Website basics

The editable website each Group Leader can choose to have is provided free of charge by Google Sites.

You, the user, have a link that takes you to the editable version of your group website.
When you have made a change (edited) your website, and 'published' it, the viewer can see on the internet a version that does not include the editing tools.

Before we start learning how to edit, please check the 'viewers' version of your website.

Do this by checking the summary of groups on the Preston u3a website https://prestonu3a.org.uk/

Keep safe, have fun, and remember the general public are looking in

Don't put your personal phone numbers or email addresses on your Group Leader website.
You should use Beacon to send this sort of personal information to your existing group members, if you want them to have it.

You can change the content of your website as often or as little as you want. It's probably a good idea to make sure you look in and delete 'old' events.

It goes without saying that publicly viewable material like Group Leaders websites should always have decent and legal content. Decency goes without saying, but legality - especially copyright - is worth being careful about. If in doubt about copyright, contact the website team in the first instance.

Editing your group's mini-website

Use the link provided by the website team to go to your editing page. This is the equivalent of logging in on the old Sitebuilder website

You will see a page like this one
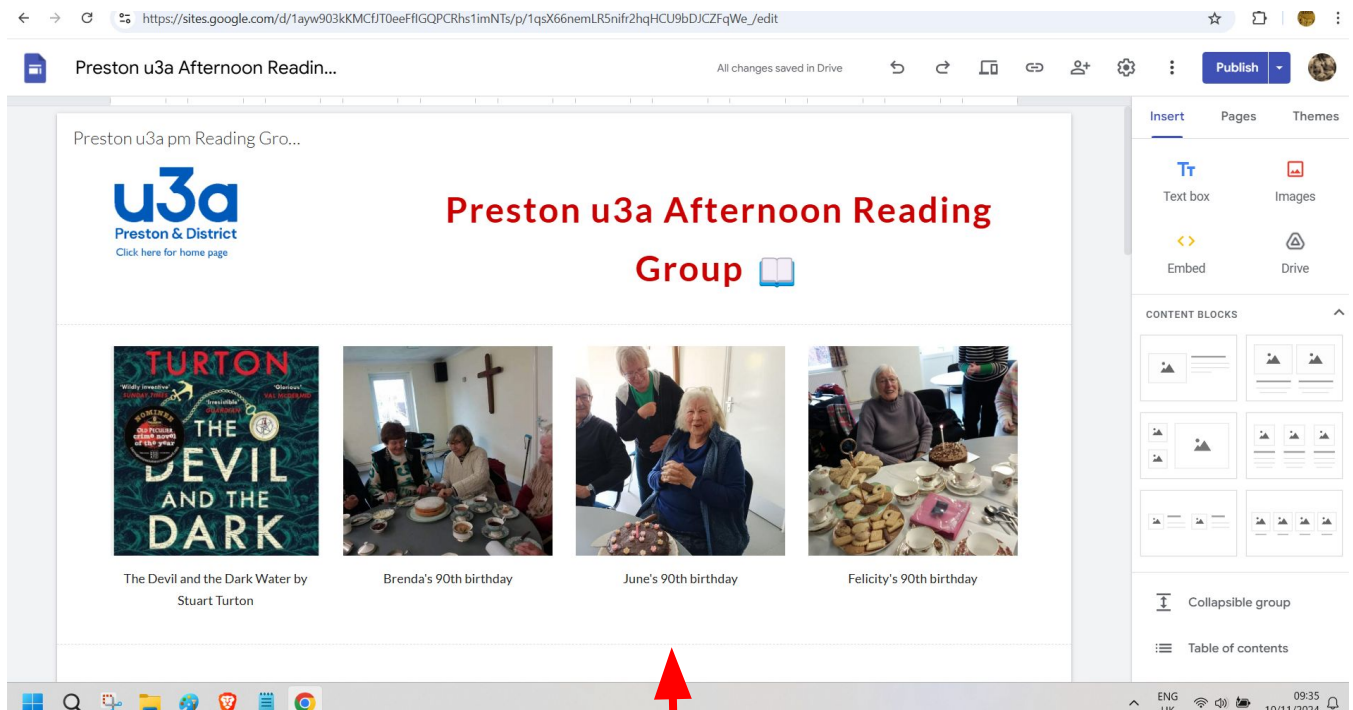
The part you edit is in the main part in the centre. Sometimes this is called the 'stage'

You have tools at the right hand side

As you hover over the text, you will see more tools appear

Yet more tools appear if you click anywhere on the text (see next page)

Start editing the text on your site

Have a go at changing what is written, or the spacing of what is written, or just make a random change to see how it works then undo what you wrote.

In the main part, click on the text that you want to alter. You will see a blue line appear around the block of text, and some icons that are your editing tools.
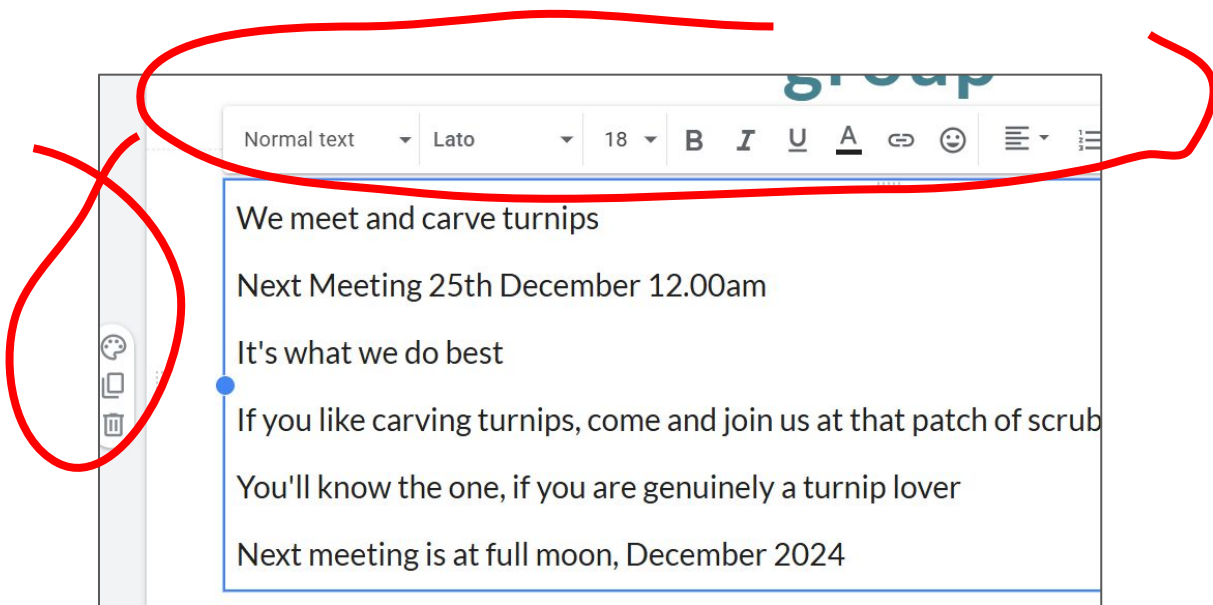
 Click anywhere on the text to start editing
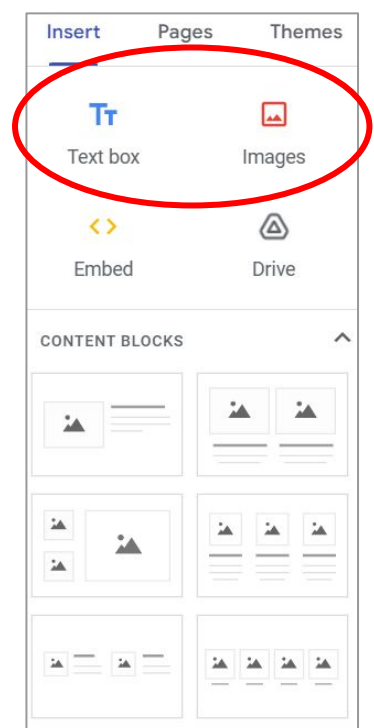 Click anywhere outside the box to stop editing

Adding new blocks of text and/or images

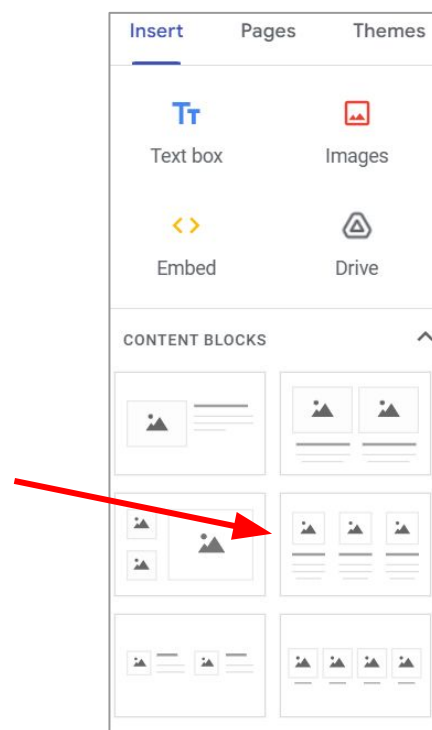Find these tools on the right of the editing screen'

Click a tool and it appears on your editing 'stage'

Press delete on your keyboard if you decide you don't want it
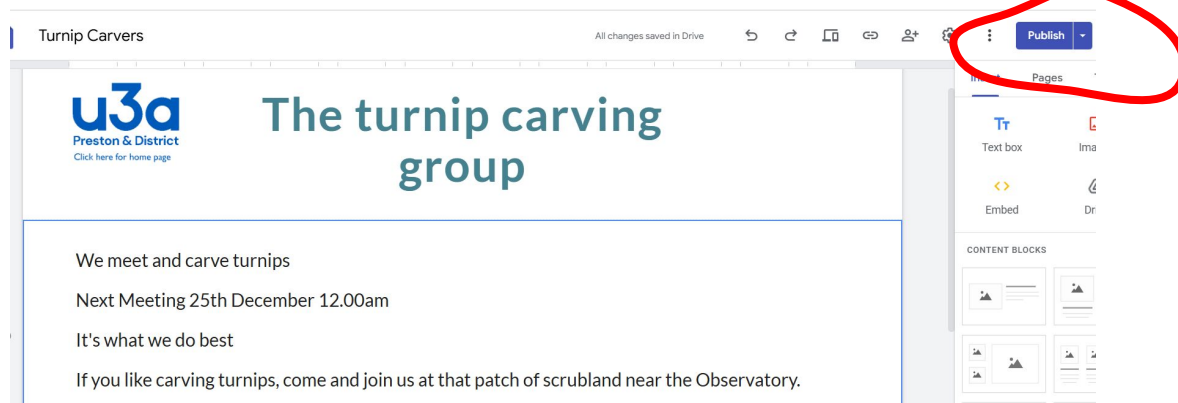
Ignore 'embed' and 'drive' for now

Use these tools to add pictures in a row or block. As many as you like!

When you are happy with your changes, press 'publish' top right
You can leave it for later if you want - changes will still be there when you come back to them

If you get stuck, contact the website team via
https://prestonu3a.org.uk/Contact/