

U3A Vall Del Pop Website - Instructions for Group Leaders

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THESE INSTRUCTIONS FOR GROUP LEADERS ARE INTENDED TO COMPLETELY REPLACE THE INSTRUCTIONS PREVIOUSLY SENT TO GROUP LEADERS. FROM 17/3/2011 YOU MUST USE THESE INSTRUCTIONS!!!

PLEASE DELETE OR DESTROY ANY PREVIOUS INSTRUCTIONS YOU MAY HAVE TO AVOID ANY POSSIBLE CONFUSION.

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The New Website and WordPress

The new website has been developed using a tool called **WordPress**. You do need to know this, as you may occasionally receive emails from WordPress, for instance if you forget your password.

WordPress is software which was originally designed for blogging, but has become generalised so that groups like the U3A can easily use it too. The reason for the change to using WordPress is to make it possible for non-experts to maintain the website as a whole.

The new U3A website looks from the outside pretty similar to the old U3A website, but what goes on behind the screens that everyone can see is rather different. That is why you should use only these instructions in future, as the old instructions will not work any more.

Logging in to U3A Valldelpop Wordpress

Logging In

Start the U3A ValldelPop website, and go to the “Links” page. The very last link shown, at the bottom right, is “Group leader login”. Click this link, and you will get a screen like this:



The screenshot shows the top of the U3A ValldelPop website. The header features the logo 'u3a Vall del Pop' in green, flanked by two bunches of grapes. Below the logo, a list of covered areas is provided: Alcalali, Benichembla, Beniarbeig, Benidolleg, Benimaurell, Benimeli, Campell, Castell de Castells, Fleix, Fontilles, Jalon, Liber, Llosa de Comacho, Muria, Orba, Parcent, Rafol de Aluminia, Sanet y Negrals, Sagra, Senja, Tormos. A green navigation bar contains links for Home, About Us, Calendar, Committee, Discounts, Groups, Links, Membership, and Newsletter. The main content area is titled 'Login to WordPress' and contains the text: 'The USA Valldelpop website is written in a piece of software called WordPress. To make changes to the website, click the icon below to login to w Further down the page you can find user guides to help you.' Below this text is a circular WordPress logo with the text 'Login to U3A Valldelpop WordPress' next to it.

This screen contains the login icon and also you will find user guides. Just click on the Wordpress icon, and you will be presented with the login screen below.



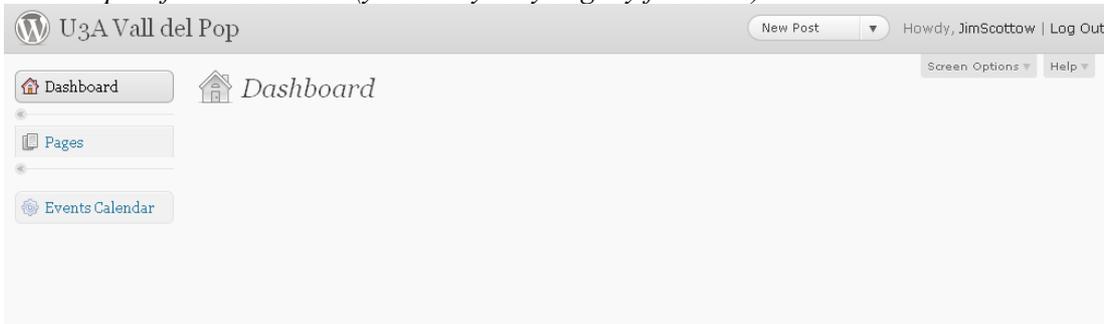
You will need to log in using the username which you have been sent, and a password. In most cases the username will consist of your first name and surname joined together.

Password: If it is the first time you are logging in to make changes, or if you have forgotten your password, click on “lost your password?” You will then be sent an email from WordPress, which will go to the email address which is stored for you on the U3A database.

If your email has changed, you must let the Membership Secretary know, or you will not be able to receive the emails from WordPress.

When you have successfully logged in, you will be at your “Dashboard”, which is like your personal home page.

An example of a 'Dashboard' (yours may vary slightly from this)



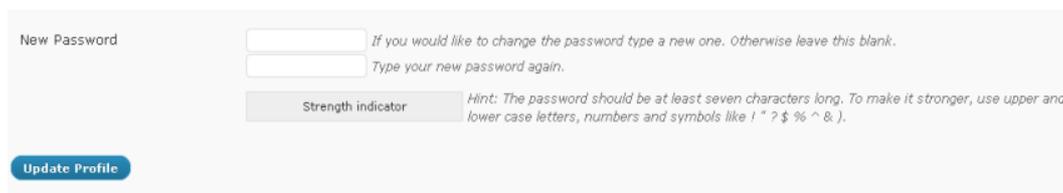
Logging Out

Obviously you wouldn't normally want to log straight out again! But if you get in a muddle, the easiest thing to do will be to log out.

The Log Out option is always at the top right of the screen. Just click it any time that you want to escape.

Changing your Password

You may not like the password you have been assigned, or Wordpress has generated for you. It's easy to change it once you have logged in. At the top right corner of the page you will see 'Howdy' followed by your user name. If you click on your user name here it will take you into your profile screen. Scroll down the screen until you find the section shown below where you enter your new password (twice), then press 'Update Profile' to save the change.

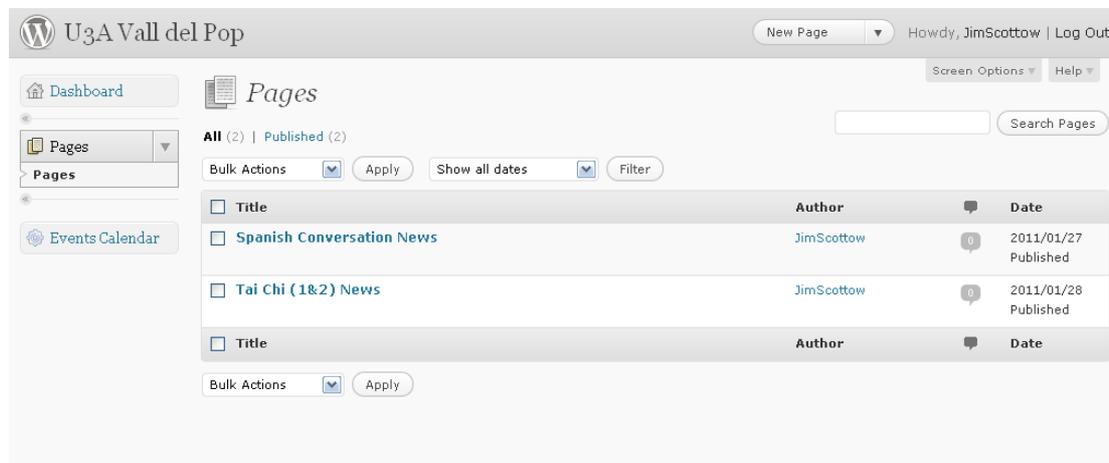


The screenshot shows the 'Update Profile' section in WordPress. It features two text input fields for 'New Password' and 'Type your new password again.' Below these fields is a 'Strength indicator' button and a hint: 'Hint: The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers and symbols like ! " ? \$ % ^ & .'. A blue 'Update Profile' button is located at the bottom left of the form.

Updating Your Pages

Editing the Page

From your Dashboard (previous picture), on the left hand side of the screen you can see a heading "Pages", and underneath that it says "Pages" again. Click on the lower "Pages", and you will get to a screen like this:



The screenshot shows the WordPress 'Pages' management screen. The top navigation bar includes the site name 'U3A Vall del Pop', a 'New Page' button, and the user name 'Howdy, JimScottow | Log Out'. The left sidebar contains navigation links for 'Dashboard', 'Pages', and 'Events Calendar'. The main content area shows a list of pages with columns for 'Title', 'Author', and 'Date'. Two pages are listed: 'Spanish Conversation News' and 'Tai Chi (1&2) News', both published by 'JimScottow' on 2011/01/27 and 2011/01/28 respectively. A search bar and 'Search Pages' button are located at the top right of the page list.

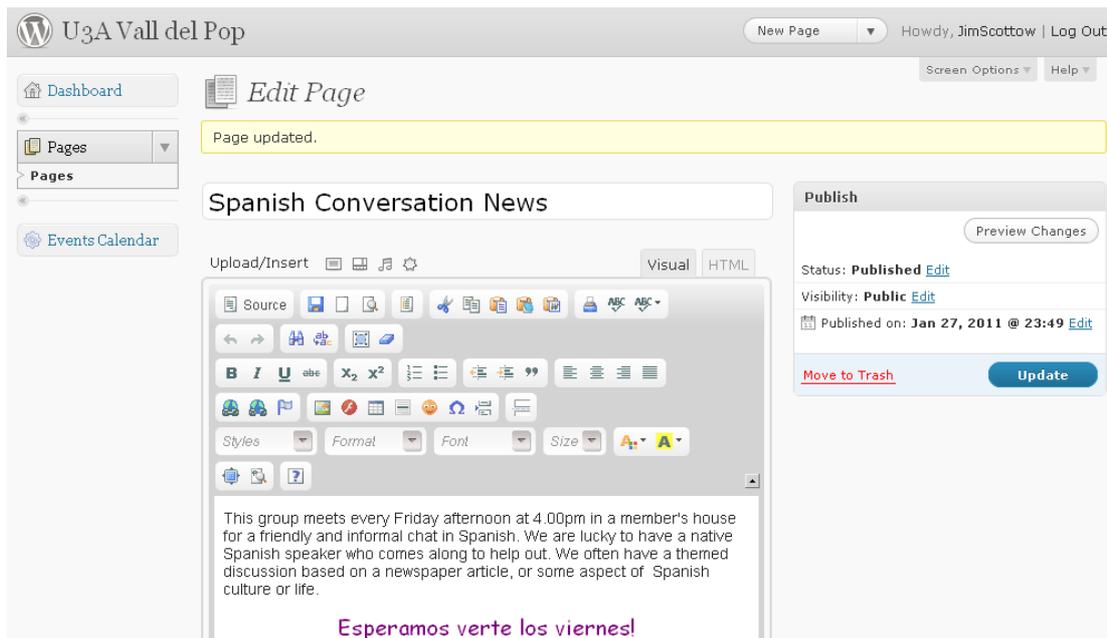
Title	Author	Date
<input type="checkbox"/> Spanish Conversation News	JimScottow	2011/01/27 Published
<input type="checkbox"/> Tai Chi (1&2) News	JimScottow	2011/01/28 Published

In the case shown in the example, the person who has logged in is responsible for two groups, Spanish Conversation and Tai Chi, so he has two group news pages showing. In most cases group leaders are responsible for only one group.

We recommend that you ignore the bars that say "Title" and all the other options. These instructions cannot go into great detail about everything that you could possibly click on, and are only intended as a guide for people who just want to update their group's news.

To update your group news, move your mouse so that the cursor hovers over the name of the group news that you want to update, for example in the picture above, you could hover over "Spanish Conversation News". When you do this you will see two options appear just below your cursor: "Edit" and "View". Now move your cursor and click on "Edit".

The edit screen will appear looking like this:



If you are familiar with other word processors like Word, then you will probably manage to find your way around this editor too. To find out what each option does, move your mouse to hover the cursor over each of the icons in the toolbars above your text. Again, we can't put all the detail in here about how it all works, so if you are less skilled at these things, we recommend that you stick with the basics!

You can now change the text, and use the various toolbar options to make it all look pretty if you wish. I'll come onto adding photos in a moment, as it needs a bit of explanation.

VERY IMPORTANT! When you are happy with your changes, **SAVE** them using the  icon in the top toolbar above your news, just to the right of the word 'Source'. **WAIT** till your save finishes before continuing!

Note: sometimes WordPress will come up with a pink bar telling you that there is an auto-saved version of your document. You can ignore this.

Checking your changes

We recommend that you **do not** use the "Preview Changes" option, as this brings up another tab in your browser, and it all gets confusing!

To check your changes **after saving**, go back to the previous screen by clicking on the left hand side where it says "Pages" (the lower one again, the upper one is just a heading).

This will return you to the "Pages", showing the name or names of the pages you can update. Now hover over the name of your group again to make the "Edit" and "View" options appear, and this time click on "View", and you will get a screen like this, showing you how your page will actually appear on the website:



If you would like to make more changes to this page, you can go back into the editor by clicking on the right hand side just above the text you entered where it says “Edit”. And then repeat the process of change, save and view until you are happy.

If you are happy with your changes now that you have seen them, you can either use the back-arrow in your web browser to go back to the Pages screen, and log out from there, OR you can click where it says “Edit” just above your text to return to the Edit Page screen, and log out from there.

“Log Out” is at the top right of any of the WordPress screens, but does not show on the published web pages like the one above.

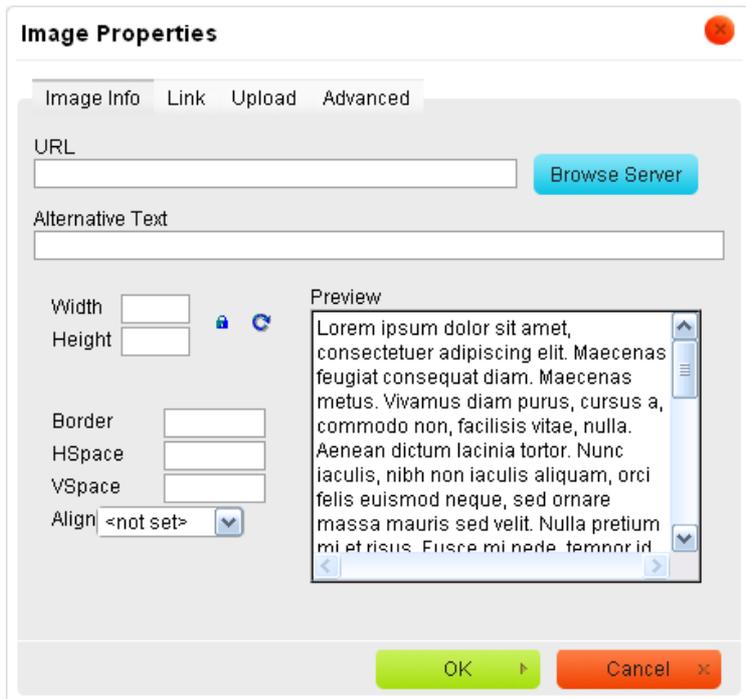
Adding Pictures to Your Page

If you want to add a photograph or a piece of clip-art, or any other type of material like this to your page, you can do so and it will probably make your page look more appealing! But we don’t offer support to individuals who want to do this, apart from the instructions given here, basically because we are not experts on this. So please ask someone else if you need further assistance.

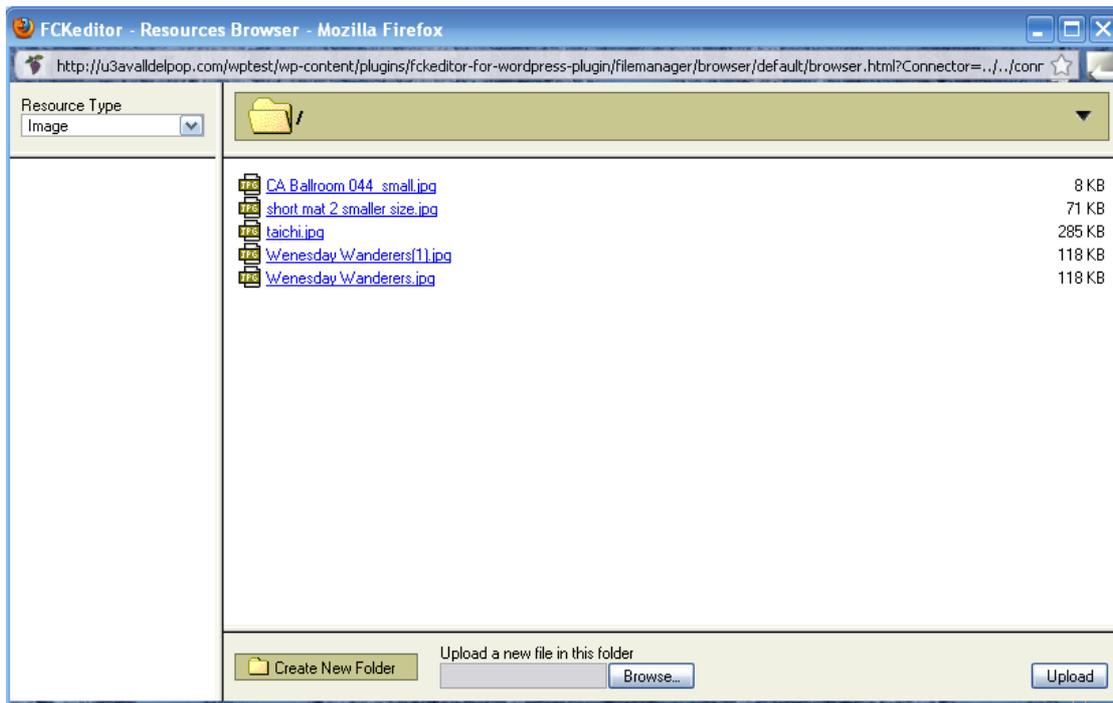
First decide what picture you want to use, and resize it if necessary – something like 800x600 pixels should be sufficient. If you use a larger picture, some members with slow internet connections could have to wait a long time for the page to show. To add a picture, go into the Edit Page screen as above. Now click on the Image button in your toolbar which looks like this (if you hover the cursor over it, it should say 'Image'):



This will bring up the following pop-up:



To upload your picture, first of all click on the “Browse Server” button. This brings up another window:



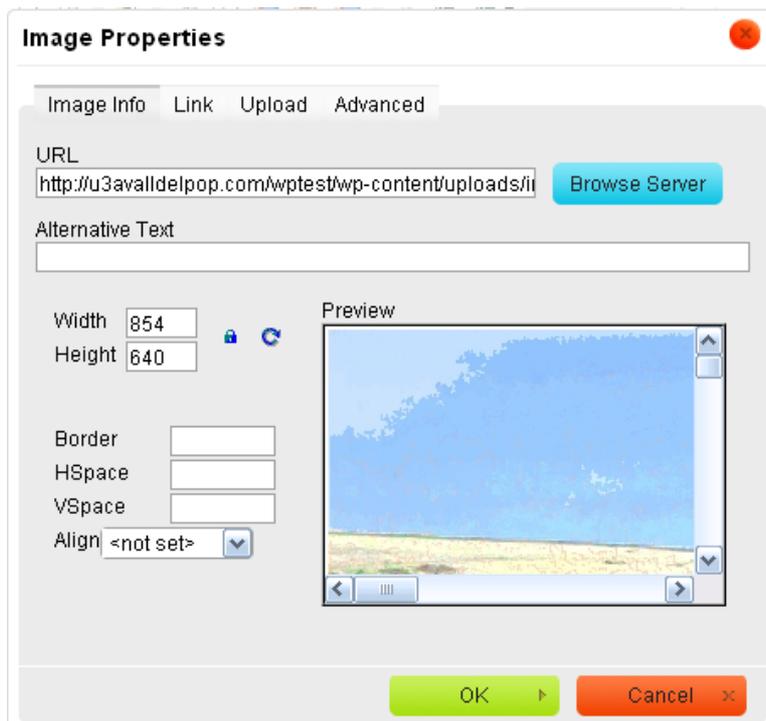
Uploading the Picture to the server

If your image file is one of those listed, it is already on the server, so continue below, otherwise the first step is to upload it. Click the “Browse” button at the bottom of this window where it says “Upload a new file in this folder”, and this will start another pop-up that will let you browse the files in your computer to find the photograph or other image that you want to insert.

When you have found your image, either double-click on the image, or click “Open”, and this will bring you back to the screen above, but now there will be a file name listed in the little window to the left of the Browse button. Click the “Upload” button at bottom right, and the picture will upload and appear in the list of images shown above. This may take a little time depending on the size of the image and the speed of your internet. The images are shown in alphabetical order, so yours may appear somewhere in the middle of the list.

Putting the Picture on the page

Now that your image has uploaded to the server, you can add it to your page. Click on your picture in the list, and this will put its file name in the 'URL' box, and your picture (or part of it) should show up in the 'Preview' box:



In the window above you can specify some options if you wish for how you want the image to display on your page (you don't have to):

Width or **Height** in pixels, easier to do this later once the image is on your page (see below).

Border default is no border, but you can specify width of border in pixels

HSpace and **VSpace** in pixels specify the gap around the image horizontally and vertically

Align this is the most useful. Options include Left, Right, Middle referring to where the image will appear in the page. Text in the page will then flow around it.

Click “Okay”, and the picture will be added to your page. Once there, click anywhere on the picture and you can **resize** it by dragging the corners etc. in the same way that you do in other word processors.

If you want to change the image options for example the alignment or the border, you can select the image by clicking on it, then click the image button in the toolbar and the image options window will be displayed again.

If you want to delete the picture again, you can click on it and press the “Delete” key on your keyboard.

Laying out your page with images and text is a repetitive process. You can just play around with it until it looks right.

As with text, you will need to SAVE this change, and then go out and use “View” to see what the page will look like.

Templates

The template button in the toolbar looks like this:



There are three standard page templates available to use. One of them contains an image at the top left corner of the screen, then text flowing around it. You still have to upload your image to the server as above, then insert it by clicking on the image location in the template, then clicking the image button in the toolbar.

You can find very detailed instructions on using the Page editor (provided by the people who supply the editor) in the Web Editor Guide on the website.
