations and are not refundable.

What could you use a list for?

4b Table block

Many groups have a need to produce a table of some kind. When you insert the table block you are asked to choose how many columns and how many rows you want it to be. This number can be adjusted later from the block editing menu.
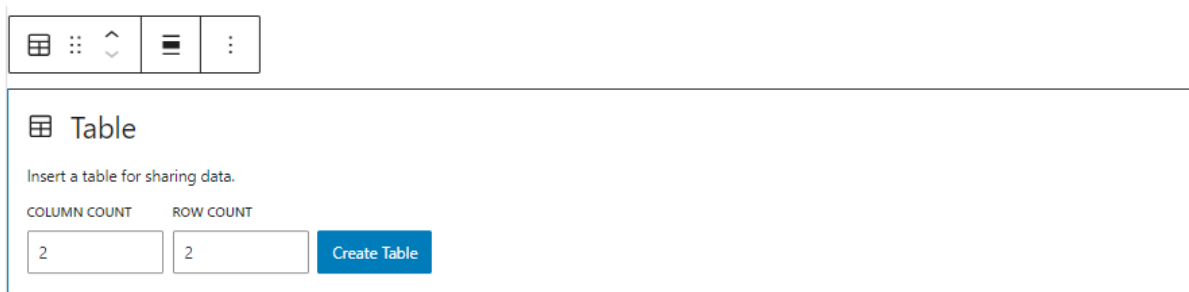
This table shows 10-pin bowling dates for a year but this could be adapted for any group. Note that the table has a background colour to make it stand out on the page and the text is a complementary colour.

Bowling dates for 2024

Wednesday, January 3rd	Wednesday, February 7th	Wednesday, March 6th	Wednesday, April 3rd
Wednesday, May 1st	Wednesday, June 5th	Wednesday, July 3rd	August – No Bowling.
Wednesday, September 4th	Wednesday, October 2nd	Wednesday, November 6th	Wednesday, December 4th

4c Links and the Buttons block

Links

As mentioned in the previous section, you can select any text in a heading, paragraph, or elsewhere and use the link icon in the simple menu to make that text into a hyperlink. This can take the visitor to a page such as a form on your own site, another page on your site, or to a different site entirely. It is a very flexible feature.

You saw links to a membership application form and to pages on other u3a sites in the last section but here is a link to a different site entirely. This is an event for a u3a Sunday Lunch Club. In the text to the right of the photo you can just make out that the word link is the classic blue underlined hyperlink. As the sentence says, clicking on that takes the reader directly to the Sunday Lunch menu for that venue.

The Green Tree 1727, 41 Tudhoe Village, Spennymoor...

The Green Tree 1727, 41 Tudhoe Village, Spennymoor DL16 6LE

This Dalestone inn has been in the village for 290 years as a place to eat and drink. It has been around since King James II ascended the throne and Isaac Newton died and pre-dates by 50 years American Independence Day.

We have been here several times for Sunday Lunch now and are more than happy to return. Here is a link to the Sunday roast menu.

Please book at Town Hall December/January or email Sue. Last date to book or cancel is Friday, 9th February.

There is a good-sized car park as well as parking around the village green. The photo is a googlemaps streetview. Table booked for 12 noon to allow time to order for 12.30 lunch.

Event type:	Other
Date:	18th February 2024
Group:	Sunday Lunch Club
Venue:	Various – as announced
Booking:	Note that booking is required.

How an Event page like this is created will be explained a little later but the central section is the Media and Text block that you should now be very familiar with.

Buttons block

Another option is to create a button block with a message of your choice added and a link to a document, another page, or another site. Here is the block and what it looks like when selected. Simply click into the button and type the text you want to show on it.
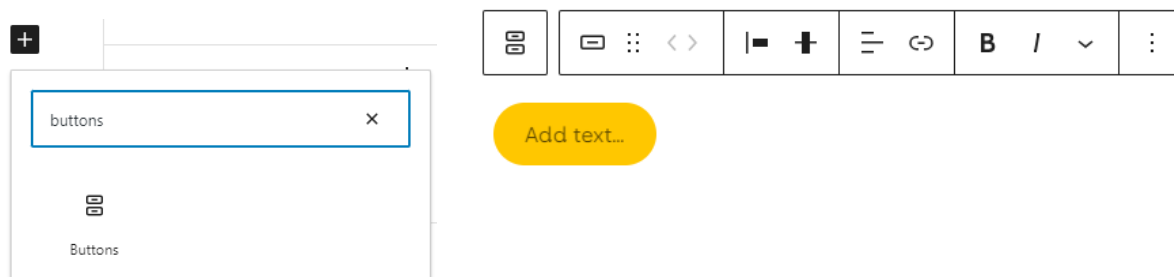
You can see the link icon on the instant menu here and it is the same link icon you would use to make a simple inline text link.

Links such as this are very useful to help visitors navigate around your website but they can also be used to take a member to the website of the venue of a proposed outing to see what's on offer.

Here is a screenshot of linked text and a linked button. Both take the reader to the same place but the presentation is different.


All u3a members have access to the national events and projects and many of the resources of The Wider u3a

4d The Gutenslider

We couldn't talk about adding photos to a page without covering the Gutenslider. You do already know the concept of this. Digital photo frames have been around some time now. They usually plug into the mains and have an SD card that can contain hundreds of photos. Each photo displays for a set amount of time and then the next one displays, and so on.

Navigate back to your training page and below the gallery block please insert a Gutenslider block. You'll probably have to search for it by starting to type the name in the search box. When you select it, you will see it on your page like this.
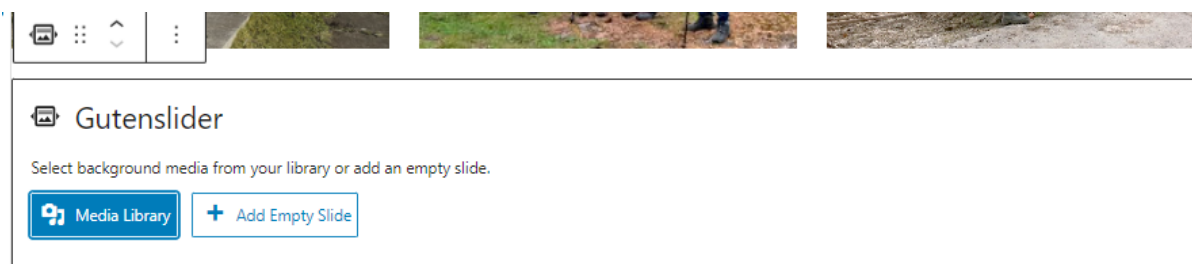
I have added three photos from the media library and my slider looks like this.
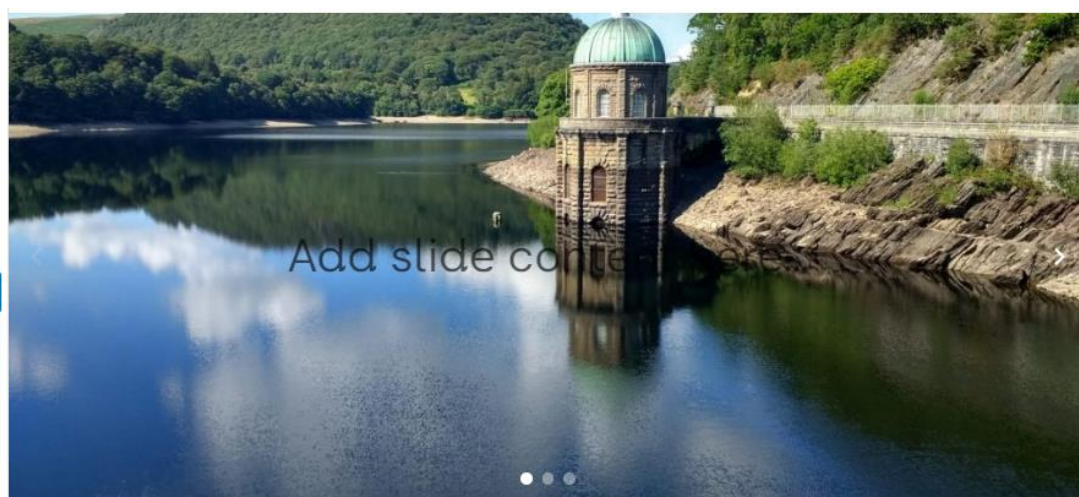
At the bottom of the photo you can see three dots. This indicates that it contains three photos. You can see that I have the option to add a caption as well but I have not done that.

Clearly the slider element cannot be demonstrated in this pdf as this is a static document but if you go to the bottom of this page – https://evesham.u3asite.uk/ (Evesham's Home page) you will see one in action. That one contains six photos at the time of writing.

Buxton also have a slider on their Home page here – https://buxton.u3asite.uk/ and Heart of England has one at the top of their Groups page here https://heartofengland.u3asite.uk/groups/ . The Home page of High Wycombe also features one https://highwycombe.u3asite.uk/ as does Petersfield https://petersfield.u3asite.uk/ . Skiddaw has one on a cycling group page https://skiddaw.u3asite.uk/u3a_groups/cycling-easy-wheelers/

More blocks

This was just a taster of the blocks available. Others in the creative page formatting category would be blocks such as Spacer, Separator, Stacks, Rows and Lists, and more and more. Section 6 consists of a video and you can see the ones we have been discussing and many more if you are interested.

Summary and self-check

The Gutenslider is a way to display a number of photos in a compact area. Did you create yours, update and view your page in site view, and then see it working?

In this section you also tried out a few more blocks and can probably identify many similarities in how they work. If you feel you have now mastered these blocks then move on to the next section.

Section 5: Block Editing – The Experts

You have been learning about so many blocks that you are probably wondering what else you could possibly need. Each block has an individual purpose but it's when they are used in harmony that you can create some very professional looking pages. The way that this is achieved is to have a variety of different blocks positioned side-by-side on a page and the way you do that is to use special blocks called container blocks.

5a Container blocks

(Estimate less than 10 minutes reading plus self-paced practical)

You have enough tools and knowledge to create a variety of page styles now but there is one more thing that can really give you a lot of flexibility when designing your page(s). These are container blocks.


Back to the Lego analogy. Lego is very sophisticated these days and wonderful things can be created. An item that is widely used is a block that forms the base or receptacle for other Lego blocks.

The photo left depicts a Lego airport and you can see a number of this type of block. In the foreground is a black base that contains all the blocks needed to create the air traffic control tower.

A container block works the same way in SiteWorks. You have already used one. This was the stand-alone Media and Text block where you placed a photo in one area and one or more text blocks in the other but all of the blocks were contained within the Media and Text block.

Another very commonly used container block is the Columns block where each column can contain a different type of block. When you insert a columns block you are given some ready made choices relating to the number of columns and also the width of them and it depends on what you want to achieve which you choose.
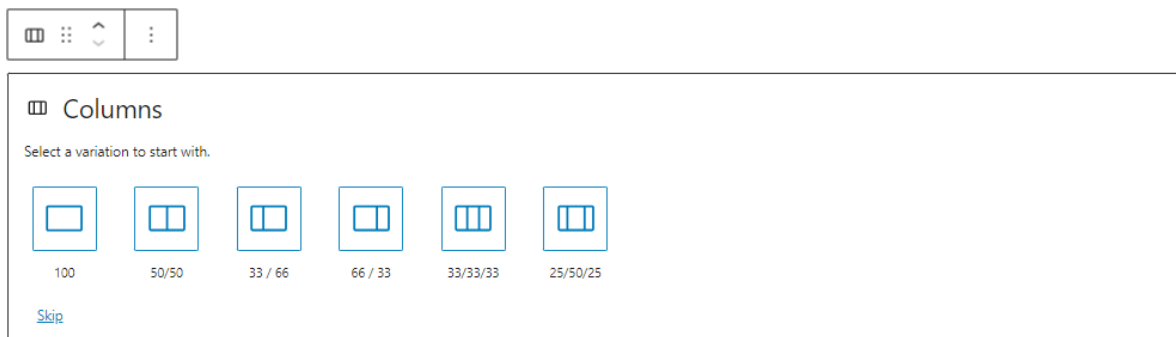
Note that you can adjust column widths later if you want to. Let's choose three columns of equal size. Each column can contain one or more blocks of any description to produce a range of effects.

Below is a page for a Science/Engineering/Technology group that is advertising an outing to members so that they can sign up if they wish to come along on the trip. The heading is actually the page title but content is a 3-column block with the photos and main text with another 3-column block directly below for the captions.

Note that there are also text links to each venue.

Coach trip to Embsay Railway and Skipton Canal

We've waited a long time for this day trip but finally rail tickets, canal tickets, and a coach are all available on the same day.

We'll start the day with a coach ride to Embsay for the return journey by steam train to Bolton Abbey station. Back in time for lunch in Skipton at a place of your choice as you take the short walk to the canal. In the afternoon we'll have a canal cruise with commentary while enjoying the countryside views. A stroll back to the coach park with time for light refreshments before the journey home.

More details will follow regarding timings and prices when 2024 pricing has been confirmed*. Rides likely to be around £23 for both plus around £20 return coach fare.

More information about Embsay Steam Railway can be found on the website.

*The elements of this trip were booked in the summer of 2023 when 2024 pricing was not yet available. Limit 29 members then waitlist.

The Skipton Boat Trips website offers more information about the canal trips.
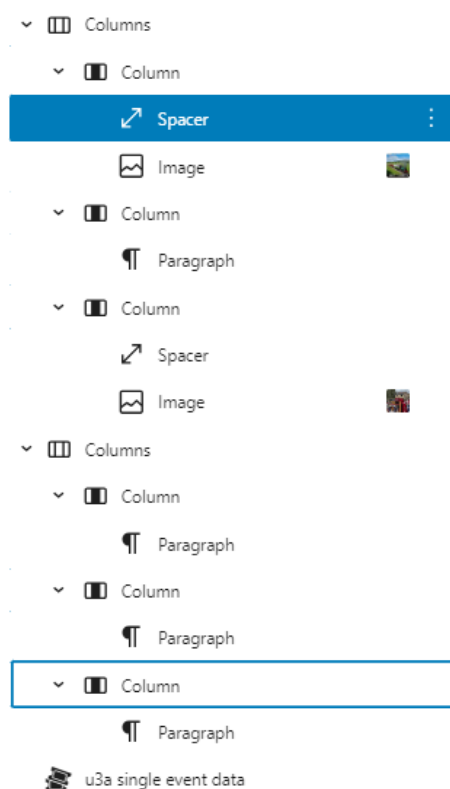
Here is the hamburger that shows how this coach trip event page was created. The page is for an outing that has two venues.

You can see that the top level consists of the two columns blocks, each of three columns. The top columns have an image and a spacer in each of the outer columns and one paragraph of text in the middle. Each of the image columns is for one of the venues.

We haven't covered a spacer block but, as the name implies, it creates a space (that can be adjusted). It has been used here to position the image relative to the text. All of the text shows as one paragraph as SHIFT+ENTER has been used for text spacing rather than ENTER that would have created a new paragraph.

The lower three columns are a separate block and each column contains descriptive text. Note the hyperlinks to the respective venue websites.

5b Example pages – The Experts
(Estimate around 10 minutes viewing)

Here is a selection of examples from the Pioneer sites where blocks have been used creatively in conjunction with container blocks to create some brilliant pages.

This is another example of the use of columns. In this case there are three equal columns and each has a heading and some text. Note the inline text links as well.

About the u3a

The u3a (*formerly the "university of the 3rd age"*) was set up 40 years ago for those who, whilst no longer in full time employment, still enjoy:
- learning: for its practical utility, for its own sake and for fun, and
- sharing their own skills and knowledge with others.

About Berwick-upon-Tweed u3a

We're celebrating our 20th anniversary in 2024. We have over 400 members participating in about 50 different interest groups ranging from Art Appreciation to Zentangle – our Groups page has full details. Membership costs £13pa. Please see our Membership page for more details.

About Third Age Trust (TAT): u3a nationwide

The Third Age Trust (TAT) supports over 1000 local u3as across the UK who, between them, have more than 430,000 members.
As well as providing administrative & legal guidance, TAT also runs 'Interest Groups Online' (IGO), a digital branch of the u3a. Membership of IGO costs £12pa.

See the full page at https://berwick-upon-tweed.u3asite.uk/

One u3a has a novel and attractive way of introducing their committee to their members. Note the rounded photos with captions. This has probably been created using two rows, each of six equal columns.

See the full page at https://carlton.u3asite.uk/committee/

Here is an example of two columns with four headings and four paragraphs on the left and a Gutenslider on the right. This is a Sunday Lunch Club group page.

What groups are available?
Bishop Auckland & District u3a has more than 25 groups available covering a range of activities. The list is below, alphabetically, by category, by day, or by venue. You can see some of our groups in action on the photos.

How do I join a group?
The fastest and easiest way is to visit that group's web page (below) and send a message to the Group Leader via the group email address.

How much does it cost to join a group?
You annual u3a subscription gives you access to all groups. Each group is different. Some activities are free, some share costs such as room hire or refreshments, and some activities such as a visit to a local museum or a coach outing are at cost.

How can I start a new group?
If you have an interest that you would like to share with others, even just two or three others, then it's easy to start a new group. See Group Leader documents for details.

(Currently a mock-up on Local for Bishop Auckland & District u3a URL later)

This page is how one u3a displays their news. Note that the first column has a bulleted list, the centre one displays the current newsletter, and the third one provides bulleted links to previous newsletter editions.

Our Monthly News contains;

- Information on anything new! For example updates about the new website or a discount available using our membership card. Opportunities available to all members such as joining a u3a trip, event or holiday.
- The names of new members as we welcome them to our u3a family.
- Information about possible new groups beginning in the future.
- Group News where our various groups share, usually with photos, what activities they have been up to recently
- A summary of the National Programmes and Online Events available on the National u3a Website
- Coffee Time slot containing a quiz, book recommendations from our three Book Clubs, short stories and/or poems from our two Creative Writing Groups and examples of work from our Crafts & Chat and Drawing & Painting Groups.

January News 2024

December News 2023

November News 2023

October News 2023

September News 2023

See the full page at https://odiham.u3asite.uk/newsletters/

This is another three-column example utilising coloured backgrounds for content separation and identity. The headings are links to device-specific pages. It is part of the group page of a Computing group.

General Computing
All computing devices have some things in common. The top section of this page covers some basic computing principles and terminology. You will learn what an operating system is, and a browser, and a search engine. This learning is mainly short animated videos.

The 2nd section of the page is about how to use our website, how a network works, and how to stay safe online. These are articles and tutorials.

Windows Desktops & Laptops
If you use a Windows desktop or laptop computer then this section is for you. It covers how to get started with Windows 10 but compares the features of Windows 11 so you can decide if you want to upgrade (free). This section also covers the Windows filing system and how to find files and folders on your computer.

Most videos are short but there is one very long one that covers many features of Windows. In this one the module titles are shown in the time bar so you can navigate to what you want rather than watching it all every time you want to learn something.

Android Phones & Tablets
In this section are videos specifically about Android products. There are many models of Android phones and tablets around including the well-known Samsung brand. Basically anything hand-held that isn't an i-something is an Android.

Every Android phone and tablet user needs to know how to use the phone, how to text, and how to take pictures. They also need to know how to check email and how to surf the web and tablet users also need to be able to do just these last two things. There is very little difference between using an Android tablet and an Android phone so if you can complete a task on one device then you can do it on the other.

Apple iPhone
In this section are some videos specifically about iPhone products. This is a 12-part series called iPhone Tips for Seniors.

Every iPhone user needs to know 5 things; how to use the phone, how to text, how to check and respond to email, how to take pictures, and how to surf the web. Master these 5 things and using your iPhone becomes a pleasure not a chore. Once you master the basics then there are many more features on your iPhone that you can explore.

Apple iPad
In this section you will find some videos specifically about iPad products. These are from a series called iPad Tips for Seniors and cover the last 2 operating system releases. They are from the same trainer as the iPhone series.

Master the basics and using your iPad becomes a pleasure not a chore. There are then many more features you can explore.

YouTube & Ongoing Learning
This section gives you a little advice about getting the best from viewing YouTube videos. It also provides a link to another u3a where numerous Microsoft and other products are covered.

(Currently a mock-up on Local for Bishop Auckland & District u3a URL later)

This is the layout for one u3a to display the latest u3a learning opportunities. Three columns each contain different blocks with a background colour applied to all.

Latest Updates from the Third Age Trust

See the full page at https://evesham.u3asite.uk/news/

This is the way that one u3a displays their newsletters. They use the image of each newsletter as the link to the document.

See the full page at https://cupar.u3asite.uk/newsletters/

This is an interesting use of columns with different background colours to cover joining the u3a or renewing membership with the background colours being used to differentiate the available methods.

By Post

To Join or Renew

- Please download, print and fill in the Membership Form from the box below;
- then send it to the address on the form.
- If you'd like your membership card posted to you, enclose a stamped, self-addressed envelope with your form;
- otherwise, collect your card from the Membership Secretary at the next Open Meeting.

Membership Form

Online

a) To Join

- By clicking **New Member Application**, below, you confirm that you accept the Membership terms & conditions and Privacy statement.
- Online payments are processed securely by PayPal. You don't need an account: just continue with "PayPal Guest Checkout".
- All major credit and debit cards are accepted.
- Please be patient while the transaction completes. Once successful, you'll receive email confirmation.
- If any problem arises, please contact the Treasurer (via our Contact page).
- Our Data Protection Policy is on the Admin page.
- Your membership card will be available at the next Open Meeting.

New Member Application

at Meeting

To Join or Renew

- Please ask to speak to the Membership Secretary.
- If required, you'll be given a Membership Form to fill in.
- Electronic payment will be taken via card reader or you can pay by cheque or in cash.
- You'll be given a membership card.

See the full page at https://berwick-upon-tweed.u3asite.uk/joinrenew/

This is another innovative way to display u3a news. Note the buttons and links

See the full page at https://berwick-upon-tweed.u3asite.uk/news-events-meetings/

Section 6: Video
WordPress Gutenberg – The Ultimate Guide'
(28 minute video)

This is an optional session but if you have enjoyed learning about the basics of blocks and want to know more then this is where you'll find it.

Below is a link to Jamie Marsland's YouTube video called 'WordPress Gutenberg – The Ultimate Guide' and this covers the use of many more blocks in just under 28 minutes. The video does include a few adverts. It summarises most of the content discussed so far and a lot more besides including alternative ways to achieve the same result. There are many hints and tips to help you to speed up your page design and creation. The explanations and examples of container blocks and nesting blocks inside blocks is well worth viewing. If you would like to know more about blocks then you can find this video at
https://www.youtube.com/watch?v=LkvimS7_WVc

*** Next steps ***

Now that you have learned and practiced block creation and editing on a training post you are ready to put this into practice on your own page(s).

Whatever you work on next is basically a page that is made up of blocks and you can apply the knowledge and skill you have gained so far in exactly the same way as the way in which you have been practising.

The difference is that this time when you Publish or Update the page then it's for real and anyone anywhere in the world will be able to see your creation.

The final three sections briefly discuss Group Pages, Events, and Posts. Events and Posts are most often used by Group Leaders who wish to publicise upcoming events in their group* and/or where group activities vary throughout the year and a blog with photographs is appropriate.

* Events are used by other members of the u3a as well. Someone will create an Events list for each speaker or other activity for the monthly meeting or an Event could be created for a summer picnic event for all members and not just one group. The principles are the same regardless of the purpose.

If you are ready to continue, please let your Web Manager know and your group page editing permissions will be allocated.

Section 7: Group pages

(Estimate less than 5 minutes reading)

If you are a Group Leader you probably already have a group web page and you now want to update or improve it. If you belong to a brand new u3a or you have a new group with no page then your Web Manager will have to create one for you. You now have the knowledge and skill to be able to edit either. You can use any of the blocks that you have been learning about to publish an interesting and attractive page.

7a Group Admin Data

You might have heard your Web Manager talking about u3a plugins. These are bits of software that have been written by members of the SiteWorks team to enable WordPress to do u3a specific things that it couldn't otherwise do. This includes things such as managing group emails, displaying groups in different ways, event creation, and more. You don't need to learn these things as they are under the control of your Web Manager but you do get to benefit from them.

You have probably noticed that all of the group pages have a similar block of logistics information such as this.

You do not have to create this information or this layout as SiteWorks does it for you based on the data that your Web Manager has already keyed in.

Cycling – Easy Wheelers

Status:	Active, open to new members
Group Convenor:	Mark Bradley
Group email:	Cycling – Easy Wheelers group
When:	Fortnightly on Tuesday mornings Full details will be emailed to group members.
Venue:	Varies

What you do have to do is select the correct group information from a series of drop-down menus. Perhaps your group information is correct now and then you don't need to do anything but things change. When you are editing your group page you will see a yellow place holder. This is where your group logistics information will display. Please **do not** delete this.

Below that you will find a form with drop-down menus. Use as many of these fields as appropriate and when you save the page (publish/update) the new logistics information will also save. If you want a category, venue, or contact that is not displayed then ask your Web Manager to add it for you.

This placeholder shows where a table of events will be shown.

+

Group Information ▴

Status *

Active, open to new members

Whether the group is active, full, etc. Select the appropriate option

Category *

Select a group category

| Art & Architecture |
| General |
| History |
| Indoor Activity |
| Indoor Games |
| Languages |
| Literature |

WHEN THE GROUP USUALLY MEETS

Each of meeting day, time period and frequency, should be entered if [

Meeting day

Time period

Frequency

Leave blank or enter frequency

7b Group Page example

Here are two group page examples. You should be able to work out for yourself how each was created.

u3a — **Evesham and District**

Home   About   Join u3a   News   Groups   Events   Members info   Contact   Search …   🔍

Bird Watching

Status:	Active, open to new members
Group Leader:	John Boon
When:	Monthly on Friday mornings
	4th Friday of month
Venue:	Various
Cost:	None apart from a possible bird reserve entrance fee

We visit local birdwatching sites in Worcestershire, Warwickshire and Gloucestershire, and also places of birdwatching interest further afield. New members are welcome. Car sharing can be arranged.

The group has met locally at Avon Meadows, Pershore this year, as well as travelling to the Gloucester area, the Forest of Dean and to the Wildfowl and Wetlands Trust reserve of Slimbridge. Birds migrate to either spend the winter here, ducks and geese for example, or to spend the summer months with us as is the case with many insect feeding birds like warblers and flycatchers. We time our visits accordingly.

In winter we went to both Slimbridge and the lakes of the Forest of Dean for overwintering wildfowl. In spring we enjoyed the song of Nightingales at Highnam Woods near Gloucester and Sedge and Reed Warblers at Pershore. Our June meeting was for a special bird, the Nightjar. These summer visitors breed on heathland and appear at dusk to feed on flying insects such as moths, so in June it was an evening meeting to the Forest of Dean. We were lucky to both see them and hearing their strange "churring" song.

Garden Group

Status:	Active, open to new members
Group Leader:	Pam
Group email:	Garden group
When:	Please see Events
Venue:	Various – as announced
Cost:	£8 annual subscription to include talks. Other events and activities at cost.

The Garden group aims to visit a number of different gardens each year, primarily during the spring and summer months. Sometimes these visits include optional talks or garden tours by a senior member of the gardening staff at the property. Fairly local outings within the county are generally reached by car-sharing but for longer trips we use a coach.

This year we have introduced talks over the cooler months and these are being organised by Sue M. Our first one was very well-received.

Jean is going to list our popular independent charity NGS and village garden outings this year. These venues are generally too small for a coachload but there are usually a steady stream of u3a visitors during the afternoon.

Section 8: Events

(Estimate less than 5 minutes reading plus a few minutes viewing examples)

Most u3as have events that are open to all members of that u3a. Some groups have regular meetings where the frequency and format of the group is the same each time so they don't have events as such. Other groups have different activities at each meeting and they can be classified as an event.

The content of an event is a page and you know about the elements that make up a page and how to use them. The only extra part you need to know is how to create a new Event and about the Admin data.

8a Create an Event
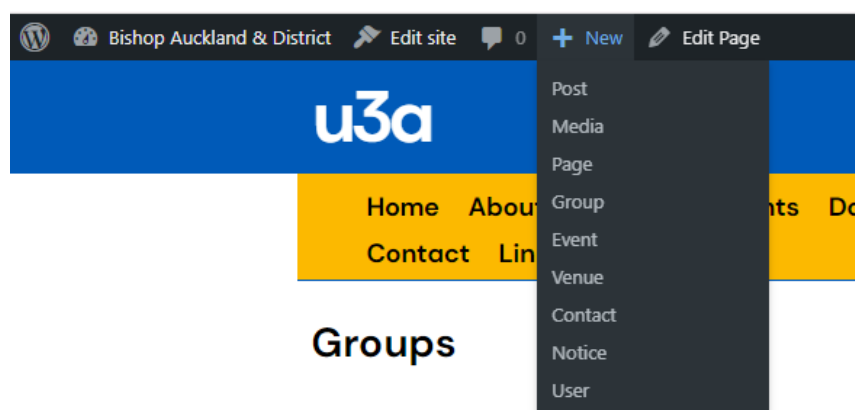
When you are signed in as an author and on your authorised page you will see a menu on the top line.

Select +New and you can create any item listed that you have the authority to create.

One item is an Event. Select this and you will get a very similar screen to that you have been seeing as you practiced pages but it also has the placeholders and drop-down menus that you just saw in the Group Pages section. Note that you can add an event from the Dashboard as well. In this example I have entered my title, added a Media and text block for a photo and some text, chosen data from the drop-down menus and I am now ready to publish this event. Creation took me less than five minutes.
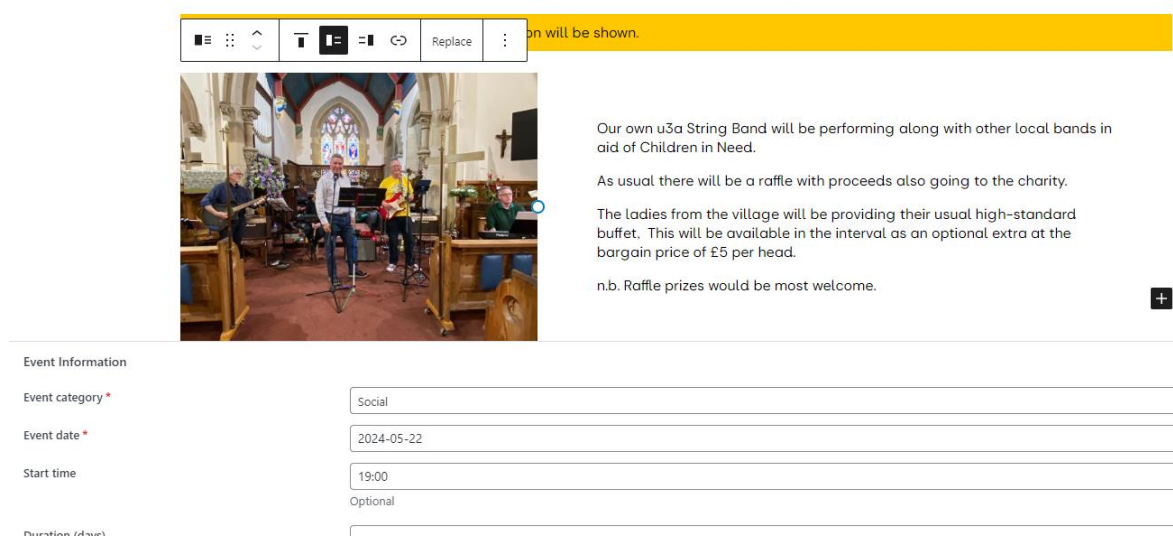
My published Event now looks like this.

I created this from the String Band group page and this is where the Event will display. It could also display on the main Events page on your website but this depends on how your Web Manager has set up your site. It is probably impractical for a large u3a to display all events on the Events page. In this case the Web Manager can set the system so that all events display on their relevant pages but only events open to the entire membership appear on the Events page. You need to ask your Web Manager how this works in your u3a.

In this mock-up event the date is 22nd May 2024 at 7 pm. The event will display from the time I publish it until the event date. It will disappear from the Events listing on 23rd May 2024 but will remain in the Events list within the Dashboard menu until you delete it. A tip for you: if you have similar events on a regular basis then you might prefer to repurpose expired events to save reinventing the wheel each time.

8b Event examples

On the Events page and where there are Events on the Group pages they appear as a list as shown here.

Forthcoming Events

12th January 2024 Talk	<u>"Elizabethan to Georgian – County Durham's Architecture" –...</u> "Elizabethan to Georgian – County Durham's Architecture" – Adrian Green
9th February 2024 Talk	<u>"The Stockton and Darlington Railway was like Cadbury's...</u> "The Stockton and Darlington Railway was like Cadbury's – A big Quaker success" – Alan Townsend
8th March 2024 Talk	<u>"Secret Darlington" – Chris Lloyd</u> "Secret Darlington" – Chris Lloyd
12th April 2024 Talk	<u>"The Weardale Tapestries" – David Heatherington</u> "The Weardale Tapestries" – David Heatherington
10th May 2024 Talk	<u>"Shabby Wedding" – Linda Dodds</u> "Shabby Wedding" – Linda Dodds
7th June 2024 Outing	<u>National Trust – Cragside House & Gardens ....</u> National Trust – Cragside House & Gardens, Rothbury, Morpeth NE65 7PX This is a joint visit with the Garden, Local History, and S.E.T. groups. Cragside is a very large site […] Cost: Admission fee and return coach fare at cost **Booking Required**
13th September 2024 10:15 am Talk	<u>"It all began with an old picture" – Frances Wilson</u> Venue: <u>The Methodist Church</u> Cost: Included in annual subscription
11th October 2024 10:15 am Talk	<u>"The Missing Bishop" – Joe Ward</u> Venue: <u>The Methodist Church</u> Cost: Included in annual subscription
8th November 2024 10:15 am Talk	<u>"John George Lambton" – Peter Welsh</u> Venue: <u>The Methodist Church</u> Cost: Included in annual subscription
13th December 2024 10:15 am Talk	<u>"The Twelve Lambtons" – Peter Welsh</u> Venue: <u>The Methodist Church</u> Cost: Included in annual subscription

Notice that the title of each is the classic blue underlined style that indicates a link. By selecting the link the details of the entire event are shown. Here are two events and you know enough to be able to work out for yourself how each has been created.

Right Plant, Right Place by Sarah Hopps

Bishop Auckland Methodist Church, 21 Cockton Hill Rd, Bishop Auckland DL14 6EN

Sarah Hopps is a plants woman who enjoys sharing her knowledge and enthusiasm for plants and planting.

In the past Sarah has been a broadcaster on Radio York and Gardeners Question Time, however this was over 20 years ago, and she has spoken at the Harrogate flower show and the Great Yorkshire show.

Her Talk is entitled 'Right Plant, Right Place' and she will give advice on the planting and care of plants.

Sarah will be bringing plants with her to talk about and sell.

Event type:	Talk
Date:	6th February 2024
Time:	10:30 am
Group:	<u>Garden Group</u>
Venue:	<u>The Methodist Church</u>
Organiser:	<u>Pam</u>
Cost:	Included in annual subscription for members but £4 towards costs for non-members

The Copper Mine, 26 Job's Hill Bank, Crook...

The Copper Mine, 26 Job's Hill Bank, Crook DL15 0UL

The Copper Mins is a family-run pub on the edge of Weardale and our group has been here for Sunday Lunch many times now.. Here is a link to the various menus.

Please book at Town Hall January/February or email Sue. Last date to book or cancel is Friday, 8th March.

The pub can be found on the A690 heading to Durham from Crook and it has a large car park plus street parking. This photo is googlemaps streetview. Table booked for 12 noon to allow time to order for 12.30 lunch.

Event type:	Social
Date:	17th March 2024
Group:	Sunday Lunch Club
Organiser:	Sue F
Booking:	Note that booking is required.

Section 9: Posts

(Estimate less than 5 minutes reading plus a few minutes viewing examples)

Once you know that WordPress was originally used as a blogging tool then many of the features and functions make a lot more sense. Such a blog is called a post and Posts are used today in much the same way to write up something that has happened and to display photos as appropriate.

Introduction

Some groups like to write a short report on their weekly or monthly meetings. This might be a book review or music review or details and photographs about a walk they enjoyed. These short write-ups can be put into a Blog using a special block called a 'Query Loop' so that the most recent appears at the top of the list and the visitor can decide how far back they want to read.

9a Inherited Query Loop

If your group page originally had a number of subpages suitable for a Blog you may find the 'Query Loop' has already been set up and you simply have to add new 'Posts'.   When published they display according to the template rules that have been set up with the Query Loop.   If such a template has not been set up to display Posts for your group, then ask your Web Manager to create one for you.

Go to the dashboard and select 'Posts', select 'Add New' which appears in the Posts drop down menu, and also at the top of the Posts page. You know how to do this and how to create the content as this is what you have been doing to date in this training guide.

9b Setting the Post Category

Back in section 3 when we were discussing the editing block you saw this screenshot and you were warned not to select a category (taxonomy) as you could end up publishing your training document on another Group Leader's page. Now is the time that you do need to choose a category so you need to know the category name of the page you are posting to.
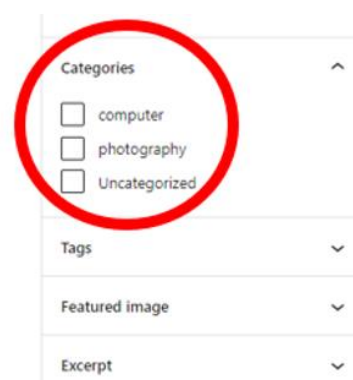
The category must be set the same as the query loop
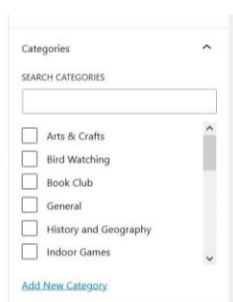
You need to select the correct category to get your post to display on the correct page.

9c Publish the Post

To ensure that the post is added to the correct blog the category must be set the same as the category in the query loop on the group page. Where Categories have already been set up, they have been given the same name as the group. Publish the post as usual. It will now appear on the top of the blog on your group page.

9d Post examples

Here are a few examples of post content and layouts.

There are different ways to display Posts. In this Walking group example the entire Posts with heading, date, text, and photos appears in full.

February walk – near Rhayader
Published 12th April 2023

We set off across the fields from a lay-by near Ochr Lôn cottage on the road to the Elan Valley and joined the cycle path towards the Visitor Centre for a short distance. Leaving the cycle path, we crossed the Elan Valley road by the Dolafallen bridge, and took the track past Aberceithon. We turned right when we reached Pentreceithon, walking towards Penlone, and then turned left along the road leading to Rhydoldog House. From there we took a footpath leading up to Upper Ochr-cefn, where we paused to look back towards Rhydoldog Farm and the view beyond. Turning left, we continued down the road, passing the turning to Treheslog, and looking across Gwyn Llyn towards the mountain road to Aberystwyth. Our road took us past Parc Farm, where they were preparing for lambing, and just before we reached the Dderw Bridge we turned right past Tynpistyll and took the track across the fields, passing Tynpistyll Wood on our right, till we reached our cars again.

More commonly the Posts appear in a list, in the same way as you saw with Events in the last section, and the reader selects the 'read more' link to access the entire Post content.

This is a list of Posts from a Reading group.

Book Reviews from Earlier Meetings

Aug 23 The Rosie Project – Graeme Simsion

The story is told by Prof. Don Tillman, age 39, an expert in the field of genetics, who is working at Melbourne University. He struggles to have a serious relationship with women. In early 2011, he embarked on The Wife Project, devising a 16-page questionnaire that would enable him to capture data and apply scientific... read more

July 23 If cats disappeared from the world

A book by Genki Kawamur, written in 2012 and translated from the Japanese.A young man aged 30 finds out that his days are numbered, and he has at most 6 months to live. He lives alone with his cat, "Cabbage", estranged from his family. The Devil appears to him as a doppelganger of himself, with... read more

June 23 The Four Winds by Kristin Hanna

A historical novel of hardship and love. The story is of Elsa Wolcott, a woman trying to raise 2 children on a farm in the Great Plains during the Dust Bowl following the Great Depression. Elsa is shielded from life during her time with her parents, because of her poor health, and she is considered... read more

May 23 The Shadow King by Maaza Mengiste

This historical novel is set in 1935, during the Italo-Ethiopian war which resulted in the Ethiopians putting an end to Italian occupation.The Shadow King is Minim, who bears a close resemblance to Haile Selassie, who was in exile at the time, in Bath. Our comments included: Marks out of ten: 7s and 7.5s. We might... read more

April 23 Fahrenheit 451 by Ray Bradbury

A dystopian novel by an American author. Books have been outlawed and firemen are employed to burn any that are found. Guy Montag, the principal character, is a fireman. His wife Millie seems to live an empty life, watching "Family" on big-screen TV and talking about what happens in the episodes with her friends. Early... read more

Here is the entire Science group Post from a trip to Beamish Living Museum that has been accessed from such a 'read more' link.

Beamish

In July 2023 a number of members made their way via car share to the Living Museum at Beamish. They made their way to the appointed meeting place and then used the Beamish transport to move to another area of the site to a meeting room. Tea/coffee and biscuits were waiting for them on arrival.

One of the Beamish guides gave a talk about the most recent projects. This is the 1950s township. After the talk members were able to spend the rest of their time on site as they wished although most went to see the 1950s site.

Below is an 1820s reconstruction photo and a mine shaft entrance but the rest of the photos are in the 1950s township. If you click on a photo that interest you then it will enlarge for you.

Finally another Post displayed in entirety on the group page.

July 2023 – Slimbridge

Wading birds can begin their autumn migration early and so we visited Wildfowl and Wetlands Trust's Slimbridge at the end of July. Waders seen included Black-tailed Godwit, Green Sandpiper and Ruff, but there were many other species including Common Crane and Little Egret.

This is another example of a complete Post from a joint Garden and History group visit that was accessed from a 'read more' link.

Harewood House

17th August 2023

In August 2023 there was a joint Garden and Local History coach trip to Harewood House. We unfortunately arrived shortly after a major power issue that had a knock-on effect to the timings for the rest of the day but we had an enjoyable day nonetheless. About half the members had booked the house tour in the morning. They were split into two groups and both groups reported later that the tour had been very thorough and they had seen many things of interest. Some of the group had booked the garden tour and, after starting in the parterre at the rear of the building that overlooks open countryside, the group continued to the lowers levels. At various times during the day members could be found walking alongside the pretty lake even if the walk back up the very steep hill was somewhat challenging. We were lucky with the weather as it remained dry and sunny all day.

Posts are a great way to share memories and photos with your members and maybe to attract others to join your group.

Section 10: Summary of Author Training

(Estimate less than 5 minutes reading)

You have learned a lot as you have worked through this training guide and we hope that you have enjoyed it and that it hasn't been too arduous.

The objective was to give you the knowledge and skills to be able to create and edit your own pages as well as to create and edit Events and Posts if these features are applicable to your pages. If you have been able to follow each section and create the blocks that have been discussed then that objective has been achieved.

This guide has not made you a WordPress/SiteWorks expert by any stretch of the imagination but it should have provided you with a good foundation that you can build on as and when you need to.

Enjoy using SiteWorks.

Feedback on Author Training

In the interest of continuous improvement you will be asked to provide some feedback on this workbook once you reach the end of it. Please take a few minutes to complete this so that we can improve the content where necessary for the benefit of the authors that come after you.

Feedback form link

Here is the link to the feedback form – https://forms.office.com/e/OCiNusGLrC

Appendix A – Website Terms of Use

Below is a copy of the u3a SiteWorks Website Terms of Use. This copy is generic and does not link to a real Privacy Policy. You will find a customised copy of these Terms of Use on your own website and they contain a link to your own u3a Privacy Policy.

Website Terms of Use

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Introduction

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No rights for third parties

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Appendix B – Ideas and Inspiration

They do say that a picture paints a thousand words so what better way to finish this training guide than to direct you to some real u3a SiteWorks sites so that you can see how others have structured their sites, what sort of things they have included, and especially how they have used some of the new features and functions to good effect.

Pioneer sites

You can find our u3a SiteWorks Pioneer sites on this map – https://siteworks.u3a.org.uk/current/live-sites/ . These are the Centres of Excellence around the UK. They are the sites of our Pioneers who, during 2023, were the guinea pigs for u3a SiteWorks. They have tested product, processes, and procedures to help all those Web Managers who will be following. Click on the map and then any site name. All live sites have a link to the respective website so you can explore for yourself.