SiteWorks Newsletter June 2025

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This newsletter is distributed to SiteWorks Web Managers (WMs) who are registered with us. We can optionally hold a second contact, which we refer to as Assistant WMs.

> Please pass this on to your SiteWorks users and others who contribute content.

To update our records, please use the form button on our homepage at https://siteworks.u3a.org.uk

SiteWorks documentation

We recently sent out a survey to those who took the time to respond, and we appreciate your participation. The survey is still open: https://docs.google.com/forms/d/e/1FAIpQLScFmjeQZcqI5DOuYI15_6QBRY5tFausqp5TwR--o3f_9XoWuw/viewform?usp=sharing

From responses so far, one common theme is the complexity and length of the documentation. All our documentation can be found on our website at https://siteworks.u3a.org.uk under the 'Web Manager' menu.
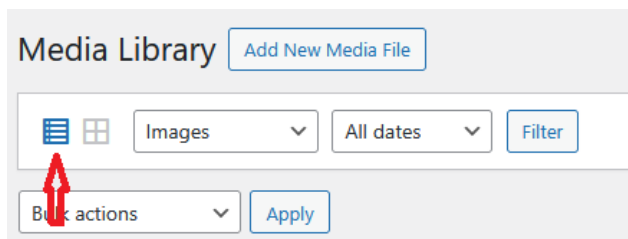
What has evolved to date is:

- For those with no WordPress experience, three extensive guides covering Admin, Editing and Group Authors. These are long but not dense.

- The User Guide acts as a reference for those familiar with the basic principles.

- An ad-hoc collection of 'How to' articles to focus on a single topic. These range from screenshot-rich 'Add a new user' to articles on subjects not covered elsewhere, such as 'Page or Post?', 'Forms' and replicating your site to Local WP.

Media Library – Attached and Unattached status

In a recent Drop-in session, a question was asked about 'Attached' Media Items in the Media Library. This is an answer, but as a heads up, the feature is not

particularly useful, at least in the SiteWorks context. This is one reason why the Foundation Guides do not mention this feature.

If you view the Media Library with the list option, i.e.

Then, for each item, there is an entry in the column Uploaded to:

Uploaded to the records, the page/post/Group/Event/Venue/Notice or even Contacts, the media item was uploaded to. 'Computer' in the snip above. Note the item must have been uploaded (Upload or dragged) directly to the page, post, etc., concerned and not been pre-existing in the Media Library (Add New Media File). Note that references to images on external websites are not listed.
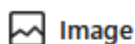
If an item is loaded directly into the Media Library (Add New Media File), then it will have an Uploaded to status of (Unattached).

So far, so good, but the only way to detach a media item is to do it manually. Deleting the reference to it in a block or link will not change the status of the item in the Media Library. Once Detached (Unattached), it can manually be Attached to a page, post, etc.

Relying on manually detaching media items to track their status is not workable. It is also something that needs to be done with caution, as a single Media Library item can be used on multiple pages, posts, and so on.

Recommendation: Never update the Uploaded to status; use it as a record of the page, post, etc., the media item was first uploaded to.

The Media Library in core WordPress needs an overall update. Improvements seem to be in scope for WordPress 6.9 in 2026.

Media Library – replacing items

We've all been there. Place an image on a page, and it doesn't look quite right, so you need to upload it again after, say, cropping it. Going to the Media Library and uploading the image with the same name will not replace the entry. Instead, a new image goes in the library, and WordPress adds a suffix '–1' (or '–2', etc.) to make a unique file name.

This means that the block(s) and any links that use the image still display the original and will need to be edited.

Some of us have found that deleting the image in the Media Library before uploading a replacement with the same name is an effective solution. It does, but only if the image being deleted was:

1. Uploaded in the same calendar month.

2. Uploaded to the Media Library directly and not to a Post/Group/Event/Venue/Notice/Contact

> **Recommendation:** When replacing Media files, give them a new file name by including in the name the date and/or version numbers, such as v1, v2.
> Once uploaded, edit the blocks and any links to the item to update the URL to that of the replacement.
> Only delete the original item if you are confident it is no longer referenced.

For a fuller explanation, see this 'How to' article on our website
https://siteworks.u3a.org.uk/media-library-quirks-and-bewares/

Drop-in Q&A and Zoom link change

The drop-in Q&A sessions are designed for individuals new to maintaining a site or those with questions on specific topics. Do invite your colleagues. We try not to dwell on more advanced topics, but we are happy to discuss these at the end of the meeting or arrange a one-to-one with one of our Supporters.

These are held at 3 p.m. on the **first** and **third Mondays** of the month.

The Zoom link will be changing – I will send a reminder with the new Zoom coordinates before our next meeting on July 7th.

User Group

As reported in May, a SiteWorks User Group has been unable to establish itself. One activity envisaged was hosting talks on SiteWorks-related topics.

There has been a suggestion that the Drop-in Q&As could include a brief talk or demonstration on a specific topic. If you have suggestions for a topic, or even better, have a talk you would like to give, let us know at info@siteworks.org.uk

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