LALG Group Content Editors' Guide

THE LALG WEBSITE

The Letchworth Arts and Leisure Group (LALG) is an umbrella organisation for over 125 special interest groups which cover the arts, crafts, drama, games, history, sports, travel and walking. It also provides information on linked organisations that offer benefits to LALG and its members and on local businesses that offer discounts to members. The LALG Website was established as a communication channel for group members and also for people who want to find out about LALG and may be interested in joining. Consequently the presentation should show clearly what LALG is and provide information on 'what goes on' in the groups with their wide range of interests. Members of LALG need to have up-to-date information on the future activities of groups and the Website offers a faster means of communication than is possible through the monthly Newsletter.

ROLE OF CONTENT EDITORS

The aim is to maintain the LALG Website Group Pages, keeping them up-to-date, neat, tidy and consistent with the rest of the Website. The LALG Website is undergoing a major revision which is still in progress. However the first stage has been completed which allows the Website to be viewed on tablets and mobile phones as well large screen devices. Recently, there has been a large increase in the number of groups and new ones continue to be created. This is reflected by the increasing number of groups who wish to maintain their own group webpages. This has been enabled in the revised website by the creation of Content Editors who can edit their own group's web pages. Thus the content can be changed whenever the group requires and more detailed information can be presented than is possible in the printed Newsletter. Group pages not maintained by content editors will continue to be updated by the web editing team using information published in the monthly LALG Newsletter.

To become a group content editor you must already be a subscriber to the group. Use the Contact LALG link at the bottom of any web page to inform the web team that you wish to become a content editor for your group. They will set you up in that role and email you when it has been done. Your name will then appear as content editor for the group on your My Profile page.

This guide was created to help those group members who have taken on the responsibility of editing the content of their group web pages. If there are any queries please contact the web editors at website@lalg.co.uk.

YOUR GROUP PAGE

The LALG Website address is www.lalg.org.uk. To login select LOGIN REGISTER on the menu bar, and follow the Login procedure. To logout, go to MY LALG and select Logout. The easiest way of opening your group web page is by selecting it from the Group table on your My Profile page. Other ways of finding groups are available by selecting GROUPS in the menu on the website Home Page.

The screen shot overleaf shows a group page in which all the features are used. The main item is the description of what the group's interests are and how it operates. This should contain information that is not changed frequently and not provide a running commentary on the group and its activities. Future activities should be shown in Group Events and past activities recorded in Group Articles.
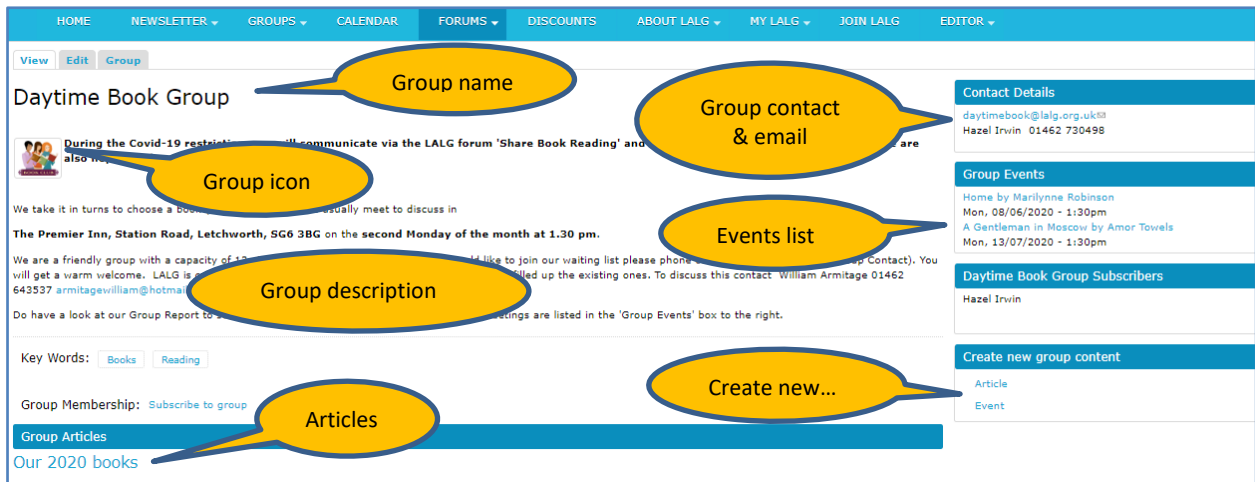
Example of a group page

EDITING

The Help window which opens on Edit and Create screens gives access to videos and descriptions of how to carry out editing tasks. It also has a link to the Content Editors Team Page where this guide is available and where content editors can create a record of mutually useful information e.g. content editors' notes.

An important point to understand about editing is that a lot of formatting is taken care of automatically by the website software. Input to should be as simple as possible. In particular do not format the text entered. This is important as local styling takes precedence over the unified style of the website and creates an entry which differs in appearance from the rest of the Website. It may also prevent content being presented effectively on mobile devices.

To edit the group web page, open it and then click on *Edit* (top left of screen) which opens the Description Window. This is the editing window into which text is typed, pasted, edited and where images can be inserted and combined with text. The Editing Toolbar displays tooltips for each

Editing Toolbar
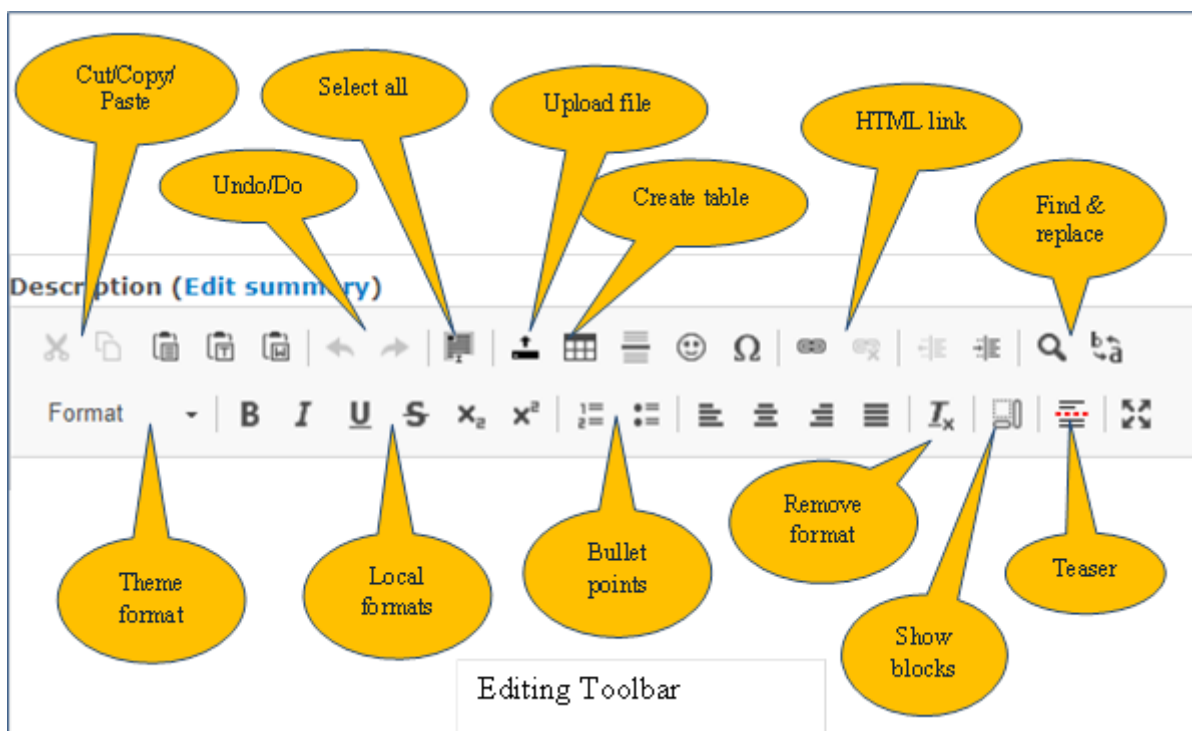
button when the curser hovers over it.

To add text, first select and copy (Ctrl-C) the required text then place the curser in the Description window where the text is required and select one of the toolbar paste options. A new window opens into which the text is pasted (Ctrl-V). The pasted text should automatically be converted to the correct format by the Website software, but 'carriage return and line feed' formatting may not have been removed. If this occurs a space should be inserted after the last word in a truncated line and then the delete key pressed once. Terminate paragraphs and short lines with *Enter* but do not use *Enter* at the end of the last line of an item – doing so will create a new and empty paragraph thus increasing the space automatically created at the end of the item.

Some local formatting can be done if desired using the Format tool. This allows the selection of headings and paragraph styles {Normal - provides a space between paragraphs and has a wider line spacing than Normal (DIV)}. Be aware that this formatting will be removed if the Remove Format tool is subsequently used. The Show Blocks tool shows how the text is divided into paragraphs – any empty blocks should be deleted unless specifically required to give the desired layout.

At any point in the editing process it is possible to scroll down to the bottom of the page and click *Save*; you can then to check how the page will appear. To resume editing, click *Edit* and scroll down to the Description window. When you have finished don't forget to click *Save*, or the work will be lost!

The Teaser Break

This is used to initially show only the first few lines of the text in order to expand on the title. Insert the curser where the break is required and select the Teaser tool (bottom row, 2nd from right). This is used when creating Articles or Group pages to hide the majority (or all) of the article until it is selected by clicking on the title, or on the *Read more…* link which appears. Best practice is to make the 'teaser' entry as short as possible (consistent with it making sense!).

HANDLING IMAGES

Images used on the website need to be free of copyright and reproduction fees. Also people shown in photographs must have agreed on their publication. Icons and photographs used in the printed Newsletter meet these conditions.

Inserting an image in the Description window using the Upload file tool

The Upload file tool (9th icon in toolbar top row) is used in a Group, Event or Article, to insert an image. You will need to know where the image is stored so you can browse for them on your device.

1. Place the cursor at the point in the Description window where you wish the image to appear, top left is customary.
2. Click on the Upload file icon and a Browser window opens showing a folder on your device.
3. Navigate to the required image file and click *Open*.
4. The image then appears in the Description window, right click on it and select *image properties*.
5. In the Tooltip window add a title or caption to be displayed as a tooltip.

6. To set the size of the image use either Height or Width, not both or the image could be distorted.

7. The image must be Aligned left or right or any text will not wrap around it.

8. Padding inserts spacing around the image to separate it from any text.

9. Border adds a border around the image. Note the border will be outside any padding and so close to the text (as shown).

10. When you have completed the above, click *OK* in the Image Properties window, scroll down to the bottom of the page and click *Save*.

11. Review the page to check that it is correct, if it is not re-edit and *Save*.
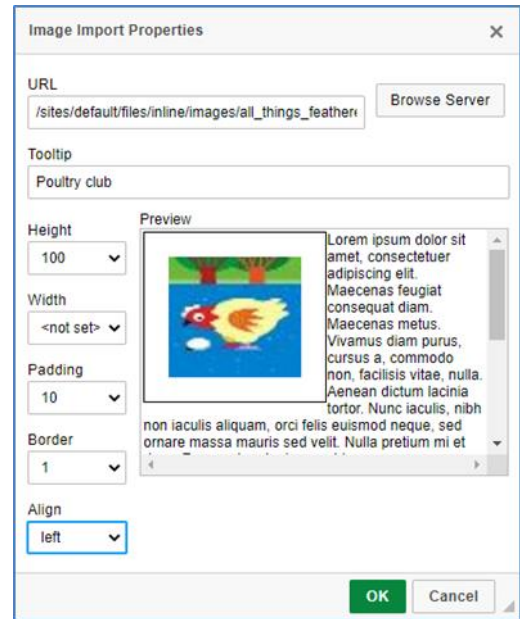
Inserting images 'to show larger' in articles

Articles are enhanced by using photographs. They can be added and incorporated in the article with the text using the method described above, but they can also be added to display as a slide show. This is done as follows:

1. Have the photo files loaded on your device.

2. Have the Article open in Create or Edit modes.

3. Go to the 'Click on an image to show larger' section beneath the Description window.

4. Click in the *Choose Files* box beneath 'Add a new file' - don't exceed the file specifications. For the best presentation the slides should have the same format (i.e. portrait or landscape) and be of similar size.

5. Browse for the first image and click *Open*.

6. Click *Upload*.

7. Add a title or caption and alternative text - if nothing is added, the article title will be inserted.

8. Add the next file.

9. When all photos have been uploaded, click *Save* at the bottom of the page.

10. The screen show can then be reviewed by clicking on the first photograph.

11. The order of the photos can be changed by dragging the cross symbol on the left side of an image when in edit mode.

12. When all editing has been done do not forget to click *Save*.

HYPERLINKS

A link can be created from a group page to another web page or an external website by inserting an html link. For example:

1. In the Description window, select the words which will trigger the link - a relevant phrase is preferable to a single word.

2. Click the 'Link' button (top row, 6th icon from right) and the Link window appears with the cursor flashing in the URL window.

3. If the link is to another LALG web page go to the web page to find its URL. The full URL for the Spanish Conversation group is https://lalg.org.uk/spanish, but as it is in the LALG website only the local URL i.e. /spanish should be put in the URL box. The Protocol window changes automatically when / is entered.

4. If the link is to an external website the full URL must be used.

5. Click on *Target* in the Link window toolbar and 'not set' will appear, click on the down arrow and select from the list of options. The most commonly used option is *New Window (_blank)* – this opens the target in a new window on the user's screen which can be closed when the linked item has been finished with.

6. When done click *OK* in the Link window.

7. Check that the link works by clicking on the link phrase.

8. Finally, *Save* the page in which the link was created.

TABLES

These can be created using the Table tool (top row, 10th icon). This opens the 'Table Properties' window which enables a table to be constructed.

To edit an existing table right click on it and a hierarchy of option windows can be opened.

When a table has been constructed or edited, click OK in the Table Properties window and scroll down and click *Save.* This saves the whole page and the table can then be checked for correctness.

Finally, when you have finished any further editing on the page don't forget to click *Save* for the final time.

EVENTS

When an event is created it is automatically entered in the Calendar (see website menu bar) and after an event has occurred it is automatically removed from the Group Events list and from the Calendar. If a group meets regularly repeating events can be created.

Creating a New Event

1.   *Open* the Group page**.**

2.   In the *Create New Group Content* window select *Event*.

3.   Enter the event title.

4.   Tick the *All Day* and *Show End Date* boxes as appropriate.

5.   Enter the date and time of the event. To set an end time, click *Show End Date,* enter the (same/another) date and the end time.

6.   For a one-off event ignore the *Repeat* box.

7.   Enter details of the event in the Description window. Image(s) can be inserted here if required. How the contents will appear 'on screen' can be checked at any stage by clicking *Save* (at the bottom of the screen). To resume editing click *Edit*.

8.   Booking Details field – ignore, not operational at present.

9.   Contact Details field – this defaults to 'See Group Contact', often this is correct, but occasionally it may need to be changed.

10. The Downloads section enables a file to be selected from your hard drive and uploaded so that it can be accessed using 'Downloads' at the bottom of the Event page.

11. Finally, scroll down and click *Save* and review the entry, if it is ok you have finished, if not click *Edit*, make the necessary changes and *Save*.

Creating Repeated Events

If the group runs events on a regular basis, a series of repeated events is set up. It is recommended that this series should be for a long period as the dates are entered automatically in the LALG

Events repeated weekly (left) and monthly (right)

Calendar - but it should not go beyond the current calendar year. The same information is presented in each repeated event, so it should be generic in nature such as 'Meeting at ....' or 'Details to be announced'.

Creating a series of Repeated Events

1. Follow steps 1 to 5 above.
2. Click on the Repeats box.
3. Select the repeat frequency (daily, weekly, monthly, yearly); depending on the choice different screens will open. Most groups meet either weekly or monthly and portions of the create event screens (see opposite) show entries for events at these frequencies. The first event of the weekly group was planned for 8th January so the repeated series begins on 15th January. For the monthly group the first meeting was on 4th January so the repeated series begins on 4th February.
4. If events run twice a month, e.g. on the 1st and 3rd Mondays, two sets of repeated events should be created. The first series repeats on the 1st Monday of each month and the second on the 3rd Monday.
5. Events within the regular series can be excluded ticking the *Exclude dates* box e.g. Bank holidays. Clicking the *Include dates* box allows events to be added that would not occur in the regular series.
6. In the Description window enter the generic information to appear in all repeated event pages, e.g. 'Venue', 'Details to be announced'.
7. Then follow steps 8 to 11 above.

Updating Repeated Events

Each event in a repeated series contains the same information. So when information on the next event becomes available the first step is to remove that event from the repeated series and the second is to create a new event containing the new information. Creating the new event before removing the relevant one from the repeated series will provide two events on the same date! An event can be removed from a repeated series in the following ways:

1. Use the *Exclude date* option.
2. For monthly events, click on the relevant month box to remove the tick.
3. Set a new *Start Date* for the repeat series.
   Don't forget to create a new event which includes the new information.

ARTICLES

Articles are used in a variety of ways, keeping a record of events and activities, significant achievements, books read and whiskies tasted to name a few. Browsing the articles of groups should give you plenty of ideas.

Articles are enhanced by photographs and multiple photos can be viewed enlarged as a slideshow.

Group articles are listed in chronological order with the youngest at the top. However articles can be put at the top of the list by clicking *Publishing Options* at the bottom of the editing page and then clicking the *Sticky at top of lists* box.

The Article Index lists articles in alphabetical order and enables a specific article to be found and opened by clicking on its title.

Creating an Article

1. Open the Group page.
2. In the Create New Group Content window select *Article*.
3. Enter a title for the Article.
4. Articles are created in the Description window. They can contain text, tables and photographs. Text can be typed in the window or copied and pasted from a Word document or elsewhere.
5. Teaser breaks are often used in articles following the first few lines of text which expand on the title. This hides the majority of the article until the *Read more...* link is selected. Best practice is to make the teaser entry as short as possible (consistent with it making sense!).
6. A single photograph can be inserted with the introduction before the Teaser Break. Photos inserted in the Description window must be aligned Right or Left in order for text to wrap around them.
7. Then enter the remaining text into the window below the Teaser Break.
8. Below the Description window is the 'Click on an image to show larger' section. This enables image files to be uploaded and shown enlarged as a slide show. The procedure is described in **Inserting images 'to show larger' in articles** - note that a slideshow cannot be previewed until the Article has been Saved, see step 11 below.
9. The 'Downloads' section permits files to be uploaded which are then available for viewing using the Downloads section at the end articles. Add a description and further files as necessary.
10. The Group keywords will be added automatically when the article is saved and others can be selected from the keyword list.
11. Finally, scroll down and click *Save* and review the article, if it is ok you have finished; if not click *Edit*, make the required changes and *Save*.

THE WEBSITE FRONT PAGE

The Coming Shortly column on the Front Page shows groups events which are immanent. However there can be occasions when a group wishes to place an item on the Front Page so that it is seen all who view the website. This has been used by groups to publicise events which are potentially of widespread interest, or report notable achievements. Space is limited space but if you would like an item on the front page email the web editors at <u>website@lalg.org.uk</u>.