

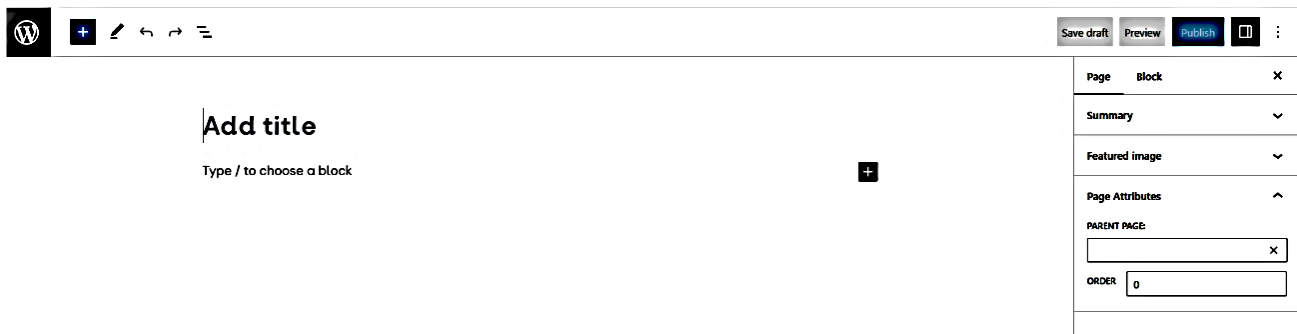
Siteworks for All Users (6)

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 develop your **Group Page**, navigate to the editing version as described in **Siteworks for All Users (1) –Text Editing**.

Continue from **Adding page Content** below.

If you are creating a **completely new page**, select **Pages** from the **Dashboard Menu** and then **Add New Page**. The following screen will be displayed:



Enter the page title next to **Add Title**.

Click **Publish**.

Click **Publish** again.

Continue with **Adding page Content** below.

Adding Page Content

Siteworks web pages are constructed from **Gutenberg Blocks**. Some of the most useful block types are:

Paragraph used to hold text.

Image used to hold pictures.

Columns Can hold different types of information. Useful for designing page layout.

Media & Text A 2-column block, with an image held in one column and text in the other.

Gallery used to display a number of photos in a row.

Spacer improves the page layout by creating a space between blocks.

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Separator improves the page layout by drawing a horizontal line between blocks.

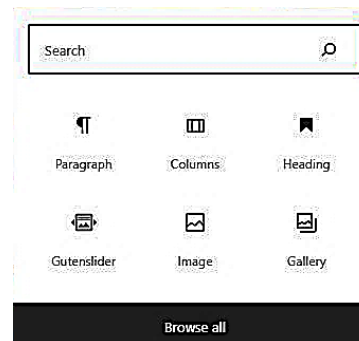
Gutenslider This is a special block that holds a series of pictures that will automatically be displayed at set intervals.

Inserting new blocks

Hover at your chosen point between the existing blocks. A horizontal line with a **plus sign** at its mid-point will appear.

Click on the plus sign. This will generate a window containing some block types. More blocks can be viewed by clicking on the “**Browse all**” button.

Choose your required block style and it will be inserted at your selected position.



Viewing the Page Structure

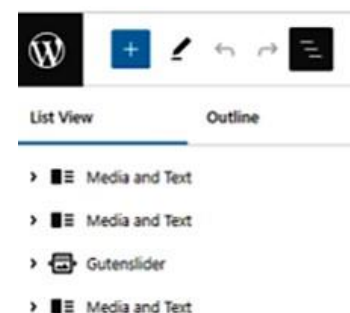
At the top left of the page you will see the following menu:




Click on the **3 offset horizontal lines** on the right.

A drop-down menu will appear, displaying a list of the various blocks from which the current page has been constructed.

This can be used to select the block on which you wish to work.



Repositioning a block

You can move a block up or down your page by using the arrows  in the menu.

Deleting a block

Click on the 3 little dots on the far right of the menu. At the bottom of the drop-down menu select **Delete**.