

## Siteworks for All Users (2)

Log in to the Torfaen u3a website using your username and password. The **Dashboard Screen** will be displayed as shown in **Getting Started**.

If you intend to edit a Group Page then click on **u3a Groups**. A list of Torfaen u3a groups will be displayed:

<input type="checkbox"/> Craft	SwDevAdmin	General	32
<input type="checkbox"/> <b>FOCUS</b> Edit   Quick Edit   Bin   View	SwDevAdmin	Discussion	31
<input type="checkbox"/> Gardening	SwDevAdmin	General	22
<input type="checkbox"/> Gentle Exercise	SwDevAdmin	Physical Activity	19
<input type="checkbox"/> History	SwDevAdmin	History	33
<input type="checkbox"/> Listening to Music	SwDevAdmin	Arts	8
<input type="checkbox"/> Lunch Club	SwDevAdmin	Social	26
<input type="checkbox"/> Memory Lane	SwDevAdmin	General	10
<input type="checkbox"/> Poetry	SwDevAdmin	Literature	11
<input type="checkbox"/> Psychology	SwDevAdmin	Science and Technology	22
<input type="checkbox"/> Quiz	SwDevAdmin	General	13
<input type="checkbox"/> Reading Short Stories	SwDevAdmin	Literature	6

If you intend to edit any other page then click on **Pages**. A list of Torfaen u3a web pages will be displayed:

<input type="checkbox"/> Contact	SwDevAdmin	Published 2024/10/24 at 14:02	75
<input type="checkbox"/> Contact Us — Contact Form Page, do not remove	SwDevAdmin	Published 2023/03/15 at 19:31	83
<input type="checkbox"/> Documents	SwDevAdmin	Published 2024/10/24 at 14:03	42
<input type="checkbox"/> Events	David Davies	Published 2024/10/28 at 12:53	138
<input type="checkbox"/> Getting to us by bus	SwDevAdmin	Published 2024/10/24 at 14:03	8
<input type="checkbox"/> Getting to us by car	SwDevAdmin	Published 2024/10/24 at 14:03	1
<input type="checkbox"/> Membership	SwDevAdmin	Published 2024/10/24 at 14:03	67
<input type="checkbox"/> Our Interest Groups	SwDevAdmin	Published 2024/10/24 at 14:03	439
<input type="checkbox"/> Website Terms of Use	SwDevAdmin	Published 2023/10/05 at 19:46	3

Scroll down to the entry for your group (or other web page) and click on its name.

An editing version of your chosen page will be displayed with the following menu on the top right:



From left to right these options are:

**View.** Shows how your page would look on a Desktop, Tablet, or Mobile phone.

**View Group.** Returns to your group page.

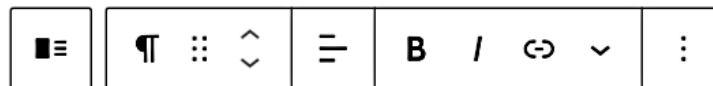
**Settings.** Displays a panel of the various editing options.

**Save.** Saves the changes that you have just made.

YOU CAN NOW EDIT THE TEXT ON YOUR PAGE.

### **Basic text editing**

Click in the area in which you are going to edit your text. The following menu will appear:



To amend a piece of text, simply highlight it and type in your changes.

You can embolden or italicise the text with the options shown above.

To add a new piece of text, simply click in the required position and type in the new text.

**NOTE. When you have finished, save your changes by clicking Save.**

### **Changing the text colour.**

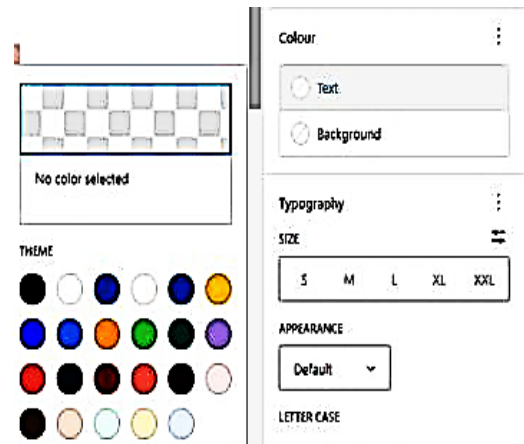
If the editing panel is not currently displayed on the right-hand side of the page, click on **Settings**

Click anywhere in the relevant text block.

Under the section headed **Colour** click on **Text**.  
A colour palette will appear.

Select a colour from the palette and your choice will be displayed in a box above it.

**ALL** the text in your chosen block will now be in your selected colour.



### **Changing the colour of the text background.**

Click in the relevant text block and select **Background**.

Select a colour from the colour palette.

The background in your chosen block will be changed to your selected colour.

**NOTE. When you have finished, save your changes by clicking Save.**

**NOTE: THERE ARE A NUMBER OF OTHER TEXT EDITING OPTIONS, DETAILS OF WHICH ARE AVAILABLE ON REQUEST.**