

1666Coffman

Website

Intro to editing in Weebly and website management

Web Style

People don't usually go to the web to read. They skim to find what they want. They get impressions. We want our site to be visually appealing, warm & welcoming, and skimmable. Making it skimmable means making sure there are visual cues for all the important points, drawing people's attention to what we want them to see. When content is dense, it just gets skipped.

In the past, web sites tried to keep content "above the fold". This is no longer felt to be optimal. It's easier for a person to scroll down a page than to click on links – and people tend to feel lost after clicking on two or three links – how do you find your way back? The Coffman site is divided into related chunks, with visual separations, and not too many clicks to get to any specific content.

Currency

Keeping a site updated

This is our face to the world, so we want it to appear to be vibrant and current. There's nothing more uninteresting than material that is clearly out of date. And it is a valuable resource to our residents – only if it's up-to-date. One way to keep things updated is to have clear understandings of who is responsible for each section of the site. The board can then oversee annual review/update cycles simply by asking responsible parties to review their portion. And we can be confident the entire site will be reviewed.

Committees

We are organized by committee, so web sections can be assigned to committees

Committees are responsible for the Library, Newsletter, Dining, Safety, etc. And of course the important work that is done by the Coffman office staff. If a committee is responsible for specific website content, then that committee will need Editor access to the website, to allow for edits and updates to their material.

Editors

Each committee (and the office) Editor account has unique privileges

Editors can be given access to specific pages in order help make clear which pages they have responsibility for. Communication about roles can be incomplete, or mistaken. Having access to only the pages one is responsible for will smooth transitions as Editor roles change, are shared, etc. Here is how:

<https://help.us-sixty.com/add-expert/how-do-i-add-my-expert-as-an-admin-to-my-weebly-account>



Ownership: List of pages and owners (proposed)

Webmaster: Home & subpages; Contact Us; Room Reservations forms

Newsletter: Activities & subpages; Newsletter (in Resident's Realm)

Office: Dining Menu (under Activities); Financials & insurance; Board & Committees; Safety & Emergency; Sales (all under Resident's Realm)

Library: Library & subpages

Maintenance: Tips on making maintenance easier

One thing in particular makes websites hard to keep updated – we don't know what's all out there!! And it can be a lot. But worse than the amount of content is when there is duplicate content – the same document is linked in several places, instead of just one. And a year later, when it is time to update the document, will the updater find all of them? Or only 1 or 2?

A website is great because related subjects can be linked together. It is natural that the same content will be related to several things, thus linked from different pages. But how do we avoid the maintenance issues?

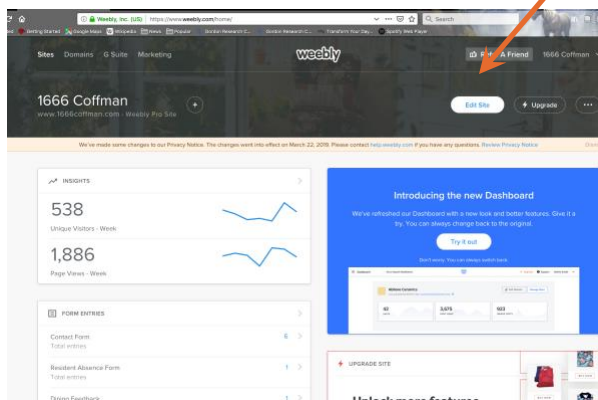
There is a simple and reliable solution: only upload any document one time. All other references to this content should link to the page having the source document.

Emails Coffman domain emails are needed to implement the above Editor accounts

Other emails will be Newsletter@1666coffman.com, Manager@1666coffman.com, Office@1666coffman.com, Library@1666coffman.com. The webmaster can be given Admin access to do any action.

(Donna and office staff can always get logged in as Admin if they need to, since they get the emails for pw resets. In this way they retain full control, despite using a different account for edits.)

Logging in to Edit the website:



Go to Weebly.com

Enter your email address and password.

You will see a screen like this,

Click on Edit button in upper right

Creating a Blog:

Creating and editing blogs have a very specific way to be entered, and I find myself missing steps once in a while, so I'm documenting creating and editing blogs.

1. You create a blog the same way you create any page: on the top menu, select **PAGES**; in the left column click on **Pages +** (Figure 1); then select **Blog** (Figure 2).

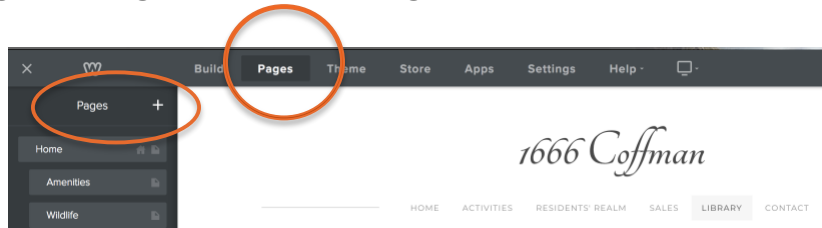
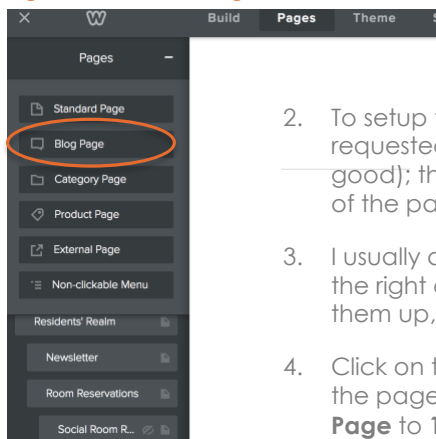


Figure 1: Select Pages; Pages+

Figure 2: Select Blog



2. To setup the page, enter a page name, and other requested info in the left column (defaults are usually good); then click **DONE**; Change the photo at the top of the page to one you want.
3. I usually delete the **Author** and **Categories** blocks in the right column. You can use them if you want to set them up, and you think it will be helpful. (Figure 3)
4. Click on the **Blog Settings** button at the bottom left of the page. (Figure 4) Normally we set the **Posts per Page** to **1**; and **Post share buttons** to **OFF**. (Figure 5) Scroll down and set **Comment Defaults** to **Closed** (normally). Click green **SAVE** button in the lower right. (Figure 6)

Figure 3: Delete Author and Categories

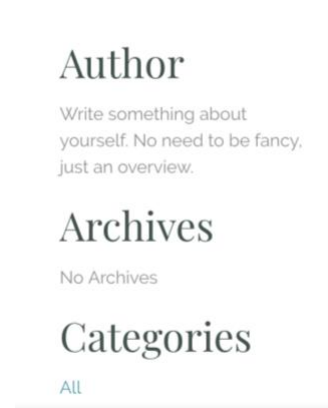


Figure 4: Click on Blog Settings

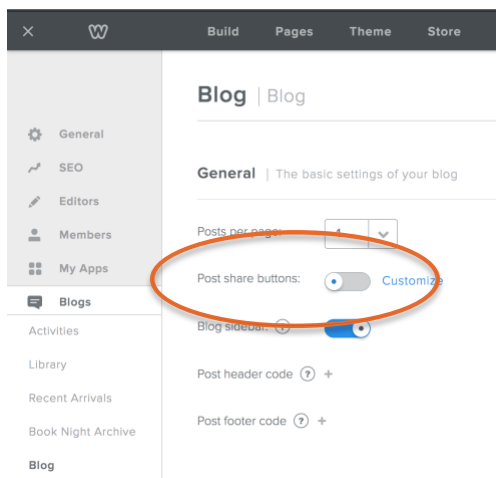
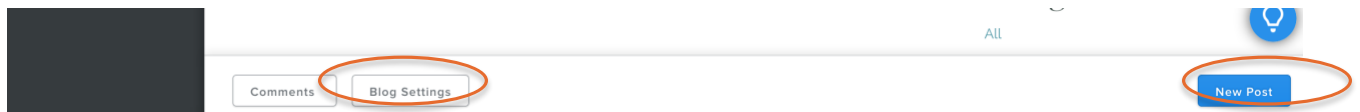


Figure 5: Posts per Page=1; Post share buttons OFF

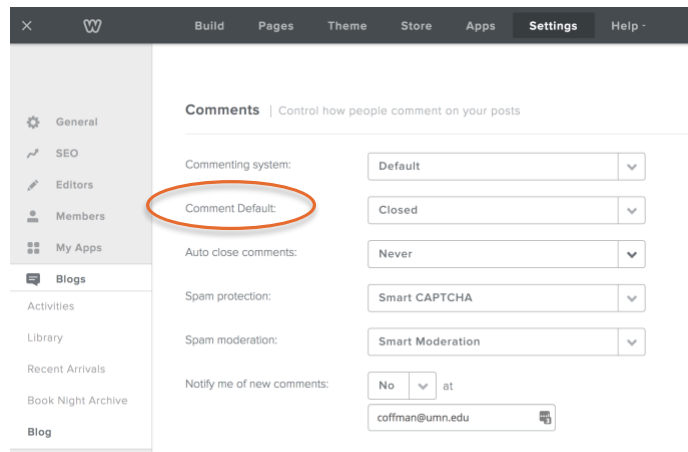


Figure 6: Comments Default=Closed



New Blog Posts:

- 1. Now we can create the post itself. Click on the **New Post** button in the lower right (Figure 4). A title, date and body area will appear on the blog. (Figure 7)

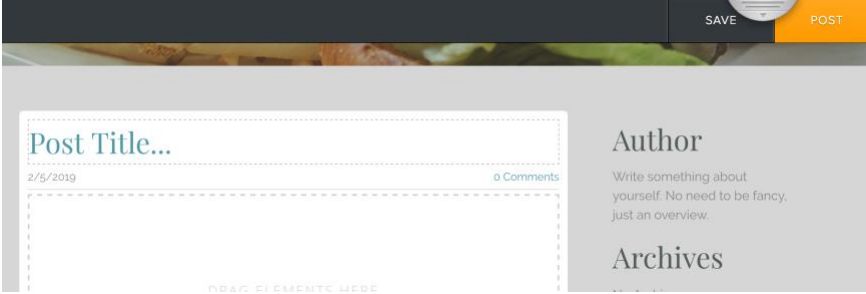


Figure 7: Blog appears

- 2. Put your cursor in the **Post Title....** area. (Figure 7) At times, this field does not want to be edited. In that case, try right clicking in the field to place the cursor. Type your header. This header will often be consistent between blog posts, with only the month or year varying. For example, it may say, "January Activities".
- 3. Next click in the date field below the header (Figure 7), and select the date. **It is important to set the date, as this is how blogs are sorted in the Archives block on the right!**
- 4. Drag the **Text** tool down into the body of the blog. (Figure 8) Place your cursor in the text block and type (or paste) your blog content.
- 5. The title of the archive in the right column should align with headers used for the blogs. For example, you may want to change the archive title to "Past Activities".
- 6. Optional: If at anytime you want to save the post before you are complete, press **SAVE**, in the upper right (beside the orange **POST** button). This will save your work, and **NOT** yet post it. Don't press the **POST** button until you are done. When you come back to this blog, you'll see a button that says **Drafts (1)**. Click on that button to return to your blog.
- 7. Now for the step I tend to forget: Press the orange **POST** button in the upper right (Figure 7). This creates the blog.
- 8. And press the Publish button.

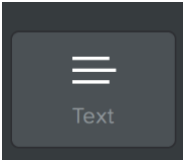


Figure 8: Text Tool

Editing Blogs:

Editing a blog is much simpler. Just remember that, to begin editing blogs, place your cursor into any area of a blog. That will cause the blog options to appear and you can edit as desired.

Don't forget to press the orange **UPDATE** button in the upper right, when you're done editing, to post your updates to your blog!! Then Publish!

Uploading a file:

- 1. Type the text you want to display for your file, such as "May 2019 Newsletter".
- 2. Highlight the text, and click on the chain (link) icon in the black text tool bar (Figure 9)

Figure 9: Link icon in the black text tool bar



3. A window will open. (Figure 10)
4. Click on File. The window will change. You will now see a search field where you can enter the name of a file you have previously uploaded, or scroll to find a file you previously uploaded. Or you can select +Upload New to browse for a new file on your computer and upload it. (Figure 11)
5. Select one of those options, and upload your file. The window should now appear as in Figure 12
6. Click on the checkbox to "Open in new window" (Figure 12)
7. When you see "Upload Complete" in the lower right corner, click on the text you highlighted.
8. Now click on the page anywhere, to see if the highlighted text turned blue (inks are blue)
9. Click on Publish when you are done, and go to the live site. Hover over the link to check it is right.

Figure 10: File link window

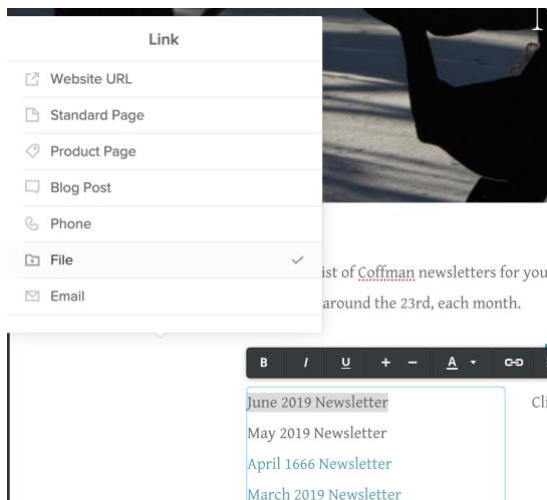


Figure 11: File select/upload window

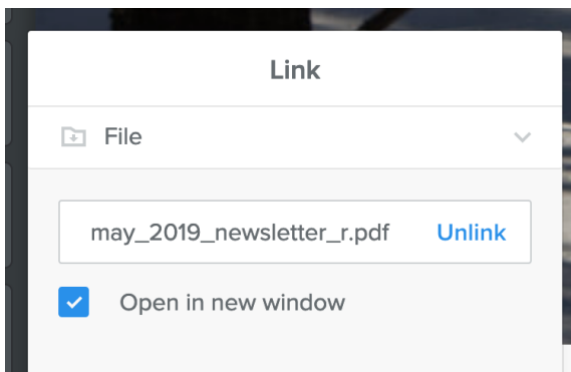
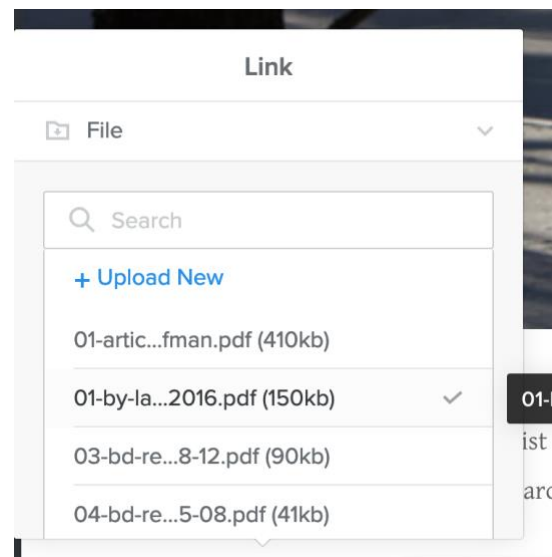


Figure 12: File is selected; Open in new window

Below is a list of Coffman newsletters for your download. If you ha
due date is around the 23rd, each month.

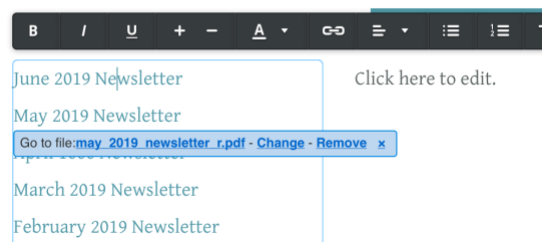


Figure 13: Remove link



From time to time you may need to remove a link. Highlight the link you want to remove. A blue line of text will appear (Figure 13). Select Remove. The link will be removed from the page.

Creating a Link:

1. Type the text you want to display for your link, such as "May 2019 Newsletter".
2. Highlight the text, and click on the chain (link) icon in the black text tool bar (Figure 14)
3. A window will open. (Figure 10)
4. Click on Website URL. The window will change. You will now see a field where you can paste the URL.
5. Click on the checkbox to "Open in new window" (Figure 12)
6. Now click on the text you want to be the link, and check that the highlighted text turned blue (inks are always blue)
7. Click on Publish when you are done, and go to the live site. Hover over the link to check it is right.

Figure 14: Link icon in the black text tool bar



Editing Tips in general pages:

8. Cursor placement: The initial placement of your cursor when beginning to type can be annoying. Sometimes it insists on jumping to the beginning of the text box. Watch for this when you begin typing. You will get the feel for when it is going to do this.
9. THERE IS NO UNDO!! So if you're not sure about doing something, you should try it on a test page first. Test pages are hidden pages that are used to try out things. You can sometimes undo the most recent text you typed (or deleted), but that's about it. If something goes wrong, it either has to be re-done manually, or (if catastrophic) we would have to restore the website.
10. When copying and pasting text from a Word document or other formatted source, always use the Tx tool to remove formatting (highlight text, press Tx).
11. There is another annoying thing that sometimes happens in Weebly, but usually only after you've been working for a period of time. If things begin to get weird, and it takes two or three times to create a link, move a box, enter text, etc., you may have to just close your browser. And I don't mean close the tab. Close the entire browser (FireFox, Chrome, etc.). Then re-open it, login and carry on. This seems to correct the problem. It doesn't happen often, but it can be really frustrating, so if you notice these symptoms, try this fix. It works.