

Advanced Website Editing

Authoring Webpages

Agenda

- 1. Welcome & Introductions
- 2. Editing Permissions
- 3. Editing – Dashboard v Site View
- 4. Block Editing – Columns & Tables
- 5. Block Editing – Multiple media
- 6. Linking
- 7. Block Editing - Buttons.
- 8. Events
- 9. Block Editing - Events
- 10. Siteworks website

Editing Permissions

Role	Add User	Add/Edit Groups	Add/Edit Contacts	Add/Edit Venues	Add/Edit Posts	Add New Pages	Edit Own Pages	Edit All Pages
Admin	Y	Y	Y	Y	Y	Y	Y	Y
Editor	N	Y	Y	Y	Y	Y	Y	Y
Author	N	Y*	Y*	Y*	Y*	N	Y	N

- *Authors may edit only those items they have created themselves or have been allocated as Author
- All roles have full access to the Media Library for uploading/inserting images and documents

Editing – Dashboard v Site View

- Two methods of editing Siteworks pages after logging in as Author.
- Site View editing
 - Navigate to desired webpage
 - Black Banner across top of page contains 'Edit Page' or 'Edit Group' on left hand side
- Dashboard editing
 - Select Dashboard option from main menu
 - To edit desired group page select 'All Groups' (groups in alphabetical order) then navigate to group.
 - Hover over group name provides 5 options –
 - Edit|Quick Edit|Bin|View| Duplicate this|
 - Select Edit



Welcome | [Groups](#) | [Events](#) | [Forthcoming Meetings](#) | [About](#) | [Contact us](#) | [Training](#)

“Nobody needs to stop learning just because they have finished working.”

The **u3a** is for people who want to keep active in mind and body, enjoy socialising, and are no longer in full time employment.

u3a Members also benefit from being able to join any of the growing number of Interest Groups which cover a wide variety of subjects. Some members join the u3a just to be able to participate in our friendly Groups led by knowledgeable and enthusiastic leaders.



There are no current notices

- Anytown and District
- Dashboard
- Posts
- Media
- Pages
- u3a Groups**
- All Groups
- Add Group
- Group Categories
- u3a Events
- u3a Venues
- u3a Contacts
- u3a Notices
- u3a Settings
- u3a Contact Form Log
- u3a Import Export
- Appearance
- Plugins
- Users

u3a Groups [Add Group](#)

Hey! How do you like **Gutenslider** — The last WordPress slider you will ever need. so far? Test all our awesome premium features with a 7-day free trial. No credit card required! [Start free trial](#) [Dismiss](#)

Gutenslider — The last WordPress slider you will ever need.

All (7) | Published (7)

 [Search Groups](#)

Bulk actions [Apply](#) All Categories [Filter](#)

7 items

<input type="checkbox"/>	Title	Author	Group Category
<input type="checkbox"/>	Art History Edit Quick Edit Bin View	admin	General
<input type="checkbox"/>	Computer	admin	Science and Technology
<input type="checkbox"/>	Earth Sciences	admin	Natural History
<input type="checkbox"/>	Landscape History	admin	Natural History
<input type="checkbox"/>	Military History	admin	History
<input type="checkbox"/>	Photography	admin	Science and Technology
<input type="checkbox"/>	Walking Group	admin	Walking

Block Editing – Columns & Tables

- Columns are multiple blocks located next to each other
- Each Column can contain different types of Blocks
- To insert a column
 - Select a new block (select black and white square at location and browse all options or select blue and white square to right of Wordpress icon)
 - Select from choice of Columns – 1, 2 or 3
 - Select width of column – 100, 50/50, 33/66, 66/33, 33/33/33, 25/50/25
- Click inside a column and select block type
- If Choosing Table block then stipulate how many columns and rows
 - Column sizes initially identical but change dynamically according to content.
 - Should only be used for genuine tabular information



Art History

This placeholder shows where a table of events will be shown.

At each meeting we focus on either a particular painter or sculptor or an art movement. The talks are always illustrated with pictures and occasionally videos. There is plenty of time for

New members are always welcome.

The group meets via Zoom and links to join the



This placeholder shows where the table of information

- Columns
- List
- Table



Intro area with heading and image



Fullscreen cover image gallery

advance.



Group Block

Paragraph

Start with the basic building block of all narrative.

Colour

- Text
- Background

Typography

SIZE

S M L XL XXL

Dimensions +

Border +

Advanced v

Art History

This placeholder shows where a table of events will be shown.

Columns

Divide into columns. Select a layout:

100 50/50 33 / 66 66 / 33 33/33/33 25/50/25

[Skip](#)

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Group Block

Columns

Display content in multiple columns, with blocks added to each column.

Colour

Text

Background

Typography

SIZE

S M L XL XXL

Dimensions

PADDING

MARGIN

Blocks Editing – Multiple Media

- Specific type of blocks for displaying multiple images/media
- Media and Text – Typically image block adjacent to paragraph block
- Gallery – Typically displays multiple images next to each other
 - Uploaded from computer.
 - Selected from media library
 - Images are added left to right in order selected
- Gutenslider
 - Can add multiple image files to block
 - Displays the individual images (In Site View) at set intervals automatically

Actions

Create gallery

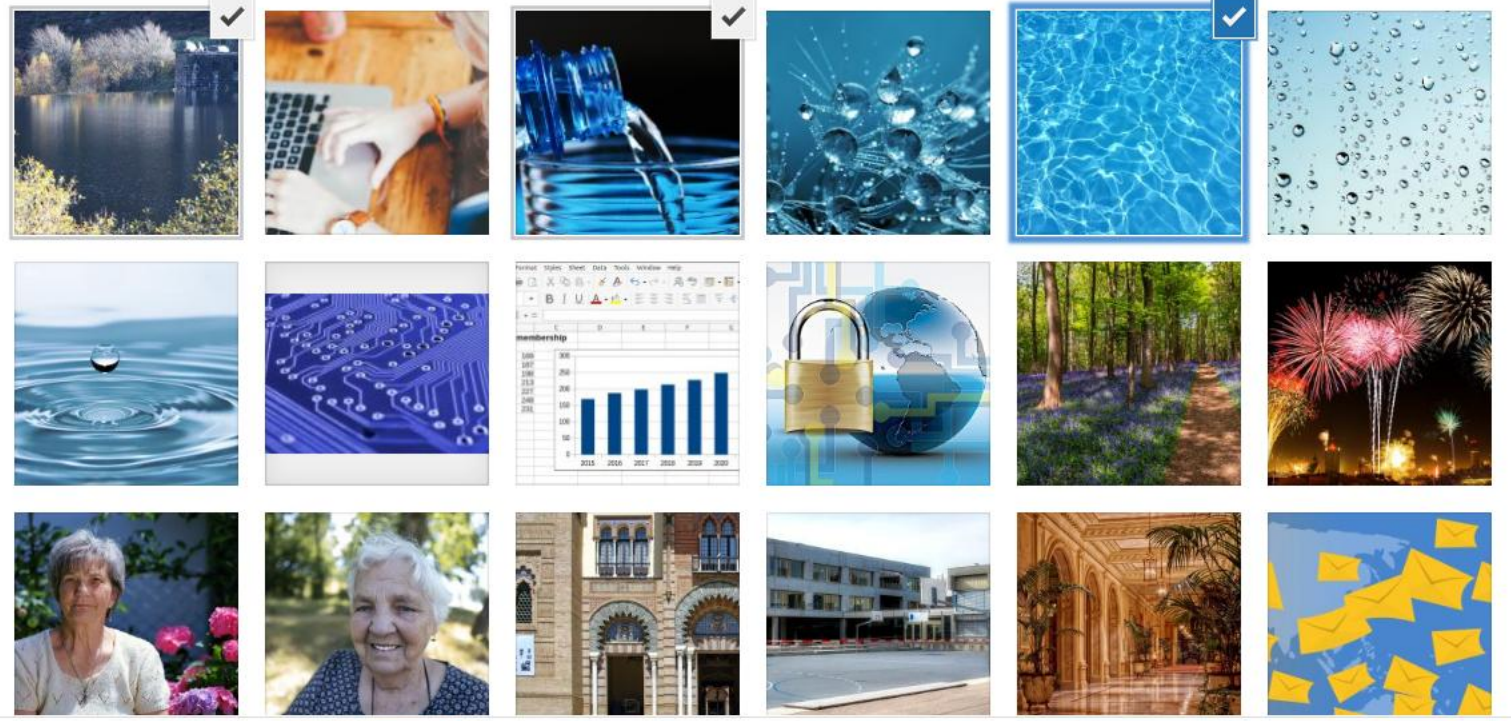
Create gallery

Upload files | Media Library

Filter media

Images | All dates

Search media



3 items selected
Clear



ATTACHMENT DETAILS



water-1018808_1280.jpg
22 July 2023
394 KB
1280 by 960 pixels
[Edit Image](#)
[Delete permanently](#)

Alt Text

[Learn how to describe the purpose of the image.](#) Leave empty if the image is purely decorative.

Title

Caption

Create a new gallery

Linking

- There are 3 displays of links used by WordPress.
 - Via media blocks
 - 'In-line' text (hiding Url) highlighted
 - Buttons
- Adding a media block from the library displays copy of media file
- Highlighting text in part of text block then selecting url icon from menu above and typing url.
 - Reader of page selects highlighted text and beneath gets url link to alternative external site.



Art History

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The group meets via Zoom and links to join the meetings will be emailed to group members in advance.



Status: Active, open to new members
Leader: [Mary Jones](#) Tel: 01122 334455 
When: On Monday evenings
Venue: [Metropole Hotel](#) 

Block editing - Buttons

- Buttons are types of blocks used to highlight navigation/download to/from another location (either within website or to external sites)
- Buttons are often used by low-level webpages to navigate back to higher level webpages in website
- Worcester u3a uses button to display/download the Groups Programmes
- Buttons display some text to explain use of button
- Buttons will normally include a url (i.e. for navigating to different location)
 - Create button block
 - Edit Button
 - Select url icon and insert url

Groups Programmes



Below you will find links to the old Winter/Spring 2023-24 programme and the NEW Winter/Spring 2024-25 programme.

[Old \(Autumn 2023 - Spring 2024\) programme - for reference](#)

[Groups Winter/Spring Programme \(Autumn 2024 - Spring 2025\)](#)

[Back to Activity and Interest Groups](#)

Events

- Events are a u3a specific 'add-on' used in WordPress
- Events are used to 'advertise' when and where a specific activity is going to take place in the future and can provide further detailed information regarding the activity.
- Events are typically used on the website to alert the user about some local u3a event occurring in the future.
- Events can be associated with groups to provide detailed information about a group activity taking place on a specific date. Typical examples include walking, cycling and visits groups.
- Events cease to be displayed when they become 'time-expired'.

Forthcoming events

- 18th July 2025**
Walk [Twyning and the River Avon](#)
- 1st August 2025**
Walk [Bidford-on-Avon](#)
- 15th August 2025**
Walk [Walk by Roy and Pat Lee](#)
- 29th August 2025**
Walk [Walk leader needed](#)
- 12th September 2025**
Walk [Walk leader needed](#)
- 26th September 2025**
Walk [Walk leader needed](#)
- 10th October 2025**
Walk [Walk Leader needed](#)
- 24th October 2025**
[Walk Leader Needed](#)

Block Editing - Event

- An author can create an event from the Dashboard
- The Event block includes:
 - Event Category and Event Date as mandatory items
 - Optional items include:
 - Start Time, End Time and Duration (default is one day)
 - Group (if this is to be associated only with a specific group)
 - Venue
 - Organiser
 - Cost
 - Booking
- Event is displayed on group page if 'yellow' events list block' included



This placeholder shows where the table of information held for this group will be shown.

Type / to choose a block



u3a

- u3a group list
- u3a single group data
- u3a single event data
- u3a events list
- u3a single venue data
- u3a notice list

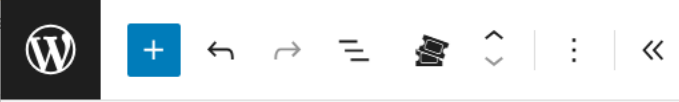
Browse all

Group Information

Status * Active, open to new members
 Whether the group is active, full, etc. Select the appropriate option

Category * General

Group > Paragraph



This placeholder shows where a table of events will be shown.

Group Block

u3a events list
Displays list of events

Sort and Filter

Limits

Layout Choices

Advanced

Group Information

Status * Active, open to new members

Whether the group is active, full, etc. Select the appropriate option

Category * General

You may enter more than one category here.

WHEN THE GROUP USUALLY MEETS

Each of meeting day, time period and frequency, should be entered if known

Meeting day Monday

Group > u3a events list

Siteworks Website

- A new function is being provided by the Siteworks team in the near future that will provide basic reader access to any of the 700+ u3a websites and will include filters to refine the list of sites being displayed.
- The new function can be found at:
 - <https://u3asites.org.uk/oversights/about/>