

## Website Training for SiteWorks Website Author

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

### Session 3 – Text effects and more on ‘Block Editing’

Logon to where you were working on your page at [buxton.u3asite.uk](http://buxton.u3asite.uk). If the right hand panel (see example screenshot below) is not visible, then click on the Settings square, to the right of the Update button (*you can toggle to hide panel again when finished*). The panel shows information about the group page and gives options to change the text appearance. Click on a text block and the panel will change from the Group information to the text Block options. You can choose the colour of the text, the colour of the background and the size of the text.

The screenshot shows the SiteWorks website editor interface. The main content area displays a page titled "Country Dance". At the top, there is a blue placeholder bar with the text "This placeholder shows where the table of information held for this group will be shown." Below this is a paragraph of text with a red background and pink text. The text reads: "Several have joined the u3a to dance with us! No need to bring a p... ple join us recently and 'refurbished' dancers coming back - welc...". Below this paragraph is another paragraph of text: "If you have enjoyed the music and dance in the Jane Austen films come and learn the dances from that period. W... American squares and longway dances." Further down, there are two more paragraphs: "We have fun dancing to a variety of lovely music selected from around 2,000 CD tracks played through professio... regular callers to explain the moves and remind us as we dance." and "Easy moves, gentle exercise, no experience needed." Below these paragraphs are two photos of people dancing in a room. The right-hand sidebar is open to the "Block" editor for the selected paragraph. The sidebar shows options for "Colour" (Text, Background, Link) and "Typography" (Size). A red arrow points from the text in the paragraph to the "Block" editor panel.

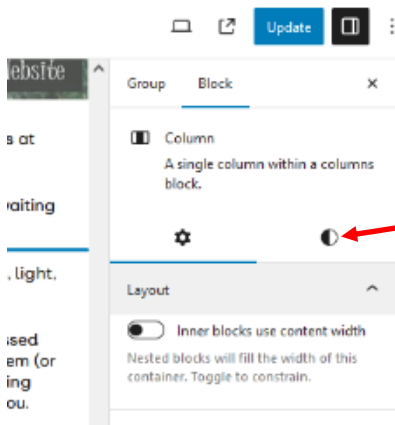
Using the individual block editor toolbar, you can add further attributes to selected text like bold, italic, a link and other options on the down arrow. Hover over the icons or click the down arrow to see what is available. I've changed the colours of one of the paragraphs as an example.

The text in pink on a red background is difficult to read but if you really wanted to use it, you could increase the text size and make it bold so that it would stand out

more. Once you've finished trying things out, do not hit update but click on the large W in the top left hand corner. It will warn you that your changes will not take effect and you must confirm this by clicking on 'leave page'. However if you do wish to save your changes, click Update before you exit.

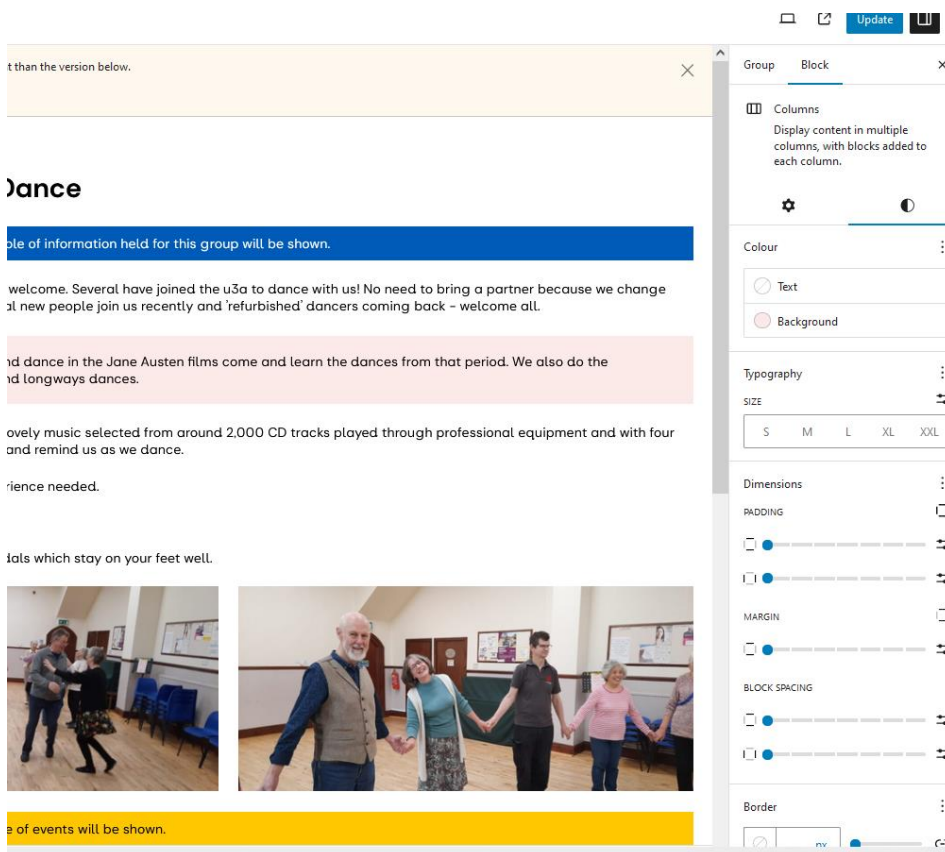
An alternative way to highlight a paragraph is to add a single 'Column' block and then place your 'Paragraph' block inside it. You do this by first clicking to get the 'plus' sign where you want to put the column - then you might have to browse through the icons to get 'columns'. You will then be presented with different variations of them. Click on the single column (called 100) and then paste the text you want to highlight inside this column. Move the text that you want to emphasise into the 'column' by cutting and pasting from elsewhere. Click on the 'Select

Columns' and the column will be edged in blue (there are easier ways of doing this, but we'll leave that for the moment) and now the Block option on the right-hand panel will refer to options for the Column. If you click on the little half-shaded circle (called the Styles button), the options to change the text and background colours of the Column only will appear.



You can waste many happy hours fiddling around with the size of the background around the text inside the column – it's called the padding. Unfortunately the way you do this is not straightforward and is hidden beneath another window that pops up so I advise you to fiddle around until you've had enough then click on the W in the top left hand corner, leave the page and go and have a coffee or something stronger.

The sort of thing you can do is shown below.



Here is a zoomed version of the first screen shot showing how a paragraph can be highlighted in this way.

As mentioned above, beneath the colour and size options there are options to change the 'padding' etc. If you do want to know more about this aspect, refer to the full user guide documentation for this session.

<https://siteworks.u3a.org.uk/docs/block-editor-overview/>

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

Remember to Update your page if you want to keep your changes or click the W if you were just trying things out.

'Columns' is a useful block for adding variety & visual interest to your page, especially when used for photos (the subject of the next session). You may have noticed that there are various column options: you can divide the page's width into halves, thirds & quarters and this allows you to alternate text & images as you wish.

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