

How to add content to a Group Page

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1. Why you should complete this training guide

The Bishops Cleeve u3a website is a live website that the members can see but that can also be viewed by visitors who could be interested in joining the u3a.

Each Group webpage contains basic information about the Group: a brief description of Group activities, providing meeting times and costs involved, plus how to join the Group and how to contact the Group Leader. This basic information will be updated by the Web Administrator in order to maintain a consistent look across the Group pages and to ensure that Group information tallies with that held on Beacon.

However, your Group might wish to add reports and photos of recent events or create a list or table to display monthly event dates. The way we have chosen to do this is by the use of Posts (a term for a news item), which will appear below the Group information. The page will show a maximum of 3 Posts, the 3 most recent ones. You can if you wish keep an older Post permanently showing. This guides shows you how to create these Posts.

If your Group undertakes different events or activities every month and needs to communicate details of the forthcoming events so members can book onto them, this can also be added to your Group page by the use of Events (contact the Web Administrator for information on this).

For some examples of what you can do on your Group page see the screenshots in the final section of this guide.

2. Where to get help

If you need help, contact the Web Administrator.

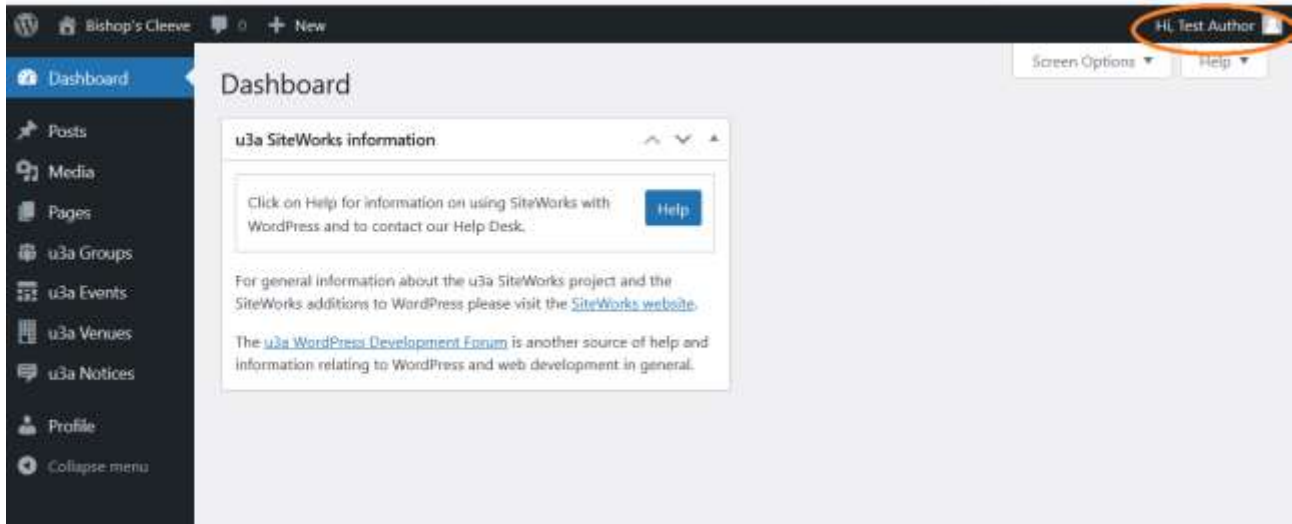
3. Logging in and the Dashboard

First you must read the Website Terms of Use. This can be found in the footer section of each page on our u3a website. It contains a link to the Privacy Policy of our u3a. As Authors and Editors we must adhere to these terms which basically ask us to be nice to everyone, not publish any personal information (GDPR) and not to do anything illegal (copyright).

Log In

Please go to bishops-cleeve.u3asite.uk/wp-login.php and log in using the username and password supplied by the Web Administrator. Do not share your password with anyone. This login has been set to allow you to create Posts linked to your Group page(s).

The Dashboard will open up as you can see in the screenshot.



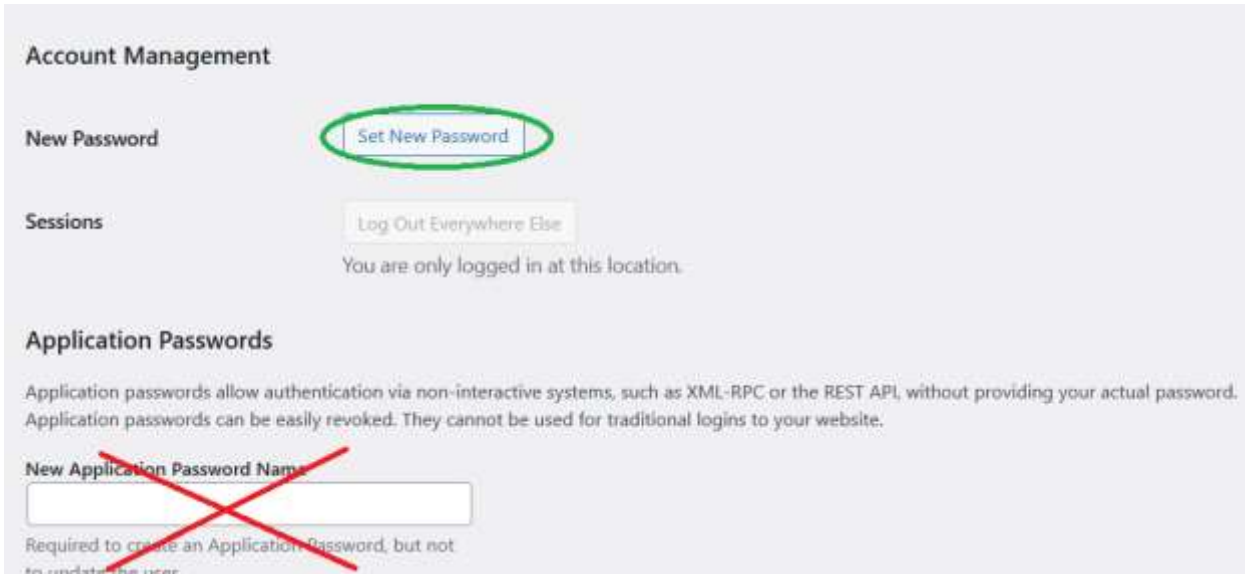
In the top left corner of the screen is a 'W' icon (sometimes it changes to the 'u3a' icon). Click it, it will take you to the WordPress front page, with the dashboard menu down the left side. This icon is always present and will take you home if you get lost.

Next to the 'W' in the top left corner is an icon of a little house with the name of our site ("Bishop's Cleeve"). Click the house, it will take you to the home page of the site and the little house will change to a speedometer (to represent dashboard). You are now viewing the live website but with the addition of the black menu bar (this mode is called Site View), which allows you to see what your Post looks like. Click the speedometer at the top, it will take you back to the dashboard.

You will notice that sometimes a pop-up menu will appear when you hover the mouse over something in the dashboard. Once you become more familiar with the dashboard, you can opt to click on an item in the pop-up menu but for now it can be ignored.

Profile

In the top right corner of the screen, you will see your username. Click on it now to access your profile details. This is YOUR profile and you should change your temporary password now. Scroll down the page and find the 'Set New Password' field, which is shown in the screenshot.



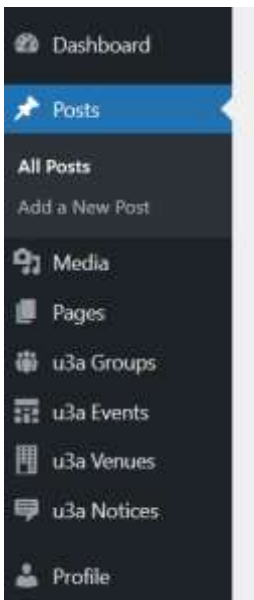
Click on it and enter a new password (do not use the 'New Application Passwords' field).

Your new password must contain uppercase and lowercase letters, numbers and punctuation marks and be at least 12 characters long. Remember to click the 'Update Profile' button at the bottom once you've done that.

Log out

At the end of your session, you must log out. To do this, hover your mouse over your username and a drop down menu will appear, then click 'Log Out'.

Dashboard

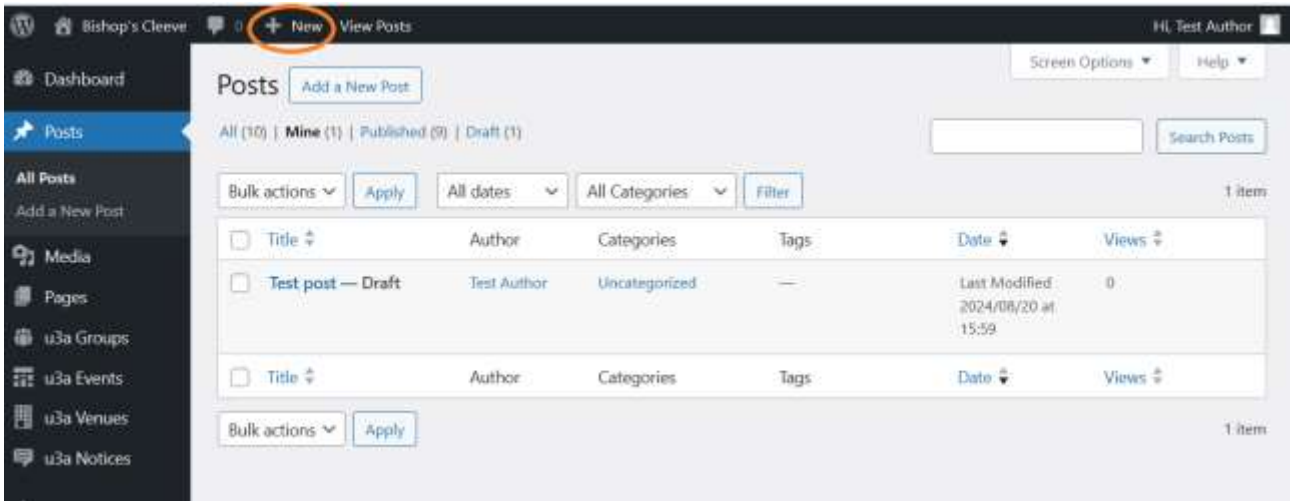


Go back to the Dashboard (log in again if you need to). Here is a close-up of the Dashboard items that you can see when you are logged in.

You have been given the role of Author. You can view Posts, Media, Pages, Groups, Events, Venues, and Notices, but you are very limited in what you can do. You can create Posts, which will appear on your Group page, and upload Media which you can use in these Posts. You can edit and delete anything that you have created or uploaded but you can't change anything else.

4. Create a Post

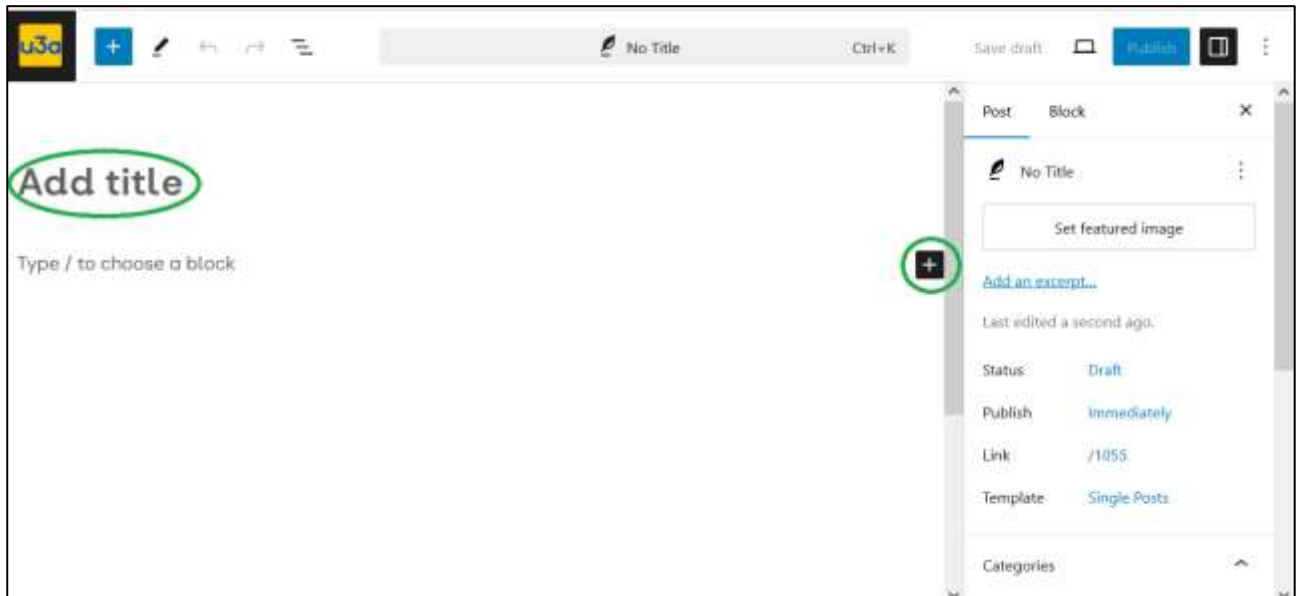
Log in to your site and click on Posts in the Dashboard menu. You will get the screenshot you see here.



To the right in the main workspace area, you will see a list of Posts that you can view (you can only edit the ones that you have created). Select 'Add a New Post' near the top.

Note that if you are in Site View, you can select the '+New' icon (circled in orange) from the top left area of the screen and choose Post from the drop down menu. Either method will give you the same result.

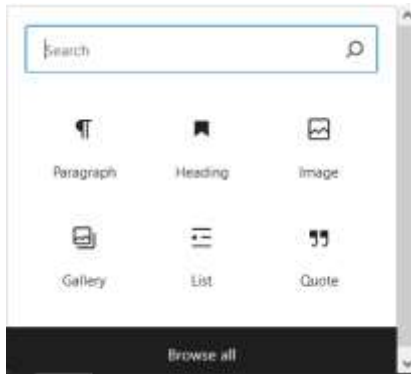
The first time in you will get a "Welcome to block editor". Read through this until you get to a screen like the one below. You can view this short guide again by clicking on the three dots on the top right of the screen, then clicking on 'Welcome Guide'.



In the main workspace click on 'Add title' and overwrite it with the title for your Post.

Create and edit Paragraph blocks

Directly below the title is where you start to build your Post. Click the cross on the black background that you can see circled in green on the above screenshot. It turns to a white on blue cross as you hover over it and there will be help text saying 'Add block'.

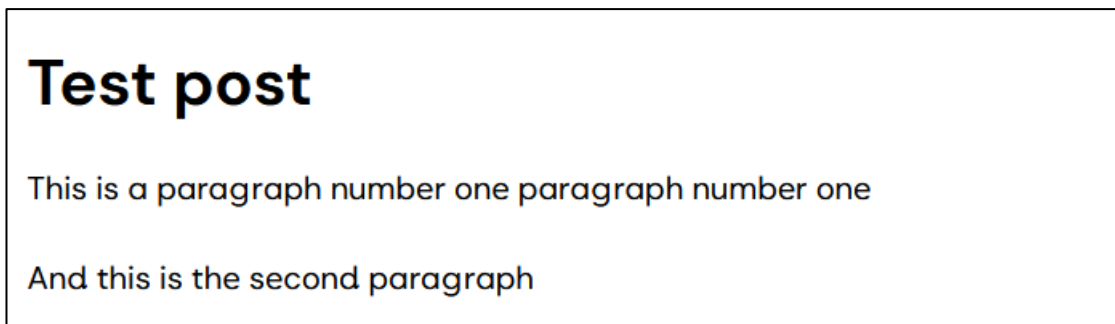


When you click the cross you will get a pop-up menu like this one.

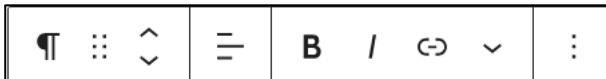
This pop-up shows six block types but they will not always be the same selection because as you use blocks, the ones that you use most often will be the ones that get displayed.

Note that there is also a search box. If you know the name of the block that you want to use but it is not on screen then start typing it.

The simplest of blocks is the Paragraph block and it is selected by default. Click it and type some text into the block area. Click out of the text box into the white space and you can see the black and white cross icon has reappeared. Repeat the process to add a second block. Type in some text then click into white space again and now you have something like this screenshot.



Click anywhere in the paragraph and you will get this pop-up menu.



You now have some instant edit options. Hover your mouse over each icon and you will get some help text to tell you what each ones does. You can align your paragraph, drag the block up and down the page or use the up and down arrows to move the block up and down the page. If you select some of the text in your paragraph, you can now make the text size larger or smaller, make it bold, make it italic, and make it a link to another item on your website or an external website.

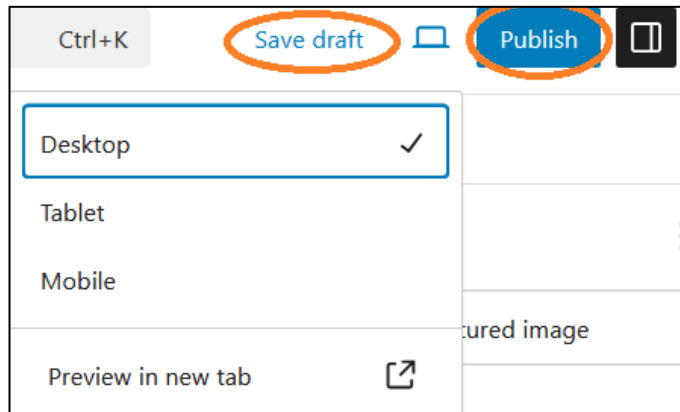
The down arrow towards the right is for more options such as footnote, highlight, strikethrough, or superscript.

The three vertical dots give you access to another pop-up menu where you can copy, add above or below, and delete.

5. Viewing and saving

Viewing your work

If you want to see what your Post will look like on the website, navigate to the top right of your screen. Between the 'Save draft' and 'Publish' icons is a preview button. Click on it and a drop-down opens up with the option to 'Preview in a new tab'. This allows you to view your work to make sure you are happy with it before you save it. Return to the tab in your browser where you are editing the Post to continue your work.



Saving your work

If you want to take a break and log off for a while then navigate to the top right of your screen and click on 'Save draft'.

When you return from your break, login and navigate to Posts on your Dashboard, click on your Post and then you can continue from where you left off. You can do this as often as you wish.

Once you have saved a draft, navigate to the top left of the screen and click on the u3a icon (blue text on yellow background) to get back to the dashboard. Your Posts will be listed here with details such as when it was published. If you hover your mouse over the title of your Post, a pop-up menu appears giving you the options to edit the Post or to delete ('Bin') it.

6. Publishing a Post

When your Post is complete and ready to be seen by others, it is time to publish it, but first you must set the category so that it appears on the correct Group page.

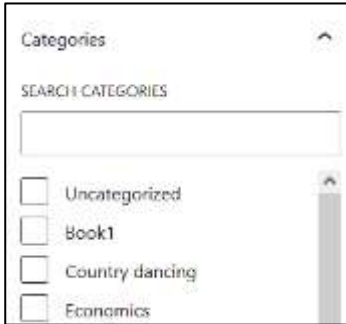
Setting the category

Click on the title of your Post to get the Post editing panel shown. If Post is not underlined in blue, click on 'Post'.

When a Post is published, it means that it can appear on a page on the website, such as a Group page. For example, if the Post is about the Country Dancing Group, then it needs to appear on the Country Dancing Group page. To make that happen a Country Dancing category has been created so that any Post with that category appears there.

Click the down arrow beside 'Categories' (the red-circled section) to expand that part of the menu.





If the Post is not assigned to a category (or assigned to “Uncategorised”), it will not be linked to any page so it will not publicly display. In the list of categories click on the Training category and your published Post will be linked to the Training page, which is a page only accessible by this link <https://bishops-cleeve.u3asite.uk/training/>. Note that it is possible to assign a Post to multiple categories but usually we want it only assigned to one.

If you wish to add Media or try some other Blocks before you publish your Post on your Group page, jump the next step and come back to

it later.

Publishing the Post

Navigate to the top right of your screen and click on the blue ‘Publish’ icon. You will get another small screen asking you to check and confirm by selecting Publish again.

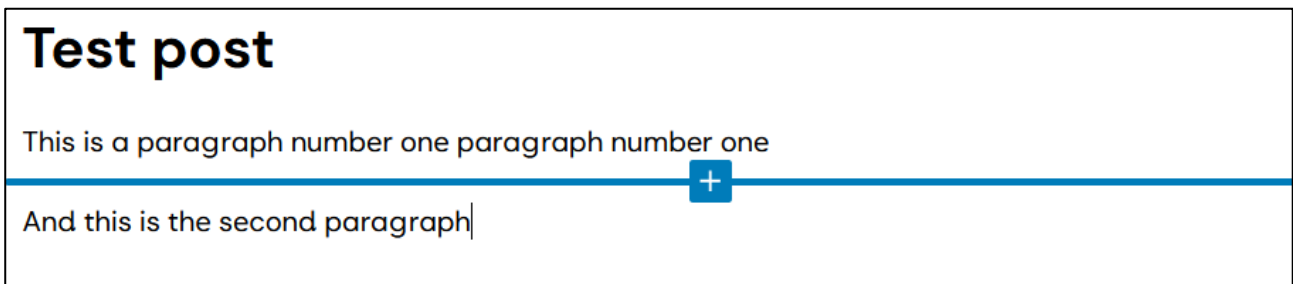
Once you are ready to publish your Post on your Group page, select the category for your Group and unselect the Training category. (If your Group is not in the list of categories please contact the Web Administrator.) Click ‘Save’. Your Post is now live and displayed on your Group page for all visitors to the website.

7. Editing a Post

Go to the dashboard and click on Posts in the menu on the left. Click on your Post to edit it again.

Adding and deleting a block

So far you have added new blocks below an existing block but often you need to add one in between existing blocks. Hover your mouse between two blocks and the Add block icon appears but this time it is blue and has a line showing where the new block will be added as you can see in this screenshot.



Add a ‘Paragraph’ block as you did before and put some text in it. Select ‘Save draft’ top right (which changes to ‘Saved’) and a new pop-up briefly appears bottom left inviting you to ‘View Preview’. If you miss it then you can use the Preview button next to ‘Save draft’/‘Saved’.

If you decide you don’t want that extra ‘Paragraph’ after all and now want to delete it, click on the ‘Paragraph’ and you will get the ‘Paragraph’ pop-up menu. Click the three dots on the right and choose ‘Delete’ from the options presented. The block will disappear.

It’s worth mentioning that there are undo and redo arrows just to the right of the insert block icon at top left of the screen.

You can save the page at any time but please do remember to do this before leaving the page or logging out of the website so that you don't lose your work.

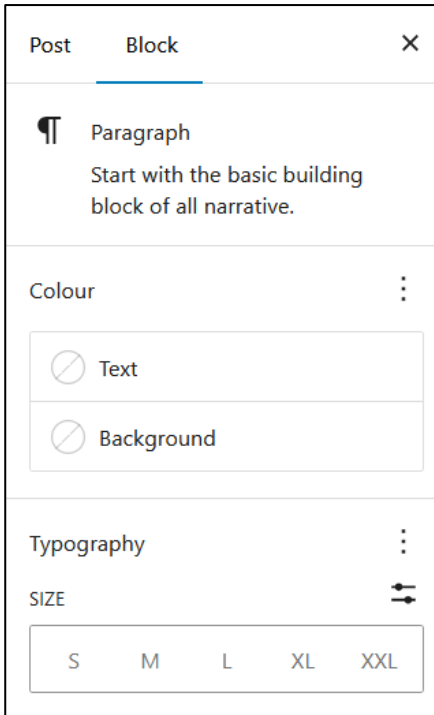
Formatting text



You have already used elements of the top left menu circled in dark green. This section changes according to what you are doing at any one time. You have also used the Save draft function in the top right light green circles and we'll look at the other icons a little later in another section. You have also used the Add block function in the blue circle. The white space is your page content working area and you are starting to fill that up. We're now going to look at the purple circles.

Editing Panel

You might have noticed that as you work in your working area you have more menu items on the right side of the page. This is the editing panel. The more observant will have noticed that the panel changes. This is because it is contextual and changes according to what you are doing at any one time.



There are editing functions for the Post as a whole (which we will look at later) but there are also editing functions for each type of block. There are many similarities between blocks. The editing panel shown is that of the Block (rather than Post) as this is the item underlined in blue.

If we click into a paragraph, we can see that 'Block' is underlined in blue and immediately below this, the panel confirms that we have selected the Paragraph block and gives us a brief description of what it does.

Below that is a colour box for text and background followed by typography options then Dimensions (not seen in the screenshot).

Adding colour

Click into the paragraph and click 'Text' in the editing panel. A colour palette will pop up. Select a colour and your entire paragraph will change to that colour. Click 'Background' and select a different colour to add a background colour to the

paragraph.

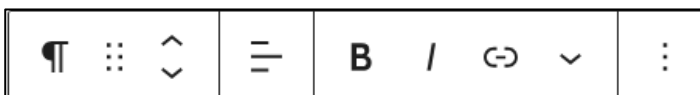
Colour is a powerful tool and can be used to draw attention to a message, to clarify information, or simply to improve the appearance of an item on a page. Too much colour has the opposite effect. Sometimes less is more so use colour with care.

Modifying typography

This is a good time to check the text size and style as well. Under the heading 'Typography' in the editing panel you can see some size options. Choose the size you prefer.

If you click on the three vertical dots next to 'Typography', you will get a pop-up menu showing all the typographical options that can change for the Paragraph (and also a 'Reset all' that sets all these options back to their defaults). Clicking on an option will make a new entry in the editing panel to appear (or disappear).

Because you are editing the Paragraph block, you get the block pop-up menu as well. This gives you quick access to a limited set of editing functions.



Adjusting padding and margins

'Dimensions' gives you options to adjust padding and margins. 'Padding' is the amount of space that surrounds the block content and can be adjusted top and bottom and/or left and right. 'Margins' are outlines, distinguishing a whole block from its background, and can be made thicker or thinner. Adding a background colour to the paragraph will let you see the difference more clearly.

You may need to click the plus symbol next to 'Dimensions' and select 'Padding' or 'Margin' to make these options appear in the editing panel.

Summary

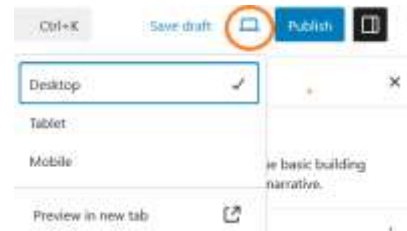
These editing options all relate to text and you will find such options on every type of text block you use. Don't forget that you can always click the 'Undo' icon at the top or just leave the Post completely without saving or publishing it at any time if you've gone wrong.

8. Previewing

Preview options

Sometimes, when we are placing multiple blocks on a page, we want to see what the page would look like to a visitor and also be able to see what that page would look like on devices that use different screen sizes.

If you return to the top right of your screen, next to the 'Save draft' is a 'View' icon (in the orange circle). Click on it and you will get the drop down menu shown with options to choose to preview what the page would look like on a desktop screen, a tablet or a mobile phone screen.



The Hamburger



On the top left menu, you can see an icon with three horizontal lines in the green circle. This is known as the hamburger.

When you click on the hamburger, it opens a pictorial representation of your page construction. Clicking on it again closes it.

You will be able to work out for yourself which item equates to which page element but if you can't then hover over the item name and the page element will highlight for you. You may need to expand some blocks using the ">" symbol to see sub-blocks.

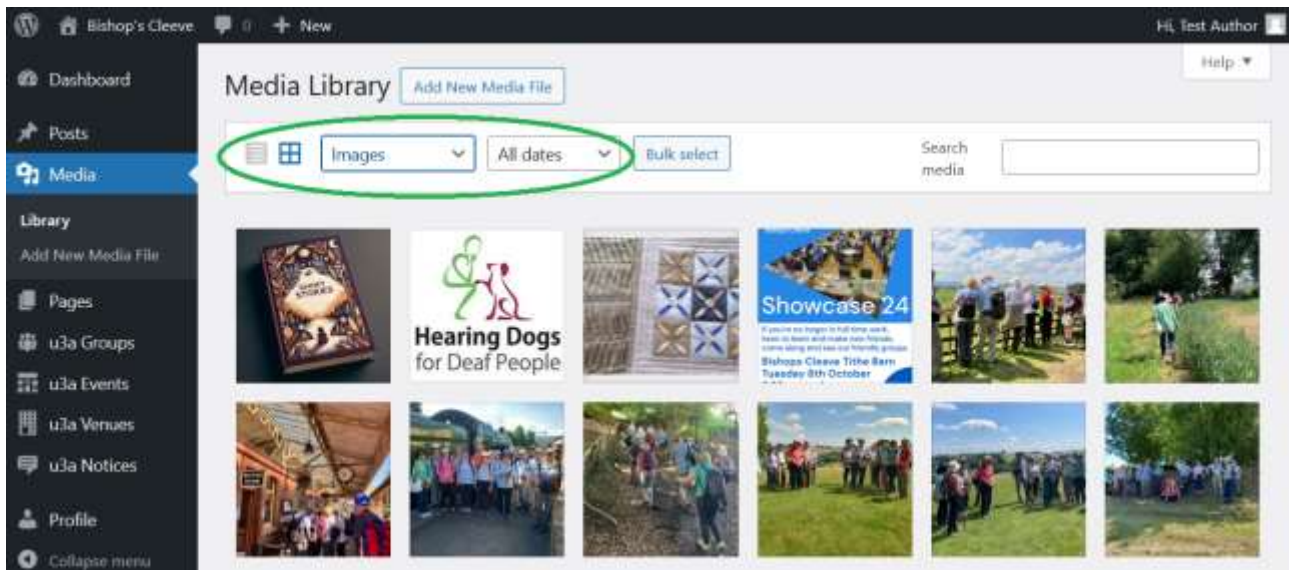
Clicking on a block is a quick way to select it. You can also re-order blocks (and sub-blocks) here by dragging and dropping them in the list.

9. Using Media

Media Library

Many types of media can be uploaded to the library. Images can be of the following types: jpg, jpeg, png, and gif.

Navigate to the Media Library via the Dashboard by clicking on 'Media'. Take a look at what is available to you. Here is a screenshot of part of our library.



Before you upload any media please give the file a name starting with your Group name; this is to make it easier to maintain the library. Adding new media is a matter of clicking the 'Add New Media File' button at the top and following the screen instructions to select files from your computer or to drag and drop files. You can load files in advance or upload them as you want to use them.

Try out the top menu items (in the green oval). You can view library items in total, by type, in grid format or as a list, filter by date, and more. When in list mode, you can sort the files by clicking on the column title (e.g. 'File' or 'Author').

At the beginning of this training guide you were directed to read the website terms of use that are linked to our u3a privacy policy. This links into GDPR (General Data Protection Regulation). If someone has posed for a photo or is readily recognisable in a photo then permission needs to be given before using that photo on the website.

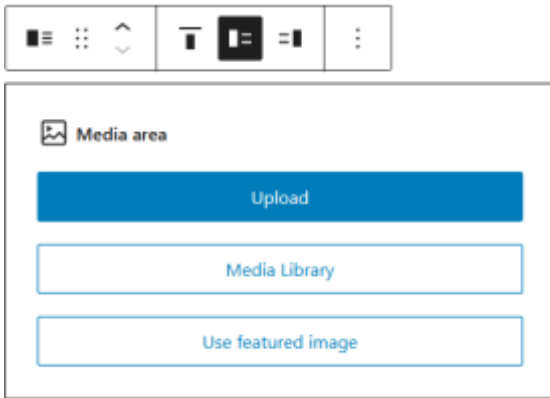
Copyright also needs to be considered as ownership of a photo resides with the person who took it and permission from them needs to be obtained before using it. It is usually easy to find the owner of a photo taken within our u3a but if you don't know the source, don't use the photo. Just because something is already on the Internet does not make it free to use so if in doubt don't use it, as our u3a could incur a large fine.

Ideally every picture on the site has Alternative Text added. This is read by screen readers used by the partially sighted. It should be a short description of what is in the picture such as 'red poppies in a field in summer' or 'Cricket match on a village green'. In the media library, click on your image to edit it, then scroll down and enter something suitable in the 'Alternative Text' box below the image. Finally scroll back up and click 'Update' on the right side of the screen.

Media and Text block

Go back to Posts and either edit one of your existing Posts or create a new one.

The 'Media and Text' block is one way to add photos to a Post. It allows you to set an image and text side by side. Add this block in the way described previously (you may need to search for this block if it doesn't appear in your list automatically).



You can upload media now or select an item from the Media Library. To do the latter, click on the 'Media Library' box, find the image in the library that you want to use, click on it (a blue tick appears in its top right corner) and then click on 'Select' in the bottom right corner. Your selected image now appears on your Post.

Click on the light grey text 'Content...' to the right of the image and add a paragraph of text that complements the photo you have chosen (by default, this is a 'Paragraph' block).

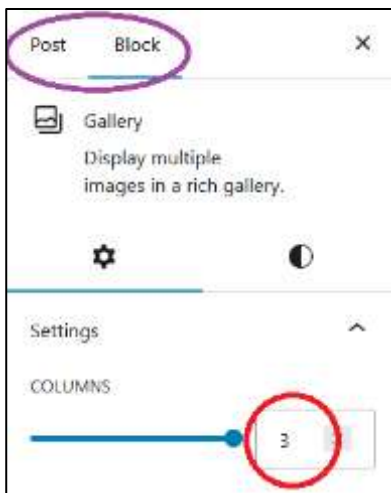
To change the size of the photo, click on the photo and it will have a white handle (blue edged circle) on the right side near to the text. Take hold of that handle with your mouse and move it left or right to make the photo larger or smaller.

Editing your Media and Text block

You can replace a photo in a Media and Text block and change some text without having to recreate the whole thing. In the Media and Text block select the photo and note the pop-up menu. Select Replace and you can open the Media Library and choose another photo. Another menu item swaps the positions of the photo and text. Click into the Paragraph block on the text side to modify the text.

Gallery layouts

A Gallery block contains multiple photos. It could be three, four, five, or more of them with four, five, or more across the page and going onto subsequent lines to form a grid. Select as many photos as you want at the same time from the media library to form your gallery.



When you add a gallery the default setting is three photos in a row, so with five photos you would get three on the first row and the remaining two fit the same width and are therefore larger photos. The appearance is controlled using the editing panel on the right of the working space, and, as before, this is in two main parts. In the purple circled section you can see 'Post' and 'Block' with the latter underlined in blue.

Immediately below is the name of the block (Gallery) and a description. In the red circle you can change the number of columns from three to achieve different layout effects. Changing the number automatically changes the image size too.

Although this is a Gallery block, each photo shown is a separate image. Click on any image and the editing panel menu changes to 'Block' with a description of the Media (Image) block as usual.

Adding colour to a 'Media' block background

The icon in the green circle (in the previous screenshot) gives you access to yet more media settings.

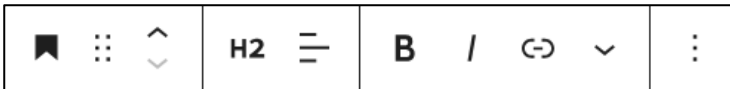
Just as you can create a background colour for a text block, you can do the same for a media block.

There are dimensions and spacing options to add padding (space) around each photo. The corners of each image can be rounded in this section.

10. More blocks

Heading block

Headings can introduce new sections and organise content to help visitors understand the structure of your content. Select the 'Heading' block and type in some text and you will get this pop-up menu.



You now have some instant edit options. You can align your heading, drag the block up and down the page or use the up and down arrows to move the block up and down the page. If you select some of the text in your heading, you can now make the text size larger or smaller, make it bold, make it italic, and make it a link to another item on your website or an external website.

List block

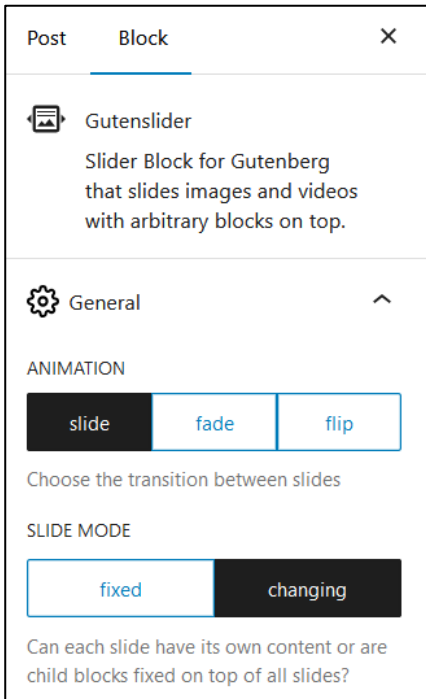
The 'List' block enables you to create a bulleted or numbered list. Select the 'List' block in the block menu, click where it says 'List' in pale grey and start typing. Selecting enter on your keyboard creates a new bullet. To the right of your working space is the usual block editing panel that gives you text editing capabilities including margins and padding. As always there is the instant menu above the block that enables you to embolden, make italic, move up and down the page, etc. but there is also an icon that lets you toggle between bullets and numbers.

Table block

Many Groups have a need to include a table of some kind. When you insert the 'Table' block you are asked to choose how many columns and how many rows you want it to be. This number can be adjusted later from the block editing menu.

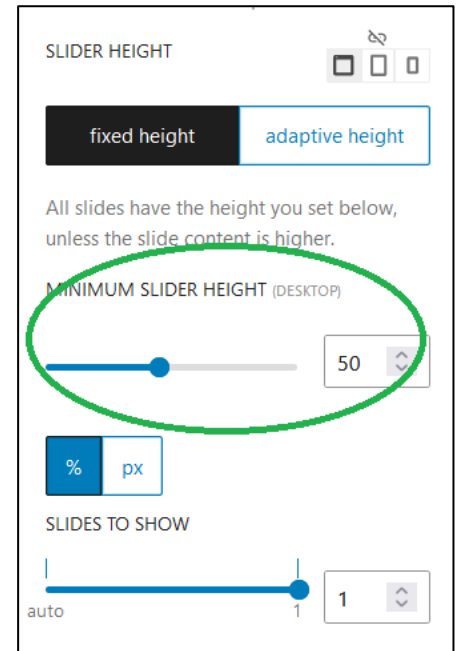
Gutenslider block

This block is like a digital photo frame. Each photo displays for a set amount of time and then the next one displays, and so on.



Add a 'Gutenslider' block in the usual way. Then click on 'Media library' and put together your gallery (selection) of photos and insert it in your Post.

At the bottom of the photo you will see multiple dots, the same number as the number of photos added. There is also an option to add a caption. The green circle is where you can change the height of the photo to include more of the picture. They are always cropped to fit the space and the cropping changes depending on the aspect ratio of the viewer's browser, unless the 'Slider height' option is set to 'adaptive height'.



11. Additional Features

The following features are not included in this training guide. If you would like to use any of them, please contact the Web Administrator for help.

Links

Any media or text in a Heading, Paragraph, or elsewhere can be made into a hyperlink by using the link icon in the simple pop up menu. This can take the visitor to a page such as a form on our site, another page on our site, or to a different site entirely.

Button block

A 'Button' block with a message of your choice can be added with a link to a document, another page, or another site.

Even more blocks

There are even more blocks available. Others in the creative page formatting category would be blocks such as Spacer, Separator, Stacks and Rows.

12. Example Posts

Below are screenshots showing examples from our website pages to demonstrate the way that the features covered are being used. Hopefully this will clarify their use and also give you some inspiration for your own pages.

Firstly a Title followed by a 'Media and text' block

Ashton-under-Hill

16th May 2024

Jean and Ted led us on an enjoyable walk around Ashton-under-Hill.



Next a Title, 'Paragraph' block and 'Gallery' block

Winchcombe to Toddington

Following a nostalgic trip on the GWR steam train from Toddington to Winchcombe, the Rambling Group walked back to Toddington enjoying the views across the Isbourne Valley to the Cotswold escarpment. Being a hot day the refreshments at the Cotswold Halt Cafe were very welcome!



Then a 'List' block

Book selection

- Lucy Worsley - Agatha Christie
- Elaine Feeney - How to Build a Boat
- Michael Palin - Erebus
- Penelope Fitzgerald - The Bookshop
- Tracy Chevalier - Remarkable Creatures

And finally a 'Table' block

Meeting	Author and Title
May	Lucy Worsley - Agatha Christie
June	Elaine Feeney - How to Build a Boat
July	Michael Palin - Erebus
Aug	Penelope Fitzgerald - The Bookshop
Sep	Tracy Chevalier - Remarkable Creatures
Oct	David Grann - Killers of the Flower Moon
Nov	Benjamin Myers - The Offing
Dec	Bill Bryson - One Summer: America 1927
Jan 2025	Robert Thorogood - The Marlow Murder Club

The Gutenslider block is a dynamic block so it is not possible to show it here. For an example of this block in action look at the 'Home' page of our website. The link is <https://bishops-cleeve.u3asite.uk/>