

## **Website Guide for Group Leaders and SiteWorks Authors**

With grateful thanks to the Web Managers of Evesham u3a and Berwick-upon-Tweed u3a for use of their training crib sheets

### **Session 2 – Editing text and introduction to ‘Block Editing’**

#### **Introduction**

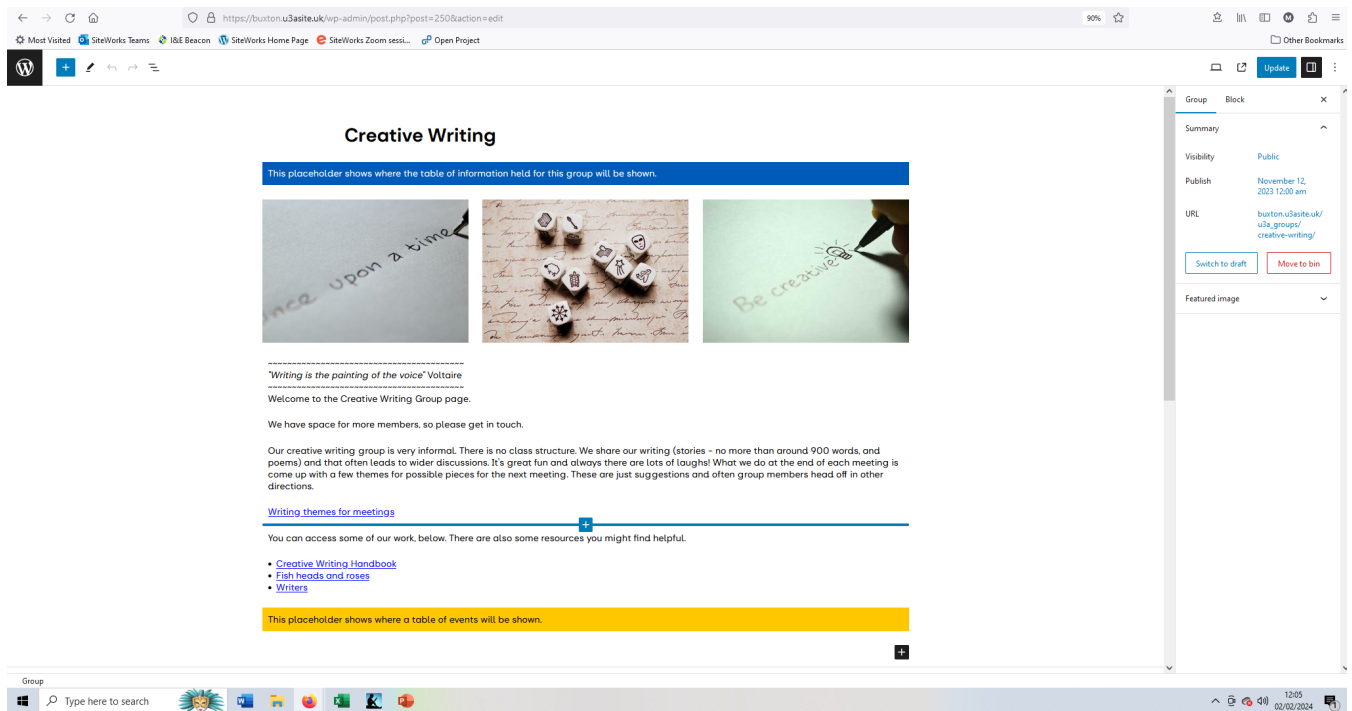
SiteWorks uses the WordPress Block Editor. There are different ‘Blocks’ you can use to add your page content such as paragraphs, images, headings, lists, videos, galleries, and much more. You can control the layout of the blocks to build your page. You could create a simple layout using just paragraph and heading blocks and a more elaborate layout by putting blocks inside blocks.

Log on to the site [buxton.u3asite.uk](http://buxton.u3asite.uk) and go to the Group Leaders tab as before and login with your username and password.

If you come across a ‘u3a sites information box’ titled HELP you can safely ignore it. Click anywhere outside it to go straight to the Dashboard.

As before, if you click on the ‘u3a Groups tab down the left hand side, you will see the group(s) you can edit. Hover over the group as before to edit or view your page. Please don’t bin it! If you click Edit as did before, you will get to the editing screen. But also, if you click View you will see your page but notice that a black menu bar has appeared at the top of the screen. If you click on the blue ‘Edit group’ option there, you can get to the editing screen that way as well.

Whichever, you will see something like the example on the next page.

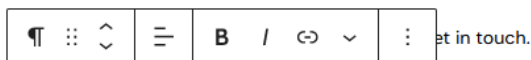


You will see the title of your group at the top and then a number of 'blocks': the first block, highlighted in blue, contains the group information. We'll look at that later. If you hover between this and the images or whatever is directly below it, you will get a blue 'plus' sign and if you click on that you could put a block in there. When you click, you will see 6 options of types of block to insert – there are loads of others! These 6 are likely to be the ones you use most often, paragraph, gallery, image, heading, list, quote.

In this example, you can see a gallery of images, then a few paragraph blocks, a list and then a special box in yellow for 'Events'. We'll deal with that one later as well.

If you click on any block, a tool bar will open just above it. The symbol ¶ at the front means this is a paragraph block

Welcome to the Creative Writing Group page.



Our creative writing group is very informal. There is no class structure. We share our writing (stories – no more than around 900 words, and poems) and that often leads to wider discussions. It's great fun and always there are lots of laughs! What we do at the end of each meeting is come up with a few themes for possible pieces for the next meeting. These are just suggestions and often group members head off in other directions.

The symbol at the end – the 3 dots – is a menu, which includes Copy and Delete

(the whole paragraph). If you want to change just a few words, you can put your cursor at the relevant spot and just add or delete words just like you would in a word processor. Once you've made the changes you want, click Update – the blue button in the top right hand corner – and you're done.

A carriage return will create another paragraph. If you want to start a new line without the new paragraph spacing then hold 'shift' as you press 'return'.

You can add new blocks anywhere between the blue and yellow blocks. Just hover where you want to put them until the blue 'plus' sign appears. You can move the blocks up or down afterwards by using the up and down icon (the third one along on the block menu)

Please check that your group page does not have dates for past meetings showing. There is a way to log previous events using the yellow block which we'll look at later.

You should not advertise your email address on the page either. The blue block at the top contains that information in a way that stops your email address becoming visible to the general public. The information in the blue block is derived from a section below the yellow block which you can amend yourself if needed. Scroll down the page to have a look at it. If it isn't there, look for a tiny little solid down-pointing triangle to the right beneath the yellow block and click on it.

For the full user guide documentation for this session see:

<https://siteworks.u3a.org.uk/docs/block-editor-overview/>  
<https://siteworks.u3a.org.uk/docs/inserting-and-formatting-text/>

Please let the Web Manager know when you are ready for the next session.