

SiteWorks Newsletter July 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 (Assistant WMs).

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

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

Newsletter frequency

I will be changing the frequency of this newsletter to every other month so there will be no August edition. We will continue to communicate any operational or other significant news by email as it arises.

On this topic, if anyone would like to join the SiteWorks Comms team (currently a team of one) then do contact us to find out more info@siteworks.u3a.org.uk

Forms Workshop

One of the most frequently raised topics at the drop-ins is how to place a form, usually membership related, on your site. There was good support for a suggestion to have a mini workshop with demo.

If your site uses a form plugin, such as Contact Form 7, then it would be appreciated if you could do an informal demo for us. Let me know graham.tigg@beacon.u3a.org.uk and I will organise a session.

Plugin update

Reminder of best practice if considering a 3rd party plugin:

- If one of the plugins below meets your needs you can be confident they work well with SiteWorks, but will still have implications beyond just installing them.

- Ask on the u3a WordPress forum <https://u3awpdev.org.uk> for recommendations that meet your needs
- Select a plugin that has plenty of installations (typically 10,000+), has frequent updates and generally positive reviews
- Try out the plugin on Local WP or other SiteWorks installation before adding to your live site.
- Assess whether there are GDPR implications and whether the plugin uses cookies - these need to be under the interactive control of the site visitor (SiteWorks itself doesn't use cookies).
- Be aware if personal information is captured e.g. for a form. Is the data is stored securely and have you updated your data processing and privacy policy?
- Ensure any large files stored on the server by the plugin are deleted (mainly applies to plugins that backup or transfer a site).
- Keep the plugins updated (red dot notification).
- There are further considerations here <https://siteworks.u3a.org.uk/docs/plugins/>

This is a list of 3rd party plugins installed (not necessarily in active use) on Trust hosted SiteWorks sites. The most popular address managing the Media Library and copying a site.

91 - Media Library Organizer

54 - WPvivid Backup Plugin (notes on use here <https://siteworks.u3a.org.uk/web-manager-dummy-parent/how-tos/>)

27 - u3a PDF download stats

17 - FileBird Lite

16 - WP Last Modified Info

16 - WordPress Importer

15 - WP Migrate Lite

13 - Duplicate Page

13 - WP Migrate Lite Compatibility

12 - Enable Media Replace

12 - Simple History

11 - WP Activity Log

11 - WP Duplicate Page

9 - Contact Form 7

9 - Woodley & District u3a - wider network forthcoming events

7 - Latest Posts

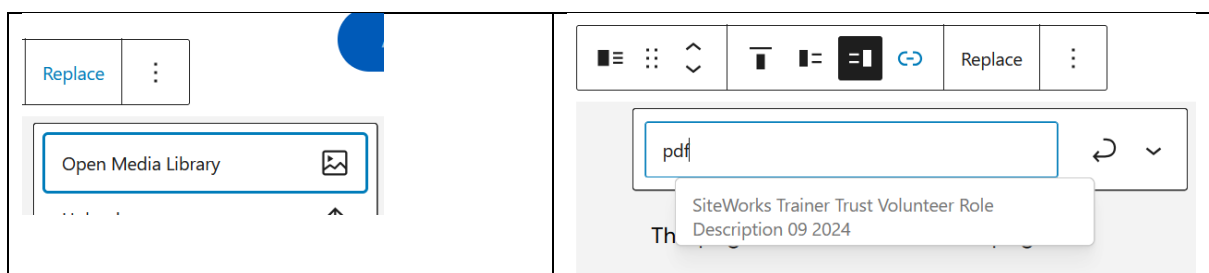
- 7 - Post Type Switcher
- 6 - Redirection
- 6 - TablePress
- 6 - UpdraftPlus - Backup/Restore
- 6 - WPForms Lite
- 5 - All-in-One WP Migration and Backup
- 5 - Media Library Assistant
- 5 - Sticky Menu (or Anything!) on Scroll
- 5 - Yoast Duplicate Post

Media Library – replacing items

You may have found that deleting an image in the Media Library before uploading a replacement with the same name is an effective way to update the image (or PDF etc.). This only works if the item being deleted was originally added in the **same calendar month** so is not recommended.

Under the covers the Media library uses a new folder every month and this changes the reference (URL) of the item. This results in pictures not being displayed and broken links.

If you do this by mistake, then check all is OK. Do this by viewing the pages referencing the items and do a **hard refresh** on your browser (usually F5 with the shift key held down). If necessary amend the references by Replace > Open Media Library or for links (e.g. to a PDF) paste or locate the new URL.



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. Join us and leave when you like.

Zoom coordinates (new from 7th July)

<https://us02web.zoom.us/j/87930189828?pwd=MNUdMvrBoBadaBHcOuT9rOZHhjXDOT.1>

Meeting ID: 879 3018 9828

Passcode: SB5VjO

Written by Graham Tigg

Proofread by Russ Stephens

The SiteWorks Team



info@siteworks.u3a.org.uk