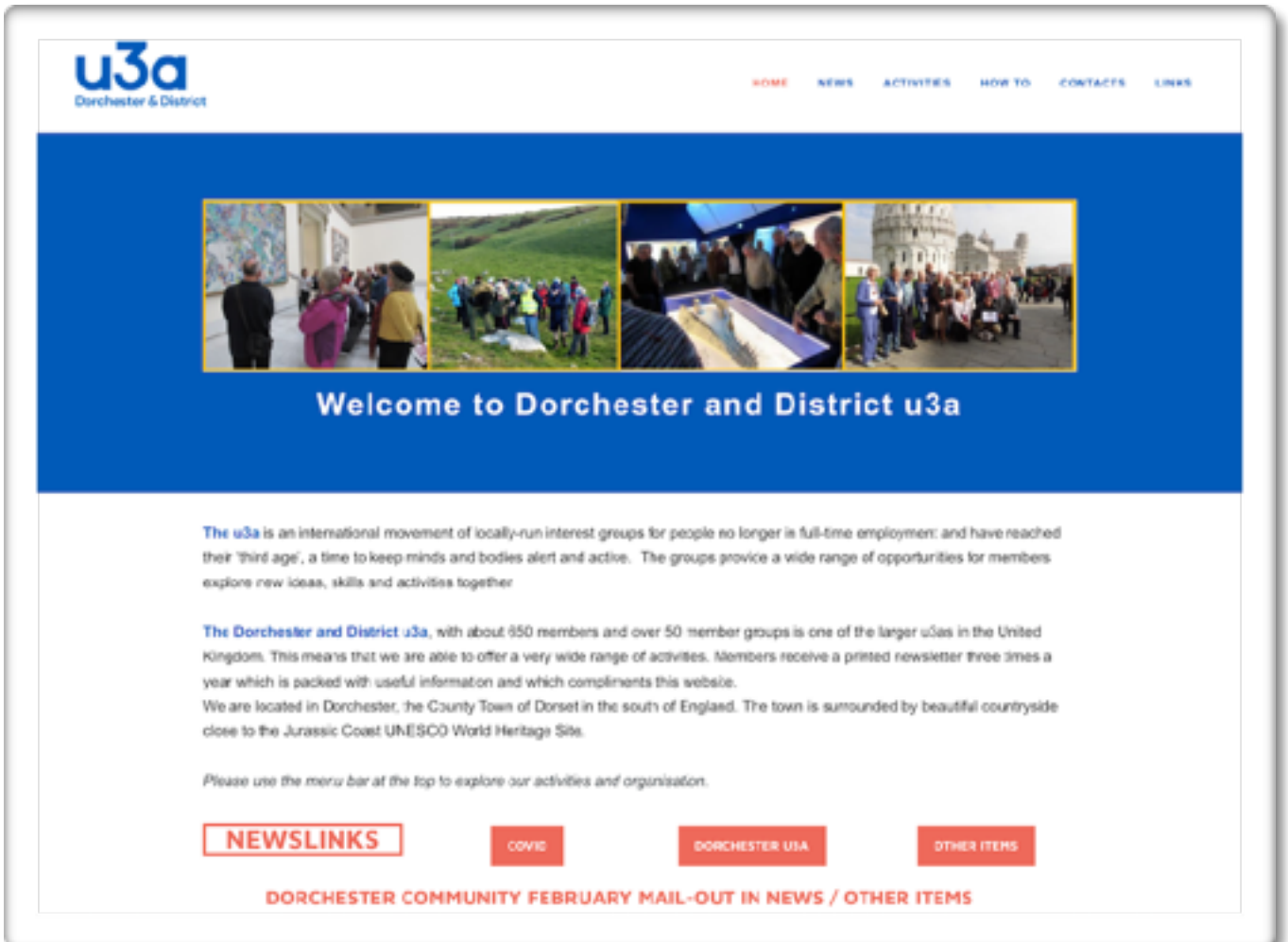


Dorchester u3a Website Management Manual



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1. Introduction

This manual is for anyone involved in updating the Dorchester u3a website. It is intended to help people looking after website pages for the first time, those with more experience and also to capture some technical specifics for the web team.

The Dorchester u3a website has been structured to give groups the independence to manage their own page or pages where they chose. Having group specific pages and an easy to use website builder makes it relatively straightforward for group leaders to make updates to their pages. We use the online website building system (Weebly) as the tool for website management. Most members are will find themselves quite capable of updating the page associated with their activity if they wish to do it themselves (see prerequisites below). Where a member does not wish to manage their page, one of the web team will do it on their behalf.

The sections of the manual are:

The First Time: Although it is straightforward to use Weebly and edit individual pages, as with any system, a new user may find guidance useful. “The First Time” covers all the steps needed to start editing a web page.

Rules and Website Security: Important guidance for using Weebly

Editing Pages: Covers the web page structure, editing tools and controls.

Other Functionality: Having additional pages and using other tools.

Style Guide: This section describes the foundation colours and text styles and their uses.

More Help: Getting help available from Weebly.

Administrator vs. Author differences: Features the web team uses.

Managing the Weebly and Namesco environments: Describes how the web team manages website and the Dorchester email addresses.

The Technical Bits: Describes the website technical set up.

Glossary: A few technical terms

If you would like to suggest improvements to this guide, please send them to the web team.

2. The First Time

Prerequisites for editing Weebly

All you need to successfully look after a web page is to have a computer, an email address and to have a little experience of using typical editing techniques -that is cutting and pasting text, and selecting and dragging objects within a program.

The Weebly system

Weebly is an online system that we access and use through a web browser (Edge, Chrome or Safari depending on your computer), similar to the way in which you might access Amazon or facebook. Like those sites, there are Weebly apps available for tablets and computers, but most of us prefer the user interface provided for web browsers.

YouTube tutorial

You may find this YouTube tutorial useful before you start. It takes you through the process of setting up a website using Weebly and covers a lot of the information provided in the next sections: www.youtube.com/watch?v=v81nRa_W9Fk

Getting Access to the System

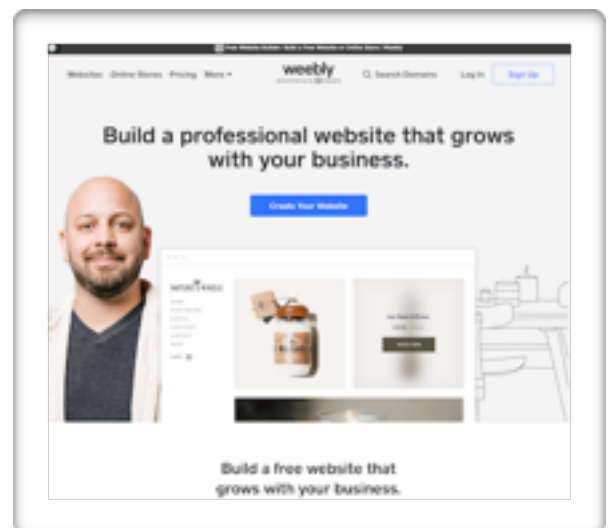
Get a free Weebly account

Before you can be given access (invited) to edit the Dorchester u3a website, you need to register with Weebly and have your own password.

First, find Weebly on the internet: www.weebly.com

This is what it looks like:

The Weebly home page is a bit chaotic and no doubt will change because this is their marketing page. There are a few places to click “get started” or “join up”. ***Do remember you can and should sign up for a free account.*** We do pay for the extra professional services, but that is looked after by the web team.



The sign up page looks like this.

Fill it in, obviously selecting (and remembering) a strong password, and submit.

Weebly will then take you through their onboarding process. It assumes that you are setting up your own website. Select a theme.

When it asks you to select your domain name, you don't need to do this, just click on the x at the top left of the pop up window.



This takes you to the main page editing screen - based on whatever theme you chose. You can play with this page if you would like to (how to edit is covered below). If you follow the rest of the Weebly process, you will end up with a website of your own.



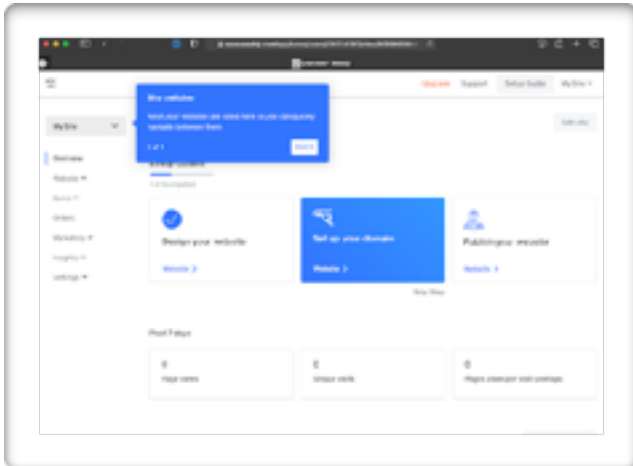
Clicking on the x at the top left of screen takes you to your account page on Weebly.

Click on “My Site” at top right and then sign out to leave weebly. You now have a Weebly account that you can sign into.

Invitation to the Dorchester u3a Weebly environment

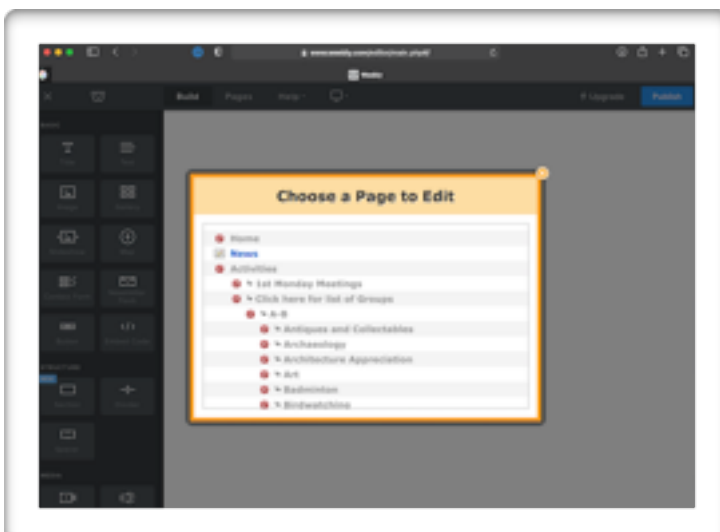
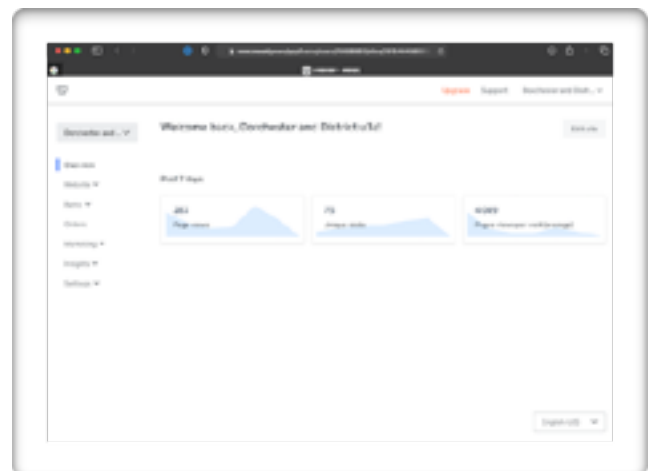
Having set yourself up with an account on Weebly, the next step is to be set up in the Dorchester u3a Weebly environment. Let the Dorchester u3a web coordinator know that you have registered with Weebly and we will allow your access and send an invitation link to you.

Navigating to your page(s)



When you sign back on to Weebly it will open showing either one of the sites you are able to edit. You should now have two, your free site and the Dorchester u3a site. Select the Dorchester u3a site if necessary as shown in the diagram.

On the Account page, click on “Edit Site” which will take you to the page selection screen.



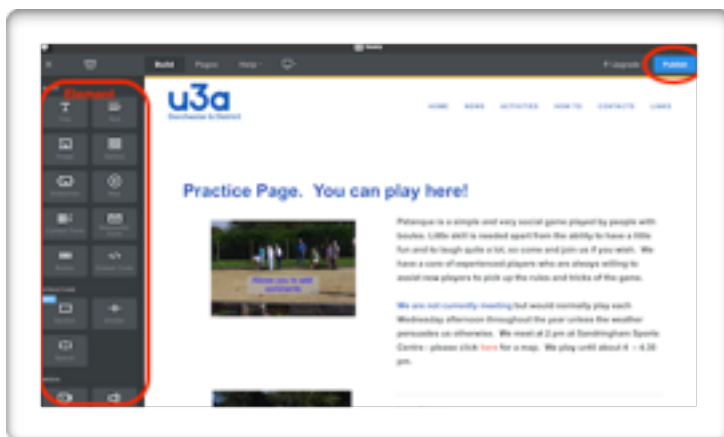
This screen allows you to select from the pages that you have been authorised to edit. All other pages are greyed out and have no entry signs.

Scroll down to the page you want and select it.

In most cases you will have been given “authority” to edit 2 pages, your group page and a practice page. Unless you have worked with Weebly previously, we recommend doing some practicing. Although the practice page is not shown in the navigation menus, it is actually still “published” on the internet, so do not put anything on it that shouldn’t be public! You can see the practice page as published by putting www.dorchesteru3a.org.uk/practice into your browser address or search field.

The editing process

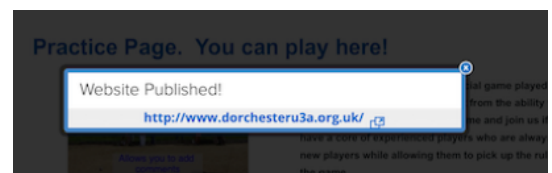
Having selected the page you wish to edit, your page is the main part of the window. If the page is bigger than the window, you are able to scroll down and back up.



This build screen provides a set of elements on the left that are used to develop the page. The use of these is described in the next section.

When you have finished building or editing your page and you are ready for the changes to be seen on the website, click on the Publish button, top right of screen.

A pop up window will appear, which you get rid of by clicking the x. The practice page of course cannot be found in the website navigation and will generally not be seen by people viewing our website, but changes to your group page will be live on the internet. Do remember that if you had your page open on a browser while you are editing, you will not see the changes until you have refreshed your browser by clicking to another page and returning.



3. Rules and Website Security

Rules

We only have a few rules about what to put on a group's webpage or how it should look, so do make your page into whatever suits your group, but remember:

- Dorchester u3a is accountable for what is on the website. We are a formally registered charity with commensurate obligations.
- The website is in the public domain. Anyone, member or non-member can open our website and see your page. Only put content on the page that we will all be happy to be seen by anyone.
- Be thoughtful about privacy. We don't put personal information, telephone numbers, email or postal addresses on the website without the explicit permission of the people you want to name. You should get permission from anyone recognisable in a photograph.
- Because of copyright rules, we only publish photographs taken by members. Also make sure you understand rules relating to quoting text from elsewhere before you do this.

Security

Dorchester u3a Website

The website is public, open to anyone who wishes to view it and hence there are no security measure relating to the website. However, it is read only. No one can make changes by accessing www.dorchesteru3a.org.uk.

Weebly

We build and maintain the dorchester u3a website using Weebly. All editors have access to Weebly using their email address and the password that they set up. Since email addresses are easily discovered, we are protected largely by how well each of us set up a strong password and keep it confidential. A strong password should be:

- Long: 8 characters or more
- Avoid the obvious: no personal names, dates, generic words or keyboard sequences (like qwerty)
- Unique: don't use the same password you have for something else.
- Mixed characters: do use upper and lower case, numbers and symbols

Except for the web team, all editors are set up as authors. As an author you are only able to make changes to your own page (and the practice page). No one else, other than the web team, can make changes to your page. Authors are not able to add or delete pages or to change the page navigation hierarchy.

The Web Team are set up as administrators. As such, we are able to edit all pages, add and delete pages and move pages in the navigation hierarchy or make pages not visible to navigation.

It is most unlikely that anyone will take the time to hack into our Weebly area by stealing or guessing one of our passwords. It is far more likely that we do damage by our own mistakes. Fortunately, the only damage most of us can do is mangle our own page,

which would then need to be rebuilt. The Web Team members could mangle lots of pages - and that is why we are careful.

Weebly does have (in my opinion) **one security weakness**. If you close your browser without signing out, your session will stay open. Anyone opening the browser on your computer and opening Weebly, will find your session open and be able to continue where you left off. **Remember to sign out.**

Namesco

We use a system called Namesco for our dorchesteru3a email addresses. This is password protected in the usual way and only the website coordinator has access.

4. Editing pages

Starting at the end, the final act of editing a page is to “publish” it. Please note that clicking on the publish button, publishes the whole website. If you are part way through changing your page when someone else publishes, then the partial edit will be published. This doesn’t cause problems, but it is best not to leave your page for any length of time part edited.

Page Structure

Our web pages are made up of three or four parts, the navigation area, the header if the page has one, the body and the footer. Our home page has a header, but other pages generally do not. The Navigation area at the top and the footer are website wide. Any edits are seen on all pages. Please **do not** change these.

The body is the part of the page you can edit or build to show the content you want. The body will stretch to be as high as your content requires. Content in the form of text, images etc. is placed into the body in blocks - which Weebly calls Elements.



On the diagram left, I have highlighted a set of elements with green borders and labeled them (some) with their type. These are the elements that make up the web page.

As you move your cursor arrow over your page, you will see rectangular boxes highlighted by faint blue borders. These are the elements on your page.

Note that the layout of the elements will change depending on the viewing device. When viewed on a mobile phone, all these elements would be arranged in a single column to fit the screen - see Layout considerations of responsive website section below.

You change the page by adding, moving or deleting elements, and then modifying the elements content or format. Each of these actions is described below.

Elements - the page building blocks

Diversion - different PC behave in various ways!

It is worth noting that PCs and Macintoshes with various types of mouse have to be used a little differently to perform the grabbing and dragging introduced below. the action on your device could be:

- left click and hold down the shift key while dragging.
 - click and hold down while dragging
- or it could be some variant of these.*

In the build screen, Weebly's elements are shown in the left hand column.



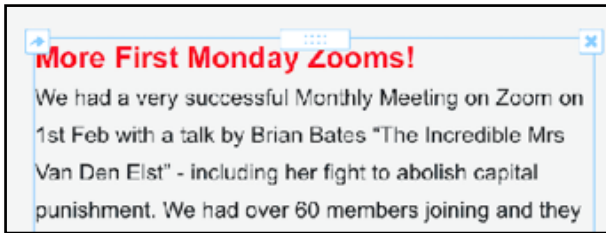
These can be “grabbed” and dragged onto the body of the webpage.

The more commonly used elements are:

- Title: For larger text set to u3a dark blue (default)
- Text: For a paragraph of normal text
- Image: Allows the page to display a downloaded image (jpg or png format)
- Map: Displays a Google map - we prefer to link to street maps. See editing elements / maps
- Button: Displays a big button which can be set up to link to other pages or websites
- Divider: Displays a line to separate content
- Spacer: Builds space between other elements
- Embed Code: Allows you to insert HTML/CSS code onto your page.

Adding, Moving and Deleting elements

Elements have handles



If you “hover” your cursor over an element, you will see a blue border appear and three “handles”, forward arrow, double dots and x along the top.

The left handle allows you to copy or move this element to another page.

The middle handle allows you to move the element around the page.

The right hand handle allows you to delete the element.

Positioning the Element

When you drag and element onto your page, a pale blue line shows how it is being positioned relative to the elements already on the page. The position of the blue line will change as you drag the new element around the page. A horizontal line all the way across the page shows that the new element will occupy the whole width of the screen and be inserted where the blue line is. If your page has columns, a horizontal blue line above or below just one of the columns indicates that the new element will be inserted in that column. If the blue line is vertical , then the element will be in a new column at that position.

If you drop a new element in the wrong position, or indeed if you wish to move existing elements, simply grab the top middle handle and drag to the position wanted.

To delete an element, click on the top right “x” handle. ***There is no undelete!***

Layout considerations of responsive website

The Dorchester u3a website is based on a responsive theme. This means that webpages will adapt to being viewed via different sized devices e.g. PCs vs. phones. Rather than just shrink a page and all its contents to fit a smaller screen it changes the way the navigation works and moves elements within a page for a better display

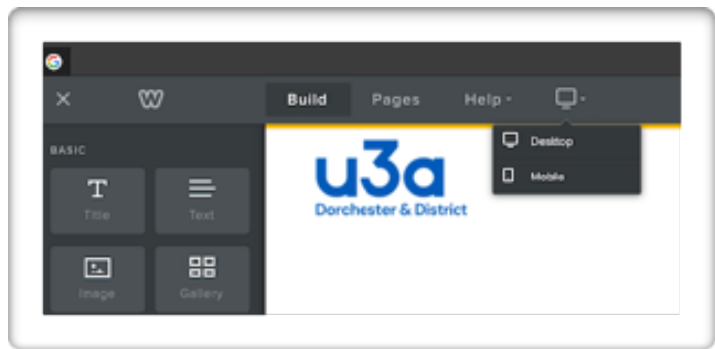
Below you can see the big screen navigation layout on the left and on the right, the same page as seen from a mobile phone. Note the “hamburger” navigation icon top left of the mobile phone version.



And below the same comparison of a page with two columns in large screen mode. For the small screen, the columns are moved one under the other



If someone uses two elements lined up to provide a two column list, they will find their page unreadable on a mobile phone. To check how your page will look on a smaller screen, click on the screen icon on the top menu bar and select mobile. It will show your page in small screen format

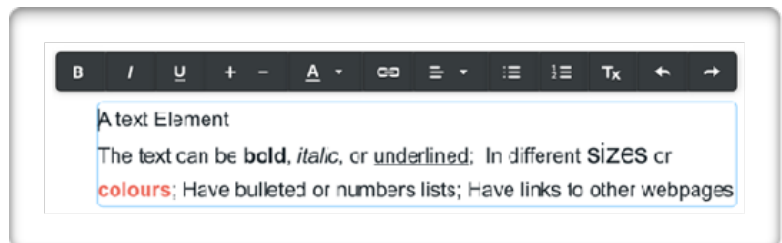


Editing Elements

All elements are edited by clicking inside the element. This brings up controls relevant to the element

Editing the Text Element

Clicking in a text element brings up the black menu bar shown in the picture. Hovering your cursor over the menu bar brings up a description of the function of each menu item.



Click within the text to edit text as normal. Select some text and click on the menu item applies the change to the text. The purpose of most menu items is obvious. Not so obvious ones are:

+ & - - changes the size of selected text

A brings up a colour palette to change the colour of text.

Note that as well as being able to select from the colours seen, you can also use the hex code for colours to get u3a standard colours (see Style Guide). e.g. #005ab8 is u3a dark blue.

The chain link: makes the selected text into a clickable link to one of:

- Website URL: this is an to link to another website. Paste a website address into the field displayed, and click the open in a new window.
- Standard Page: to link to a page in our website
- File: This allow you to link to a file (PDF for e.g.) that you upload or select from previously uploaded files.
- email: to have the link automatically open a new email with the email address already populated.

Tx resets the formatting of selected text back to default. This is useful because the editor can get stuck.

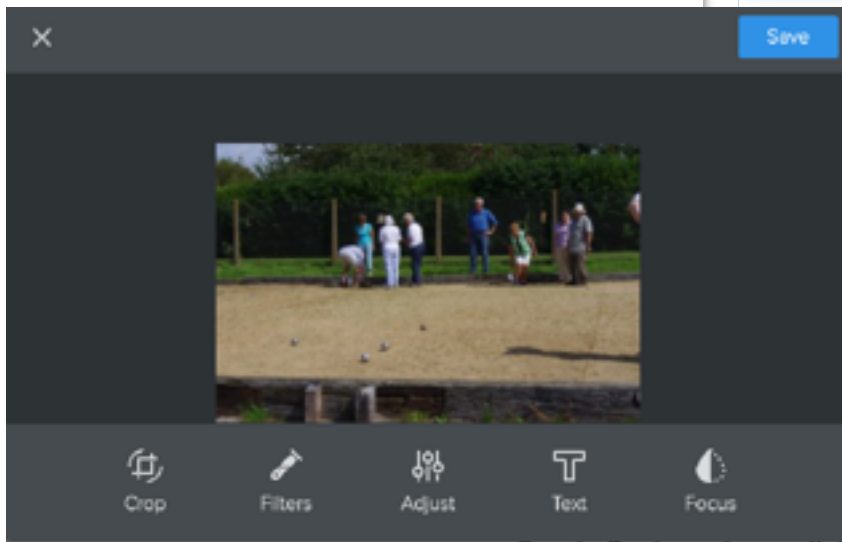
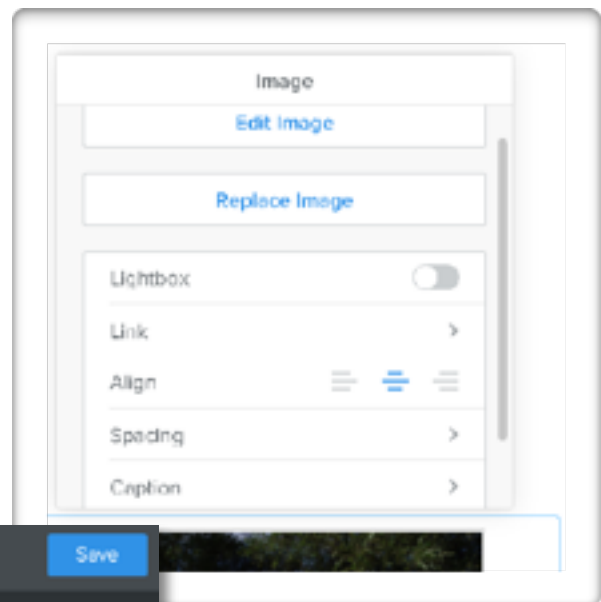
Back and forward arrows are undo and redo. (note that this is one of the few places where there is an undo capability. In most cases delete means gone!)

Editing images

Hovering over an image element brings up an addition “handle”. There will be a little light blue square at the bottom right hand corner of the image. Selecting and moving that square resizes the image.

Clicking on the image brings a menu for changing the setting of the image. Caption allows you to add text under the image. Important, given the way that elements may move around in responsive websites and may move text elements used as a caption.

Edit image brings up a menu for editing the actual image, as below. There is the option of reversing any changes made.



Maps

The Maps element puts a Google map onto the page. However, we have found it simpler and more useful not to use the Maps element, but instead to link (text link, image link or button) to Streetmaps which is based on Ordnance Survey maps. To do this, open www.streetmaps.co.uk; search for your required location. An arrow points at the spot found. Move the arrow to the exact point you wish to show - the control is circled in the image. And copy the link address (also circled in red) for your link on the web page. We usually set the link to open in a new window.



Button

The button gives you a big bold clickable link to all the usual destinations described in text link above. Having Moved the button element onto your page, clicking on it shows a menu to allow setting the button text, one of four styles, the link destination and spacing.

Divider

The divider element allows you to insert a line between other elements. The line can be set to cover a percentage of the width / height of the element and the spacing can be set.

Spacer

Allows you to insert a blank space between elements

Embed Code

While Most of the Weebly system is set up to allow you to build a page in WYSIWYG fashion; with the Weebly system converting the elements into HTML and CSS code, the Embed Code element allows you to code directly. You need to have knowledge of HTML/ CSS to make use of this; there is no inbuilt guidance or support. We tend to use Embed Code to display tables.

5. Other Functionality

Additional Pages

In some cases, groups like to have more than one page in order to record the results of group activities or plans for events. We are happy for groups to have additional website pages whenever they wish to extend beyond their first.

Get in touch with a member of the web team to discuss what sort of page you need.is able to add additional pages or move pages.

Child page

An additional page may be included in the navigation menus or just be available by link from the main group page.

Blog page

In addition to standard pages, Weebly provides a Blog format. If you would like your group to have a blog page, the web team can assist.

Other Elements

Although this manual does not cover all the elements, once you have used those covered, then Gallery, Slideshow, HD video, Audio, File behave in similar ways.

Others such as Contact Form, Newsletter Form, Section and Survey are a bit more involved. Please talk to the web team before you use these.

6. Style Guide

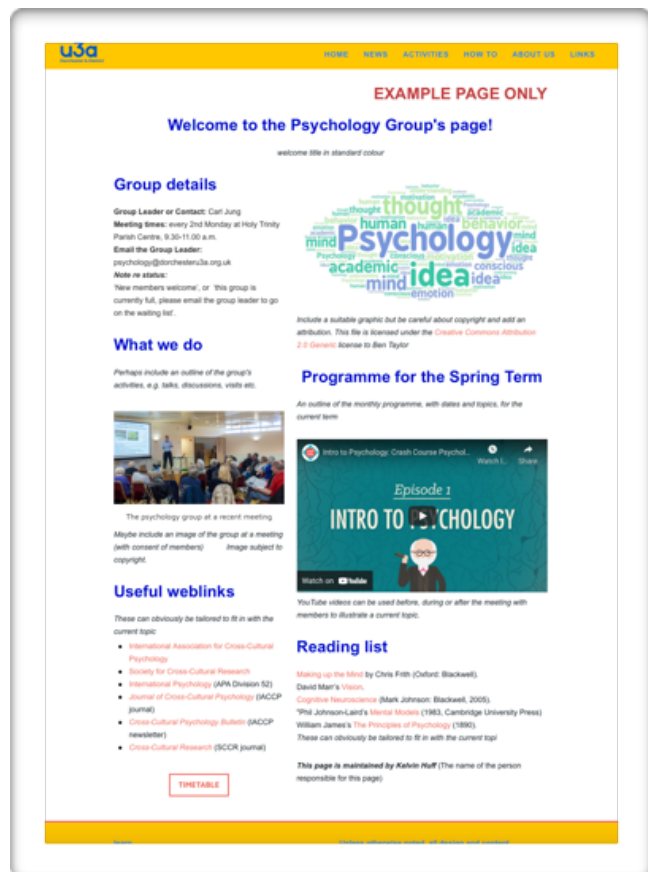
Content on Group Pages

Group pages should help members decide whether the activity is for them. Often they also serve as the notice board for the group, providing details of upcoming events or display results of activities.

The information on a Group page should generally include:

- The name of the Group
- A description of the activity and how to get involved.
- Group Leader name
- When and where the group meets
- the name of the person maintaining the page

We have included the exemplar page shown right as a good model for a Group page. The link is on the *HOW TO / CHANGE THIS WEBSITE* page.



Colours and Fonts

The website has adopted the national u3a Brand Guidelines, and we have modelled the Weebly theme to be reasonably close. Unless you specifically make changes to the element, it will give:

Title: font arial, colour u3a dark blue

Text: font arial, colour black

Weebly gives you functionality to change colour of text and various other bits. The u3a standard colours are:

Primary colours

Dark Blue: #005ab8 RGB r0 g90 b185

Light Blue: #2886e6 RGB r40 g135 b230

Yellow: #ffc700 RGB r255 g200 b0

Black: #000000 RGB r0 g0 b0

Secondary Colours

Orange: #ffaa31 RGB r255 g170 b50

Light Green: #63c369 RGB r100 g195 b105

Forest Green: #10695a RGB r16 g105 b90

Purple: #b49fdc RGB r180 g160 b220

Red: #ee695a RGB r238 g105 b90

One of the great advantages of our website structure is that each group can decide what it wants on its page and, to a large extent, how it looks. Groups will continue to have this freedom, but these standards provide a sound basis to start with.

7. More Help

Clicking on the help button in the Weebly menu takes you to Weebly support. Here there are a set of “articles” or help topics. Some of the articles under “Building Your Website” are useful. Worth exploring.

8. Administrator vs. Author Differences

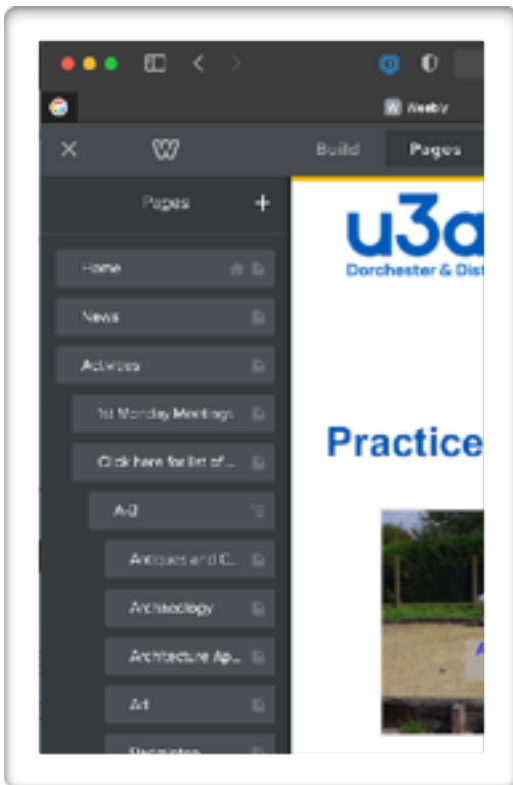
As mentioned under security, the web team are set up in Weebly with administrator rights. This means that they are able to:

- Add, copy and delete pages
- Change the name of the page - used for the navigation menu
- Change the position of pages in navigation
- Hide pages (take them out of the navigation menus)
- Make changes to the website theme and style
- Make changes to the navigation and footer areas.
- Add Authors and set their authority to edit pages

These capabilities are provided by menu items that are not available to Authors. Administrators see a top menu that includes Theme, Apps, Settings and Upgrade.

In the pages view, the left sidebar allows the page name to be changed, the page to be hidden and provides header, copy and delete functions.





Clicking on the “<” next to page name shows up the hierarchy of pages in the left sidebar allowing page addition, selection and changes to navigation. Clicking on a page takes you to the menu above. Clicking Build takes you to the edit view.

Administrators also have a different popup after publishing. Weebly’s way of offering to add to our costs!



9. Managing the Weebly and Namesco environments

Backing up the website (by website coordinator)

Weebly provides a high degree of resilience and it is unlikely that we will need to restore the website because of a Weebly technical issue. The bad news is that Weebly does not have restoration functionality. That means, if we delete or mangle our website by user error, we have to rebuild it rather than restore from a copy. Keeping a backup does mean that we can replicate the contents more quickly.

Weebly has a backup facility, but it is a bit clunky (technical term). Another option is to use a website download tool which, when pointed at the website, downloads all website pages into a folder on your computer. clicking on the index file in the folder will run the website locally. All the uploaded content is in a folder call uploads.

The Weebly backup facility is under Settings/General where there is an Archive section. Enter your email address and click on Email Archive. A link will appear under “Recent Exports” which will initiate a download of a Zip file - eventually.

Adding editors

The settings / Editors tab allows us to add Administrators and Authors. Administrators are able to make changes to all pages and settings as described in Administrator differences above. Authors can be constrained to specific pages. Our practice is to set the web team up as administrators and all other editors as authors with their page and a practice pages enabled.

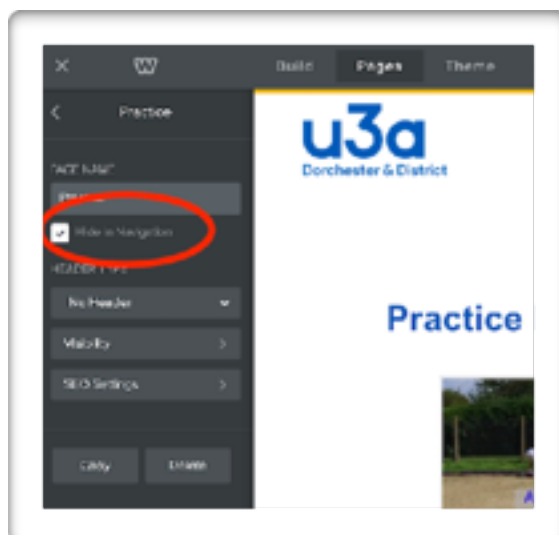
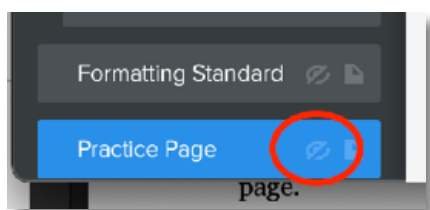
Adding and Culling pages

Add a page by being on the page navigation screen and clicking on the + next to “pages” at the top. Select a standard page and it will appear at the bottom of all the existing pages. An alternative is to select a page and click copy. This too will end up at the bottom of the stack.

A non-clickable page provides an entry to the navigation hierarchy without having a page appear. We use this for navigation to group pages by alphabet.

Hiding Pages

The “Hide In Navigation” facility takes a page out of the navigation menu hierarchy. We use this facility either to make a page unseen temporarily or for pages that don’t stand alone in the navigation and are better made available via a link on another page. When a page has been hidden, the icon below shows in the page hierarchy view



Do note that the page remains in the published website. It can be found either by direct addressing in a browser (e.g. www.dorchesteru3a.org.uk/practice) or from a link set up from another page.

Changing the navigation

Weebly uses the order and indentation of page tabs in the pages window to build the navigation hierarchy, so do take care. Getting a page to the correct position is a bit like playing a video game - better results with practice.

Simply grab the tab of the page to be moved and drag it up or down the list. Check the left to right orientation of the tab, because if it is indented then it becomes a child page of the outdented one above. (good luck!)

Navigation Header and Footer

We have the u3a logo in our header. This was generated by a system on the National u3a Branding site.

Clicking on header or footer allows you to edit them and any changes will appear on every page.

10. The Technical Bits

Technical overview

We use two services to support the dorchester u3a website, a domain registration and hosting service (Namesco), and a website builder (Weebly).

Namesco look after the registration of the dorchesteru3a.org.uk domain name. Their system provides the internet with network addressing to so that browsers find our site. also all email addressed @dorchesteru3a.org.uk goes to the Namesco servers. We use Namesco service to forward these emails to our personal email accounts.

Weebly is a website builder and hosting service. It provides a relatively simple to use website editor (wysiwyg) and a set of templates to allow us to develop and edit the website without (too much) HTML and CSS coding. It also allows us to have multiple people editing pages without causing technical conflicts.

The website Setup (Weebly)

Site Settings

Our Weebly site is set up to use our dorchesteru3a.org.uk domain. The Weebly part of doing this is, in Settings/general, set the Site Address to www.dorchesteru3a.org.uk.

SSL is enabled to set up encrypted communication between browser and web server. Avoids browsers giving “insecure website” warnings.

We have set up the Favicon as the u3a logo. The logo shows up on the browser address tab.

Theme

The Weebly website builder provides a set of themes which are applied to a website giving it its styles. Our selection is:

- Theme: Netur PurpleHaze
(set in edit site by selecting theme and then change theme)
- Theme colour selected: yellow
(set in edit site by selecting theme and clicking on the colour)
- fonts (all): arial
(set in edit site by selecting theme and clicking on change Fonts, where you can change various uses of fonts)

The theme has been adapted to the u3a official colours. This is done by selecting theme and clicking on “Edit HTML / CSS”. Clicking on “variables_yellow.less” allow you to edit a file setting various colours. Our setup is:

@main: #ffc700;	u3a yellow
@accent: #ee695a;	u3a red
@titleFont: #2c1f00;	dark grey
@linkColor: #ee695a;	u3a red
@headerScroll: #2886e6;	u3a light blue
@navColor: #005ab8;	u3a dark blue
@navAHover: #ee695a;	u3a red
@navHover: #2c1f00;	dark grey
@subNavHover: #d49b24;	gold
@thirdMenuHoverColor: #ffffff;	black
@thirdMenuHoverBg: #000000;	white
@splash: #d29c1a;	we don't use this
@searchColor: #2c1f00;	we don't use this

Namesco Domain site

We maintain the registration of the dorchester.org.uk domain name through Namesco (www.names.co.uk). This site manages our DNS settings to point at the weebly site, and provides the email forwarding services for xxx@dorchester.org.uk emails.

DNS

The DNS settings held by namesco are

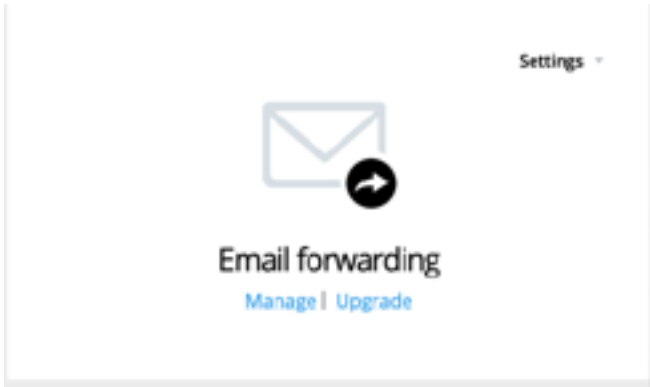
Domain: dorchesteru3a.org.uk

A records:

1. empty Type A Result: 199.34.228.77
2. www Type A Result: 199.34.228.77

email

dorchester.org.uk emails are set up by adding to (or deleting from) the list seen by clicking manage under the email forwarding box. At the bottom of the list there is an “add another” link and a save button.



11. Glossary

- CSS:** Cascading Style Sheets is a style sheet language used for describing the presentation of a document written in a markup language such as HTML. I.e. used to set the appearance of web page content.
- DNS:** Domain Name System. The naming system for computers, services or other resources connected to the network. It translates more readily memorised names to IP addresses
- Element:** A Weebly Element is a building block for page development.
- Favicon:** an icon associated with a particular website, typically displayed in the address bar of a browser accessing the site or next to the site name in a user's list of bookmarks.
- HTML:** Hypertext Markup Language is the standard markup language for documents designed to be displayed in a web browser.
- IP Address:** Internet Protocol Address. A numerical label assigned to each device connected to a network (the internet) for identification and addressing purposes.
- Namesco:** Namesco Ltd provides professional online services for individuals and businesses including domain name registration, web hosting, website building tools, email services and ecommerce solutions.
- SSL:** Stands for Secure Sockets Layer. It is the standard technology for keeping an internet connection secure and safeguarding any sensitive data that is being sent between two systems, preventing criminals from reading and modifying any information transferred, including potential personal details.
- Weebly:** Weebly is a web hosting service and online website creator.
- WYSIWYG:** What You See Is What You Get.