SiteWorks Editing Guide
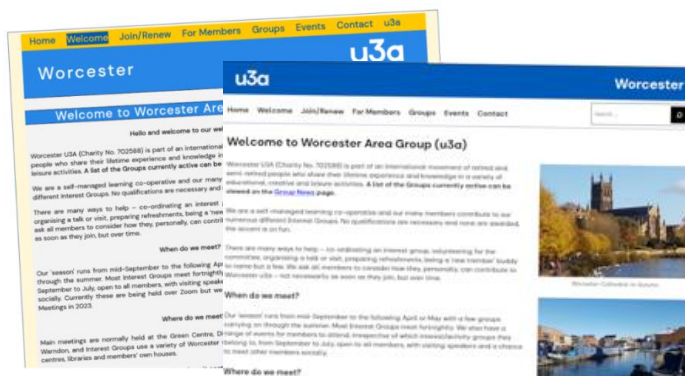
Foundation & Quick Start

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Table of Contents

Change control

Revision	Version	Date	Reason for Change
	V1.0	December 2024	Initial Version based on Training Workbook for Migrating Web Managers

Section 1 – Introduction

Welcome to this SiteWorks Foundation Editing Guide (the Editing Guide). This guide focuses on creating and editing content. The SiteWorks Foundation Administrator's Guide (Administrators Guide or Admin Guide) focuses on the site Administrator responsibilities. For many web managers these two guides will be all they will need but those with a more technical bias or wanting more complex applications are likely to find the answers in the **User Guide**[1] on the SiteWorks website.

This guide covers the basic features and functions of page creation and editing using u3a SiteWorks and can be viewed as a foundation or entry level guide. It contains the things that most web managers and group leaders will want to use on their websites. It provides enough detail to be able to produce professional-looking pages while remaining as non-technical as possible so that anyone who has the ability to use text editing software and drop-down menus should be able to use it.

The primary functions of this SiteWorks guide are to provide self-managed learning and guidance suitable for: –

1. A new web manager taking over an existing SiteWorks site

2. A web manager of a new u3a creating a SiteWorks site from scratch

3. A web manager moving to SiteWorks from a different website platform

4. Web Managers, Editors, and Authors who need to write or maintain page content

This guide has been split into a number of sections to achieve this. Please review the following **'How to Use this Guide'** section that will guide you to the sections most suitable for you depending on what you want/need to do.

If you are a new web manager with no WordPress knowledge at all then that is not a problem. If you see yourself as a non-techie then that is not a problem either. This guide has been written for people like you and it starts at zero knowledge level.

If you are a web manager who does have WordPress experience then you do have some knowledge advantage as you already know the basics. You will be familiar with the concept of plugins but not the u3a plugins and what they do, so you will still need to learn this (covered in the Administrator's guide). If you come from a Classic WordPress background then you won't be familiar with the Gutenberg blocks and you can learn about those in this guide.

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[1] This link takes you to a page on the SiteWorks website where you will find this document. See also Appendix A

If you are an Editor or an Author then you'll want to edit and maintain the pages you are responsible for and this guide will give you that knowledge.

Use this guide in the way that suits you depending upon your needs and your background.

1a How to Use this SiteWorks Foundation Editing Guide

Depending on your role you need a different level of SiteWorks knowledge. There is no need to learn anything by heart as you can always refer back to this guide when you need to.

New Web Managers taking over a SiteWorks site

You have taken over an existing u3a SiteWorks site and now you need to know how to use it. As you are the site Administrator you need to be able to do everything from making a few text changes on a page or replacing a graphic with another one through to setting up one of your Group Leaders as an author. You probably do not need all of these things immediately so prioritise and learn what you need when you need it.

Most u3a web managers spend most of their time updating pages so the sections relating to editing are probably where you will need to spend time initially and these subjects are in this guide. Most of your groups, contacts, venues, etc. will have been set up already. Learn how to create new items or edit what is there when you need to do it using the Administrator's guide.

The good news is that you have an existing site so all of the initial admin set-up has been done already and most if it will probably never need to be touched again but the Administrator's Guide gives an outline of the processes with further details in the User Guide should you ever need it.

New u3a Web Managers with a new site

If you are a web manager for a new u3a then you will be getting a Starter Site. This is a SiteWorks site with a few general headings but no content so you are starting from scratch.

Start by reading this Introduction and complete section 2 so that you can log in and out of your site and find your way around. After that you probably need to continue with the Administrator's Guide to get your site structure in place and then come back and use this guide to create your content. You can use the appendix in this guide that directs you to existing SiteWorks sites that you can take a look at for some ideas and inspiration if you need it.

Depending on your background and experience you might benefit from trying out some of the content of both guides using **LocalWP and the u3a demo** [2] zip file. Details can be found in the Administrator's Guide.

If you are a web manager moving to SiteWorks from a different website platform and hosting service then you will also be getting a Starter Site. You could also find using LocalWP and the u3a demo zip file useful. You could also use LocalWP to copy and paste data from your existing site into this development area to try out some layouts.

All web managers need to know about both editing and administrative functions.

Editors and Authors

An author is generally someone like a group leader/convenor with access restricted to one or more groups in their u3a. An editor can be a group leader but is usually someone who has the authority to edit and maintain one or more general site pages. An editor has more access rights than an author but neither are involved in site administration. Neither can access any part of the website that the Administrator has not provided access to.

An author has access to specific pages/groups and can add/edit new media, events, and posts (blogs). The site Administrator can also give access to historic events and blogs if wanted.

An editor also has access to specific pages/groups and can add/edit new media, events, and posts (blogs) but can also add/edit new venues, contacts, and notices.

The chart below directs you to the sections of this guide that apply to you but please be guided by your web manager who will be able to refine this for you based upon knowledge of the pages that you will be editing and maintaining.

What to do next?

Note that WordPress offers five User types but in SiteWorks we only use three and these are Administrator (generally the web manager), Editor, and Author. Each has different permissions related to what they can access on the SiteWorks site An Administrator can access everything at all times but editors and authors have pages allocated to them by the Administrator. Below is a chart showing the sections in this guide and which job roles will find them useful.
n.b. 'o' = optional.

Section	Title	Author	Editor	Admin
1	This introduction	x	x	x
2	Logging in and out of SiteWorks	x	x	x
3	Quick Start Editing	x	x	x
4	General Editing Concepts	o	x	x

[2] How to get LocalWP and the u3a demo file are covered in the SiteWorks Foundation Administrator's Guide
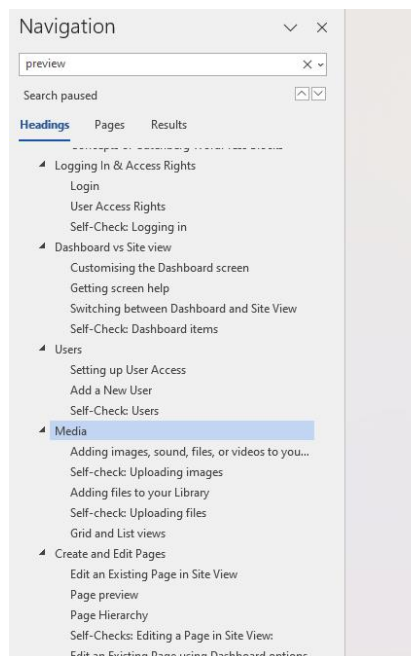
5	Inserting and Editing blocks	o	x	x
6	Media Library	o	x	x
7	Group Page Editing	o	x	x
8	Events	o	x	x
9	Blogs for Authors	o	x	x
10	Where to get help	o	o	x
	Appendices (as needed)	o	o	o

Before you can do anything at all you need to be able to log in and out of SiteWorks so your first section needs to be section 2 regardless of your User role.

It is helpful if you have a SiteWorks site to work on or at least to view as you work through the examples that follow so that you have something to relate to. This can be your own u3a site or a desktop simulator.

1b Navigating this Guide

This guide was created using MS Word but has been saved as an interactive PDF with bookmarks. You can use the Zoom facility to look at a screenshot that might be a little hard to see otherwise. Word headings were used to create the Table of Contents (TOC), as you can see below, and when the file was saved as a PDF those headings were saved to create an interactive navigation tool (bookmarks) for you.

The method of accessing the bookmarks side bar varies according to the device you are using. The most common device methods can be found in the appendices with screenshots if you need guidance on how to do this. If your device is not shown there then please refer to your own device documentation.

1c Setting Up Ready to Start

If you are the site Administrator then how you approach learning SiteWorks will vary according to your background and experience. You can read all sections or dip in and out as needed. Guidance on training your authors and editors can be found in the Administrator's Guide.

If you are an Editor or an Author then your Web Manager (SiteWorks Administrator) will give you access to the page(s) that will be in your control and give you direction as required.

Many of the screenshots shown in this SiteWorks Guide have been taken from the u3a demo site but the demo is updated on a regular basis and although the background photos might vary over time the learning concept will remain the same. If you are a web manager using LocalWP and the demo file any changes will not significantly affect your learning. Other screenshots are from a variety of live SiteWorks sites.

Please note that WordPress release updates about twice a year and u3a plugin updates will probably be released at the same time. This guide will be updated to reflect any applicable new features and functions at that time.

1d The Small Print

Before you start you need to read the **Website Terms Of Use**. If you are taking over a site then 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.

The appendices contain 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 Administrator Editor, or Author we must adhere to these terms which basically ask us to be nice to everyone (GDPR – General Data Protection Regulation) and not to do anything illegal (copyright).

New web managers please note that your Starter site will come with a pro-forma of the Terms Of Use ready for you to customise. How to do this is covered in the Administrator's Guide.

Section 2 – Logging in and out of SiteWorks

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 we can do anything except view the site, we need to log in.

How do you get your login credentials?

- If you are taking over your SiteWorks site from an outgoing Web Manager then he/she will set you up as a User and give you Administration rights.

- If you are getting a new site from SiteWorks then the System Administration team will set you up as a User and give you Administration rights.

- If you are an Author (Group Leader or similar) or an Editor then your Web Manager will set you up as a User and give you appropriate rights to the areas of the website that concern you.
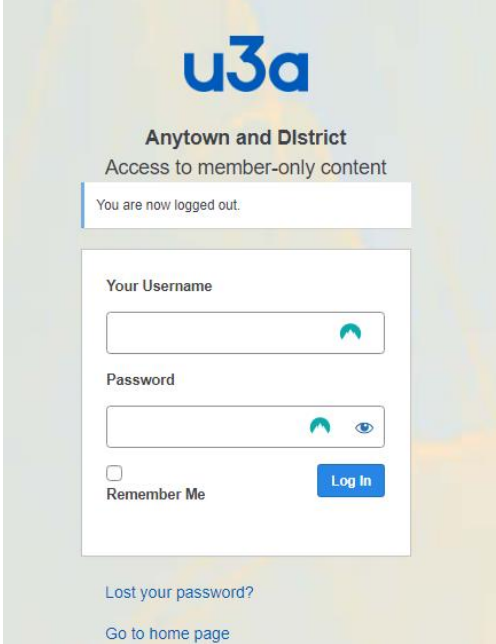
2a Your login URL

Your website address is https://anytown.u3asite.uk , where *anytown* is the name of your u3a, and this is what your members or visitors will use to navigate to your site. Another name for this is the URL (Universal Resource Locator). For all of us who have a SiteWorks website and need to edit it we need to add "*/wp-login.php*" to the address to get to the login page.

Thus you enter *anytown.u3asite.uk/wp-login.php* into your browser to navigate to the login screen seen below. Once logged in you can see the back-end (Dashboard) of your site that members and visitors do not see and you can edit the content.

2b Your Username and Password

Your login credentials need to be strong to maintain security of your website and other u3a websites that reside on the same server. WordPress suggests between 6 and 24 characters for Username and Password but SiteWorks experience to date has shown us that some plugins (like an App) require a strong password. We strongly suggest that all SiteWorks Users adopt strong Usernames and Passwords now to avoid future issues. Your username or password must not include any reference to your u3a, your role, or your personal information.

Your case sensitive Username should consist of at least 10 characters with a mixture of upper and lower case letters and/or numbers, the hyphen (-) the underscore (_) the at sign (@) and the full stop (.). Usually the person setting up your access will ask you what your preferred Username should be. This cannot be changed once it has been set.

Your Password should consist at least 12 characters with at least one upper case letter, one lower case letter, one number, and one special character.

When the Administrator adds a new User SiteWorks generates a strong password. It is a random string of characters that is certainly strong but not exactly memorable.

It's not easy to come up with a strong Username and Password at short notice. They need to be memorable but not obvious to make them more difficult for someone to guess and therefore hack the website. Below are some examples that might provide inspiration.

Usernames are relatively easy. We are requesting 10 characters minimum but longer is better and often makes it easier to create something meaningful to you. Examples such as JawDroppingJilly, Jumpingjack, LondonLily, Lottiesdad, MaggieMayB, or LeoLionKing perhaps give a hint of your name but it's unlikely that the Username would be guessable by others. Add in a number such as May5Flower or PatsyCat94 and the Username is even stronger.

A SiteWorks password is a little more challenging because of the need for the four elements of at least one upper case letter, one lower case letter, one number, and one special character. We suggest the minimum 12 characters but, as with the Username, more is better and can also make it easier for you.

I'm sure that you have heard of the what3words App that allocates three random words to every 3 x square metres of the earth. You can adopt this principle for strong passwords using random words or ones that are meaningful to you but not to others. You could use three short memorable words (or three words truncated to three or four letters each) with the number and special character plus at least one upper and one lower case letter to form this strong password. As you change the SiteWorks password to one of your choice, you will notice that as you enter your new password, WordPress will indicate from Very Weak, Weak, Medium and finally a green Strong.

Below are screenshots of a password being entered. It begins with the four elements of upper case, lower case, number, and special character but is very

weak. Look how the strength of the password increases as more characters are added. The middle right example consists of all of the elements and 11 characters but it is still only Medium. Add one more character and it becomes strong and hence the 'minimum of 12' recommendation. The key message here is that you want that Strong green password to meet the SiteWorks requirements.

CDP9*		Hide
Very weak		

CaDoPa9*		Hide
Weak		

CatDoPa9*		Hide
Medium		

CatDogPat9*		Hide
Medium		

CatDogPat96*		Hide
Strong		

Examples of passwords that meet the SiteWorks requirements and follow the three word concept could be CatDogPat96*, 4Plumlily-go, Edin5Arch3)), SunPoolWin5!, or longer ones such as Oakcar7O7_11annua and CoastCycle48&SHDene.

I know my thought process that created these Usernames and Passwords but would you or anyone else be able to work them out?

For Administrators there is more in the Administrator's Guide about setting up Users and such things as use of passwords.

2c Dashboard Views

One of the first things you should do when you first log in is to change the given password to something strong but meaningful to you. You do this via the Dashboard. If the Dashboard is not showing then click on the site name in the top left of the admin bar and select it. You will be taken to the Dashboard appropriate for your job role.
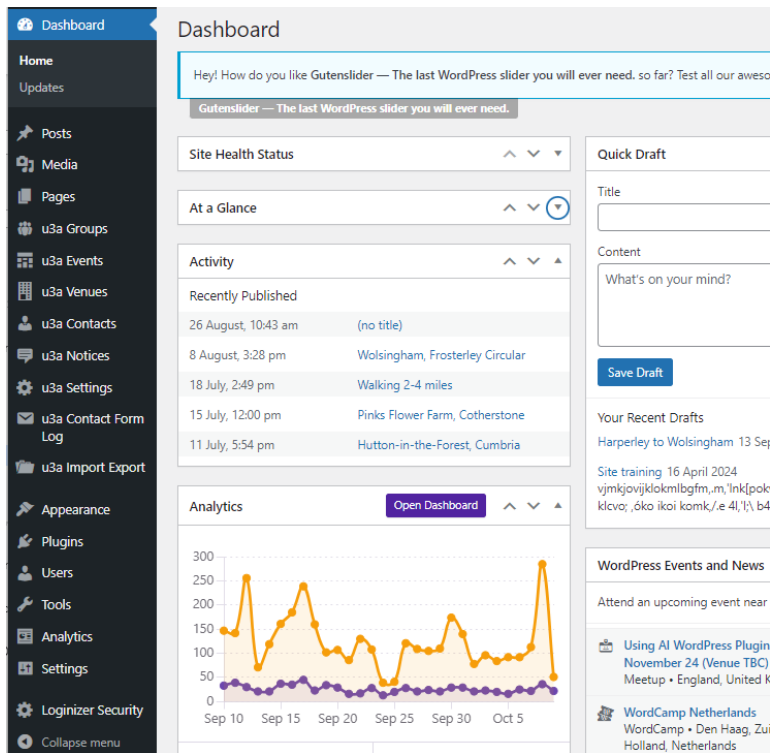
An *Administrator* will get the complete Dashboard containing every element as seen here.

An *Author* will get a cut-down version of the Dashboard as seen here. They have an extra item called 'Profile' that is used to manage their own profile such as

resetting a password. As an Author you can view Posts, Media, Pages, Groups, Events, Venues, and Notices, but you are very limited in what you can edit until permissions have been set for you.
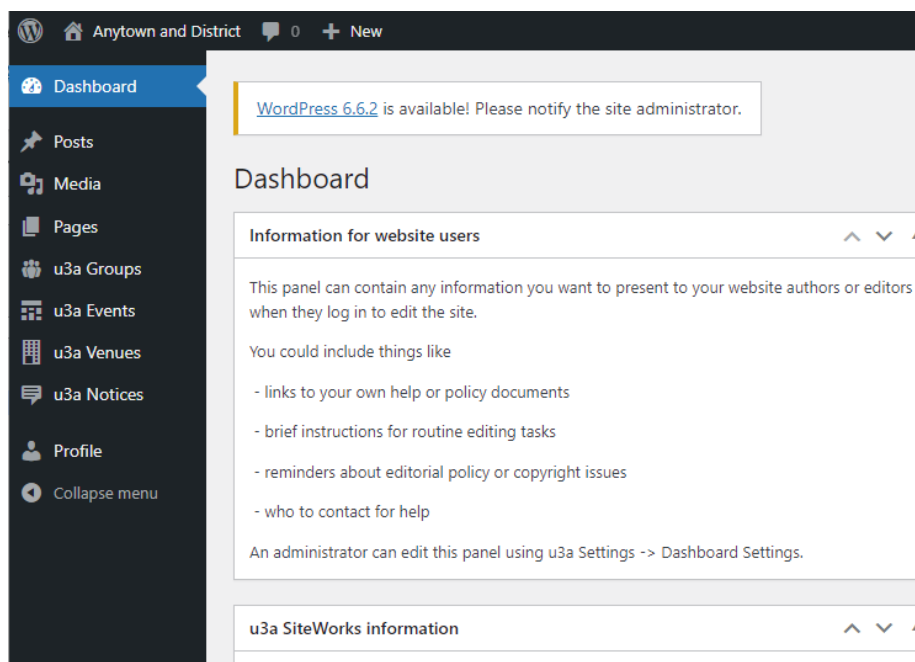
An *Editor's* Dashboard is very similar to that of an Author but an Editor can edit all pages site wide and can manage contacts so has the ability to be able to add, change, and delete contact details, for instance.
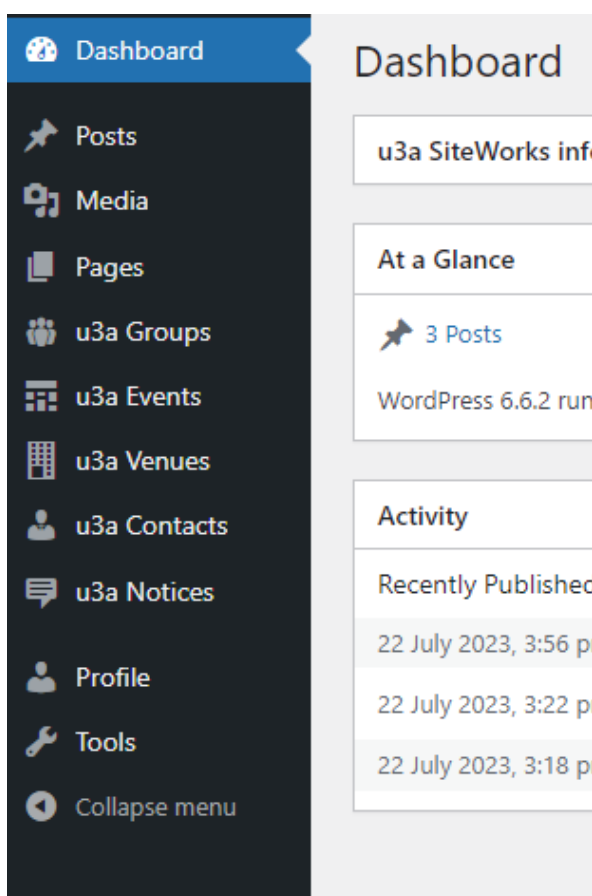
An Editor has access to groups, venues, notices, etc., as does an Author, but the Editor's rights are higher level, similar to the Administrator.

2d Changing Your Password

An Administrator should scroll down to Users then select him/herself. Editors/Authors scroll down to Profile and select themselves. Scroll down the page until you find the Account Management New Password area. Click on Set New Password (not the New Application Password) and follow the instructions on screen to change the SiteWorks generated password to one that is more meaningful to you. Remember to press the 'Update Profile' button at the bottom.
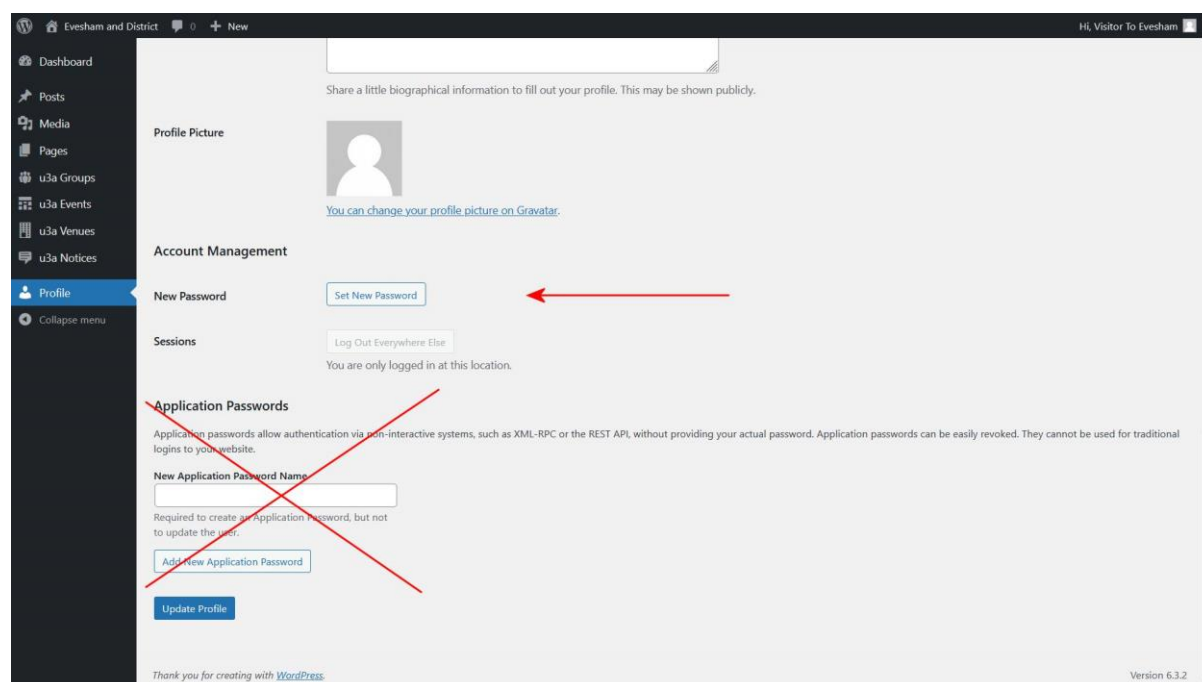
Please note that if the new password entered does not meet requirements that an error message appears at the top of the screen. It is easy to miss this so please make sure you check that the update has been accepted before you leave the page.

ERROR: Password does not meet requirements.
Between 8 and 64 characters, with at least one lower and upper case letter, a number and a punctuation character.

Tip: Note that all characters are accepted in a password with the sole exceptions of the double and single quote characters (") and (') and the backslash character (\) so if you do get an error message then check these first.

2e Logging out and back in again
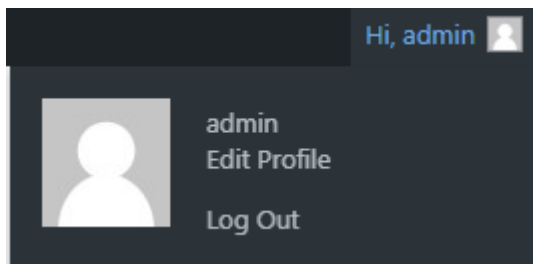
When you are ready to log out go to the top right of the screen, select the job role/name/profile picture area and click on Log Out.

When you want to log in again enter the login URL https://anytown.u3asite.uk/wp–login.php as before and fill in your login details.
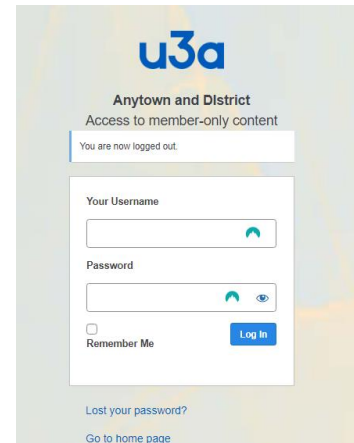
2f Moving between Dashboard and Site View

Once we have an established site then we spend most of our time editing pages, adding events, and perhaps adding blogs. All of these things can be done from the Dashboard but, in practice, most people use Site View. When you login you get the Dashboard view associated with your User role. This one is the Author Dashboard.
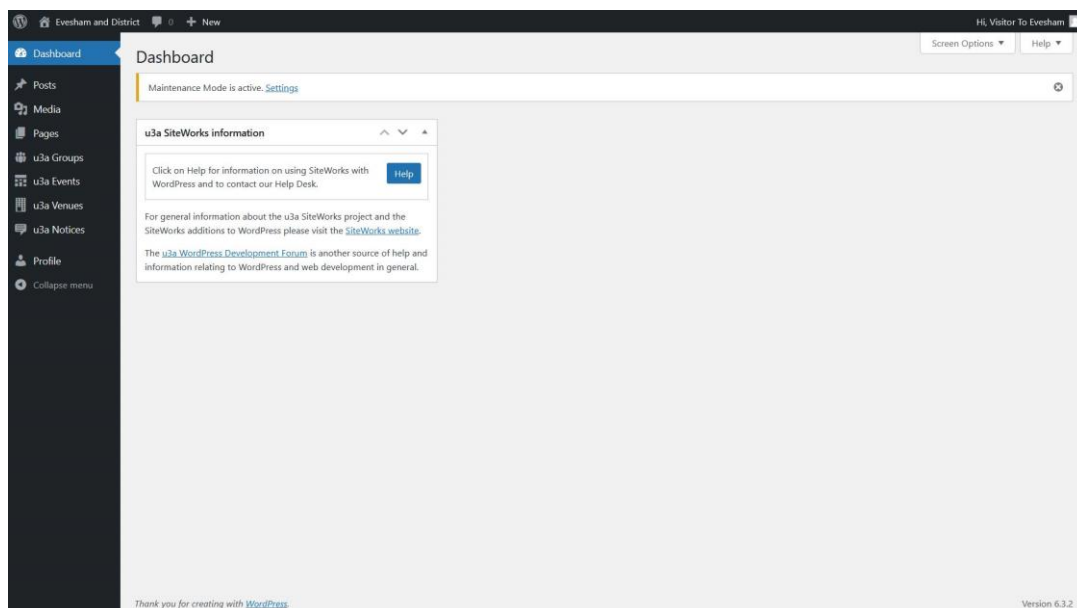
In the top left corner of the large screen is a 'W' icon, click it, it will take you to the WordPress front page, which is mostly news and advertising, but you will still see your Dashboard menu down the left side. This 'W' is always present and will take you back to the WordPress front page if you get 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.

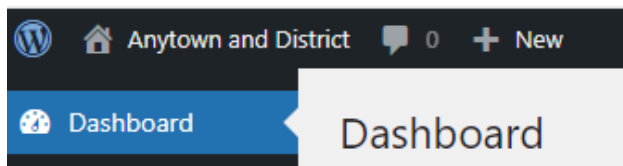Select site view. This is the live site exactly as the rest of the public are seeing it. You can navigate through the menu, follow links, read and download documents, email contacts (please don't) just the way everyone else can. The difference is the top line that enables you to '+ New' items and allows you to edit the site or the page directly from this page depending on your access.

We don't need to review any other Dashboard–related items at the moment as they will be covered later if you have reason use them.

Summary

The primary learning points of this section were for you to log in and log out of your SiteWorks site, to familiarise yourself with the Dashboard associated with your site User role, change the allocated password to something strong but more meaningful to you, and to be able to switch between Dashboard View and Site View. If you have done these things then it is safe to say that you have successfully completed this section and that you are ready to move on to the next section of your choice.

Section 3 – Quick Start Editing

Let's suppose that you are very new in your role and you need to change some text and a photo on the Walking group page urgently. You want to change 'Lake car park' to 'Waterhead car park' on the top line and make it bold to draw attention to the change and you want to replace the middle photo with a different one. How can you do it?
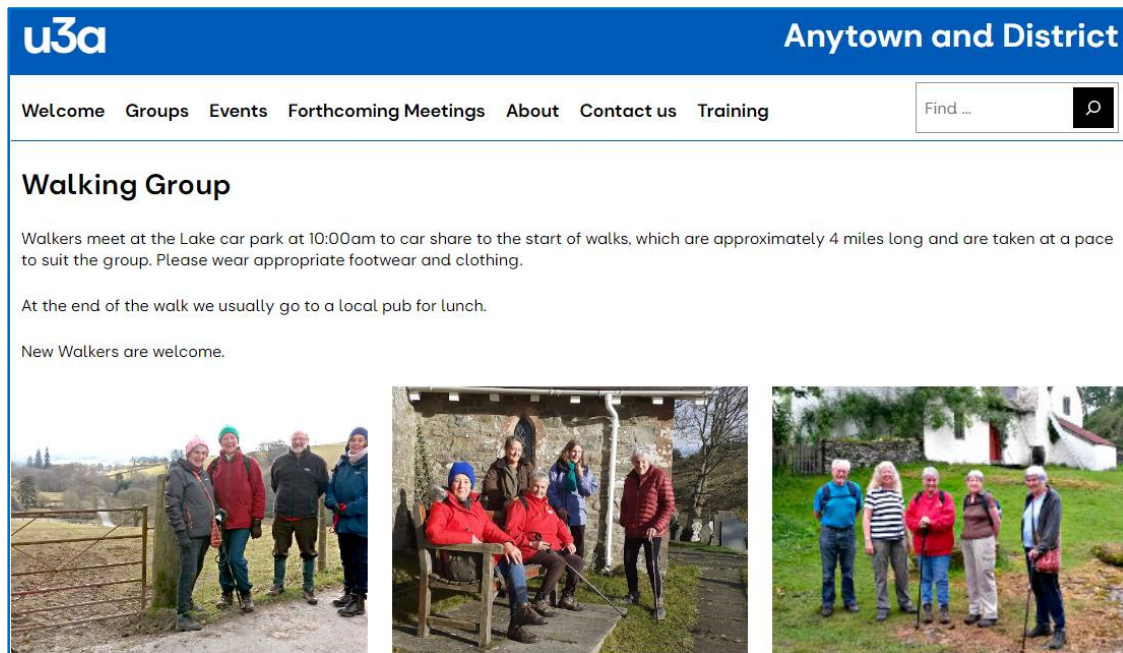
3a Changing text

The first thing you need to do is to log in so that you are in edit mode. From the top line an Administrator might want to 'Edit Site' to modify overall site settings otherwise all can select 'Edit Page' or 'Edit Group' as appropriate.
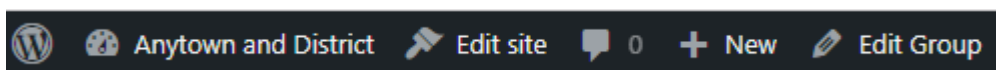
The page layout will change but you will see the same text and photo layout for the group page. An editing tool has appeared above the text (pop-up toolbar) and an editing panel has appeared on the right. All you are going to use for this task is the pop-up toolbar. Select the words 'Lake car park' and type 'Waterhead
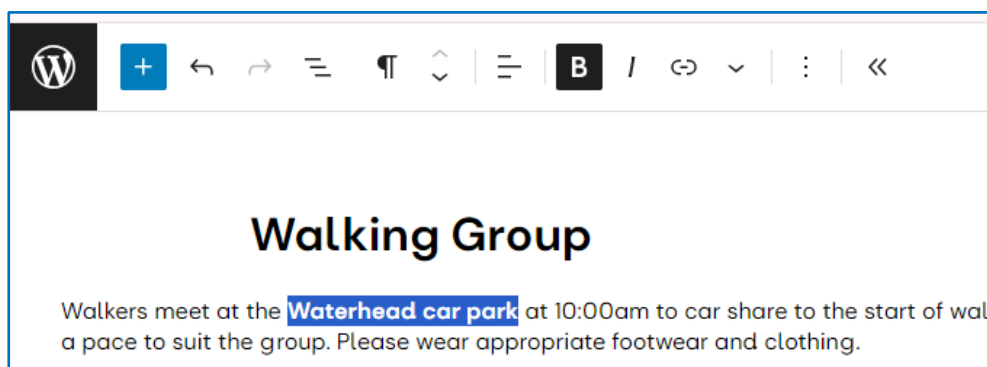
car park' to replace them. Select this new text and click on the B for **bold** icon in the toolbar as you can see below.

3b Replacing a photo

If that is all you wanted to do then you could save your changes and the job is done. On this occasion you also want to replace a photo. Click on the middle photo that you want to replace and you will see that it has a line around it to show that this is the photo you have chosen. You will also see that you have a pop-up toolbar again but it has changed. One option is to replace the image so select this and you get a drop-down menu that enables you to select a different photo that has already been uploaded to the media library or you can dynamically upload a new image of your choice. Select whichever is appropriate and follow the on-screen instructions.
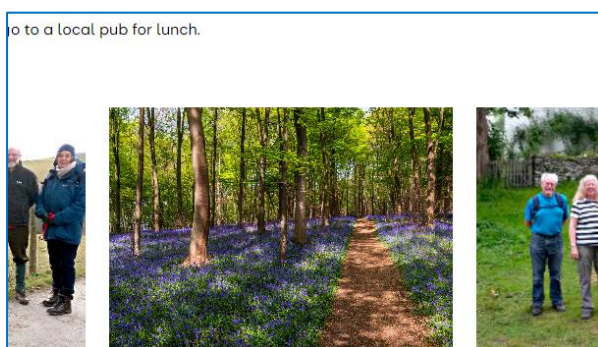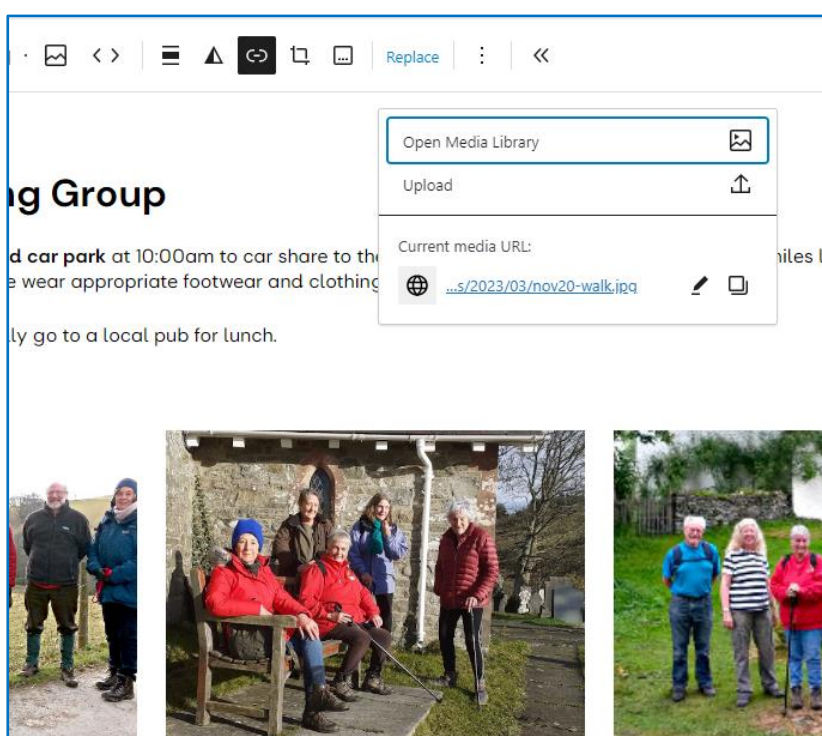
When you have selected your new image it appears instantly like this.

3c Saving and viewing your changes

Having changed the text and replaced the image you need to save your changes. Go to the top right of your screen and select the 'Save' button. Once the page has been saved you can select the icon to the left of the Save button to view the page as others will now see it.
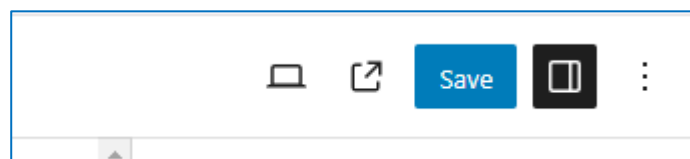
Summary

In this section you learned how to make a small change to some words in a paragraph of text and to make that text bold. You also learned how to replace an image in a gallery with a different one and how to save and view your changes.

You can apply these principles to make small changes in headings, lists, tables, and more but if you have more extensive updates that involve creating new sections then you will find how to do those things in the following sections.

Section 4 – General Editing Concepts

In this section we'll look at the concept of blocks, what tools you have to edit them and some of the commonalities, how to preview your work on a different type of device so you know it will display well, and you will have the opportunity to watch a site being edited on video.

4a Gutenberg WordPress Blocks

Classic WordPress has been around since 2003 but Gutenberg WordPress was only released in December 2018 so is relatively new. It is Gutenberg WordPress that u3a has adopted with SiteWorks. It is block based with blocks for every element you typically need to create a web page.

One of our SiteWorks technical experts described u3a SiteWorks as 5% u3a and 95% WordPress. The u3a plugins (covered in the Administrator's Guide) are the u3a part but blocks are WordPress. If you have ever used or seen PowerPoint in use then you already know the concept of blocks. They are data holders that already have an inbuilt content style.

Using this block–based approach, you can create a wide variety of page layouts to include things such as paragraphs, headings, lists, buttons, images, bullets, tables, and columns. It also provides a better visual representation of the page, making it more like a page builder than the previous WordPress editors.

Here you can view the default Welcome Page on the u3a demo site using LocalWP. It contains some simple text, graphics, and linked pages to provide a modern looking page with dynamic content.

Below the banner page and navigation buttons a variety of block types can be inserted into a page to create different page layouts.

At the top of the page shown here is a media and text block (photo and text).

The second block is another photo plus some notices advising the reader of the
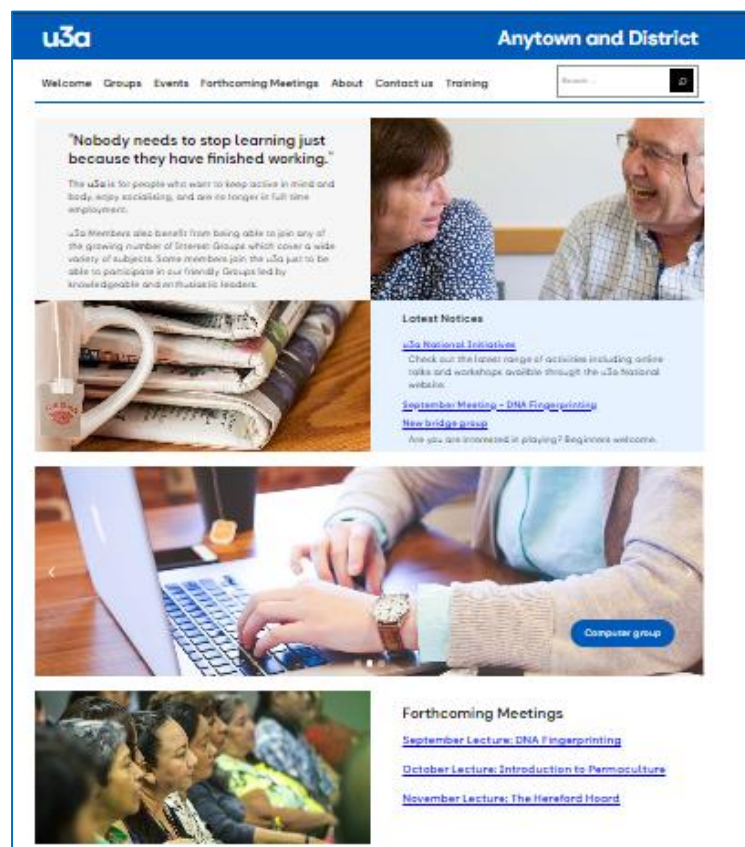
latest news with links to each subject so that more can be read.

The third block is a Gutenslider block. This will be explained in more detail later but it is a block that contains multiple photos and the photos dynamically change every few seconds, sometimes called a slider.

Finally there is another photo with a block alongside that lists forthcoming meeting subjects and the reader can click on any one to get to a new page that provides more detail.

There are dozens of block types and the way they can be combines on the page provides many possibilities for page layouts.

4b The three main editing tools

The majority of the time we all work in site view and when we insert new blocks or edit existing ones it is WYSIWYG (What You See Is What You Get). Any change that you make is instantly visible so you can see what the page will look like.

The editing tools available to you vary according to what kind of block you are working with but there are many commonalities between text blocks and many different commonalities between blocks that use graphics. This means that you can learn how one text block works and apply that knowledge to another type of text block.

Here is a page from the demo site that you saw before. This is just what a member or a visitor would see except that I am logged in as Administrator and there is a black bar along the top of the page with white writing. Far right I am greeted by name (or just Admin in this case) and far left I can toggle between site view and dashboard, edit the site, add new elements, or edit this page.

I am going to select edit page.

Here is the page again but this time I am in edit mode. I have also clicked into the first paragraph of text. Note that these page elements that a member or visitor can see in site view can still be seen in the same format but now you have editing options too. This is WYSIWYG.
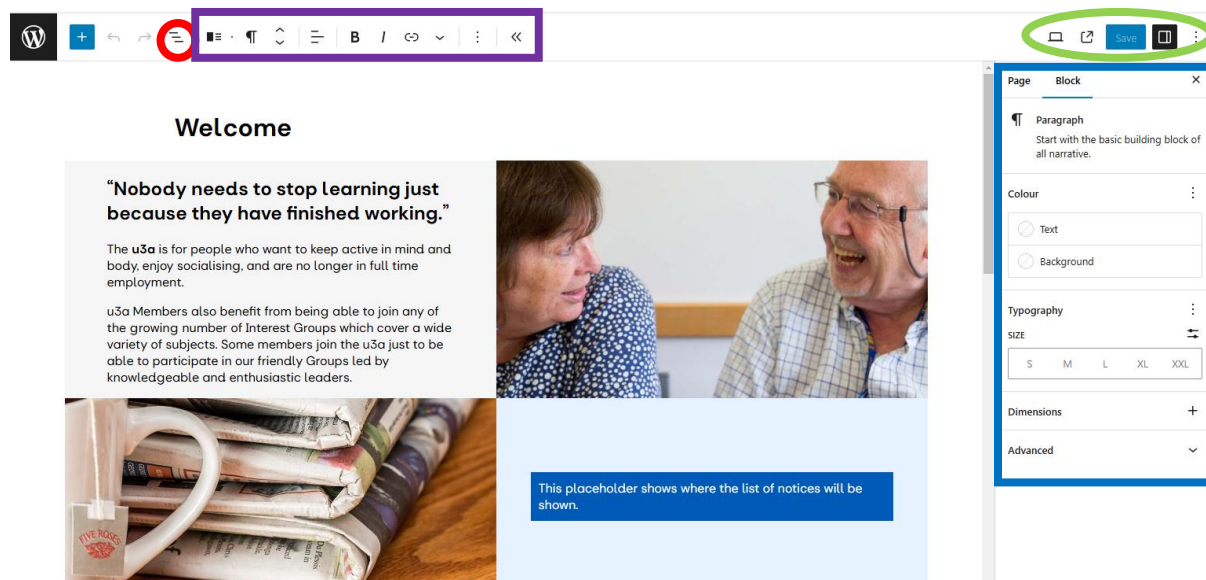
There are four areas to draw your attention to. These are listed below then each is discussed in more detail.

1. The **purple** oblong top left is the Pop-up Toolbar
2. The **blue** oblong on the right is the Editing Panel
3. The **red** circle is the Hamburger
4. The **green** oval has save, view, and preview options

The **Pop-up Toolbar** gives you the ability to perform common editing functions on whatever block you are currently working on very quickly. I clicked into a paragraph before I took this screenshot and the pop-up toolbar gives me tools I can use with the paragraph. Far left on this toolbar I can select my entire paragraph block (useful for deleting an entire block or adding background colour, for instance). The next icon represents a paragraph to remind me what I am working on, the double arrows let me move the paragraph up or down the page, the three lines let me align left/centre/right, B is for bold, *I* is for italics, and the chain link lets me link a word, phrase, or whatever to, say, a document or an external website. The single down arrow brings up another menu for features such as subscript, superscript, and strikethrough. The three dots bring up another menu that lets you duplicate something or add above or below as well as delete (the whole block). The two left-facing arrows hide and unhide the toolbar.

If you hover your pointing device over each part of a toolbar a pop-up will tell you what it is.
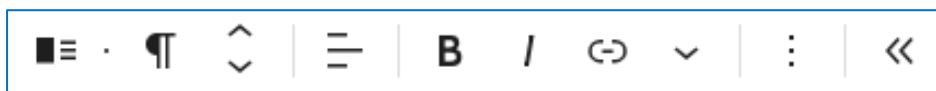
Here is part of that same page but this time I clicked into the heading block before I took the screenshot below. Compare the pop-up toolbars. The paragraph icon has been replaced with a heading icon and I have an extra icon (H2) that lets me change the level of the heading so that pre-set properties are automatically applied. Heading levels are H1 through H6 and they offer different type sizes.
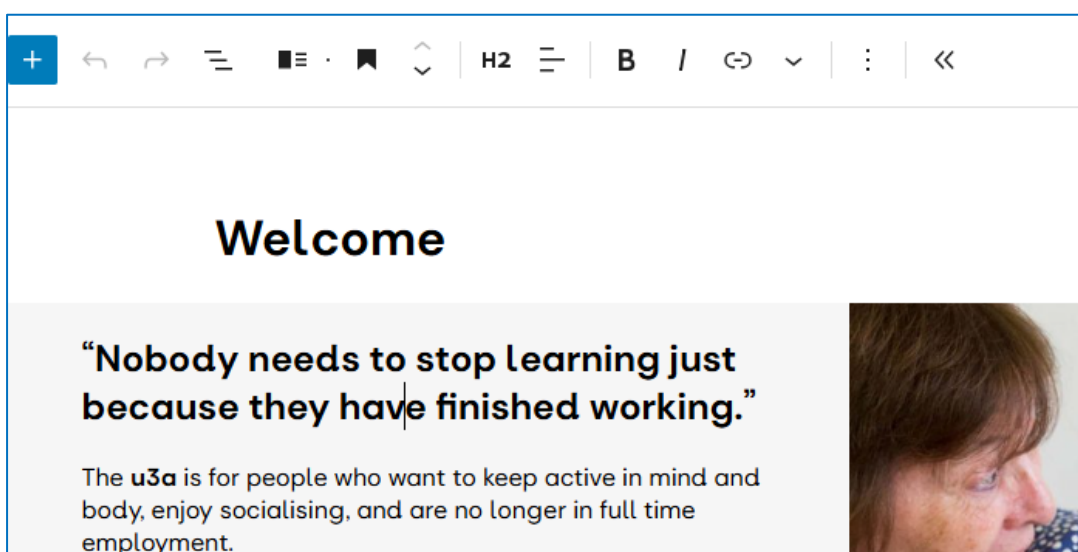
Below is another pop-up toolbar. This one is for a bulleted list block. The icon far left always identifies the block. The second icon identifies a list item on this toolbar. Compare the other icons with those from the blocks above and you will see that they are the same. What this tells you is that when you are working with blocks of text of different styles the pop-up tool-bar layout soon becomes very familiar with many of the same options and this makes WordPress easier to learn and use.

If you completed the Quick Start section then you have already used this toolbar to make the car park name bold to draw attention to the change you made.

Here is a pop-up toolbar for a single image.
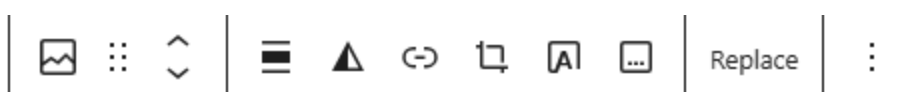
Here is a pop-up toolbar for a gallery (of photos).

Compare the two toolbars. On the first one the block type and the single image are one thing but the gallery has a gallery icon and image icon. The single image can be moved up or down the page. Images can be repositioned left or right in a gallery. The rest of the options are the same.

The **Editing Panel** on the right of the page is also block-specific and you can see the name of the block and a description of it at the top of the panel . This editing tool enables you to make blocks of text different colours and/or to apply a coloured background. You have five choices of text size for each block. You can control the space around each block by adjusting the padding or margins. Below are screenshots of the editing panel for a paragraph and a heading. You can instantly see the similarities between them and this applies for any text block that you are working on. As with the pop-up toolbar this helps you to become familiar with the tool very quickly and this saves you time and effort.
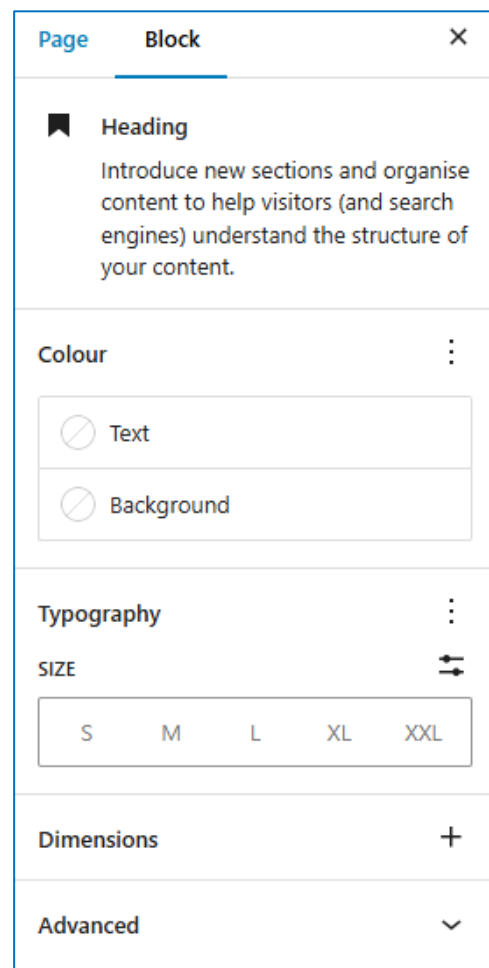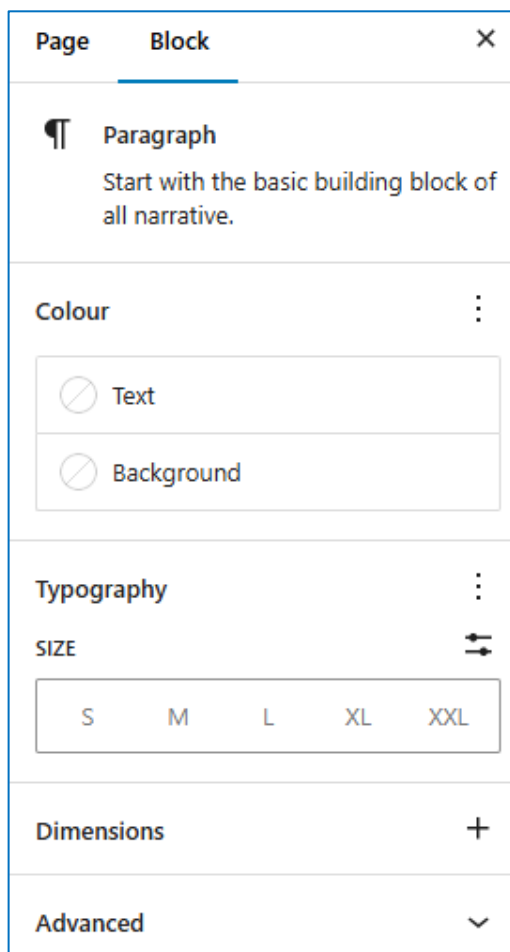
Here are the editing panels for an image and a gallery. Again, there are similarities between them and this makes them easier to use. Media is covered in more detail later.

Post	Block	✕

Image
Insert an image to make a visual statement.

⚙   ◐

Settings   ⋮

ALTERNATIVE TEXT

Describe the purpose of the image. ↗
Leave empty if decorative.

RESOLUTION

Large (1024px)   ⌄

Select the size of the source image.

Attributes   +

Advanced   ⌄

Post	Block	✕

Gallery
Display multiple images in a rich gallery.

⚙   ◐

Settings   ⌃

COLUMNS

2

RESOLUTION

Large (1024px)   ⌄

Select the size of the source images.

🔵 Crop images to fit
⚪ Randomise order
⚪ Open images in new tab

Advanced   ⌄

When you are creating a new page it is very easy to remember which blocks you are using to display the text or media that you are adding. In a few months time when you need to edit it then it might not be so easy as similar effects can be achieved in different ways. The **Hamburger** up at the top left when you are editing a page is really helpful because it takes the guesswork out of the task. Below is the same page as you have been seeing already in this section but now, down the left of the page, you can see all of the blocks used and their content.

You can select the block name from the list and the equivalent block will highlight on the right or select the block from your page and the corresponding block will highlight on the list This makes it easy to identify blocks and to be sure you are editing the correct one.
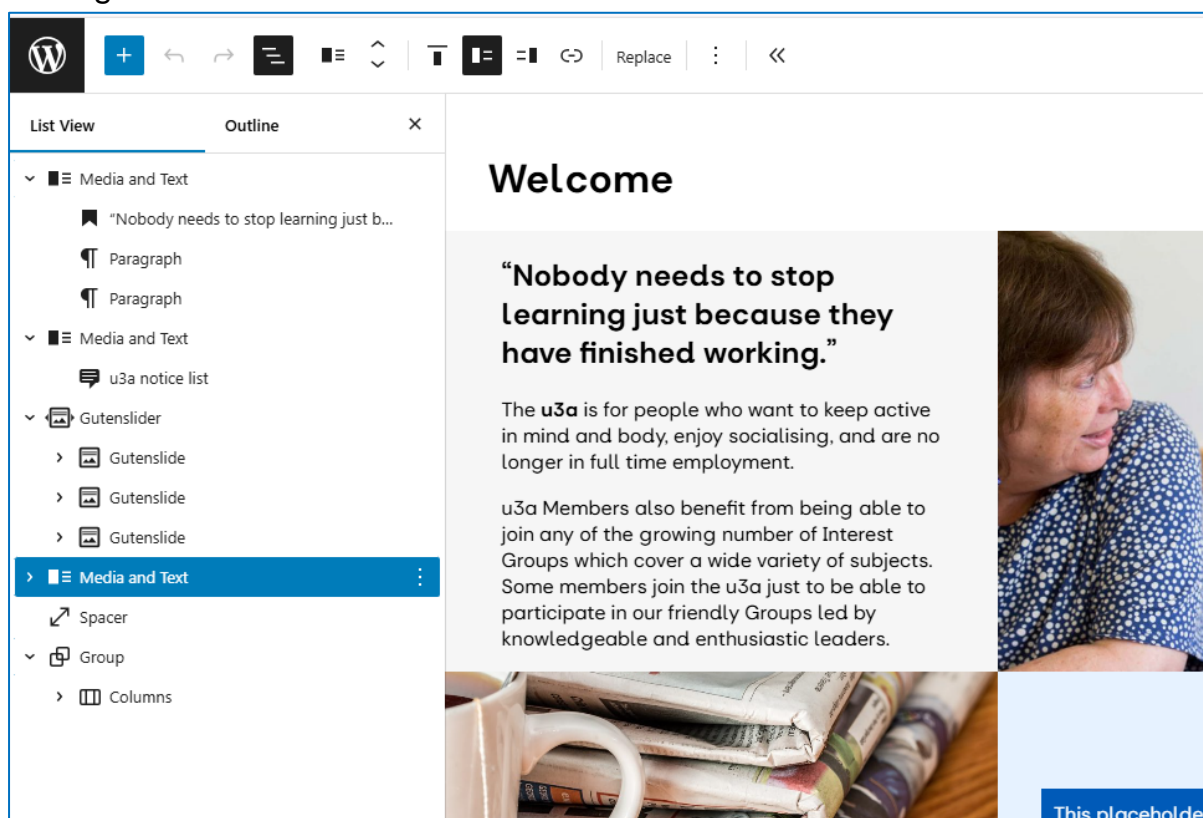
Finally, although not an editing tool as such it is an appropriate time to look at the icons top right of your screen.

Far right the black book icon hides and unhides the editing panel. The large blue button in this example is 'Save' though could be 'Publish' or 'Update' depending on the task in hand but has the same effect of saving what you have just done. The icon to the left of that with the arrow top right lets you view your page as members or visitors would see it. The screen icon lets you preview what your page will look like on other devices.

4c Previewing on other devices

When you select the preview icon you will see Desktop, Tablet, and Mobile in the drop–down menu as shown here.
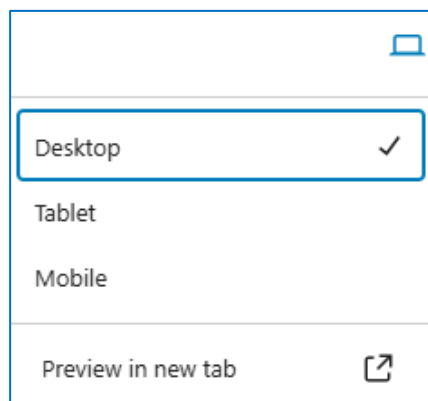
I'm using a desktop PC to create this guide so the screenshots you will see are from that but if you select each preview option in turn you will see how your page will look on those other devices. This takes the guesswork out of page design for use on multiple devices though please do beware that what we see in the mobile preview might vary somewhat on the member or visitor's mobile device. It's a good idea never to state that a link is top right on your web page as it will be completely different on a different kind of device.

Here is the same page on tablet and mobile. Note how the page has dynamically reformatted to take into account the smaller screens.

4d Video showing SiteWorks being used

Before you get into any further detail it would be a good idea to watch a video to get an idea of what you will be doing. The one I am directing you to is the first of the ones below. This is a good time to take a break and get a tea/coffee.

[Two videos](#) [3] are referenced on the SiteWorks website and both are demonstrations of SiteWorks by our Lead Developer, Nick Talbott.

Nick's original early 2023 SiteWorks demo is the Alpha version of the product but the content is still valid. It is 24 minutes long and gives you a good introduction to site editing.

The second video is Nick's June 2023 SiteWorks demo and is the Beta version of the product and covers much of the Alpha video plus a little more. The entire Let's Talk Tech session was videoed and is 1 hr 44 minutes in total. Nick's part begins just after 9 minutes and ends around 41 minutes with Q & A following on.

Watch this one as well if you want to but the first one covers all you need at this stage.
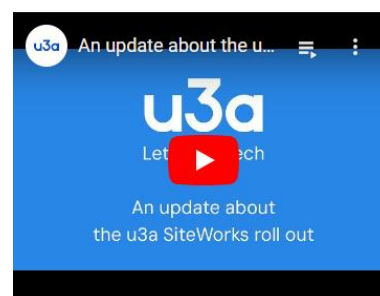
The videos listed are pre-release. As time moves on there may have been minor changes in detail with later versions of the software but the videos will remain available for viewing as long as the content remains relevant.

Summary

In this section you got to know about the block concept of Gutenberg WordPress and the editing tools available for different block types, You were also able to watch one or more videos about SiteWorks.

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[3] This link takes you to a page on the SiteWorks website where you will find this document. See also Appendix A

Section 5 – Inserting and Editing Blocks

This section is needed by all Administrators as well as any Editors or Authors undertaking anything more than minor changes to their pages.

It doesn't matter if you are editing a page, a group, an event, or a blog by changing what is there already or creating new content you will use blocks for headings, paragraphs, lists, tables, and more so once you have a feel for how to use the blocks you can apply that knowledge to everything you do. There are dozens of blocks. This guide covers a small number of them with examples of use but you'll be able to apply what you learn here to other block types. Don't forget that you have the SiteWorks User Guide if you need more technical detail.

5a Edit Content

The one thing we all do very frequently is edit page content. Much of our time is spent editing pages within groups and often we need to create a new page as well.

When using u3a SiteWorks (WordPress) there is very often more than one way of completing a task and one of these is page editing. Most of the time you will be working in site view but if you want to access, say, the walking group webpage then you can navigate to it via the Dashboard by selecting u3a Groups then the Walking group from the alphabetical group list. You then end up with exactly the same page as when you select the Walking Group from the page that appears when you select the Groups navigation button in site view and select edit group.

There are some things that can only be done from the Dashboard such as allocating editing permissions and deleting a page but these tasks are covered in the Administrator's Guide.

Edit text content, size, colour, and background

If you completed the Quick Start section then you already know the basics. When you are logged into your site you are able to edit the page, group, event, blog, etc. of your choice.

You saw this page before. This time I'm going to use the pop-up toolbar and the editing panel to make some changes. The first paragraph (below the heading) states '**The** u3a is
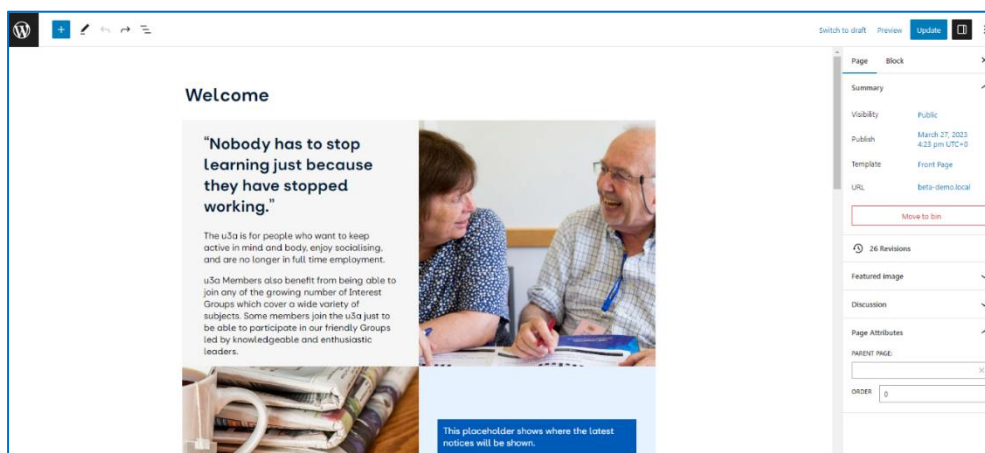
for people who want to keep active'. I'm going to change that to 'Our u3a is for people who want to keep active'.


This is so easy. Just click on the relevant text block and change the word just as you would change it using text editing software or even in an email. A close up of that section now looks like the screenshot here. Can you see the change?

If that is the only change I want to make then I save the page and can view it.

I stay on that page and click the heading block. The editing panel menu on the right will appear again when I click on settings. The settings icon can be found to the right of the Save button inside the red circle in this screenshot. This time I want to make the heading a different colour and also make the background of that heading coloured so that it stands out more.
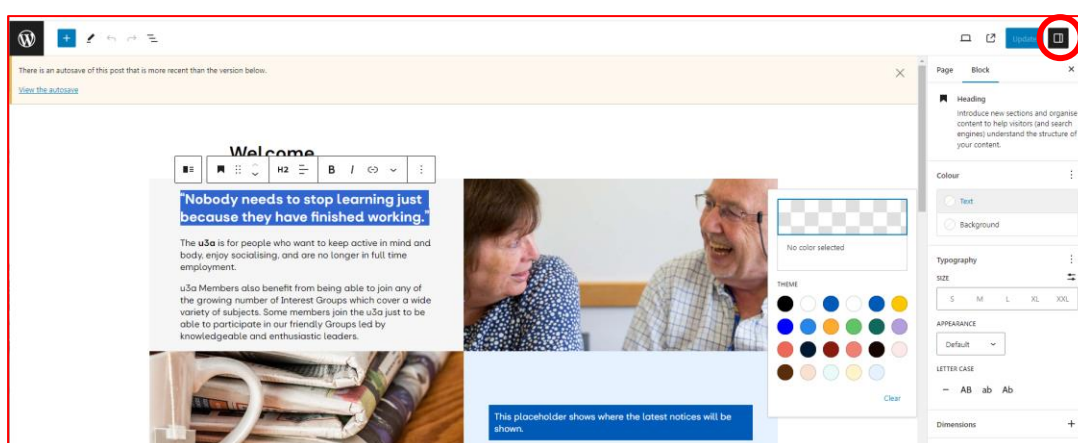
When I click on the settings icon I get some additional formatting options including making the text larger or smaller with control of upper and lower case as well, but a main feature is colour. Look at the screenshot above and you will see that when you click on text, background, or link options a colour palette pops up. This is not the full palette such as you would see in a MS Word document but it is a palette that has been chosen to complement the u3a branding colour scheme and it is recommended that you restrict your colouring to these colours to create the best effects.

Note that if you choose a text and background colour option that is difficult to read you will get a warning message that not all viewers will be able to see this so that you have the opportunity to make changes.

This colour combination may be hard for people to read. Try using a brighter background colour and/or a darker text colour.

Yellow text on a white background, for instance, is difficult for someone with 20-20 vision to see let alone someone who is sight-challenged.

I click on the 'text' button, highlight the heading in the same way that I would when text editing any other document, and choose one of the colours. You can try a few colour combinations out for yourself and see the effects.
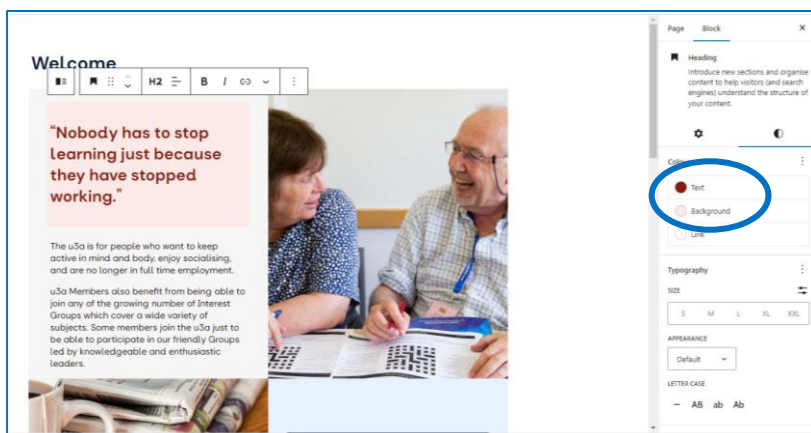
I've chosen the dark red in the example above. I click on the heading again and this time choose the background button. The colour menu will pop up again and I can choose my background colour. I've chosen a pale pink as this provides a contrast.

I'm finished so I can save and view my page.

Move, re-size, and replace an image

Later I have another change to make so I select edit page from the top menu. This time I click on the top media and text block. Notice that I have a new menu to the right of the block.
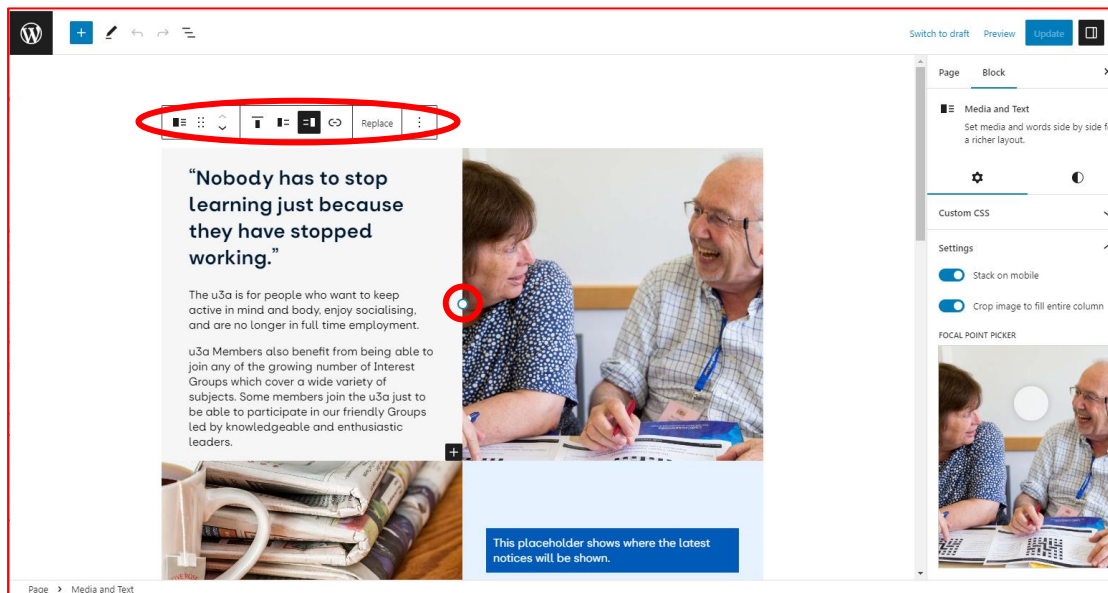
Based on what has been covered in this guide so far, the content should be self-explanatory but look again at the photo in that new menu. Can you see the round white circle? When I click and hold this it can be moved around. Moving this white circle enables me to choose the focal point of a cropped photo. If my article was about crossword puzzles then I would probably choose to focus on the crosswords on the desk but as I'm promoting happy people in this section I focus on their faces.

I also have a new pop-up toolbar above the block and a handle has appeared on the left of the photo as shown by the red oval.

Selecting the handle, I can move it to the left or right and make the photo larger or smaller whilst maintaining the ratio. This is really useful to be able to visually balance the text and image so that one does not overpower the other in size. In the example shown here there area is shared 50-50 to match the blocks below so that all four blocks appear to be one item.

When you access your site and see a toolbar like this one then hover over each item in turn on that menu above the block and you will see that you can change the block type, drag the block to a different position, move the block up or down using the arrows, change the vertical alignment of the content to top, middle, or bottom, show media left or right, insert a link, replace the photo, and a lot more options when you click the 3 dots at the right of the menu.

Currently the photo is on the right. I can change it so that it is on the left by clicking the appropriate icon. The result can be seen below.
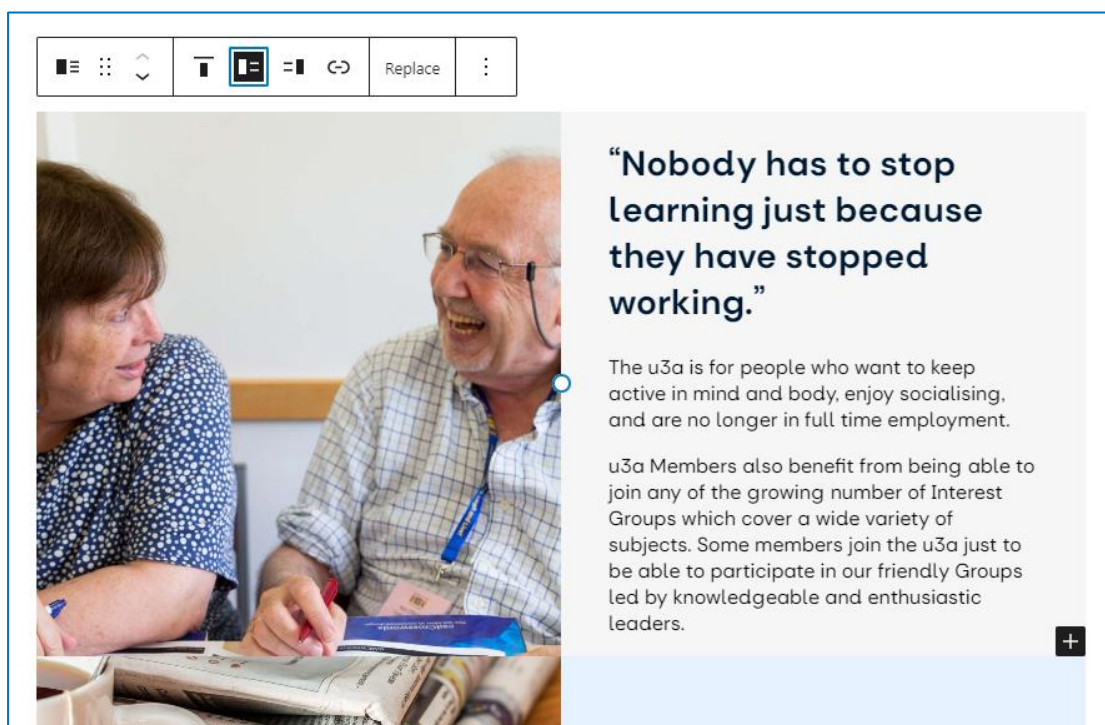
I now want to replace the photo with a different one and make it appear on the right of the text. You'll remember that you can choose a photo from the library or dynamically upload a new one. The photo size might not fit the space well. The image has a handle as before to allow resizing as required. You might also want to use the crop option in the right hand menu to fill your space. Here is my version of the page now that I have made those changes.
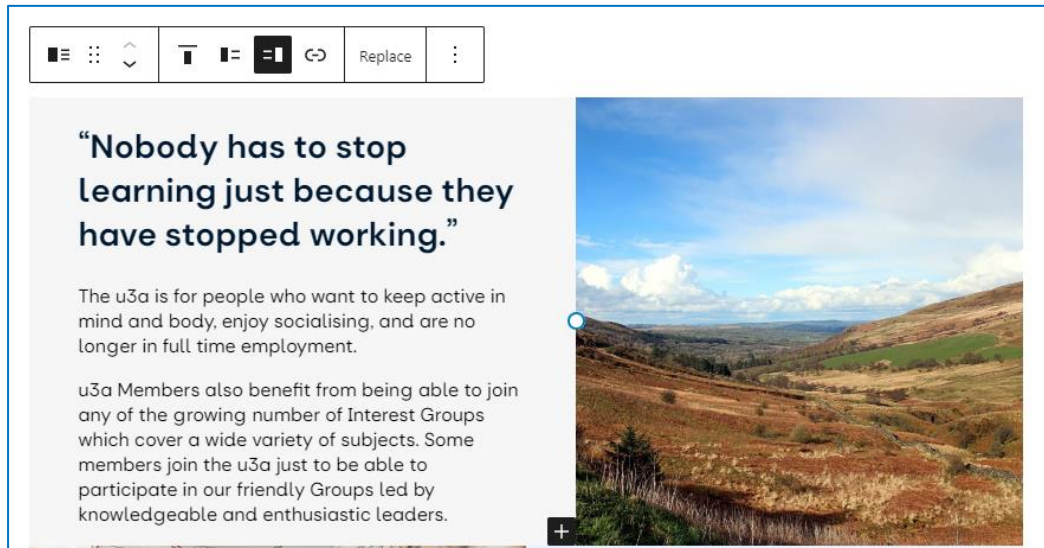
I've made a few changes to this page so this could be a good time to preview the page on other devices to check what it will look like to others.

5b Insert new content blocks

You can add new content to a page, group, event, or blog

All you need to do is go to the place on the page where you want your new block to be and hover between two existing blocks. You will see the blue line with the plus sign as shown below. Click on the + sign and simply select your block style and it will be inserted for you. Note that any new block, when selected, will have the same sort of pop-up toolbar above it that you have already seen so you could use the up and down arrows, for instance, to change the position of your new block on the page.
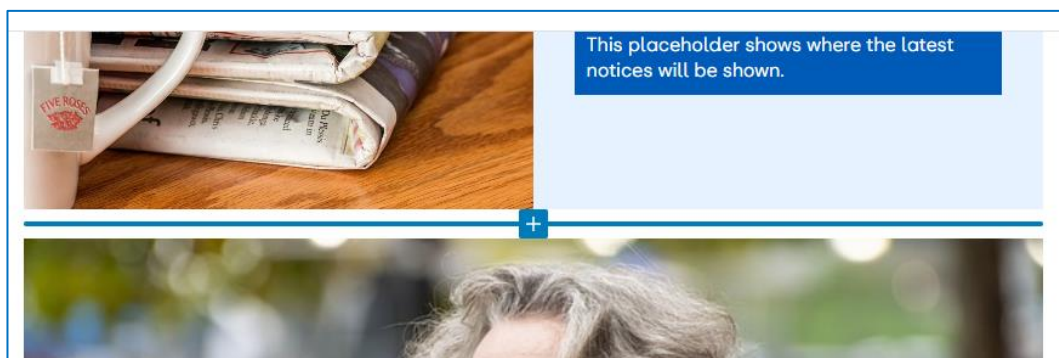
.Note that when you select the plus sign you will be presented with a choice of six blocks out of the dozens that are available. These six are the ones that you have used most recently. WordPress helps you by trying to anticipate your needs in this way.
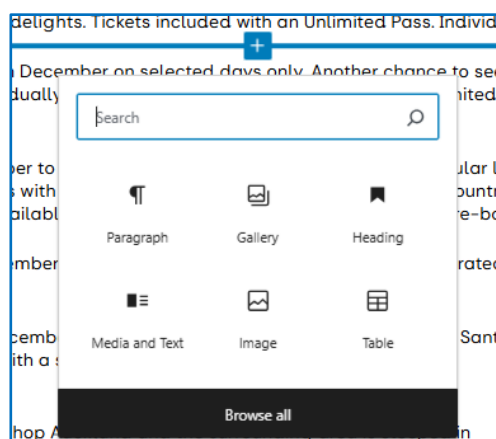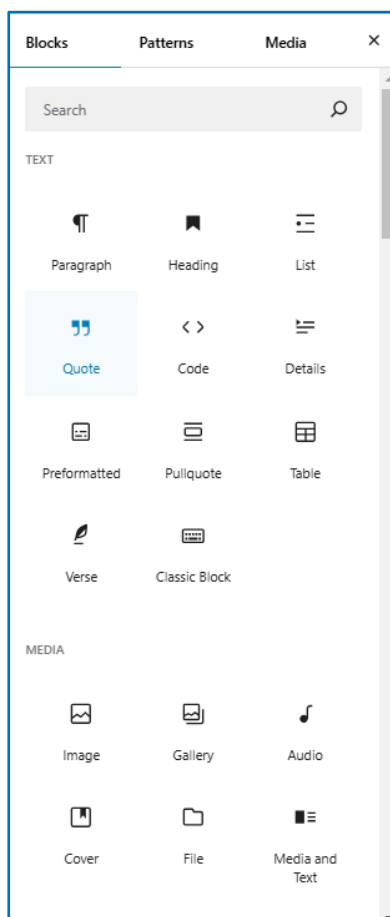
If you know you want, say, a list type block then you can enter 'list' into the search box and WordPress will make some suggestions for you. There is also an option to 'browse all' as seen in the screenshot here. Selecting this will give you a pop-up list of all blocks on the left of your screen. Hover your mouse over any one of them and you will get a pop-up brief description of what the block does.

A selection of block styles is outlined for you below but this is just a small number compared to the large number available.

At the top of any page in site view you can see the '+New' button on the top line towards the left hand side and this enables you to create a new page, group, event, or blog (depending on your role and access rights) that you can then populate with blocks of text and media of your choice.

5c Commonly used blocks

You're already familiar with toolbar options plus colourising text and backgrounds from your earlier work so in this section we can look at how some can be used in the real world.

In the appendices you will find a link to selection of u3a live SiteWorks sites to look at that use a variety of blocks, often very creatively. That will give you the opportunity to see the ones we discuss below in action but hopefully will also enthuse and inspire you.

Heading, Paragraph, and the media & text blocks

You have seen this 'Media and Text' block before but to date you have not known it to be a named block. This is one of the simplest blocks and is widely used. It is a block that contains other blocks and you should be able to identify a heading, one or more paragraphs*, and an image.

When you insert a new media and text block it has no content. You can add media from your Media Library or upload dynamically and you can add almost any text block(s) of your choice.
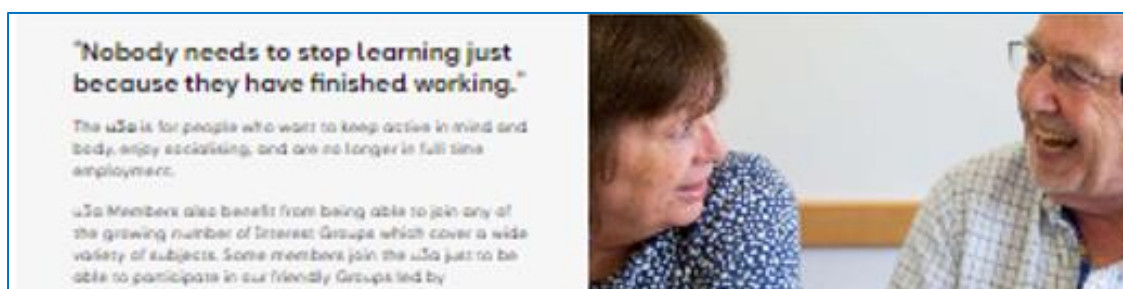
*Tip: If you want multiple paragraphs to be one virtual paragraph for formatting purposes then use "SHIFT Enter" to insert a new paragraph. If you want multiple paragraphs that can be individually formatted then use 'Enter' to insert a new paragraph. There are reasons why you might wish to use either option and these are discussed in a later part of this section related to padding and margins.

Here is another media and text block that forms part of a blog. Note that the text does not need to be a heading or a paragraph as shown in these examples but could be a bulleted list, a table, or any text-type block.

As we walked along the bridleway on our monthly countryside walk this March we passed this field of sheep. They seemed happy to be in the open air with the spring sun on their backs.
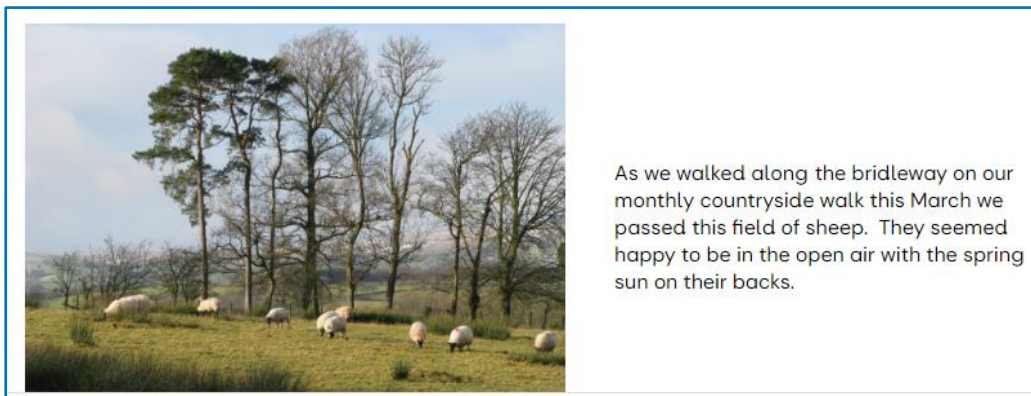
Here is another media and text example from an event that is a planned lunch outing. In the text is a link to the venue's Sunday Lunch menu.

This is a regular venue for our group and we always enjoy lunch here. The menu is quite extensive compared to many venues.

Parking is limited in front of the building and there is only a small car park at the rear. There is plenty of street parking nearby.

## *Image, Gallery, Cover, & Gutenslider blocks*

The **image block** lets you insert an image from your Media Library, upload a new image, or insert an image from a URL. Here is a single image from a Media Library. This could be used as a stand-alone image or within one of the container blocks.

A **gallery block** lets you add multiple photos at a time and positions them for you as you can see below. I have chosen 5 photos. Note that the photos are added left to right in the order that you select them.

Here is a different view of a gallery containing five photos that could be more pleasing to the eye. To change layouts like this you use the gallery settings in the editing panel on the right.
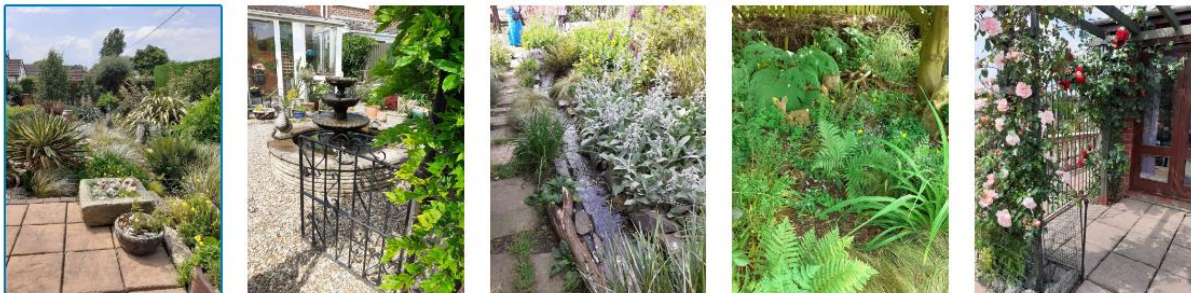
Your gallery can contain as many photos as you wish. After selecting your gallery block you can choose how many photos (columns) you want display across the page in the editing panel. In this case I have chosen 5 but if I have more photos then I can choose a different number or allow the remaining photos to wrap around to the next line as in the original example.

When editing the gallery block I can choose to link to the original media file. Linking to the original media file means that when a member or visitor clicks on the image on the page it will come up full size and the person viewing can then flick through the gallery of images using the side arrows just as you can in a photo gallery on a phone.

Here are 18 photos from a blog about a visit to a local garden. They are in a 6 x 3 grid.

Looking at the other menu options in settings. I can choose the size of image to display, cropping images, random order, and if I want images opened in a new file.

I have other column options. Let's say I have 24 photos to display. I can choose 4 columns in which case I'll end up with a grid 4 photos across and 6 rows deep. I could choose 6 columns instead and would end up with a grid 6 photos wide and 4 rows deep.

This feature is very versatile for displaying a number of photos.

A **Cover block** can create front page interest to a website as you can see here.
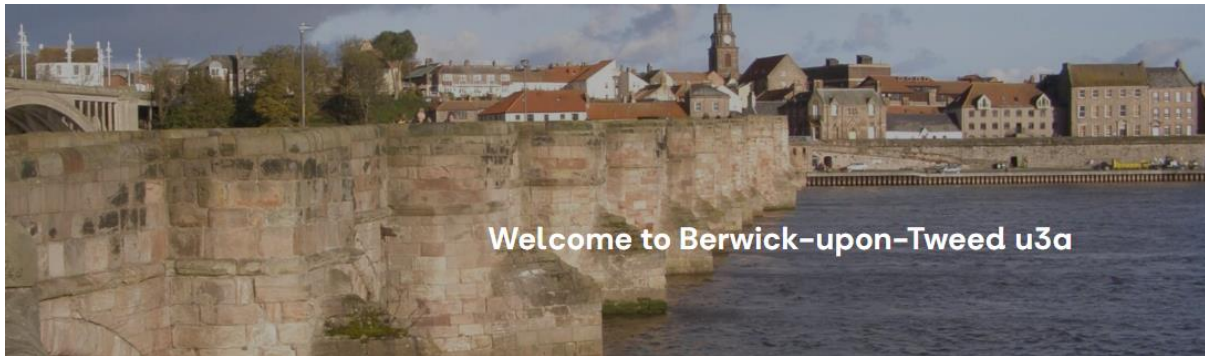
A Cover block is also a useful divider between page sections. This one separates events from blogs for instance.

The **Gutenslider** block is a fabulous block that can really add impact to a page. It is very easy to insert but very effective when used sparingly.

I added 5 photos in this Gutenslider block (note the 5 dots at the bottom of the slider). You can see forward and back arrows on the left and right of this first photo so you can scroll through them but the exciting part is that in Site View (and on your live site) the scrolling takes place automatically at set intervals so you have moving images. This looks very professional. Sadly this is a pdf and

you can't see the scrolling but there are plenty of live sites where you can see it in action.

Here is another Gutenslider with 17 photos from a garden visit. Note the 17 dots at the bottom of the screenshot.

Lists, Tables, and Buttons

Another way to display information is in a **table**. When you choose the table block you can stipulate how many columns and rows to create. Below I chose 3 columns and 3 rows. When the table is inserted the 3 columns are the same size but the sizes change dynamically according to the content you add to them. You can also use the editing panel to set each column width if you prefer. You could display this information in columns without borders but displaying data such as this list looks better in a table with borders. This table has a heading block to describe the content and then shows the dates to provide a quick reference to members of this group.

Please note that Tables should only be used for genuine tabular information and not as a means of laying out the page content (for which the layout blocks should be used).

Bowling Dates

Wednesday, January, 10th	Wednesday, February 7th	Wednesday, March 6th	Wednesday, April 10th
Wednesday, May 1st	Wednesday, June 5th	Wednesday, July 3rd	August – No Bowling
Wednesday, Sept 11th	Wednesday, October 2nd	Wednesday, November 6th	Wednesday, December 4th

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. If I click into the list I have an option on the pop-up toolbar to change the bullets to numbers to give me a **numbered list** instead.

The **button block** is very useful and can be used for a variety of things. A button is a call for action; to do something. It is therefore useful if you want your visitor to click on it to get more information or go to a document for instance. It could be used to direct the member to an external website, say the website of a venue that a group is going to visit.

One of the things that less-IT confident members struggle with is clicking on something but then not being able to remember how to get back to where they were. Yes, I know they could use the 'back' button, but an old memory can't always remember this. Adding a button at the end of a page to return to a main page would be most helpful to members like this and that is what I have done below.
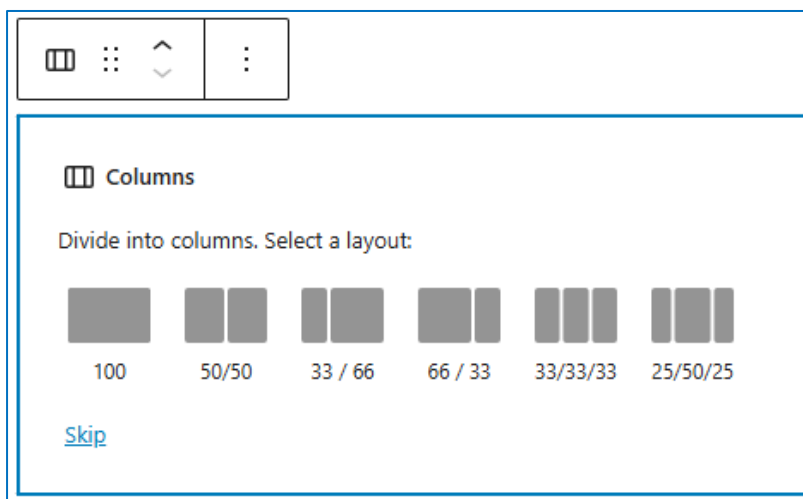
Container blocks: Columns

Container blocks are blocks that contain other blocks. We have already covered a very commonly used one of these. It is the media and text block where you can place an image in one part and a variety of block types in the other. Another very useful container block is the column block.

When you insert a column block you are presented with some pre-defined options as you can see here.

Choose the one that best suits what you want to do. The block will span the width of the page but you can override column widths using the editing panel.

Columns are a great way to display disparate information. When you insert a column you have a number of different options such as 2 or 3 columns the same size or 3 columns with the one in the middle larger than the outer two, 4 columns, etc.. Each column space becomes a container for other blocks. Here in the first example I have an image, a paragraph, and another image but I could have had 2 paragraphs either side and Gutenslider in the middle. I could have had a list block with bullets, a "quote", a link to an audio or video clip, an image, or any combination. Columns are a very effective way to make a page look great.
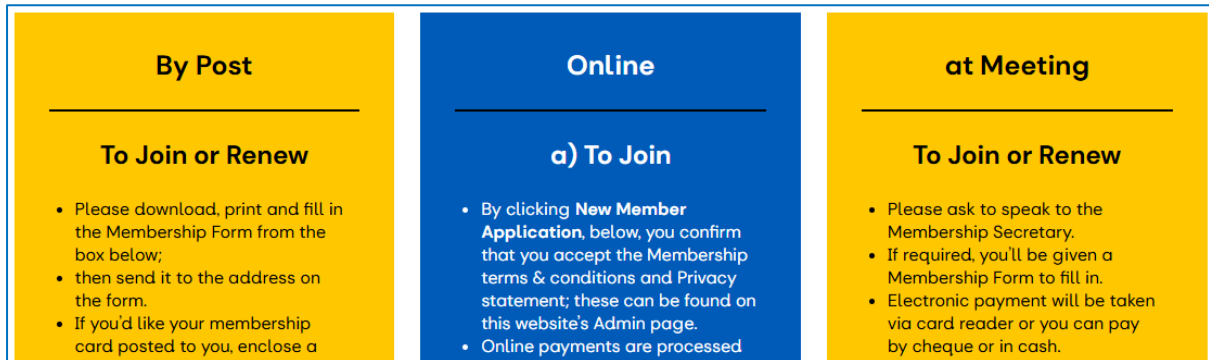
Our u3a offers many group events and activities. from dance to walking and Spanish classes to puzzle afternoons. Take a look at our group page and see what you could do.

Here is an example of columns being used to advise members or visitors of the join and renew process for this u3a. They are the same width but attract attention due to the colour combination and the spacing between the vertical columns.

Screenshot of

5d Deleting blocks

It's always useful to know how to delete something if you get it wrong. If you create a block and later decide that you don't like it then go back into edit mode, select the block, and click on the 3 little dots on the far right of the pop-up toolbar (top arrow). The bottom item in the drop-down menu allows you to remove the block (bottom arrow).
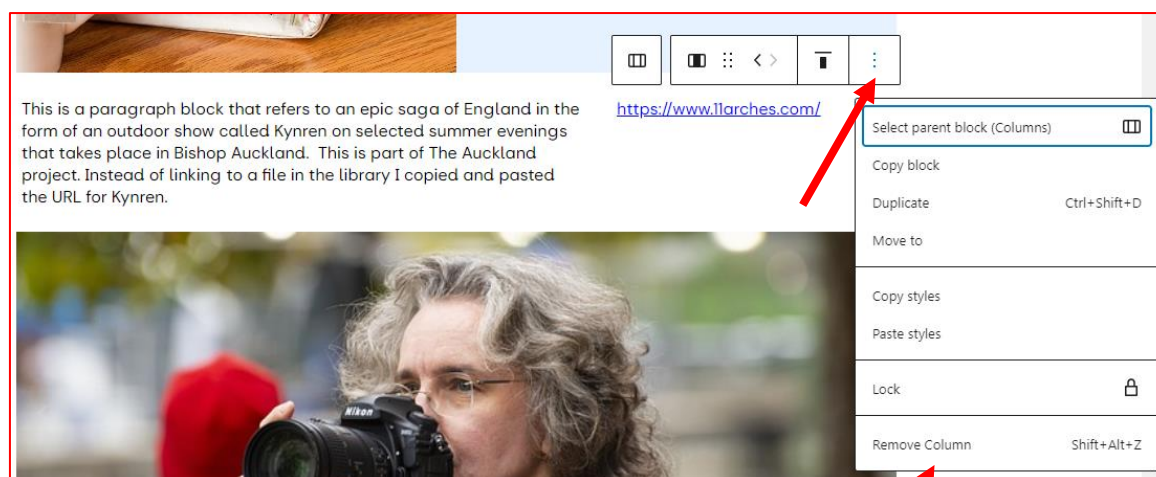
Tip: If you are using a Windows or Apple device then your usual shortcuts also work.

Knowing how to delete is useful if you want to completely or almost completely redesign a page as you can just delete any blocks of information or media that you don't want to keep and then add some new blocks as you create your new look page.

5e Adding links

There are two more things that you are likely to need to be able to do when you are editing or creating pages and that is adding links to documents or to external websites.

Add links to a file

It is quite common for a u3a to upload an MS Word and/or a pdf version of their new member u3a application form to their media library. Using a button is a good way of drawing attention to the download, as shown here. This has been created using two columns (50/50) and centring one button in the centre of one of them and the other button in the centre of the other. On each button, type the text you want visitors to see to describe your link and then select the link icon from the pop-up toolbar. Start typing the name of the document in the Media Library and when you recognise it in the list presented, select it, and press 'Enter'. The link has now been made
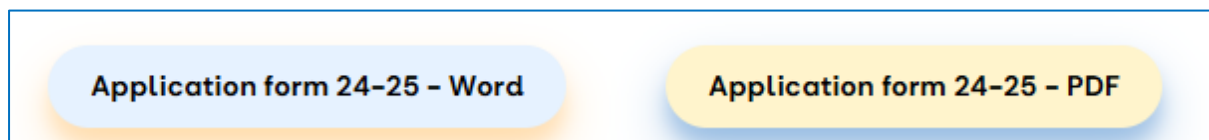
In the example above the prospective member has a choice of two formats so both need to be uploaded into the Media Library. You need to know the name of the item before you can link it so it's a good idea to check this before you start the process if you can't instantly remember it.
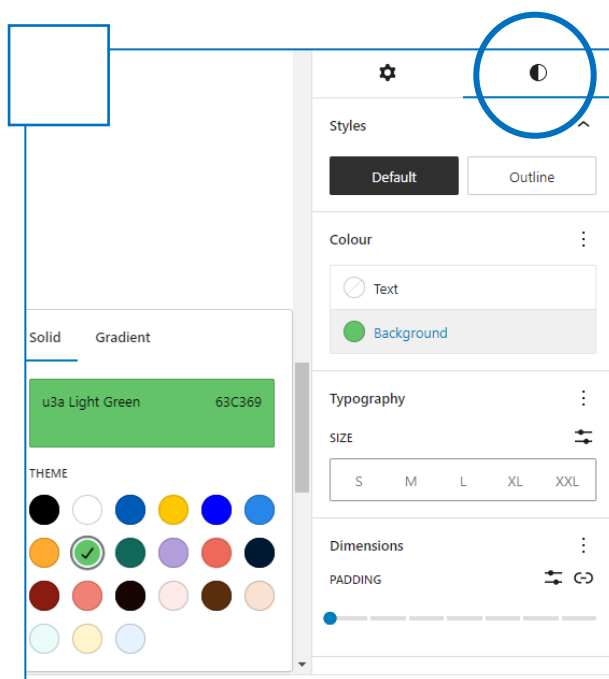
Using the button block menu you can change the colour of the button and the text and you can also modify the appearance of the text. In this case I have made the text bold so that it stands out well against the blue or yellow background of the button.

This is the same process as discussed earlier when colourising text and background when editing pages.

A drop shadow has been applied to the buttons to further draw attention to them. Drop shadow is covered later.

Add links to an external website

Another common task is to reference an external website. This could be a gallery venue that a group is going to visit, the menu of a pub/restaurant for the next lunch club outing, or your monthly meeting venue. The process is very similar. Instead of creating a link to a library file you copy and paste the URL of the external site.

This is a paragraph that refers to an epic saga of England in the form of an outdoor show called Kynren that takes place on selected summer nights in Bishop Auckland. This is part of The Auckland Project. The button on the right will take you to the Kynren website for more information.

Kynren

5f Enhancing page layouts

You can use some typographical tricks to make your page more attractive. Use of white space can clarify information and use of a separator bar can emphasise a change of subject. Padding and margins with or without background colour can make good use of space or draw the eye to important information. Shadows applied to some shapes can make them stand out more. Below are a few common examples of their use.

Spacer and Separator

Spacer is an easy block that can be used to make a page visually pleasing. It is a way of creating space between two blocks to improve the layout and make the page appear less 'busy'.

I've inserted a spacer here on the page between the Media and Text block and the Gutenslider block.

You can use padding and/or margins to make page layout more attractive but sometimes a spacer that you can adjust the height of is preferable.

A **separator** is another really easy block that can provide visual separation between items of information. Below one has been inserted between the column block and the table block below.

Month	Venue/activity	Transport
March	Kiplin Hall tour and gardens	Car share
April	Lowther Castle gardens morning & Acorn Bank gardens afternoon	Coach

Garden Visits 2023

Padding and margins

Most blocks allow you to control the space around the content.

Below typography in the editing panel you will find 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.
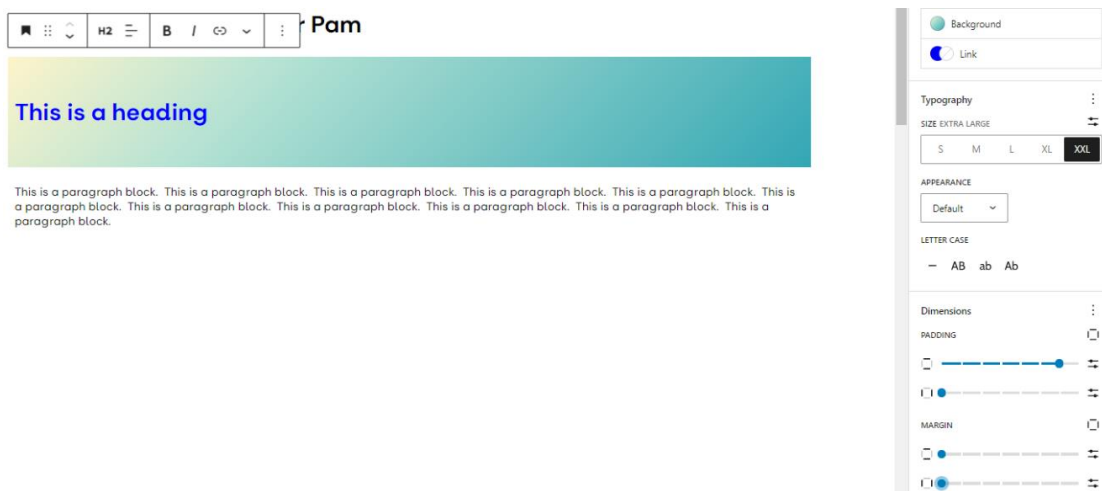
This is two consecutive paragraphs that have been created with 'Enter' between them so that they are two different items. This means that each one can be formatted separately as shown here.

In the padding example the background of the paragraph has been colourised and the colour covers the entire area of the padding. I could colour the other paragraph block and the text would have a background colour but the margin space around it would remain white. You can see this in the screenshot below. The top paragraph had padding around the text and the lower one has the same size of margin around the text. This is a useful design tool.
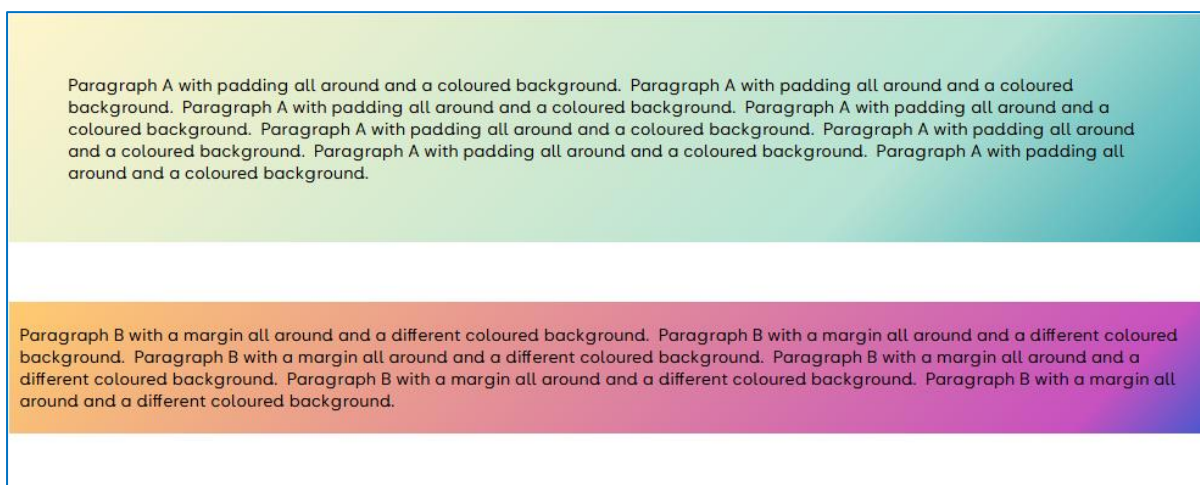
Here is another tip for enhancing the look of a page. In the columns section earlier you saw a 3-column container block containing two images with text between them in the centre column. If I now return to the settings for that block and scroll down to the dimensions section you will see that I have increased the padding round this block. The padding is the space around the block. To make this block stand out more on the page I have also added a background colour to the block. You can see the result and the menus used to achieve it below.

It is within the block settings that you will find things such as margins, borders, giving blocks curved edges, and more.

Drop Shadow

We have the ability to apply a drop shadow to a button. u3a code has been added that enables the shadow to be one of several pre-set colours/ weights/ styles that complement the u3a branding colours. This feature is also available for similar blocks such as columns and images.

You can see the drop shadow in use on the two buttons above that are being used to download the new member application form. The blue button has a yellow shadow and the yellow button has a blue shadow.

To do this I selected each button in turn and then selected the Styles menu in the editing panel. Scrolling down below the Dimensions options you get to Border and shadow section at the very bottom of the editing panel. Clicking on the three little dots brings up the shadow option as you can see here.
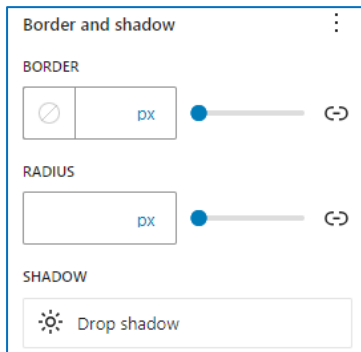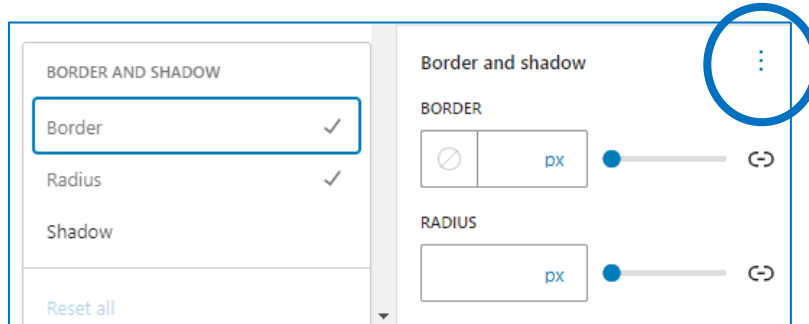
Enable Shadow and you can now see Drop shadow as an option at the bottom of the editing panel.
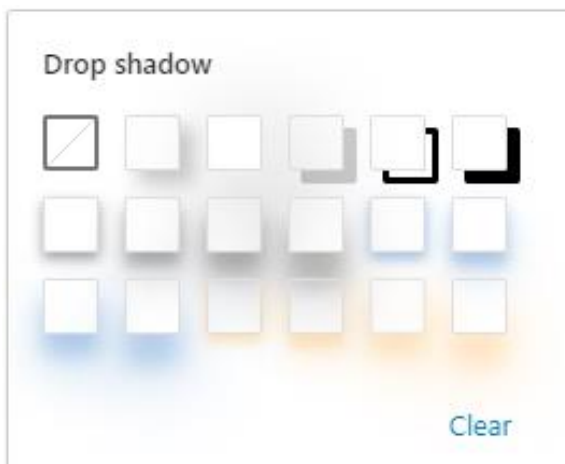
Selecting Drop shadow brings up the options available. You can see that there is a choice from several shades of grey, blue, or yellow. I want to change what I prepared earlier.

I am working on the blue button and I think that the sharp grey would be effective so I choose that one.

I also want to apply a shadow to the yellow button and I think I'll go for blue shadow6 for that one.

The buttons now look like this.

A very quick and easy-to-use feature makes the buttons stand out more as well as making the page look more professional.

5g Video showing a variety of blocks being used

There is a lot of information online about WordPress generally and Gutenberg WordPress in particular. On the SiteWorks website you will find a list of useful learning tools. One of them 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. This does include a few adverts. It summarises most of the content that is in this section 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 this is a good video to watch[4].

Summary

In this section we have covered how to edit text, change the typeface or colour of text, change the background colour of a text block, change the position of text and images within a block, replace an image, resize an image, and change the focal point of a cropped image,   We have looked at adding blocks to an existing page and browsing the available block styles. We looked at a selection of commonly used blocks and how to delete a block. We have also covered controlling the space around blocks using padding or margin options and you have been directed to a useful video showing you many different blocks in use.

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[4] This link takes you to a page on the SiteWorks website where you will find this document. See also Appendix A

Section 6 – Media Library

It is really easy to add Media to SiteWorks pages to make them more interesting and more modern-looking. Photos of your own members taking part in activities can really bring your groups to life. If you would like to add photos to your pages but don't have any yet then google the u3a Brand Centre and in the catalogue section you will find an image library (you need a free account). This library contains a good selection of photos showing members enjoying activities such as badminton, gardening, photography, yoga, walking, nature, bridge, scrabble, music, dancing, painting, table tennis, and more. The images are all free to download and use on your own website and they are also copyright free.

6a Adding images, sound, or files to your Library

Navigate to Media>Library on your SiteWorks Dashboard to see what media you have access to. You will see that the content displays just like the photo gallery on your phone or tablet. You can see and use all media but you will only be able to delete files under your own control.

It's easy to upload media. Go back to your Dashboard and this time click Media > Add New and you will see the screen below. Note that you could also use '+New' and select Media at the top left of the screen to get to the same page.
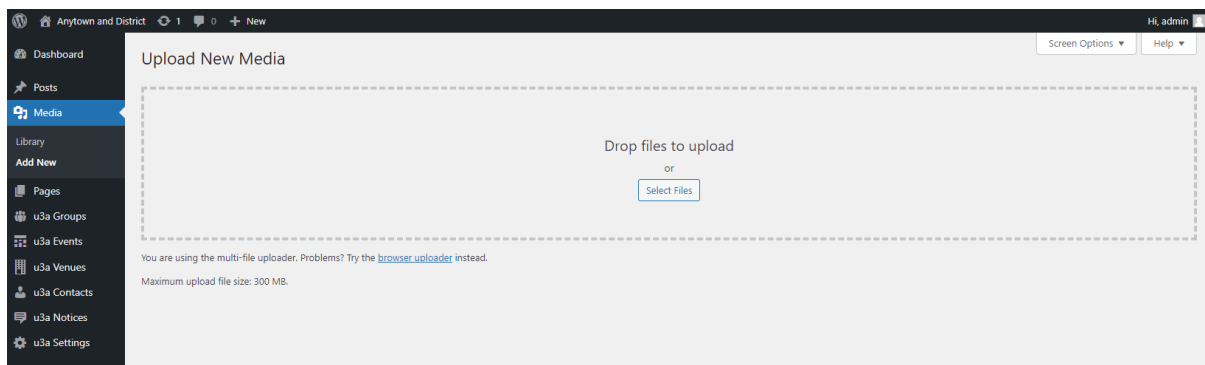
If you are working on a large enough screen then you can open the location on your PC, laptop, or other device where you store your photos, select whichever ones you want and drag and drop them into the box or 'Select Files' and navigate to wherever you store your photos, select the one(s) you want and it will be added to your Library.

You can also upload other files and add them to your library such as documents (please see the list below).

Our u3a SiteWorks has a plugin called 'Imsanity' that automatically resizes graphic uploads to prevent insanely large media files being uploaded. They are stored in multiple formats so that they display well on desktop, tablet, or phone screens.

6b File Types for your Library and limitations

If you wish to add files such as documents, spreadsheets, etc. to your site to be referenced on one of your pages then you follow the same procedure. You can drag and drop files or select them from their repository and upload them. You can also change the Title attribute. Here is a media gallery from a site that shows you mixed graphic and text documents.
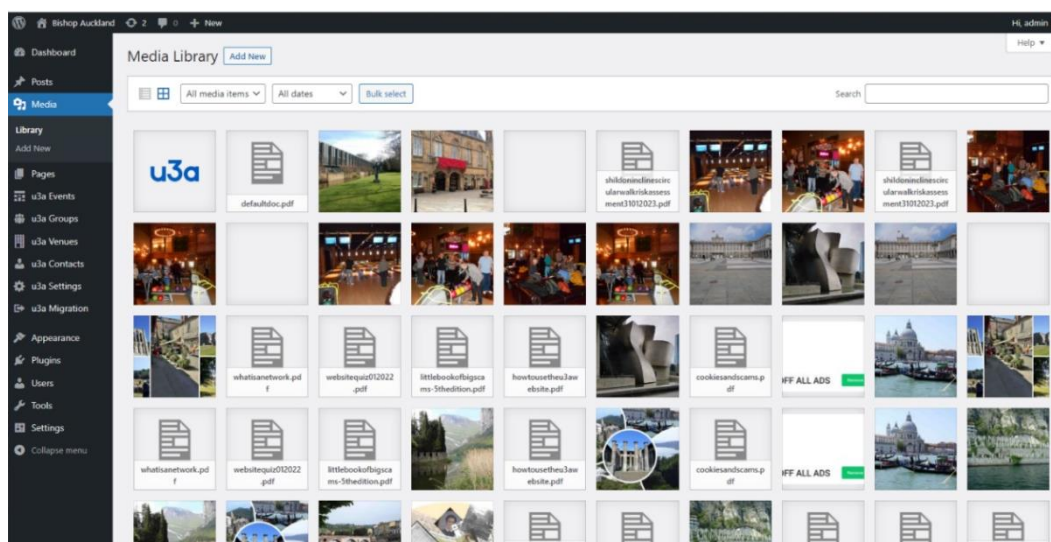
The types of media that can be uploaded to a WordPress library include: –

- Images (. jpg, . jpeg, . png, . gif, and . ico)
- Audio files (. mp3, . m4a, . ogg, and . wav).
- Videos (. mp4, . m4v, . mov, . wmv, . avi, . mpg, . ogv, . … (**but see below**)
- PDFs
- Word documents
- Excel spreadsheets
- PowerPoint presentations
- Adobe Photoshop documents

If the file you are adding is a document called minutes/240511-version-1-approved then it will upload in that name unless you change it as you upload the file. If you just use the file as-is then that cumbersome file title will be displayed on the screen as the link to click to get that file. If, when you upload the file, you then change that file's Title attribute in the Media Library to, say 'Minutes May 2024' then that will be displayed instead.

Subject to fair usage, there is currently no limit on the amount of file storage available to a u3a using WordPress/SiteWorks. However, because of the large storage requirements u3a website managers are prevented from using the server for hosting video files and instead should use one of the video hosting platforms such as YouTube, Vimeo, Twitch, Google Drive, Instagram, Facebook, or other alternatives. You can then create a link to the video to display it on your site.

6c Media Grid and List views

The screenshots above all show you a grid view of the media but you can also have a list view that enables you to edit, delete, view, copy the URL, or download the file (when you have the necessary permissions). You can switch between views using the icons top left below the page title. If you have a large number of items in the library then this is where you can filter them by type but also sort them by, say, the group the media was uploaded to. Below is list view of a file gallery.
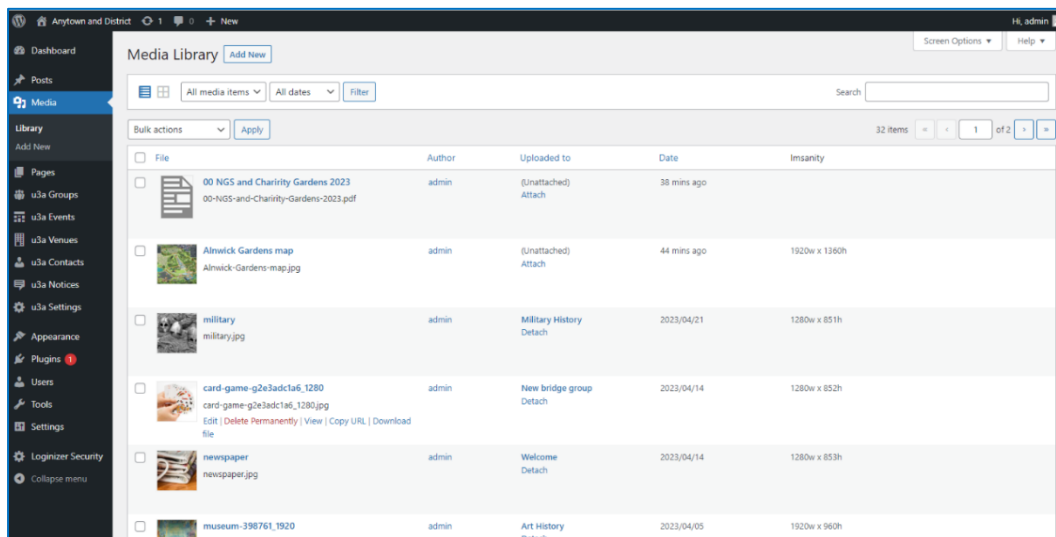
The columns list the item owner, which page it has been uploaded to, when it was uploaded and the item size. On the left of the list you can see a thumbnail of the item plus some options on the menu when you hover over the thumbnail.
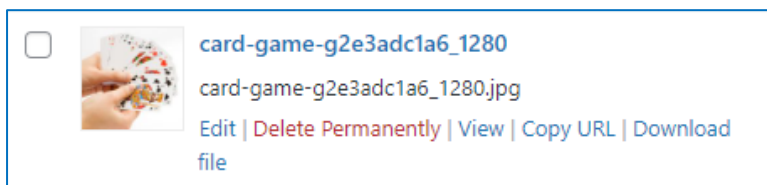
The options are self-explanatory but 'edit' is worth taking a look at. One of the options lets you delete items that are within your access control.

All images in the library, or added to the library as time goes on, need an Alt+Text description for the purposes of accessibility (descriptive words to help sight-challenged people to 'see' the photo). Double-click on any image and you will see the menu to enable you to do this but you can also give the item a name or a caption in this area. If you need further information as to how to do this then please use the link provided below the white box.

Once you have added your description there is no need to save your text as this happens automatically when you leave the page.
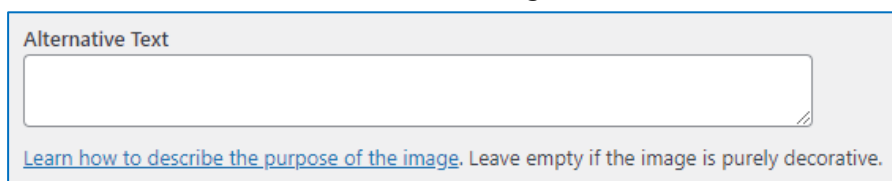
6d Using media on your pages

As discussed in the blocks section of this guide you can create links to documents and AV files using the link option on the pop-up toolbar. You can display photos in a variety of different ways such as a media and text block, an image block, a gallery block, a Gutenslider block, or a cover block. Examples of these were shown in the block section.

Summary

In this section we looked at how to add files and images to the Media Library, the types of files that can be uploaded, viewing and management options for uploaded files, and there was a reminder on how to use media on your website.

6d Using media on your pages

Section 7 – Group Page Editing

Interest groups are unique to u3a and the reason that most members join. Group pages can provide information to members but can also give visitors and prospective members an idea of what goes on to perhaps inspire them to join the group if they are a u3a member or to join your u3a if they are not yet members. A group page can be used to draw attention to group events that are coming up and/or to share memories of activities. It can also be used to provide instant updates to group meetings or events. Groups are at the heart of every u3a.

7a Group Page Quick Reference

Editors and Administrators can create new groups and edit existing ones, but an Author can only edit the group that he/she has permission to edit.

You can edit upcoming events by clicking on the title in the events list or from the group page and then edit it as you would edit any other page. To create a new group select '+New' from the top left of your screen and then select 'Group' from the drop-down list.

You will get a blank group page. Add or edit the two areas below marked in red. This will give you the name of the group and the main body that describes what the group does. You use any blocks you wish to create/edit your page as seen previously in the block section.

Now you need to populate the blue placeholder that provides information about the status of the group, the group leader(s) and how to make contact, when and where the group meet, and if any cost is involved.

Below the title and main body area you will find a form to complete and you can see a screenshot here. This text is way too small to read but will familiarise you with the shape of the form. On the right of some of the boxes is an arrow that brings up a drop-down menu. This provides you with pre-set clickable choices to make it fast and easy to use. Where there is no drop-down menu you can add free text.

Some of the data in the drop-down menu comes with the SiteWorks package (group status for instance) but most of the fields are populated by your site Administrator to match the requirements of your own u3a. This includes Group names, category/ categories, venue, and group leader. Entering the data that is used to populate placeholders is covered in the Administrator's Guide.

Complete the form then return to the top of the page and publish or save your work. The page is now viewable.

7b Group page examples

Here is an example of a simple group page with text only.

German Conversation

Status:	Active, open to new members
Leader:	Kay
Group email:	German Conversation group
When:	Weekly on Thursday mornings from 10.30am
Venue:	Zoom

Haben Sie Deutsch in der Schule gelernt? Wollen Sie mit einer kleinen Gruppe sprechen? Unsere Gruppe wird bei Zoom jeden Donnerstag um 10:30 treffen.

Screenshot of Here is an example group page from one of the u3a demo files. This Art History group page has the status panel (populated via the drop-down menus), three short text paragraphs, and a small gallery of three images.

Art History

Forthcoming events

20th November 2024 9:30 am Workshop	**Workshop** Venue: Metropole Hotel **Booking Required**

At each meeting we focus on either a particular painter or sculptor, or an art movement. The talks are always illustrated with pictures and occasionally videos. There is plenty of time for discussion during the meetings.

New members are always welcome.

The group meets via Zoom and links to join the meetings will be emailed to group members in advance.

Status:	Active, open to new members
Leader:	Mary Jones **Tel:** 01122 334455
When:	on Monday evenings
Venue:	Metropole Hotel

Finally here is a similar group page for Badminton. A media and text block is at the top of the page with an image on the left and the blue placeholder dragged into the right-hand section so that the group status data appears alongside the image. A few short paragraphs of text describe the group and there is a table at the bottom that summarises dates of play to make it easy for group members to see quickly.

Badminton

Status:	Active, open to new members
Leader:	Janette ✏️
When:	Fortnightly on Wednesday afternoons 2nd and 4th Wednesdays of the month 13.00 to 14.00 prompt start
Venue:	Shildon-Sunnydale Leisure Centre
Cost:	Subs will be £1.00 per person p.a. and a maximum of £2.15 every time you play.

This is a new group and the first game will be on Wednesday, 10th April. Following dates can be found on the calendar and in the table below.

The dress code is relaxed so wear what you are comfortable in but trainers or tennis shoes MUST be worn on court

There will be a couple of rackets available to borrow initially but members who intend to continue to play in the group should buy their own. Shuttle cocks will be provided.

Shildon-Sunnydale Leisure Centre is a thrive leisure centre run by Durham County Council, offering the usual range of leisure activities including a pool, gym facilities, 10-pin bowling, craft activities, and more. There are changing facilities and there is a café area where you can sit and consume your own refreshments.

Badminton dates for 2023-2024

10th April	24th April	8th May	22nd May	12th June	26th June
10th July	24th July	14th August	28th August	11th September	25th September
9th October	23rd October	13th November	27th November	11th December	**Bank Holiday**
8th January	22nd January	12th February	26th February	12th March	26th March

A group page can be made up of any and as many blocks as you want to use on your page.

7c Structure of Group Pages

u3a interest groups around the UK are many and varied.

Some groups have regular activities that don't change such as a French group that meets in the same place twice a month. Generally a group page for this type of group will contain all of the necessary information and will need only an occasional update.

Some groups have regular meeting dates but the activity at each meeting could be different. This could be a history group that has speakers in a local venue, or the group leader shows a podcast to attendees followed by a discussion, or members could meet in a different venue for a local exhibition related to history. In this case the main group page would likely describe the purpose of the group but then guide the viewer to the group events to provide more information about them.

Some group activities are different and varied and members would like to share their experiences and photos between themselves and with others. The latter is a blog which, in WordPress terms, is a Post.

Events and Posts/blogs are covered in their respective sections in this guide.

7d Group Display Options

The main Groups page lists all of the groups that a u3a has. The site Administrator or Editor controls this page. Below is a screenshot of part of the group page from a real u3a site and you will see that there are many groups. A media and text block heads the page and this provides a general description of what interest groups are. The text is too small to read but you will be able to identify the format.

If you look at the list of groups you will be able to see that they are listed alphabetically. Anyone viewing the page can use one of the blue buttons to get a different view.

Alphabetical   By category   By meeting day   By venue

Groups listed alphabetically

Art & Architecture
Status: Active
Venue: See Events
Announced at the meeting and see Events

Badminton
Status: Active
Venue: Shildon-Sunnydale Leisure Centre
Fortnightly on Wednesday afternoons
2nd and 4th Wednesdays of the month 13.00 to 14.00 prompt start

Bridge
Status: Active
Venue: Bishop Auckland Golf Club
on Fridays
Every Friday 9.45 until 12 noon unless notified otherwise

Card & Board Games
Status: Active
Venue: Bishop Auckland Methodist Church
on Thursday afternoons 1:00 pm-3:00 pm

Computing
Status: Active
As needed

Current Affairs
Status: Active
Venue: Member's home
on Mondays
4th Monday afternoon of the month 2 – 4 pm

Drawing and Painting
Status: Active
Venue: West Auckland Memorial Hall
on Tuesdays
1st & 3rd Tuesdays 1 – 3 pm

French
Status: Active
Venue: Bishop Auckland Methodist Church
on Mondays
2nd & 4th Mondays 10.30 – 11.45

Friends and Flowers
Status: Active
Venue: See Events
Please see Events for dates and times

Genealogy
Status: Active
Venue: Enterprise House, Barnard Castle
Monthly on Thursdays 1:30 pm-3:30 pm
First Thursday of the month

Italian
Status: Active
Venue: Member's home
on Tuesdays
2nd and 4th Tuesday 1.30 – 3.30 pm

Italian for Beginners
Status: Active
Venue: Bishop Auckland Methodist Church
on Mondays 2:00 pm-3:00 pm

Local History
Status: Active
Venue: Bishop Auckland Methodist Church
on Fridays

Photography
Status: Active
Venue: West Auckland Memorial Hall
Monthly on Thursday mornings

Poetry
Status: Active
Venue: Four Clocks Centre, Bishop Auckland
on Wednesdays

Viewing by category is useful when there are a number of groups and the person viewing the site wants to know which of them are history related.; He/she can select the 'By category' button and the view will change to group categories together to make it easy for the member or visitor to identify them.

Perhaps a member is only available on certain days of the week due to part-time work commitment of perhaps grandparent duties. Selecting 'By meeting day' provides a list of groups by day of the week so that the member or visitor can quickly see what is available to them.

The fourth button enables sorting 'By venue'. This is useful for those who are reliant on public transport to help them to identify venues that are accessible to them.

You will see that, in this case, each group displays a summary of status, venue, and meeting day but more options are available. This setting is controlled by your site Administrator. There are a number of Group display and sort options that are also controlled by your Site Administrator and will become the default style for your u3a.

Administrators please see the Administrator's Guide for details regarding what can be done and how to do it.

Section 8 – Events

8a Events Quick Reference

All authorised Users can create and edit events. You can edit upcoming events by clicking on the title in the events list or from the group page and then edit it as you would edit any other page. To create a new event select '+New' from the top left of your screen and then select 'Event' from the drop-down list.
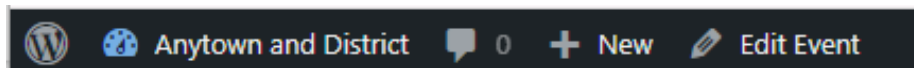
You will get a blank event page. Complete the three areas below marked with the red arrows then publish to create your event.

You enter a title, add your main body text and graphics, and select items from the drop-down menus to populate the yellow placeholder that provides the logistics panel. You can choose any blocks you wish to use and format as usual using the pop-up tool bar or the editing panel on the right.
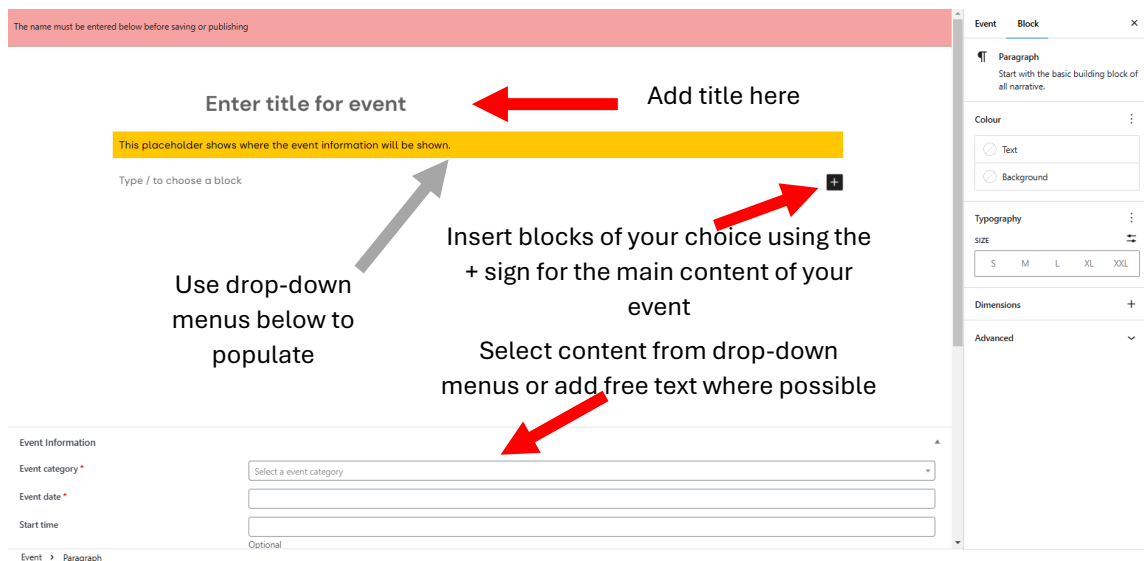
Your site Administrator populates the contacts, venues, categories, and so on data so that you have a selection in the drop-down menus in the placeholder.

8b Events examples

Here is an example of a simple event with text and an image.

Anniversary Celebrations

Event type: Other
Date: 21st July 2025

Celebrating 25 years of our u3a.

More details will be available nearer the time. The Committee welcomes suggestions for suitable activities.

Please contact Mary Jones with your ideas.

Here is another example. This one has text describing the lecture content but also provides a bio of the speaker as well as the logistics of the day such as date, time, and venue.

December Lecture: DNA Fingerprinting

Members will remember Rhian's talk on "The King's DNA" where she described how DNA analysis was used to confirm that a skeleton uncovered in Leicester was indeed that of Richard III.

This time, Rhian will tell us more about DNA fingerprinting and in particular how it is used in forensic investigations, illustrated with examples of cases and stories involving DNA.

Rhian's background is in scientific research and she has worked in academic, industrial and clinical research settings. More recently she has worked with individuals and families affected by rare and genetic conditions at Genetic Alliance UK, and later, the University of South Wales.

She is currently the Education and Engagement Officer for the Wales Gene Park where she helps to deliver a busy programme of genetics-related events and activities to schools and colleges, health professionals, patients and families and the public.

Event type: Meeting
Date: 9th December 2024
Time: 10:30 am
Venue: Metropole Hotel

8c How u3a Events work

You can add as little or as much information as you wish to an event page to advise your members of details such as content, venue, timings, transport if applicable, cost, if booking is required, and so on to provide everything a member could need in order to decide whether or not to attend.

If you are working on an existing site then you will no doubt have some events on your website already but if you are a new web manager with a new site then your Events list will need to be populated from scratch.

When you create events they each have a date and will display on your website from the creation date until the end of the day of the event. At this time it will disappear from member and visitor view but it will remain in the events list on the Dashboard until it is deleted. Some one-off events you will likely want to delete soon after they have taken place but there are times you want to keep them. Maybe you have a lunch club, for instance, and return to the same venue every so often. It is worth keeping that event on file and then using it again in the future by changing the event date and checking that any links are current before re-publishing.

An author will rarely need to use the Dashboard as he/she will use site view. There are some things that can only be done via the Dashboard such as delete (Bin) so it is worth taking a look to become familiar with the options. A reminder that authors are restricted to areas that the Administrator has provided access to and can only edit those items.

8d Events Display Options

All u3a events can appear on the events page but the site can be set up so that only u3a-wide events such as your monthly meeting details appear there. Group events will appear on the respective group page but can appear on the events page as well. This setting is controlled by your site Administrator.

There are a number of Events display and sort options that are also controlled by your Site Administrator and will become the default style for your u3a.

Administrators please see the Administrator's Guide for details regarding what can be done and how to do it.

Section 9 – Blogs for Authors

WordPress has been around for over 20 years now but started life as a blogging tool. It is still widely used as such and is a great way for a traveller to post online stories and photos of a trip to share with family and friends. Over the years WordPress has grown and is widely used in the commercial sector as well, but it remains a strong blogging tool.

This is a great feature for some of our groups. As discussed earlier a simple group webpage will suffice for groups with a regular meeting format. Some groups do different things at each meeting and can use Events to advertise them. Some group activities are different and varied and members would like to share their experiences between themselves and with others. The latter is a blog which, in WordPress terms, is a Post.

Posts are seen as quite an advanced feature and not every Web Manager will want to use them. There are other ways for an Administrator to add blogs to a site using standard pages with page links to them but authors don't have access to this feature. Where Posts offer an advantage is that once a Post template is set up it is incredibly easy for an author to create new professional–looking content in a short space of time. It is a way for group members to combine and share a lot of photos with their associated memories.

Ideal groups for Posts are those that go on coach trips of various types, have residential study visits, walk or ride in beautiful countryside, visit gardens, have a cultural day out, are a photography group, and more. Over a period of months regular posts/blogs provide a history of the group activities that are a delight for members to look back on.

There are three elements to a Post and these are a category, a template, and the post/blog itself. Categories and templates are covered in the Administrator's Guide. In this section we are going to concentrate on the post/blogs itself with the template having already been set up. If, as an Author or Editor, your Administrator has not given you a category to use for your post then the template has not been set up. Please ask him/her to create one for you.

9a Posts Quick Reference

All authorised Users can create and edit posts. You can edit existing posts by clicking on the title in the posts list on the group page and then edit it as you would edit any other page. To create a new post select '+New' from the top left of your screen and then select 'Post' from the drop-down list.

You will get a blank post page. Add the title where shown. Note that you are working on the page not on a block so you can edit page attributes, as the title is part of the page rather than an individual block If you are writing a post for an event that occurred a little while ago you might wish to change the publish date from today to the date of the event so that it appears on the list in chronological order. Click on the date (or immediately if a brand new post) and you will get a pop-up calendar from which you can choose your date.

While you are in page edit mode, select your category. Categories are pre-set by the site Administrator and link your post to the page that the category represents. Categories are usually set to be recognisable so 'Garden' could be the Garden Group page, for instance.

That's the admin part done. Now click into the white space and you will get the '+ new block' sign. Add and populate blocks as you have been doing in previous sections.

When you are ready you can publish your site or save changes.

Tip: It's a good idea to navigate to your group page to check that the blog is showing. If not then go back to your post via Dashboard>Posts, select edit, then check that you have selected the correct category.

Repeat the process for future posts. Posts remain on the group page until deleted by the owner or site Administrator.

9b Post examples

Here is a blog describing a walk with one beautiful photo as a reminder of the event.

High Etherley/East Park/Paradise

We had a lovely day for our walk in May. We set off from St Cuthbert`s Church, High Etherley to walk along by the Cricket Pitch then down the Old Railway to Phoenix Row and onward to East Park. Walking along East Park we talked about places which used to be there until fairly recently; the old Railway buildings, two cottages and the small Farmhouse and Byre. Sadly, the opencast and some clearing of land has removed those and there is no trace of them now.

The views were wonderful as we decended the path to the river where we joined part of the Weardale Way to Witton Park. After a short rest on a drystone wall we entered Paradise which used to be a black hole of pollution and is now a beautiful area to wander around. From the bottom of Paradise the view of the Witton Park viaduct from below is excellent. There is a ford just below where you can cross the river by foot or Horseback!.

Before exploring the pathways winding through Paradise we had our lunch `on the beach`. A lovely spot by the river with a real sandy beach to sit and enjoy the peaceful view of the trees and the flowing river. Spring was blossoming exuberantly as we wandered around after lunch. After exploring we left to walk up Witton Park Main Street past the memorial the Bradford brothers and on up the Baltic to the path through the fields to Low Etherley. From there, up past the Cricket Pitch and back to our setting off point.

Here is a blog from a trip to Cragside in Northumberland consisting of text plus a gallery of 36 photos displayed in a 4 x 9 grid pattern.

Cragside

Local History, Friends & Flowers, and Science, Engineering, Technology groups banded together for a trip to Cragside on Friday, 7th June. The house is late 19th Century and was commissioned by Lord William and Lady Margaret Armstrong, a Victorian inventor and a keen gardener. William is known for the Swing Bridge in Newcastle and they jointly created Jesmond Dene with other achievements further afield.

William's experiments with hydroelectricity enabled amazing use of technologies in the house at that time. These included a hydraulic lift, water-powered spit and electric light. To this day, Cragside uses a hydroelectric system. In 2014 the National Trust installed an Archimedes Screw, which uses water from Tumbleton Lake. As water passes through the spiral blades, the screw turns and harnesses the energy of the falling water. The electricity produced lights the whole house, and any surplus goes to the National Grid.

One member said she'd had a lovely day out today to NT Cragside in Northumberland. An Arts and Crafts house set amidst acres of woodland including an awful lot of rhododendrons . Miles of hiking trails (I only clocked up 5.5 miles but I didn't want to miss the coach home😊) The lakes provided hydroelectric power – Cragside was the first in the U.K. to have electricity by this method. Pretty good cheese scones in the tea room as well
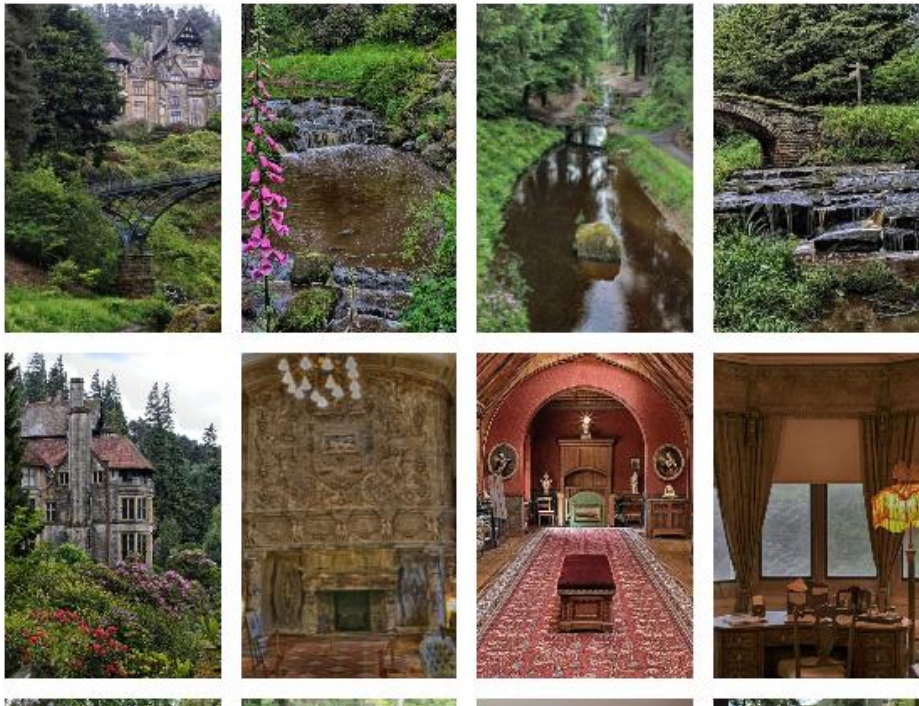
Section 10 – Where to get Help

This SiteWorks Guide is a foundation level document that covers the basics and the most widely used features and functions of SiteWorks. It covers the majority of things that most web managers will require or will find on their sites already. Please use the Table of Contents and the search facility to see if the answer to your question is here.

10a Sources of help

WordPress is feature-rich and no one document can cover everything. If your answer isn't here then please try the User Guide on the SiteWorks website where there is far greater technical content than in this workbook.

If you are an Editor or an Author then your next point of call for help is your 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.

As the Web Manager/site Admin you can access the u3a **Help Desk** [5] from the SiteWorks website where the team will direct your query to the most appropriate person.

There is a **u3a WordPress Development Forum** [6] that you can join .

Once you have a live SiteWorks site you will be invited to join the SiteWorks Web Managers User Group.

The SiteWorks website offers a wealth of information including project background, news and bulletins, resources for Web Managers, FAQs, and more. **https://siteworks.u3a.org.uk/**

WordPress is very widely used around the world and there is a huge amount of contextual information available from WordPress itself as outlined here, from open forums, and even from good old google.

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[5] This link takes you to a page on the SiteWorks website where you will find this document. See also Appendix A

[6] As above

Section 11 – Appendices

Appendix A – SiteWorks website links

To make it easier for you to access the SiteWorks website links that are referenced in this guide, our site Administrator has copied them all onto one page for you. Within this workbook I am referencing the page containing the links rather than the individual links that are scattered over several pages. This should prevent any 'page not found' messages in the future as it is easier to maintain this reference page. The linked items you will find are as follows: –

https://siteworks.u3a.org.uk/foundation-guide-links/

Links for the Editing Guide

- User Guide
- SiteWorks video (Nick's alpha)
- SiteWorks video (Nick's beta)
- WordPress Gutenberg – The Ultimate Guide video (Jamie Marsland)
- Help Desk
- WordPress Development Forum
- SiteWorks sites map link

The SiteWorks website itself has a lot of useful information including how to update a Web Manager's details, news bulletins, FAQs, and more – **https://siteworks.u3a.org.uk/**

Appendix B – Ideas and Inspiration

They do say that a picture paints a thousand words so what better way to finish this workbook 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 and map of SiteWorks sites

Below is an alphabetical list of the Pioneer u3a SiteWorks sites and you can find them on this **map** [7] along with other new SiteWorks sites . They are the sites of our Pioneers who, during 2023 and early 2024, were guinea pigs for u3a SiteWorks. They have tested product, processes, and procedures to help all those web managers who will be following. As Production roll–out sites have gone live they have also been added to the map.

Every u3a is unique and independent and this is reflected within website styles and content. You can view all of these public websites but please do remember that each one is the copyright of the u3a that has created it and you cannot copy any part of it without permission.

Beckenham	Berwick-upon-Tweed	Bishop Auckland & District
Bishop's Stortford	Brecon	Buxton
Carlton Gedling	Chelmsford	Chesterfield
Comber & District	Cowbridge	Cupar
Evesham & District	Exeter	Frodsham
Furness	Glasgow Southside	Great Yarmouth
Halesworth & District	Heart of England	High Wycombe & District
Hunstanton	Leighton Linslade	Odiham
Palmers Green & Southgate	Petersfield	Pewsey Vale
Porthcawl	Prestatyn Rhyl & District	Runnymede
Skiddaw	Stanway	Stone & District
Stroud	Taunton	West Bridgford
White Cliffs Country	Worcester	

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[7] This link takes you to a page on the SiteWorks website where you will find this document. See also Appendix A

Appendix C – 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

References to we, us or our means your u3a's name u3a, charity number 000000 a charity registered in England and Wales or Scotland or Northern Ireland. You can contact us by email at your_u3a@example.com or by telephone on 020 1234 1234 or postal address if available.

Introduction

These terms and conditions apply between you, the User of this Website (including any sub-domains, unless expressly excluded by their own terms and conditions), and us the owner and operator of this Website. Please read these terms and conditions carefully, as they affect your legal rights. Your agreement to comply with and be bound by these terms and conditions is deemed to occur upon your first use of the Website. If you do not agree to be bound by these terms and conditions, you should stop using the Website immediately. In these terms and conditions, User or Users means any third party that accesses the Website.

Intellectual Property and Acceptable Use

All Content included on the Website, unless uploaded by Users, is the property of your u3a name u3a, or other relevant third parties such as our licensors. You have no intellectual property rights in, or to, the Website other than the right to use it in accordance with these terms. The Website may utilise or include open source software code of third party software and copyrighted material or may be subject to third party or open source licences.

In these terms and conditions, Content means any text, graphics, images, audio, video, software, data compilations, page layout, underlying code and software and any other form of information capable of being stored in a computer that appears on or forms part of this Website. By continuing to use the Website you acknowledge that such Content is protected by copyright, trademarks and other intellectual property rights.

You may, for your own personal, non-commercial use only, do the following:
a. retrieve, display and view the Content on a device
b. print one copy of the Content

You must not otherwise reproduce, modify, copy, distribute or use for commercial purposes any Content without the written permission of your u3a name u3a and/or obtaining a licence from us or our licensors.

You retain all of your ownership rights in the content you upload to the Website, but by uploading content you are explicitly granting us a perpetual, irrevocable licence to use, store and copy that content and where such use involves using personal information, this shall be in accordance with our privacy policy.

Prohibited Use

You may not use the Website for any of the following purposes:
a. in any way which causes, or may cause, damage to the Website or interferes with any other person's use or enjoyment of the Website;
b. in any way which is harmful, unlawful, illegal, abusive, harassing, threatening or otherwise objectionable or in breach of any applicable law, regulation, governmental order; or
c. making, transmitting or storing electronic copies of Content protected by copyright without the permission of the owner.

Links to other Website and Embedded content from other Websites

This Website may contain links to other independent websites which are not provided by us. Unless expressly stated, these sites are not under the control of your u3a name u3a and we are not responsible for and have not checked and approved their content or their privacy policies (if any).

Pages on this site may include embedded content from other websites. It behaves in the exact same way as if you visited the other website. These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracking your interaction with the embedded content if you have an account and are logged in to that website.

We assume no responsibility for the content of third party websites linked to the Website and disclaim liability for any and all forms of loss or damage that may arise from your use of them.

Privacy Policy

We only use any personal data we collect through your use of the Website in accordance with our privacy policy. For further information on how we use your data and your data protection rights, please see our privacy policy [Insert link to privacy policy].

This Website provides information about our u3a's activities to our members and prospective members. We do not place any third party advertising content or social media tracking mechanisms on the Website. If you contact us via this Website, the details that you enter on to the contact form will be available to any of the members involved in running our u3a. That information will only be used to answer your request in so far as it relates to the activities of our u3a. We cannot answer questions that relate to individual members which would result in a breach of GDPR and we will not send any information you submit to us to any party outside of our u3a.

Cookies Policy

We may set cookies on your device. The cookies we use are strictly necessary for the Website to function. We do not use cookies that store any personal or identifying information.

We only provide login facilities on this website to our members. If you visit our login page, we will set a temporary cookie to determine if your browser accepts cookies. This cookie contains no personal data and is discarded when you close your browser. When you log in, we will also set up

several cookies to save your login information and your screen display choices. Login cookies last for two days, and screen options cookies last for a year. If you select "Remember Me", your login cookies will persist for two weeks. If you log out of your account, the login cookies will be removed. If you edit or publish an article, an additional cookie will be saved. This cookie includes no personal data and simply indicates the post ID of the article you just edited. It expires after 1 day.

Availability of the Website and Disclaimers

Any online services or information that your u3a name u3a makes available through the Website (the Service) is provided "as is" and on an "as available" basis. We give no warranty that the Service will be free of defects and/or faults. To the maximum extent permitted by the law, we provide no warranties (express or implied) of fitness for a particular purpose, accuracy of information, compatibility and satisfactory quality. Your u3a name u3a is under no obligation to update information on the Website. In particular if travelling to an event or meeting you should check with the organiser (using the contact form) that the event or meeting is going ahead as detailed.

Whilst your u3a name u3a uses reasonable endeavours to ensure that the Website is secure and free of errors, viruses and other malware, we give no warranty or guarantee in that regard and all Users take responsibility for their own security, that of their personal details and their computers.

You will be asked to sign up and create login details to create an account for the Website, which may include a user identification name and password. You must treat your login details as confidential and you must not disclose them to any other person.

Your u3a name u3a accepts no liability for any disruption or non-availability of the Website. From time to time we may automatically update the Website and/or any content in the Website to improve performance, enhance functionality, reflect changes to the operating system, address security issues, or for any other reason, and may do so at our discretion.

Your u3a name u3a reserves the right to alter, suspend or discontinue any part (or the whole) of the Website including, but not limited to, any products and/or services available. We will try to give you reasonable notice of any suspension or withdrawal. These terms and conditions shall continue to apply to any modified version of the Website unless it is expressly stated otherwise.

If you believe that any of the information on the Website is faulty or wish to contact us for any other reason, then you should email the Web Manager using the contact form.

Changes to these Terms

We may need to change these terms from time to time to reflect changes in law or best practice, to deal with additional features which we introduce, or for any other reason, and may do so at any time at our discretion.

We may transfer this agreement to someone else

We may transfer our rights and obligations under these terms to another organisation. We will always tell you in writing if this happens and we will ensure that the transfer will not affect your rights under the contract.

No rights for third parties

This agreement does not give rise to any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this agreement.

Which law applies

The contract is governed by English law and you can bring legal proceedings in respect of it in the English courts. If you live in Scotland you can bring legal proceedings in respect of the contract in either the Scottish or the English courts. If you live in Northern Ireland you can bring legal proceedings in respect of the contract in either the Northern Irish or the English courts. If you live in Wales you can bring legal proceedings in respect of the contract in either the Welsh or the English courts.

Appendix D – Navigating this Workbook

This workbook was created with a Table of Contents which helps you move quickly between sections of the workbook. The application you are using to view this workbook will have a way of displaying the Table of Contents. Most applications have a button or menu item to switch the display of the Table of Contents off and on. Here is where to find the button in a number of common applications used to view PDF documents.
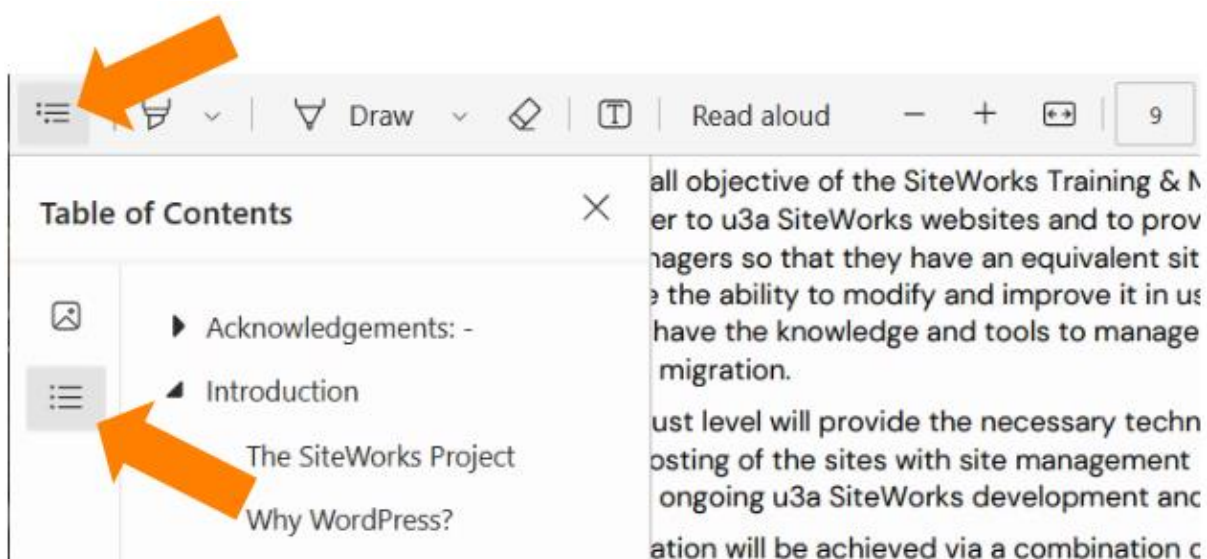
Google Chrome web browser

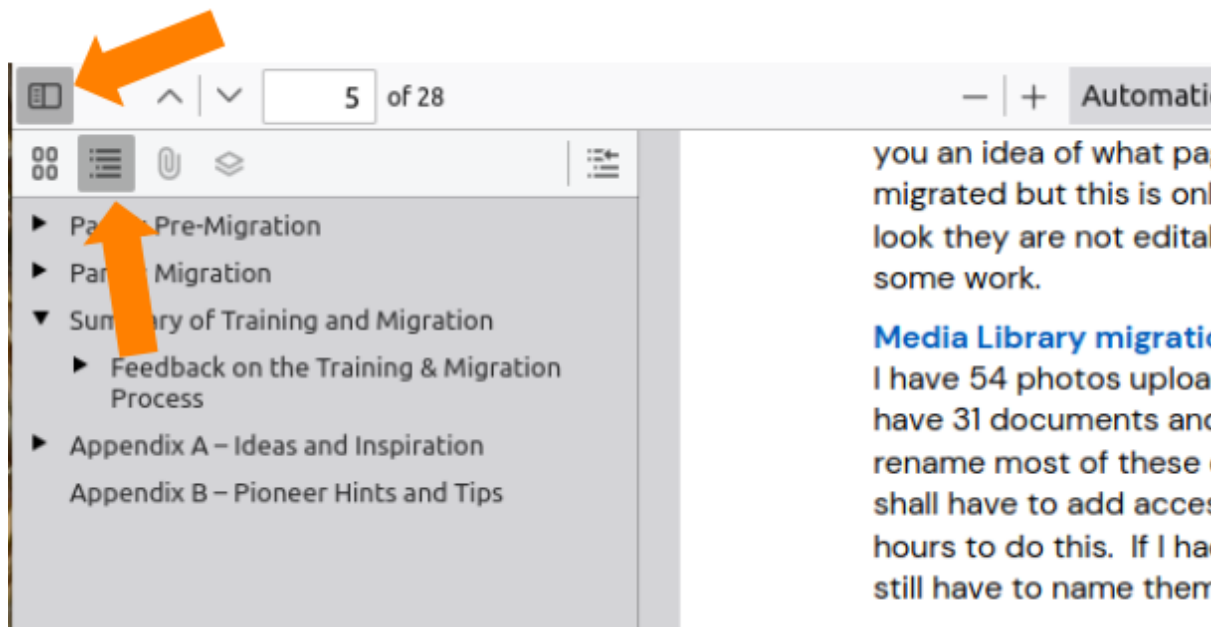Click the 'hamburger' button and then choose the "Document outline" view
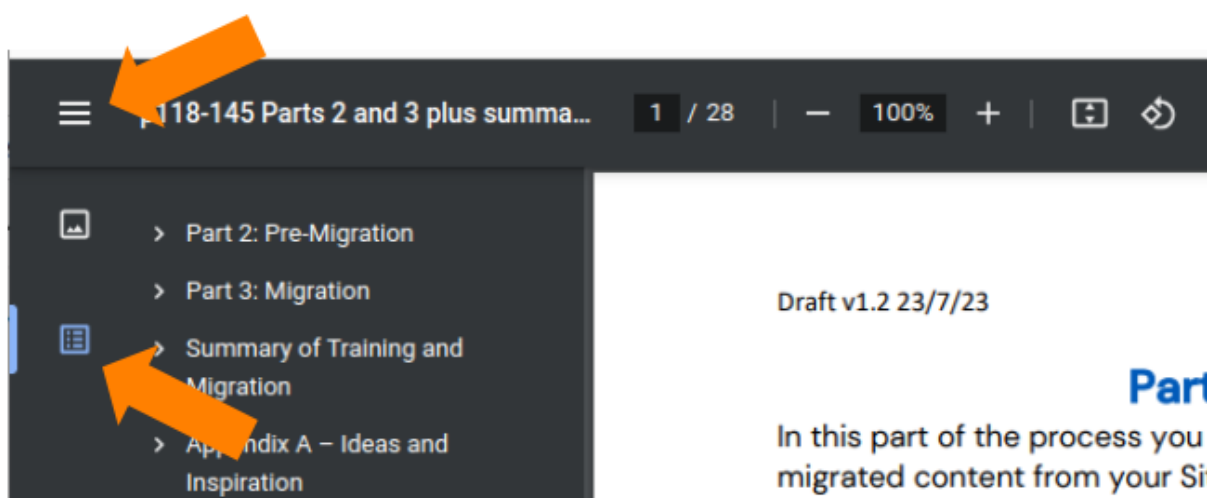
Microsoft Edge web browser

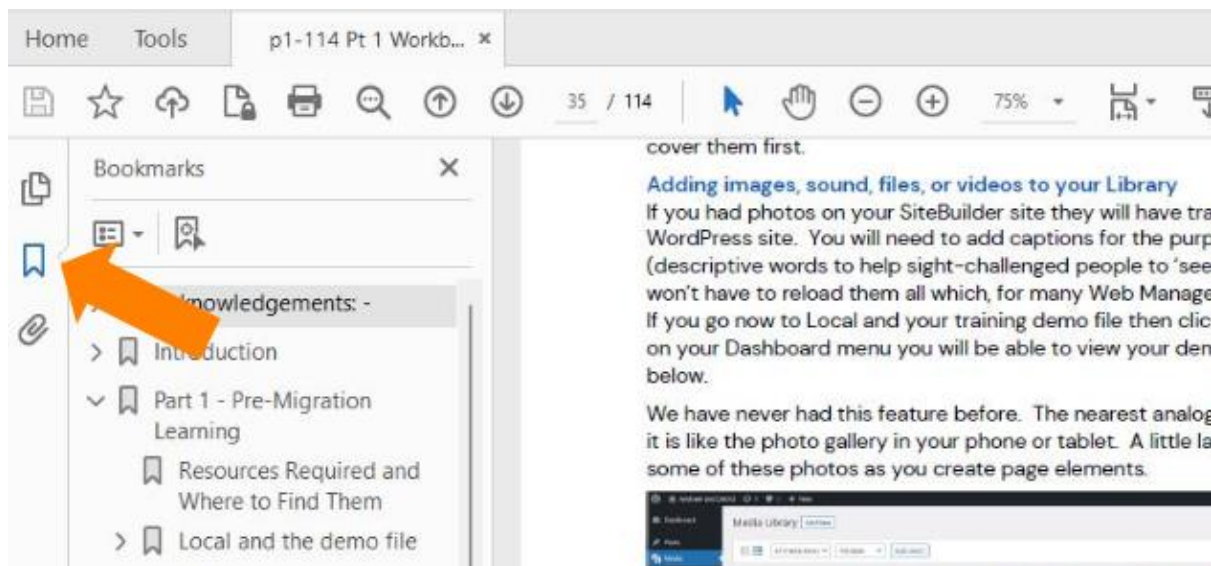Click the 'Contents' button then choose the 'List view'

Firefox web browser

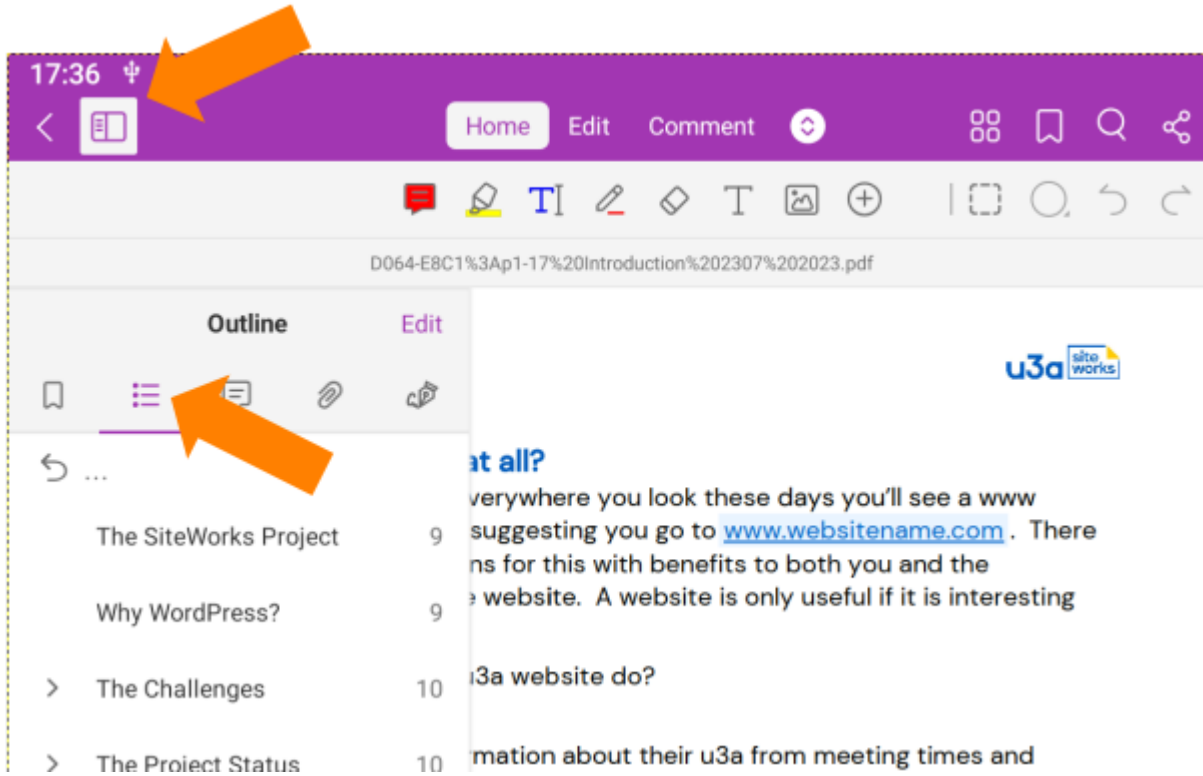Click the 'Toggle Sidebar' button then choose the 'Document Outline' view

Adobe Acrobat Reader

Click the 'Bookmarks' icon.

Foxit Reader or Editor for Android

Tap the sidebar button then choose the list view button.

Safari for Apple

Select the sidebar menu then choose the Table of Contents option.