



## Quick Start Guide for using WDCO

This short user guide is designed to give you a general overview on setting up a WDCO website. More information can be obtained by following the links to the appropriate tutorials that are located at the end of each section.

A full user guide can be accessed by going to <http://www.wdco.org/site/online-tutorial/index.htm>

If you feel you need further assistance or would like to contact us then either telephone 01924 303727 or email [wdcofeedback@wakefield.gov.uk](mailto:wdcofeedback@wakefield.gov.uk) - we welcome your queries and comments.

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### 1. Getting started

To set up a site on WDCO you need a password and a user ID. This will allow you to update your site and to allow to create additional sites.

In order to get a password and username you need to register your details with us by filling in an online form – you should then receive an email confirming your password and username.

To access the registration form, click on *Create a Site* on the homepage and follow the link to *Join Now*.

Every time you want to modify your WDCO site, click on *Create a Site* and enter your login details in the *LOGIN* box.

No web design skills are needed to set up your WDCO site. If you can use a mouse and a keyboard then you can create your own website!

Your WDCO website can be up to 10MB in size.

More information on registering for a site is in:

Lesson 1: <http://www.wdco.org/site/Online-Tutorial/Lesson01.pdf>

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### 2. Setting up your site

Before you set up your homepage WDCO asks you to input some information about your group. *It is crucial that the information you enter at this stage is accurate, as this is the only area of your website that you cannot go back and amend at a later date.*

For 'title' you will need to put the name of your group - this will form part of your web address so try to keep it short, it will also be the name displayed in search results when visitors browse the site. You can only use characters A-Z, 0-9 and spaces.

You will also need to choose a location for your community group. If your group welcomes members from across the District then choose *All Places*. If you are specifically for one area then specify the location by clicking on the grey arrow – a drop down list will appear. Click on the location to select it.

You will also need to choose at least one category for your group to come under – both place and category will help visitors to the site find your group if they are searching for a specific type of community group in a specific location.

More information about setting up a homepage is in:

Lesson 2: <http://www.wdco.org/site/Online-Tutorial/lesson02.pdf>

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### 3. Choosing a template

Every page on your WDCO site is created using 'templates'. All you need to do is enter text into one of the templates and WDCO creates the webpage for you. There is a range of templates for you to choose from:

The templates are:

<b>Standard</b>	This page is for general content and information. You can add two images and five paragraphs of text
<b>Copy and Paste Page</b>	This page is also for general use but it is mainly intended for copying and pasting larger chunks of text from other files saved on your computer (such as Word documents). In this template you can also add formatting tags (html) to your text.
<b>Product Directory/Picture</b>	The page is intended for listing items. You can add up to 12 items together with a picture for each. You can also add a link to an email address and a website address for each item.
<b>Document Upload</b>	This page is especially designed to let you upload documents such as minutes, agendas, reports etc. onto your website. You can also use it to upload movie clips or sound files but remember that these may take up a lot of memory – bear in mind that you have 10MB of space for your whole site. You can load up to 12 documents.
<b>Links</b>	This page is specifically for managing links to other websites. You can add up to 20 links
<b>Contacts</b>	This page lets you add the full contact details for two people or organisations including one image

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## Columns

This page enables you to set up two columns of information. Ideal for telephone numbers.

To choose a template simply click on it and the appropriate template is displayed ready for you to enter your information. You can use each template as many times as you wish.

More information on using the specific templates is in:

Lesson 4: <http://www.wdco.org/site/Online-Tutorial/Lesson04.pdf>

Lesson 6: <http://www.wdco.org/site/Online-Tutorial/Lesson06.pdf>

Lesson 7: <http://www.wdco.org/site/Online-Tutorial/Lesson07.pdf>

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## 4. Adding news and events

Once you have set up a homepage on [www.wdco.org](http://www.wdco.org) you can start adding events and news to go in the 'What's On' and the 'Read the News' areas. The news also appears in the scrolling area on the [www.wdco.org](http://www.wdco.org) homepage – ideal for drawing attention to your events!

You access the events and news templates from your *project page* – note: you will need to have created a homepage before you can view your *project page*.

You add news and events by filling in another template – very similar to adding a new page to your site. More information on using the events and news functions is in:

Lesson 5: <http://www.wdco.org/site/Online-Tutorial/Lesson05.pdf>

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## 5. Setting up a mailing list

Once you have set up a homepage on [www.wdco.org](http://www.wdco.org) you can enable the mailing list function. An icon will appear on every page on your website inviting people to join the mailing list. You can also add email addresses yourself to the mailing list.

You can enable your mailing list by clicking on the mailing list icon on your *project page* – note: you will need to have created a homepage before you can view your *project page*.

More information on setting up the mailing list function is in:

Lesson 8: <http://www.wdco.org/site/Online-Tutorial/Lesson08.pdf>

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## 6. Advertising Jobs

You can use [www.wdco.org](http://www.wdco.org) to advertise any vacancies that your community group may have. This can either be a paid vacancy or a voluntary one. Visitors to the site can either browse all the job vacancies or be more specific by keyword searching or selecting a specific area.

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You need to have registered with WDCO to advertise a job vacancy. However, you do not have to have set up a homepage.

To advertise a job vacancy go to *Create a Site*, login and then click the **add a new job** link in the 'Modify an Existing Job' area.

You can advertise jobs by filling in another template – very similar to adding a new page to your site.

Once you have completed the template the job will appear in the 'Jobs' area that can be accessed by clicking 'Search the Site' on the WDCO homepage then selecting 'Jobs'.

More information about adding jobs is available in:

Lesson 9: <http://www.wdco.org/site/Online-Tutorial/Lesson09.pdf>

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## 7. Using HTML to enhance your site

You can use HTML to enhance the 'look and feel' of your WDCO website. It isn't essential to use HTML on your site but it will give you much more flexibility where formatting is concerned.

HTML is fully supported in the Copy and Paste template – this means that you can use *any* HTML tags to enhance your pages. HTML can be used on the other templates too but with some limitations. Most of the templates support:

- Creating a paragraph break
- Adding a line break
- Making text bold
- Italicising text
- Creating bulleted lists
- Creating numbered lists
- Adding a 'block quote'

For more information about using HTML and to find out which basic HTML tags work on which templates go to:

Lesson 10: <http://www.wdco.org/site/Online-Tutorial/lesson10.pdf>

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