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1 INTRODUCTION

South Solihull u3a has a website that is built and maintained using software called 'SiteWorks'. Certain ssu3a members are designated to be 'Authors' for the website, principally Interest Group Leaders and Coordinators, who are tasked with maintain their web pages. The ssu3a Technical Group provides training, advice and guidance to SiteWorks authors. This document is part of that support material.

1.1 Audience

This document assumes that the reader has had some basic training in SiteWorks. It is intended to be a reference manual for use after basic training and provides descriptions and examples of most of the common tasks and objects.

1.2 Typographic Conventions

For clarity of meaning, certain typographical conventions have been adopted in this document.

- Capitalisation: Words that have a special meaning in SiteWorks, such as media items and system object, are given initial capital letters, e.g. Event
- Square Brackets: Square brackets are used to indicate the names of buttons on a web-page, e.g. [Save]
- Single Quotes: Single quotes are used round text on a web-page, such as menu entries and text links.
- Keyboard Sort-cuts: Key combinations that have special functions are indicated in triangular brackets, e.g. <CTRL>+c means press and hold the Ctrl key then press the c key
- Bold: Bold text is used to draw attention to particularly important notes.

1.3 Important Notes


Please note these general points:

- Be aware that anything you add to your page is public over the internet
- Don't include personal information (names, phone number, email addresses etc.) without permission from the person concerned
- Make sure that any pictures or documents added are not subject to copyright by others.

1.4 Operating System Differences

SiteWorks runs on your internet browser, which in turn uses the operating system of your computing device. There are many versions of browser and operating systems, so this document describes how SiteWorks behaves in general terms; you may well find that there are details of that differ from the descriptions or screen-shots shown here when you try them on your device. This does not mean you have done something wrong! But you may have to figure out for yourself some of the details, using this document as a guide. If you get really stuck, please ask for help from your Webmaster.

1.5 Logging in to SiteWorks

- Each Author is given a username and password by the Web Manager.
- The initial log-in screen is at southsolihull.u3asite.uk/wp-admin/
- If you want to see your password as you type it, click the  icon.

- There is a 'Lost your password?' option that will send you a password reset email. Please note that this is only for when you have genuinely forgotten your password. There is a better way to change your password after you have logged on, as we shall see in section 2.5

1.5.1 Cookies and Terms Of Use

When you visit our login page, the system checks that your browser accepts cookies. When you log in, it creates cookies to save your login information and your screen display choices.

Login cookies last for two days, unless you select 'Remember Me', in which case it will persist for two weeks. If you log out of your account, the login cookie will be removed.

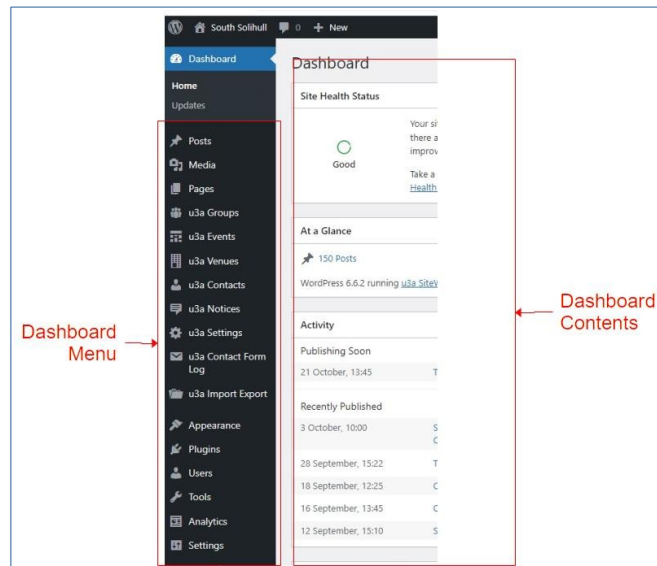
Screen options cookies last for a year.

If you edit or publish anything, an additional cookie will be saved. This cookie includes no personal data and only indicates the post ID of the article you just edited. It expires after 1 day.

You are advised to read the "Website Terms of Use" that can be accessed by clicking on the link at the bottom of any of our Pages.

2 THE DASHBOARD

The first thing you see after logging on is the Dashboard. This gives you access to all the features of the website that you can view and/or edit.



2.1 The Dashboard Menu

On the left, on the black background, is the dashboard menu giving you access to the various of parts of the website. The remainder of the screen (dashboard contents) depends on what you select on the menu and on the level of permissions you have been granted.

Your menu may look different to the illustration above because you have access to different features, depending on the exact permissions you have been granted.

You will notice that some of the menu entries start with “u3a”; these are enhanced objects that have been created by the u3a development team, that provide features specifically tailored to our needs. For simplicity, in this document we will refer to u3a Events simple as Events, and so on.

2.2 Author Permissions

As an Author, you have the ability to create, edit and delete information relating to the Interest Group(s) for which you are responsible, and you can view, but not edit, certain other web pages. This table sets out the usual set of permissions for an Author.

Object	View?	Add?	Edit?	Delete?
Media	All	Yes	Own only	Own only
Event, Post	Own only	Own Group only	Own only	Own only
Page, Group, Venue, Contact, Notice	Own only	No	Own only	Own only


There is an exception to the above: If you don't own an object of a given type, you can see all objects of that type. For example, if you have no Events assigned to you, you can view all Events, but as soon as you have your first Event assigned, that Event, and any subsequent Events that you add, will be the only ones you can see, and therefore the only ones you can select for editing etc.

If you believe you have not been allocated the necessary permissions, please contact the Webmaster.

You will mostly be working with your Group page, Media, Events and Posts, so these are the only things described in these notes. If you wish to work with any other object, please contact your Webmaster. For example, if you want a separate page for, say, archive material, you can request the Webmaster to create it for you, and give you permission to edit it.

2.3 Dashboard Menu Options

The menu starts in the top left corner. The menu options that you will be using are listed below. You may find you have menu options not listed here, but they are not relevant to the task of an Author, so should be ignored.

	This icon can be ignored. It opens a WordPress menu and navigates to system version information.
South Solihull	View the current website home page. Click on it again to return to the Dashboard menu.
Posts	This is where you create pages about your Group's past events.
Media	All photos and documents for the site are stored here.
Pages	These are the site's general pages. As an Author, you can view these, but can't edit them.
u3a Groups	This is where you will find the page detailing your Group's activities.
u3a Events	This is where you create details of your Group's future activities.
u3a Venues	These are venues you can associate with an Event. If a new venue needs to be added, contact your Webmaster.
u3a Notices	These are general notices and news items that appear on the Welcome page. If your need to create a Notice, please ask your Webmaster.
Profile	These are various personal settings, including changing your password.
Collapse Menu	If you want to hide the menu, to give more room on the main part of the screen, you click on this button. To bring the menu back, click on the round icon again.

2.4 Menus and Sidebars

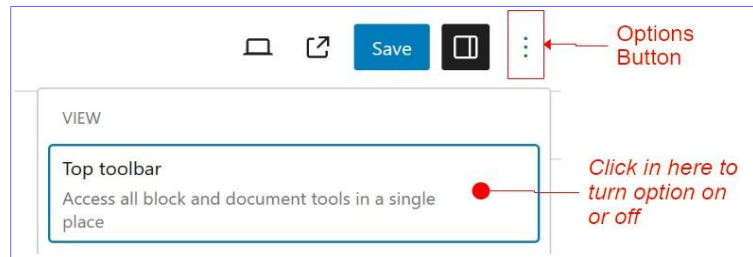
SiteWorks gives you some options for re-arranging the size and position of the various menus and sidebars on your screen. You might want to use these options if you need to make more room on your screen for editing, or if you accidentally move or close a menu and you can't see how to get it back.

2.4.1 Moving the Block Menu

When editing a Block you see a pop-up menu similar to this:



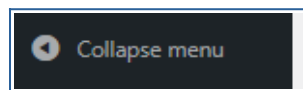
That menu can be moved from “floating” next to the Block being edited, to the top ribbon of the screen. To make that change, locate the [Options] button (three-dots) at the very top-right of the screen, and click on the box labelled “Top toolbar”:



Clicking this acts as a toggle. Note that the [Drag] option on the Block Menu is not available if this is turned on.

2.4.2 Collapsing the Main Menu

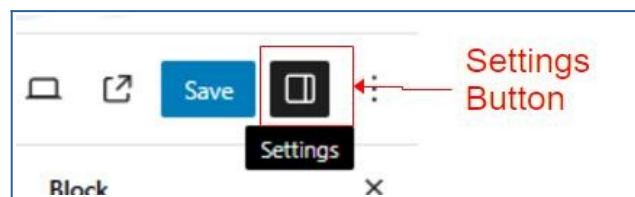
At the bottom of the main menu (on the left) there is this button:



Clicking it reduces the menu to a thin strip of icons only. To get the full menu back, click the round icon again.

2.4.3 Collapsing the Settings Menu

When editing a Page or Block, the right-hand side of the screen is used for the menu of settings appropriate to the object being edited.



You can hide or view this side-bar by using the [Settings] button at the top-right of the screen.

2.5 Changing Your Password

You should have been given an initial password. If you decide to change your password, select 'Profile' from the menu and scroll down to 'New Password'. When you have confirmed your new password, don't forget to click 'Update Profile' at the bottom.

SiteWorks doesn't use a 2-step verification login, so your password needs to be 'strong'. New passwords must be at least 11 characters long and contain one or more of the following:

- Upper case character
- Lower case character
- Numeral
- Any of these special characters: "() * & @ ! £ \$". but **NOT** "#".

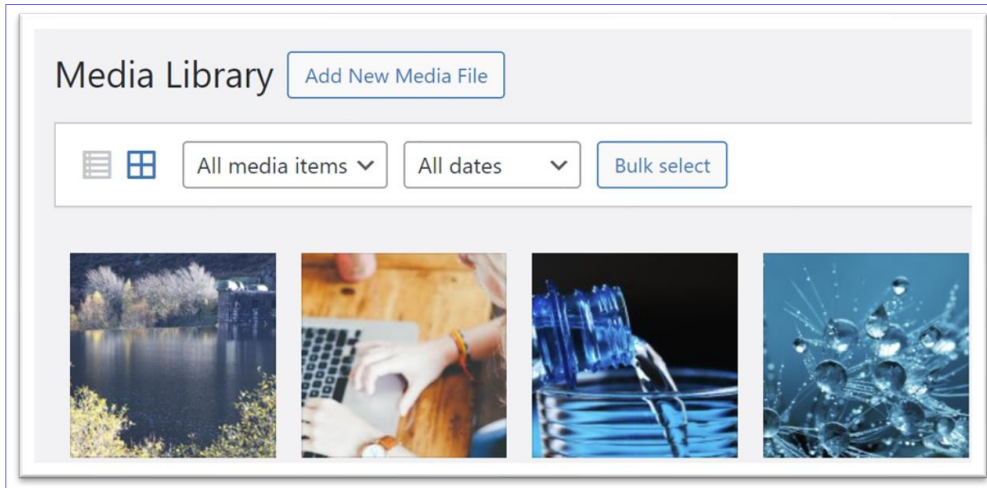
Your Web Manager can't tell you what your current password is, but can change it.

3 THE MEDIA LIBRARY

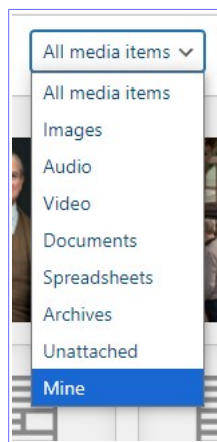
The Media Library is the repository of all uploaded images and documents used, or available for use, in your website. Items in the Media Library are frequently used for building Event and Posts.

To access the Library, click on 'Media' from the dashboard.

You can load images and documents into the Media Library, and you can also delete any that you have loaded.



You can quickly find media that you have uploaded by selecting 'Mine' in the Filter area at the top of the page



3.1 Copyright and Attribution

Be aware that anything you download from the Internet may have some form of copyright attached to it. ssu3a have published a guidance document that you should refer to when including images and documents on your web-pages.¹

Where possible and appropriate, the source or attribution of an Image or Document should be stated in a Paragraph block directly below the Media.

For Media with a Creative Commons licence, there are two Patterns that you can use to create the attribution conveniently – see sections 8.1 and 8.2 .

¹ The copyright guidelines document is currently being prepared and will be published on the ssu3a website when ready.

3.2 Adding Media

There are two ways to add a new item to the Media library:

- 1) Directly into the library. This method is available for both documents and images.
- 2) By uploading an image when creating a Block that is to contain the image. This method is not available for documents.

The second method is preferred for images because the system keeps a note of which page the image was used on, which can make it easier to identify which images are in use, or not.

Videos cannot be uploaded to the Media Library.

3.2.1 Direct Uploading

Click on 'Add New Media File', and either select the file from your computer or use drag & drop.

3.2.2 Uploading When Creating a Block

For details of how to upload an Image at the same time as creating the Block that will contain it, see the section about the particular Block.

3.3 Deleting Media

Before deleting a media item, please make sure you know where it is used, as media can be used on more than one page, and all references to the item will be lost when it is deleted.

To delete an item from the Media Library, click on it to display its details, then click on 'Delete permanently'.

3.4 Image File Formats

The best format for images is JPG (files with the extension .jpg or .jpeg), as these tend to use the least amount of storage space. Other formats, such as .bmp or .png images should be avoided because they are much larger, and makes viewing of pages slower, especially over mobile networks.

Note that on windows, most file formats can easily be converted to JPG using the Paint program. Open the image with Paint and select File/Save As and select JPG. Alternatively there are a set of online tools such as <https://png2jpg.com/> to convert formats easily.

HEIC format images are a standard across Apple devices, but are not supported by SiteWorks. There is an online conversion program: <https://heic2jpg.com/>.

Simple animated images using GIF format can be uploaded, but again, to save space, they should have only a few frames of animation.

3.5 Document File Formats

The preferred format for document is PDF, because this is an industry standard that should be readable on any computer. It also prevents the reader from changing the document. Other formats, such as DOC, DOCX etc. should only be used if you are certain that the person reading the document has compatible software, and you permit (or want) the user to change their copy of the document.

If you want to publish a form that users can fill-in and return to you, please contact the Webmaster for further information.

3.6 Setting the Meta-data for a Media File

It is very important to create the meta-data for Media. This is the only way we can keep track of who owns the Media and where it is used. We try to keep the Media Library tidy by deleting anything that is no longer in use, so unidentified Media may get deleted in error. It is particularly important to do this for images and to fill in Description field, as described below.

You can click on a media item to set the following meta-data:

- Title
- Caption
- Alternative text
- Description

Some information, such as the Title, will be copied in from the device that uploaded it, but can be changed here if desired.

A caption can be set that can appear underneath the picture when it is used on a page or other object, if you wish it to.

Alternative text (“alt-text”) is a brief text description of an image, and is used by screen readers to provide information about the image's content and purpose to someone who cannot see the picture. The text is also used by Search Engines.

The Description is only for the Library. It is included in the scope of “Search Media”, so it is particularly useful to include key words that might be searched for when trying to locate an image, or to determine where the item is used on the website. Please include all of the following (where relevant):

- The Group that the image belongs to.
- The name of the Event of Post that uses it.
- The date of the Event of Post

It's good practice to set the meta-data immediately after uploading images, whilst the task is fresh in your mind.

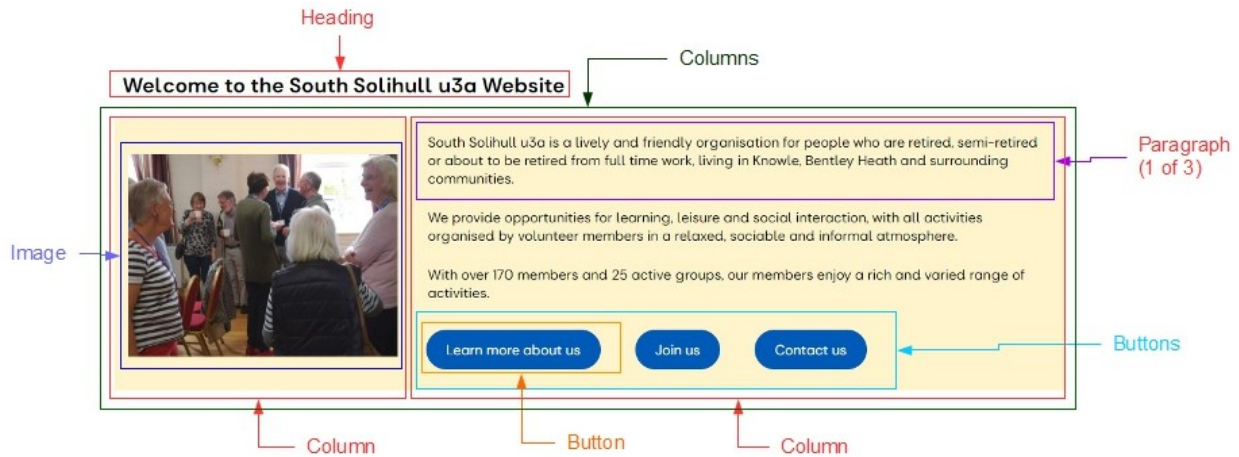
4 BLOCK STRUCTURE OF PAGES

If you look at a sample of pages, you will see that there is a consistency in how the information is displayed. This is mostly achieved because of the Block Structure of the pages.


All Pages are built out of Blocks. There are dozens of types of Block, but you will only be using a small sub-set of possibilities. The most commonly used Blocks are described later in this document.

Some Blocks hold actual data, such as text, photographs and headings. Other Blocks are containers that group Block inside them, such as Columns and Tables.

A sample from our Home page illustrates the general idea...

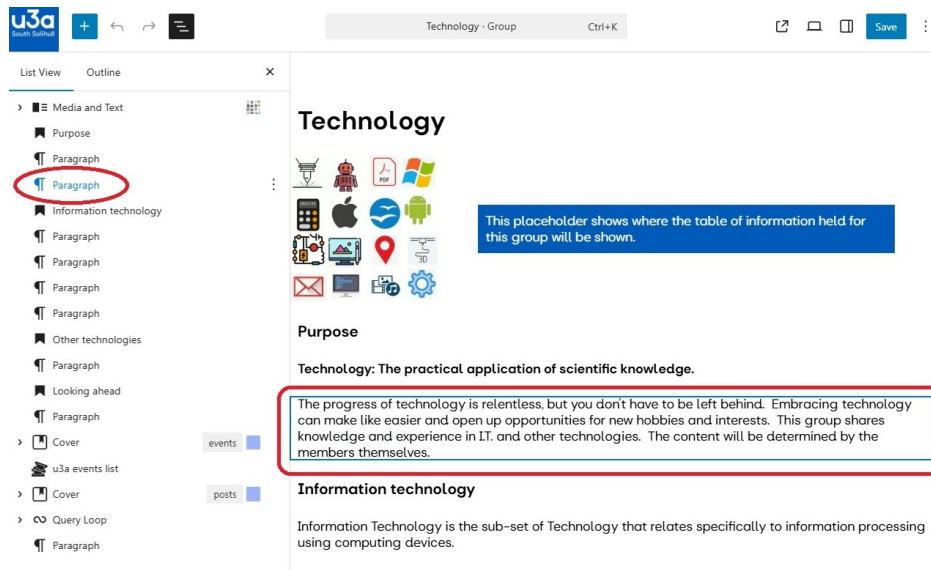


4.1 The Hamburger


It is often not easy to work out the Block structure of a page just by looking at it, but there is a tool that lets you examine in detail how a page has been built; it is this icon  on the menu bar, and is called the Hamburger. Click it to reveal the hierarchical structure of the Blocks on a page. Note that the Hamburger button turns black when selected.

The Hamburger lists the Block structure down the left-hand side. In the example below, the Technology Group page has 18 Blocks. A 'Paragraph' has been selected on the Hamburger, and the corresponding block on the page has been highlighted with a blue border.

The Block types are described in section 6 .










4.2 Block Settings

The Settings button:  opens the Settings menu for the block. This includes additional advanced formatting controls. When you select a Block the Setting Menu will show the options appropriate to that Block. In this document some of the most important settings will be described, but there are many more than can be included here, so you should take some time to explore the settings for the Blocks that you use as some useful and interesting effects can be obtained.


4.3 Block Menu

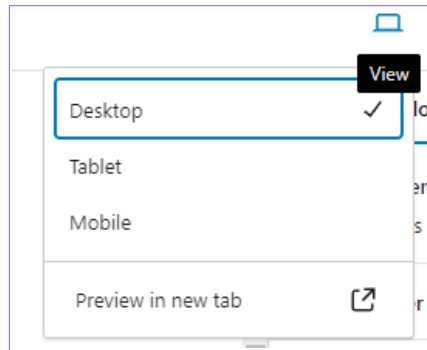
When you click on a block, the Block Menu will appear. This will either be attached to the block, or at the top of the screen (see section 2.4.1 for how to position the Block Menu). The exact contents of the Block Menu depends on the type of Block, but may contain any of the following:

Icon	Explanation
	This icon represents the type of block. This example is for the default paragraph Block. Clicking the icon allows the block to be transformed easily to one of the suggested alternatives.
	These controls let you drag (six dot) or move (arrow) the Block up or down the page. NOTE: You have to drag the six dots icon, not the actual Block. See section 4.7 concerning moving Blocks.
	Align the text or other object in the Block (left, centre, right)
	Make text bold or italic, or both
	Insert, amend or delete a link. Links are described in section 10
	Opens a menu with further formatting options. Most useful is probably the Highlighter to highlight text
	Opens a sub-menu. Most useful are 'Duplicate' (the Block), 'Add before' and 'Add after' (to add a new block). Also note 'Delete' at the bottom.

4.4 Pre-viewing Edits

Before making your edits public, it is a good idea to check what they are going to look like to users.

You need to be aware that your page will be viewed on different size screens. You can see what it will look like by clicking the View button  at the top right of the screen. This enables you to see what your page looks like to site visitors on a computer, tablet or mobile.




4.5 Saving Changes

To keep your edit, click on [Save].



4.6 Adding Blocks

To add a new block to a page, click the  icon; a menu of available block types will be displayed.

Some of the commonly used blocks are described below.

There are 3 ways of adding a new Block to a page:

- Using the Hamburger
- By dragging a Block from the Block Menu to the page.
- By adding before or after an existing Block


The menu of different Block types is extensive; to find the Block you want you can either scroll through the menu, or type the Block name in the search field at the top.

4.6.1 Adding a Block using the Hamburger.

Inserting new Blocks in to the Hamburger is usually the best way to ensure that Blocks appear where you want them to on the page.

Click the Options Menu (3 dots) on a Block in the Hamburger, and the pop-up menu includes 'Add Before' and 'Add After' options. Clicking on one of these adds a Paragraph block by default. If you want a different type of block click on the black [+] button at the right of the new Block to select the actual Block type you want.

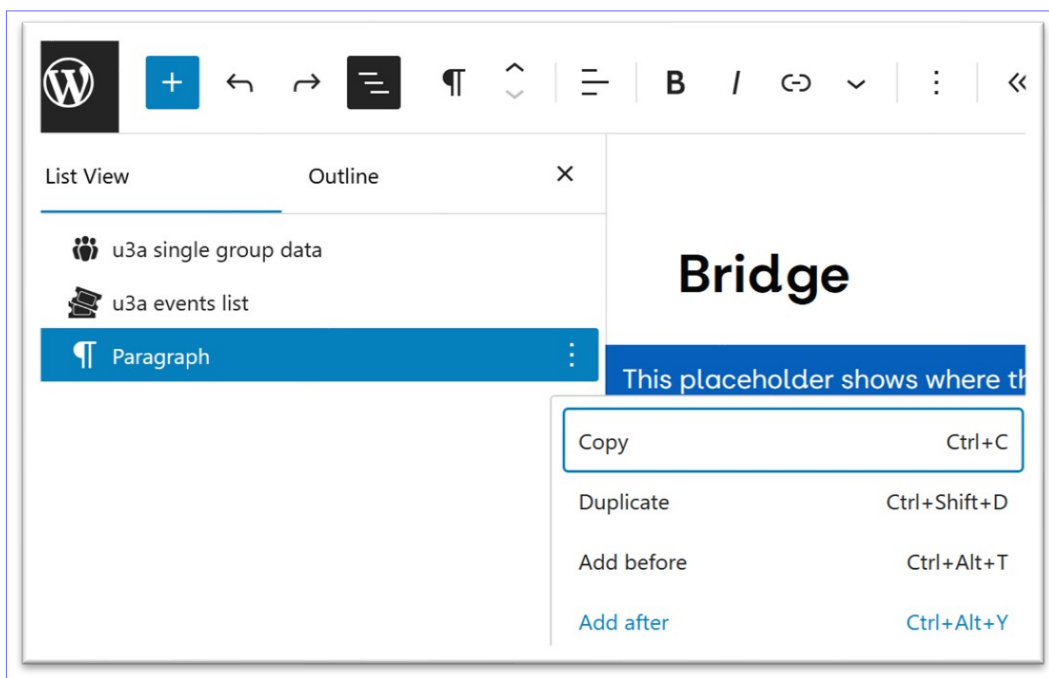
4.6.2 Adding by dragging from the Block Menu


Click the  button to reveal the Block Menu, then click on a block type. As you move the cursor over your page a blue bar will indicate where the new Block is to be created. Release the mouse when the bar is in the desired place.

Note that on complex page layouts it can be difficult to persuade the system to put the bar where you want it. If this is the case, the Hamburger method described above allows fine control over block positioning.

4.6.3 Adding Before or After an Existing Block

Clicking on a Block reveals the block's pop-up menu, which will have 'Add before' and 'Add after' options. Allowing you to add a new Block immediately above or below the existing one. For example, this illustration shows what you see when the Paragraph on the Bridge page example is selected and the three-dot menu for the Paragraph is opened.



On the three-dot menu select one of the 'Add' options. Now click the blue plus icon  to reveal the available blocks.

4.7 Moving Blocks

You can move a block to a different place on a page in two ways.

4.7.1 Moving Using the Hamburger



Click on the block you want to move, drag it to the new place in the Hamburger and let go.

4.7.2 Moving using Drag Button

This method is only available if you have the 'Top Toolbar' Option turned off, i.e. the Block Menu pops up next to the Block, not at the top of the screen.

Click on the actual Block on the main part of the screen, click on the [Drag] button (6-dots icon) on the floating menu, **drag the icon, not the block**, to the new location and let go.

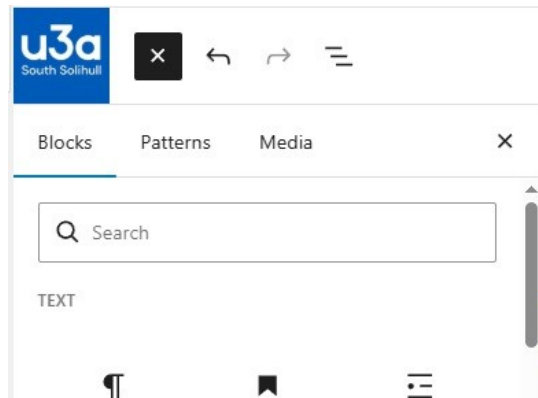
There are restrictions on where you can drag to because some Blocks can only exist inside a suitable container Block, and some container Blocks can only hold certain types of Block. For example, a List Item must be inside a List Block, and a List Block can only contain List Items. A Column Block, on the other hand, can contain any type of Block.

If you try to move a Block to an illegal position your cursor will turn into a “no entry” sign. For example, if you try to move a Button using the   icons, you will find that you can only move an individual

Button within its current Buttons container. Or you can move the whole Buttons container, with its contents. Using the Hamburger will help you select the thing you actually want to move.

5 BLOCKS, PATTERNS and MEDIA

When adding an object to a page, the left-hand pane has 3 tabs:



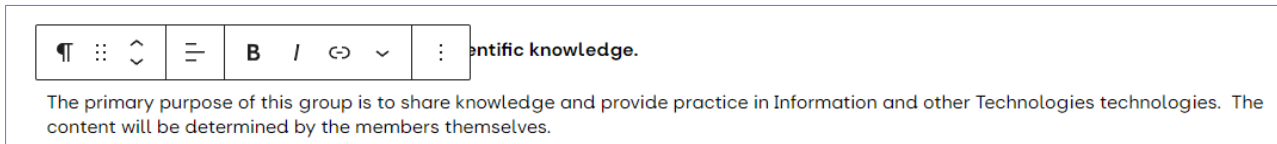
- **Blocks:** Is a menu of individual Block that can be added to a page. The commonly used Blocks are described in section 6
- **Patterns:** Is a menu of one or more Blocks with specific attributes pre-selected, that provide commonly used 'short-cuts' for adding standardised features to a page. Some useful Patterns are described in section 8
- **Media:** Provides an alternative way to access the ssu3a Media Library, and the 'Openverse' openly licenced media library.

6 BLOCKS MENU

This section explains the details of the most commonly used types of Block that are available on the 'Blocks' tab when building a page.

6.1 Paragraph Block

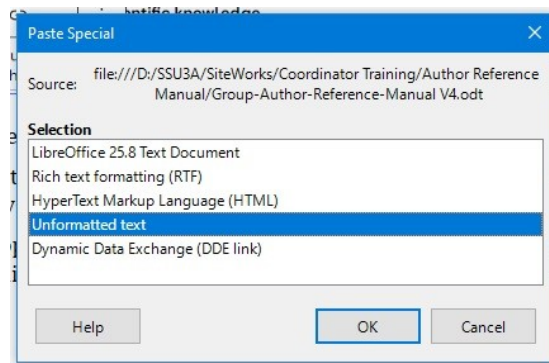
A Paragraph block contains text only. It works much like a paragraph in any word-processing software.



To edit the text, click on the text and the Block Menu appears.

You can now edit the text in the usual way (type, delete key, select and delete etc.). Pressing the <Return> key causes a new Paragraph Block to be created.

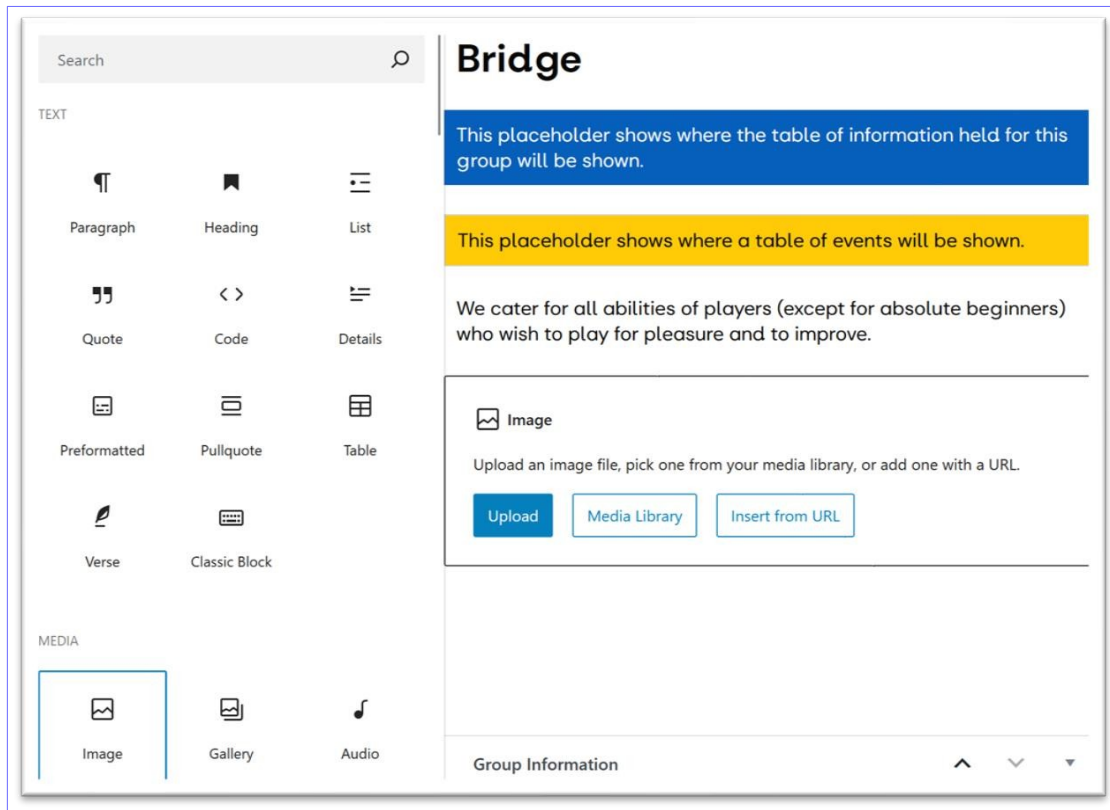
Be careful when using copy/paste to put text into a Paragraph. Text pasted in from another application (e.g. Microsoft Word) can include more than one paragraph, in that case all of that text is included in the target paragraph block, including paragraph breaks. This is because Word Processors embed invisible formatting information in the text. This formatting information can cause unwanted effects in SiteWorks. To avoid this problem, use 'Paste Special': Press <Ctrl>+<Shift>+v, and a dialogue of options will appear:



Select 'Unformatted text' and click [OK]. Any embedded formatting, including paragraph breaks, will be removed from the pasted text.

6.2 Image Block

An Image Block displays one of the pictures stored in the Media Library, and is the most basic way to include an image on a page. To add an Image Block, locate and click the Image block by scrolling or searching (start typing in the Search box):



This displays the dialogue box to insert your picture image. If you know the image is already in the Media Library, click that option, or you can upload it from your computer. Uploading at the same time as creating the Block is the preferred way to add a new Image to the Media Library, as explained in section 3.2.2 .

There is also an option to insert an image from a URL, but this should be used with caution as the image is not placed in the Media Library, it remains on the website that the URL references. If the image on the website moves or is deleted, the image will obviously not display.

6.2.1 Setting the Picture Resolution

When images are uploaded, the website reduces the resolution (picture sharpness) if necessary to a maximum of 1920 x 1920 pixels. If the image only needs to occupy a small area of the screen, that resolution is unnecessarily high. Reducing the resolution can greatly reduce the amount of data, and therefore reduce the loading time of the page, often without any perceptible effect on the picture.

To optimise the resolution, click on the Image, and find the 'Resolution' setting towards the bottom of the Settings pane: Several options are available for selection. You should try each one in turn, starting with the largest, and choose the smallest that does not result in a noticeable degradation in quality.

6.2.2 Setting the Meta-data for the Picture

If you import a picture from the Media Library, the meta-data (alt-text, caption, etc.) are automatically copied in from the library, but you can change them for your page if necessary.

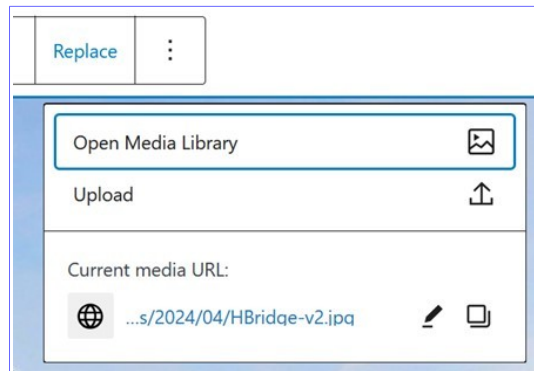
To add (or remove) a caption under your picture, click on the "..." icon on the Block Menu that appears when you click on the picture.

If you want to write text over the picture, use the [A] icon just to the left of the 'Add caption' icon. You can set the colour of the text afterwards in the Settings pane.

The Alternative text is set or edited towards the top of the Settings pane when the picture is selected:

6.2.3 Replacing an Image

You may find that you want to replace an image that you have uploaded to the Media Library with a new version.



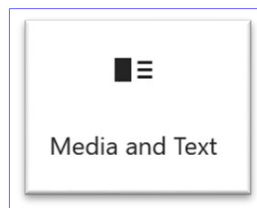
An easy way to replace an image is to click on it where it is used. This brings up a 'Replace' option on the Block Menu.

Either select the replacement from the Media Library or upload it.

If you know the old image is now not being used anywhere else, please delete it from the Media Library to keep it tidy.

6.3 Media And Text Block

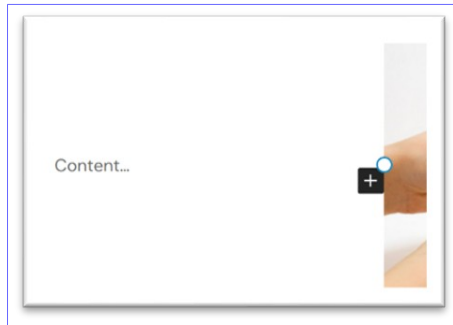
The Media And Text Block is a container for one Image and any number of other Blocks. It is very common to want to have text next to an image; this Block is tailored to that purpose, but it is possible to put Blocks other than Paragraphs next to the Image if you need to.



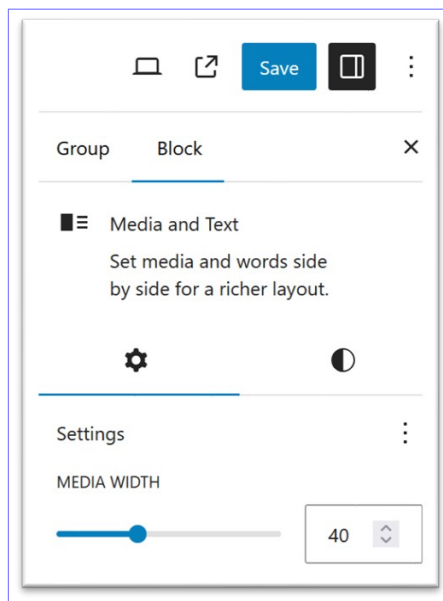
It will place the image to the left or right of a stack other Blocks.




When you insert the Media and Text block the dialogue to insert the image appears immediately, as for inserting an Image. When the image is in place you see:



Click on 'Content...'. This behaves like a Paragraph block, so you can just type your text. There are various settings available. For example, to adjust the width of the image:



If not already displaying, open the Settings menu with the  icon (top right). Make sure the 'Block' tab is selected (not the 'Group' tab). The example above shows the image is set to take up 40% of the width leaving 60% for the text.

The image can be aligned left or right-hand side using the Block Menu:



Unlike an Image Block, with the Media & Text block, it's not possible to add or display a caption for the image.

6.4 Gallery Block

The Gallery block is a container for one or more images. It provides an easy way to arrange multiple images in a grid.



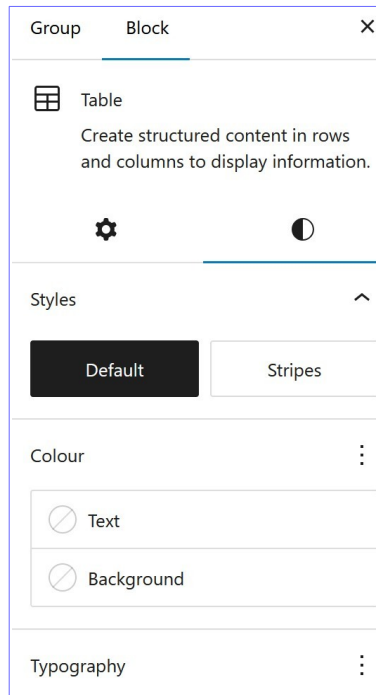
Adding a Gallery Block is similar to adding an Image Block, except that you can upload or select multiple images. After adding a Gallery, look at the settings control to adjust the number of columns for your images. The system automatically creates enough rows to hold all of the selected Images.

6.5 Table Block

A table is a simple way to arrange text data in a grid. For example, for Bridge, you could list who is partnering whom each week, or who is bringing refreshments.

A screenshot of the Table Block settings interface. At the top, there are five icons: a table grid, a list of dots, an up arrow, a list of horizontal lines, and a vertical list of dots. Below these icons is a horizontal line. Under the line, there is a table icon followed by the text "Table". Below that is the text "Insert a table for sharing data." Below this text are two input fields: "COLUMN COUNT" with the value "2" and "ROW COUNT" with the value "3". To the right of these fields is a blue button labeled "Create Table".

This gives a two-column table that is similar to a table in a Word document or spreadsheet. Note you can only put text in the cells of a Table block, not graphics or other Blocks.




The Settings menu offers various options to format your table.

Columns can only be spread evenly, or they can adjust automatically depending on how much text is in.

Although you can specify the number of rows and columns for your table, the system may re-format it to fit on small screens, so check the layout by viewing your page for the different devices.

If you want more control, or to place images or other blocks in a table structure, the Columns Block is a good option.

6.6 Excerpt Block

Section 12.5 describes how the system will automatically generate an Excerpt for an Event or Post, and how to replace the automatic text with text of your own. Unfortunately, there are some limitations to how Excerpt work, which you may come across. For example, they don't handle bold text or embedded links. To get round these limitations you can use the Excerpt block  .

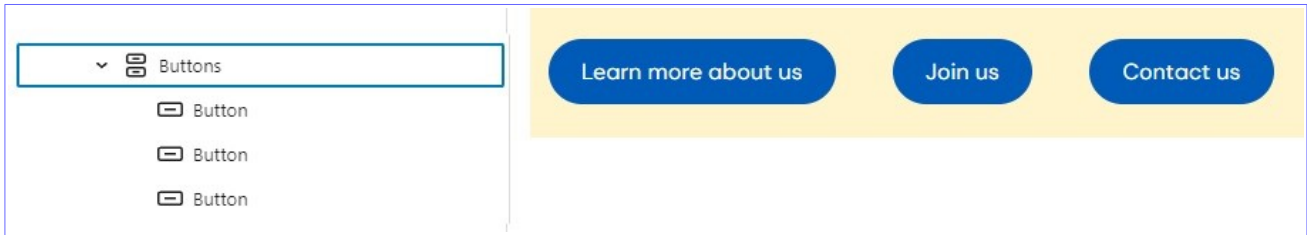
You can put the Excerpt block anywhere on the page. Typically at either the start or end. Add or edit the Excerpt text as required. The block toolbar allows links and format to be applied to the Excerpt text in the same way as for Paragraphs. Save the Event or Post, which copies the text from your Excerpt Block to the Excerpt for the item.

If you want to, you can then delete the Excerpt block by choosing "Delete" from the right-most menu list of the block toolbar. Then save again; the text copied to the Excerpt will remain.

6.7 Buttons Block and Buttons


The Buttons Block (note the plural) is a container for one or more Button Blocks.

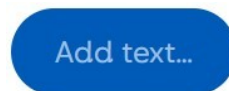
The primary purpose of a Button Block is to contain a link:



Use blue “plus” icon  to reveal the available blocks. Locate and click the Buttons block by scrolling or searching, or start typing in the Search box.

When you insert a Buttons Block you also automatically insert the first Button in the container. You can then add a second and subsequent Button into the same container if you want to. After you have inserted a button, have a look at the structure using the Hamburger, this should make things clear.

You give the Button a name and then use the  icon to create a link in the same way as creating a link from text in a Paragraph.



In the Settings, you can change the appearance of the Button, however, we recommend that you stick to the standard style for consistency.

6.8 Columns Block

A Columns block is a container of two or more Columns. Each column can contain any kind of Block, and can have its attributes, such as background colour set independently from the other columns.

A Columns block is added in the same way as other blocks, but prompts you to chose one of a standard set of layout when you add it. These standard layouts can then be altered if required.

6.9 Gutenslider Block

The Gutenslider block is a container for multiple images. It is a complex block with many settings. It is mostly used to display a slide-show of images. After adding a Gutenslider block, you can then add as many images as you like, similar to creating a Gallery. There are many options and setting for you to explore, but the variety of options means that setting it up is not entirely intuitive.

6.10 File Block

A File Block is a way to display a file (as an alternative to creating a link to it). It works in a very similar way to the Image block, except that you select or upload a document, rather than an image.

Please be aware that users will not want to scroll through large documents on a web-page, especially if they are using a small screen (phone or tablet).

6.11 Rows, Stacks and Grids

Columns block are described in section 6.8 . There are other blocks that allow you to arrange blocks on the page automatically. They are the Row, Stack and Grid blocks. Like the Columns Block, these act as containers for other Blocks and arrange them as implied by the name, e.g. the Row Block arranges blocks side-by-side in one row across the page.

7 DATA PLACEHOLDER BLOCKS

There are three special blocks on the 'Blocks' tab that are automatically populated with relevant data when a page is viewed by a user. They are:

- Info Block: Contains data for one Interest Group.
- Events Block: Contains a list of future Events for an Interest Group.
- Posts Query Loop: Contains a list of Posts for one Interest Group.

They are described in detail below.

NOTE: The internal structure of these Blocks is pre-programmed. **Please do not attempt to edit the contents of these blocks directly, as they may cease to function properly.**

7.1 Info Block Placeholder

This block is used only on Group pages, and normally sits to the right of an image in a Media And Text Block, at the top of the Group page.

When editing a Group page it appears as a blue ribbon on the page. When the page is viewed by users the information in this block is generated automatically from the Group settings that you enter in the table at the bottom of the screen. See section 11.3 for details.

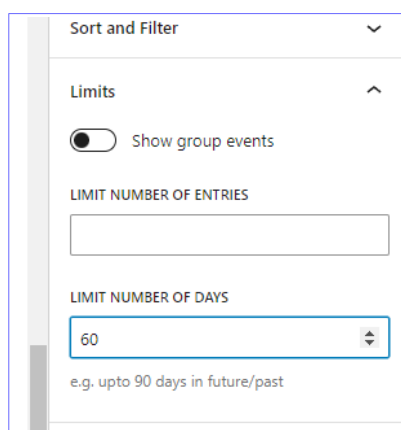
7.2 Events Placeholder

This Block is used on Group pages to list the future Events for the Group.

It is also used on the Diary page to list future Events for all Groups, but as an Author, you will not be editing the Diary page, so the following notes relate to editing your Group page only.

The placeholder appears as a yellow bar with the text "This placeholder shows where a table of events will be shown". This is automatically generated from the Events that you create, as described in section 12 . It displays all the Events for the Group with future dates. This means that **you don't enter details of individual future meetings directly on a Group page**, instead you create Events, and these will then be inserted automatically onto your page in the placeholders.

When editing Clicking on the block revealed several options on the right of the screen.



One of these is "Limits". You can use this to control how many, or how far ahead, forthcoming Events are shown on the Group's page. This is useful if you want to put more Event in the diary than you want users to see immediately.

7.3 Posts Query Loop

The section works in much the same way as the Events placeholder, but it is constructed using a Block called a 'Query Loop', which is a container for a structure of several Blocks. Its set-up is quite complex and **should not be altered**.

The Query Loop automatically displays details of your past activities, i.e. the Posts that you create for your Group. So, as with Events, **you don't enter details of past meetings directly on to the Group page**; you create a Post for each recent activity undertaken by the Group, as described in section 13 . These will then be inserted automatically into the Posts Query Loop.

8 PATTERNS MENU

This section describes the commonly used Patterns that are available on the 'Patterns' tab when building a page.

A Pattern is a Block, or collection of Blocks, that have some of their properties pre-defined. They can be inserted onto Pages in the same way as individual Blocks, but have the advantage that they ensure a standard 'look and feel' across our website.

The commonly used Patterns are described below.

8.1 Licenced Attribution – Non-Commercial

This is a Paragraph Block, pre-populated with the appropriate wording for the caption of a photograph licenced under the Creative Commons for Non-Commercial use.² After adding the Block, edit the text to add the image title and the author's name, if known.

8.2 Licenced Attribution – Share-Alike

This is a Paragraph Block, pre-populated with the appropriate wording for the caption of a photograph licenced under the Creative Commons for Share-Alike use.² After adding the Block, edit the text to add the image title and the author's name, if known.

² Users are advised to consult the Creativity Commons website for further information.

9 MEDIA MENU

This section describes the options on the 'Media' tab, that are available when building a page.

9.1 Images

This option is an alternative to selecting items from the Media Library. The search bar allows you to find an image by searching for keywords in its description. Success depends on whether a relevant description has been set for the Image (see section 3.6).

Drag an image from the list to the place you want to put it on the page.

9.2 Openverse

The Openverse option is similar to the Images option, except that it searches the on-line 'Openverse' library, that aggregates works from multiple public repositories, and facilitates reuse through features like one-click attribution.

The appropriate attribution is usually included within the Image, so no further attribution or copyright acknowledgement is required.

Users of this feature are advised to visit the Openverse website for more details of licencing.

10 LINKS

A Link is an area on the screen that can be clicked on to access some other content. Links can be created on any kind of page including Events and Posts.

Links can be created on:

- A highlighted word or phrase in a Paragraph
- A Button.
- An Image.

Clicking on a link can result in:


- Opening media – usually a document.
- Jumping to a different page in the ssu3a Website.
- Jumping to a page in an external website.

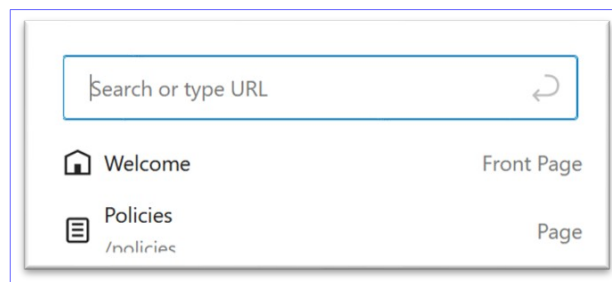
It is also possible to create a link to send an email to a Contact, but this is created in a different way, as described in section 14.1 .

You can create links to the same document or image in more than one place if you need to.

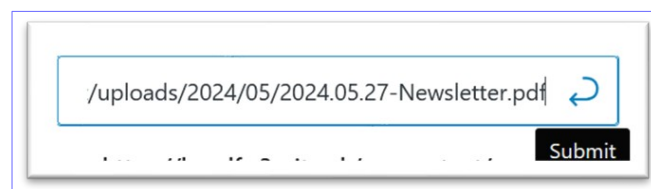
When linking a document it is generally best to open it in a new browser tab: select the relevant option. (On some user's browsers, depending on their settings, the document will be downloaded directly without actually opening a new tab. This is a feature of the user's system over which you have no control.)

10.1 Adding Links

In general, to add a link to a Block, click on the block to reveal its Block Menu, then click on the  tool. This will open a URL form where you can paste in the URL of the target using <CTRL + v>



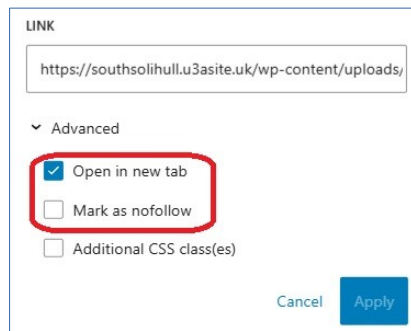
You now have to enter a reference to the thing you want to link to in the 'Search or type URL' field. Exactly how you do this depends on what you are linking to, as described in the following sections.



Submit by clicking the circular arrow on the right. The link is now in place.



After creating the link you have a further options. To set these options, click on the pencil icon before saving.



10.1.1 New Tab Option

Do you want the link to open in a new browser tab or not? To set this option, check the 'Open in new tab' checkbox:

10.1.2 No Follow Option

One of the primary mechanisms that search engines (e.g. Google) uses to determine how far up the list of search results our website should be, is the number of links it shares with (to of from) other websites. Links are shared if you leave the 'nofollow' option unchecked, which will improve the our 'page ranking' for search engines.

However, you can check the 'nofollow' option if you don't want the target of the link to know where the link came from (so that it can't link back). This will avoid unwanted traffic from the linked site, or any suggestion that we endorse or sponsor the content of the linked site.

10.2 URLs (Universal Resource Locators)

A URL is the 'address' of the target of the link. Before creating a link you must determine its URL, so that it can be entered in to the Link. The safest way to get a URL is to open the relevant resource and copy its URL to the clipboard, from where it can be pasted into the Link. The following are typical ways of getting a URL:

(As a reminder, the convenient keyboard shortcuts for Copy and Paste are <CTRL>+c and <CTRL>+v respectively.)

10.2.1 From the Media Library

To get the URL of an item in the Media Library:

- Click on the document or image to display its details.
- In the right pane, below the description, etc., click on "Copy URL to clipboard".

10.2.2 From a ssu3a Web Page

A link that jumps to a different page of the ssu3a website is the easiest type to create. The link dialogue box includes a search facility that helps identify the page to be linked to. Start typing the title of the web-page and you will see the matches that the search has found listed below. When you see the one

you want just click it to insert the correct name into the URL box. It is normal not to open such links in a new tab.

10.2.3 From an External Web Page

Linking to external websites is not recommended, as we have no control over the content, or even if it continues to exist. If you create such a link you will need to test it frequently to check that it is still working and relevant.


To get the URL of a web page:

Open the page, preferably in a separate window or tab of your browser.

Highlight the complete URL at the top of the screen and copy it to the clipboard.

Now you can paste it into the link dialogue as described above.

10.3 Links in Paragraph Blocks

To apply a link to a word, or words in a paragraph, select the text that will become the link then click the  tool. This will open a URL form. A Paragraph Block can have multiple links, each associated with a separate section of the text.

10.4 Links on Buttons



A button can only contain a Link. After creating a button, you can add a Link by clicking the link icon on its Block Menu.

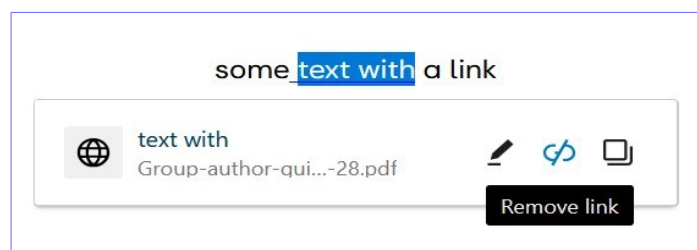
10.5 Links on Images

Links are added to Images in the same way as for Buttons; by clicking on the Link icon in the Block Menu.

10.6 Replacing a Link

To replace a link, you have to upload the new media and replace the URL in the Block by clearing the old Link and create it again.

- To clear the old Link, select the text and click on the link icon,  it will have a black background indicating a link is present. Click on it to open the link menu, then click  to clear the link.



- In the Media Library, upload the new document or image in the usual way, as described in section 3.2 . Note: it must have a different name from any existing item. Copy its URL to the clipboard.
- Create the new Link in the Block, in the normal way.
- If there are links to the same Media elsewhere on the website, replace these too.
- Finally, in the Media Library, **delete the old version of the document to keep the library tidy.**

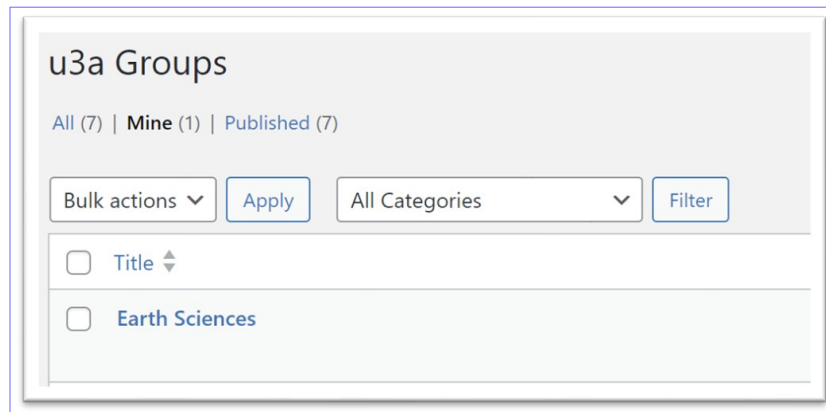
11 INTEREST GROUP PAGES

Each Interest Group has its own page on the website, with general details about the Group. It also shows listings of future activities (u3a Events) and past activities (Posts), which are generated automatically by the system from the Events and Posts that you create.

It is important to keep the details up-to-date, as they are your 'shop window' to the world.

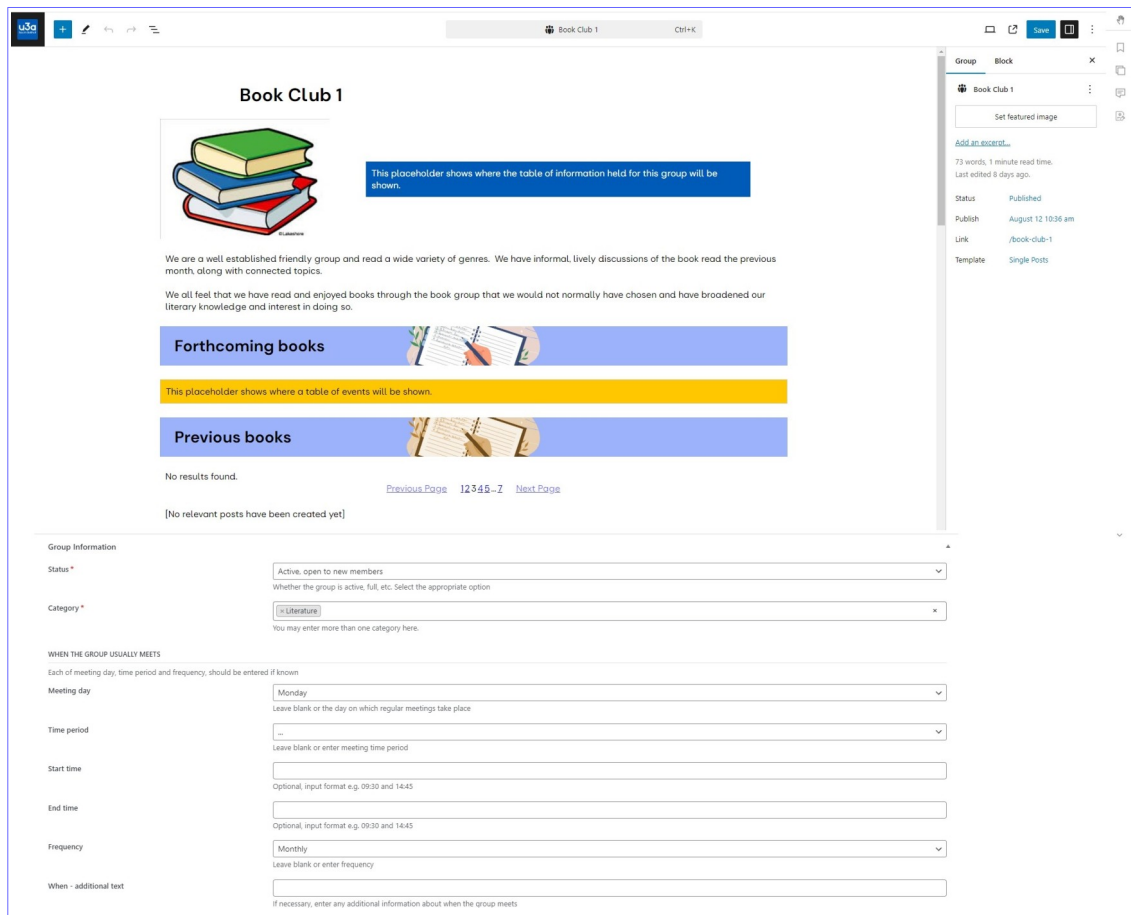
11.1 Editing a Group Page

From the Dashboard, select 'u3a Groups' and you will see the Group(s) that you can edit:



Click on a Group name, or hover over it and select 'Edit'. [Note: 'Quick Edit' is used by the Webmaster to set the title and other properties of the Group. You will not need to use this.]

You will see something like this Book Club example:



11.2 The Structure of a Group Page

For consistency, each Group page is arranged in the same way. You can view the structure using the Hamburger icon. You will see that it consists of:

- A Media and Text Block, containing...
 - A photograph or other graphic to illustrate the Group in some way.
 - The 'Info-Block' placeholder to the right of the graphic.
- One or more Paragraph Blocks with descriptive text explains the operation and activities of the Group,
- The 'Forthcoming Meetings' heading and Events placeholder.
- The 'Previous Meetings' heading and Posts Query Loop.

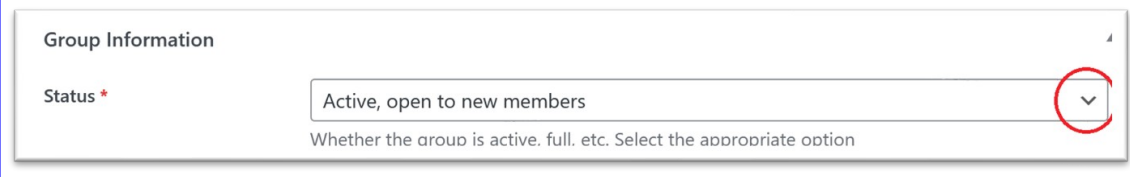
The Info-block, the Events, and Posts are inserted automatically, so the graphic and descriptive text are the only Blocks that need to be maintained by the Goup's Author.

If this standard layout is not appropriate for your Group, please contact the Webmaster who will be able to adjust it.

11.3 Editing the Group Settings

The Group information is entered in a table of fields that are usually displayed at the bottom of the form, starting with the Status field. You may need to scroll down to see all the fields.

The various drop-down lists are expanded using the arrow at the right.



The Settings include the following elements:

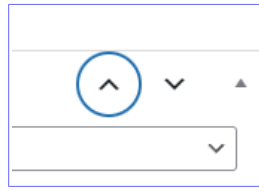
Field	Explanation
Status (required)	Select from the drop-down list
Category (required) *	Select one or more from the drop-down list. The available Categories are agreed by the Committee. They are used to list the groups on the Groups page, when the 'By category' listing is selected.
The following are optional	
Meeting day *	Select from the drop-down list. Note that the chosen day appears in the Group Information Block and is used to list the Groups on the Groups page, when the 'By meeting day' listing is selected.
Time period	Select from the drop-down list
Start and End time	Select times, if applicable
Frequency *	Select from the drop-down list
When – additional text *	e.g. '1 st and 3 rd week', 'We meet on bank holidays'
Venue *	Select from the drop-down list. If a venue is chosen, it appears in the Group Information Block and is used to separate the listing on the Groups page, when the 'By venue' listing is selected.
Group Coordinator and Coordinator 2 **	Select from the drop-down list. Add new Contacts if necessary
Tutor **	Select from the drop-down list
Primary (Secondary) group email **	Preferably use a non-personal email address(es) for the group
Cost	A text field, in case you want to show the cost – for example the entrance fee for an event

* After changing any settings, re-check how the Group appears on the **Groups** page, for each of the four listing options.

** If you change these entries, also inform the Groups Coordinator, as the information may need updating elsewhere, e.g. the Beacon membership system.

11.3.1 Moving the Table

The table of data for the Group may be moved from the bottom of the screen to the panel on the right, or vice-versa. You do this using the two buttons at the top-right of the table:



11.4 Additional Pages

One page is generally sufficient for most Groups, but if you feel that you have too much material for one page it is possible for the Webmaster to create more pages for you, that can then be linked to from your main page, as described in section 10.2.2 . Please discuss your requirements with the Webmaster.

12 EVENTS

Creating an Event is the best way to let your Group members know what is coming up, and to advertise your Group to the whole of ssu3a.

In addition to appearing on the relevant Group page, all Events will also appear in the listing on the Diary page (within the date limits set for the Diary).

12.1 Creating the Event

On the dashboard, click on 'u3a Events'. If you haven't previously created an Event, you will be able to see all the events for the u3a. If you have already created one or more Events, you will see only your own entries.

To add a new event, either click on 'Add New Event', or you can use the 'Clone' function to create a copy of an existing Event:



If you click on the 'Clone' option, a draft copy of the object is created just below it, but the title is now suffixed with "(Copy)", to make it easily distinguishable from the original.

When you add an Event, a screen with a form appears that is similar to a Group screen.

The image shows a screenshot of an event creation form. The title of the event is "Discussing Current Affairs". Below the title, there is a yellow placeholder box with the text "This placeholder shows where the event information will be shown." Below this, there is a line of text: "Political difficulties; social injustices? We'll sort them out over a coffee, in a corner of the bar." At the bottom of the form, there is a section labeled "Event Information" with a dropdown menu for "Event category *" set to "Meeting".

You must enter a title for the event, select a category and a date. For Interest Group events, the Event Category should always be "Meeting".

12.2 Choosing a Title

The Event title should of course describe the event, but bear in mind that the Event will appear on the Diary page listing, which is not specific to your Group.

For example, if your Interest Group holds a regular meeting each month, creating each Event with the title "Monthly meeting" might confuse members who are not part of your Group, as well as giving the impression that nothing much is happening. Instead, try to be more creative and specific, even if it's only something like "*Military History monthly meeting*"!

12.3 Setting the Event Fields

As with the Group pages, the Event settings sit at the bottom of the form, and has these elements:

Field	Explanation
Title (required)	Enter a Title for the Event (see above)
Event Category (required)	Select Meeting from the drop-down list
Event date (required)	Enter the date on which the Event will occur or start. Note that Events are displayed up to the end of the Event Date.
Start time	Provide the start time...
End time	... and the finishing time, if known
Duration (days)	If the Start and End times are not sufficient to describe the duration of the event, this field may be useful
Group (required)	Select the Group to which the Event applies. Note: only Groups for which you are the Author appear in the drop-down list
Venue	If applicable, choose the venue from the drop-down list
Organiser	Select the organiser from the list of Contacts
Cost	This text field may be used to indicate the cost of attending the event
Booking required?	Tick the box if attendees should make a booking. If so, remember to indicate in the text how the booking should be made

12.4 Describing the Event

Just like on the Group screen, you can enter some descriptive text and/or images below the yellow placeholder block to provide more detail or enhance the appeal of the Event to potential attendees.

12.5 Including an Excerpt

On the Diary and your Group page, the Event listings show the title and some of the text. The text in the listing is known as the Excerpt. By default, the Excerpt is generated automatically using the first 30 words of the your Event description. If there is more text than will fit in the excerpt, an ellipsis [...] will be added to indicate this.

If desired, you can override the automatic text by providing your own in the Excerpt box. When creating or editing your own excerpt, the length is not limited, but you should try to keep to the 30-word limit to avoid cluttering the Diary page.

To enter or edit the Excerpt text, first display the Settings pane, if not already active, by clicking on the



icon at the top-right of the screen.

Then click on the 'Edit excerpt' link to bring up the Excerpt dialog box. Enter your text, then close the dialog box with the [X] to save it.

If you find that the Excerpt is not producing the results you expected, have a look at section 6.6 where you will find an advanced way of inserting Excerpts.

Note that Excerpts are not copied when using the 'Clone' option.

12.6 Saving and Publishing

After making any changes, don't forget to save them. Newly created Events and Posts may be saved either as drafts or as published content. Drafts are not visible to users of the website.

For a new Event or Post, the [Save draft] and [Publish] buttons are available in the top-right corner of the screen:



After clicking [Publish] you may need to confirm with a second [Publish] button. Once the object has been published, the [Save draft] and [Publish] buttons are replaced with a single [Save] button – there is no need to 're-publish' after making changes.

If you change your mind, and decide you need to 'unpublish' a page, you can set the Status back to Draft in the Settings menu.

12.7 Deleting

To remove an Event, hover over your event on the main **u3a Events** list and click '**Bin**'. You can recover anything binned for up to 30 days.



12.8 Un-deleting

To recover an item from the Bin, click '**Bin**' on the menu at the top of the screen, and select the item you want to recover.

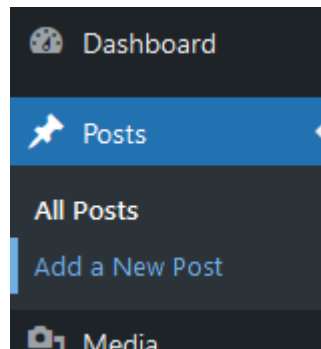


13 POSTS

Posts in SiteWorks are used to create stories or “blogs” about noteworthy events. For Interest Groups, those stories appear in the ‘Previous Meetings’ section of their pages. Note that Posts are not a special u3a object, so you get no help to construct it. On the other hand, this means that you are free to construct your post any way you want.

13.1 Creating a New Post

To create a Post, click on ‘Add a New Post’ on the dashboard.



The “New Post” screen is an almost empty space, inviting you to “Add title” and “Type / to choose a block”.

After setting a title for the Post (see below), add whatever texts, pictures or diagrams are needed to build the story.

As with Events, you can choose to add an Excerpt, perhaps to give a more succinct description than the first text paragraph provides.

13.2 Assigning the Post

You can control the pages on which the Post appears by selecting one or more Categories. The available Categories appear towards the bottom of the Settings pane for the Post, and – with a few exceptions - correspond to the list of Interest Groups.

As an Author, you may have a very limited set of Categories to choose from, or possibly none, in which case your default Category will be assigned when you publish your post.

Don’t forget to save and/or publish the Post afterwards.

13.3 Copying an Existing Post

You can create a Post by copying an existing Post; select the relevant one from the ‘All Posts’ list, and use the ‘Clone’ function.

The duplicate Post is created immediately in the background, in Draft status, and is an exact copy of the original. You will need to edit the new Post as required.

13.4 Setting the Publishing Date

Publishing a Post sets the “publish” date & time to when the button was pressed. Usually you will want to change this to the date and time that the Event was held, so that it appears in the correct sequence in the list of Posts on your Group page. You do this by clicking on the ‘Publish’ area on the Settings pane:

14 HIDING EMAIL ADDRESSES

Member's personal email addresses should not be exposed to the public, unless the member specifically request it. SiteWorks has a way to allow emails to be sent to Contacts, without letting the user know what the email address is. This facility is used wherever a Contact is used on:

- Groups: Coordinator, Coordinator 2, Tutor
- Events: Organiser

Status:	Active, open to new members
Coordinator:	Terry P.
When:	Monthly on Thursday mornings 10:00-12:00

The system automatically generates the link on the Coordinator's name. When the user clicks on this they get a pop-up form allowing them to send an email to the Contact, but the Contact's email address is not show.

14.1 Links to Contacts

We saw in section 28 how to create links to web pages or media files, it is also possible to create a link that will open the dialogue to send an email to a Contact, but the method of doing so is different.

The link is created by inserting text in this format where the link is to appear:

```
[u3a_contact name="<display name>" email="<email address>"]
```

Where:

- <display name> is the text that the user will see on the web page, highlighted like a Link.
- <email address> is the address to which the email is to be sent.

For example, to create the word “organiser” as a link, enter the following text in the paragraph:

```
[u3a_contact name="organiser" email="fred@home.uk"]
```

If you want to create a link to one of the named u3a Contacts that is already stored in the system, you only have to include the u3a_contact_name, and the system will automatically pick up the associated email address, thus:

```
[u3a_contact name="Chair"]
```

The u3a Contacts pre-defined in the system are:

- Chair
- Deputy Chair
- Deputy Web Master
- Interest Groups Coordinator
- Membership Secretary
- Secretary
- Speaker Secretary
- Treasurer
- Web Master

15 SPECIAL CHARACTERS

The DM-sans font used by SiteWorks has some characters that don't appear as you might wish. It also has some characters that can't be accessed using a normal keyboard. However, there are ways to get round these difficulties, depending on your keyboard and operating system, as follows:

15.1 Windows Operating System

The following notes are for MS Windows users:

15.1.1 Alt Codes

If you have a numeric keypad on your keyboard, you can get some of the symbols by entering the <Alt> codes from the Windows Character Map. Hold down the <Alt> key and enter the 4-digit code on the numeric keypad. (This method won't work on the number keys at the top of your keyboard.)

15.1.2 Double Spaces

For the DM sans font used in SiteWorks, we think text looks better, and is easier to read, with a double-space between sentences. Unfortunately, the underlying WordPress software doesn't agree, and simply removes extra spaces when it finds them. You can use the following work-around: Between sentences, use a "non-breaking space" and a standard space. The non-breaking space is created by pressing <Ctrl><Shift>+Space. It looks the same as a standard space but doesn't disappear on the website.

Always make the non-breaking space the first one, to avoid indentation if the sentence-break comes at the end of a line.

Symbol	Keyboard	Character Map code
Non-breaking space	<Ctrl><Shift>+Space	0160

15.1.3 Non-breaking Hyphen

Similar to the above, if you want to insert a hyphen that does not break if it happens to be at the end of a line, you can use the following character:

Symbol	Keyboard	Character Map code
Non-breaking hyphen	<Ctrl><Shift>+Hyphen	(none)

15.1.4 Apostrophe

Most often, the apostrophe is used for opening and closing single quotation marks. But in the DM-sans font the apostrophe is not just the usual vertical line, so does not give the intended result, particularly for the opening mark.

Symbol	Keyboard	Character Map code
Single quotation opening	(not possible)	0145
Single quotation closing	(not possible)	0146

15.1.5 Double-quotes

The <Shift>+<2> combination for double quotation marks does not yield a pleasing result for double quotation marks.

Symbol	Keyboard	Character Map code
Double quotation opening	(not possible)	0147
Double quotation closing	(not possible)	0148

15.2 Apple Operating Systems

The following notes are for users of Apple computers:

[This section is under construction. It is known that some of the methods described above for Windows do not work with Apple Operating Systems. Readers are invited to submit to the author their solutions for generating special characters].

16 KNOWN BUGS

No complex software can ever be guaranteed to be perfect. In this section we list known problems with SiteWorks that you should be aware of.

16.1 Blank Dashboard

Problem: You get a white screen instead of the dashboard after logging on.

Solution: Clear your browser's cache and refresh.

If you are not familiar with doing this then see this article <https://its.uiowa.edu/services/general/how-clear-cache-and-cookies-your-web-browser>.

16.2 Special Character Single Quotes Entry

In section 15 we saw how to enter the preferred DM-sans single opening and closing quotation characters using <alt> codes.

Problem: On some operating systems, the codes only work if they are the first character of a paragraph. Attempting to insert them elsewhere may generate unwanted behaviour, such as leaving the page.

Solution: Create the required character at the start of the paragraph and then cut and paste it to the correct place.

17 REVISION HISTORY

Version	Date	Author	Change summary
1	1/1/2026	Terry Powderhill	First version using the contents of Group Author Training Guide, V16. Completely re-organised and revised.
2	9/1/2026	Terry Powderhill	Sections on 'Patterns' and 'Media' tabs when editing pages added. Notes concerning copyright added.
3	17/1/26	Terry Powderhill	Updated after change of Plugin from 'WP Duplicate' to 'Yoast Duplicate Post'.
4	23/1/26	Terry Powderhill Dave Willis	Several spelling and typographical corrections Details added to: Block Menu, Paste Special, Media & Text Block, Posts Query Loop, No Follow Option.
5	10/4/2026	Terry Powderhill	Note re. Cookies and Terms of Use added.