



Wakefield District Community Online E-Newsletter

April 2006

Hello all and welcome to the first of your Wakefield District Community Online newsletters.

Free training available for all groups!

Have you registered to build a site but not got around to building your pages yet? Have you got your site up and running but feel like you'd like a bit more support in building your pages? Then why not give us a ring?

Telephone 01924 303727 to arrange a training session or email wdcfeedback@wakefield.gov.uk. An administrator will get back to you with details of training available locally.

Spotlight on...

This is the first in what will be a regular feature both in the newsletter and on the 'news' area of the WDCO website. For each newsletter we will feature a group that have created a site on WDCO.

For this newsletter we are going put the spotlight on **WRENS - Wrenthorpe Environmental Society**. WRENS have been conserving and improving the environment of Wrenthorpe, near Wakefield, for 15 years.

A representative for their group attended a brief training session, as they were concerned about how the text appeared on their web site - paragraphs weren't defined and they needed to insert bullet-points for their information to display correctly.

The trainer suggested using some basic HTML commands to create the formatting they needed. The group member had never used HTML before but was pleased with the results. They might even take out a library book about HTML to learn some new techniques too. Well done WRENS! Let us know how you get on!

Take a look at the WRENS website to find out more about their work:
<http://www.wdco.org/site/Wrenthorpe-Environmental-Society/index.htm>

If you would like to have your group featured here then get in touch! Email us at wdcfeedback@wakefield.gov.uk

Hints and Tips

Online tutorial: Don't forget that there are a series of 10 online tutorials on the WDCO homepage designed to help you make the most of your WDCO website. Want to add some more pages? Interested in setting up a mailing list? Need to add events, news or a job vacancy? Then why not take a look at the tutorials? Each 'lesson' takes you through a step-by-step process to help you build your site. Go to <http://www.wdco.org/site/Online-Tutorial/index.htm> to find out more.

Advertising events: Give as much information as possible when you input your events onto the 'What's On' diary. If you just put 'Flower arranging demonstration' but omit contact details and location then your potential audience won't know where it is or who to contact for more information! Make sure you put on enough information to attract visitors - it's your chance to promote your club events!

Using HTML: As some of you may know HTML stands for Hyper Text Mark-up Language. HTML is a programming language used to create web pages. WDCO is designed so that anyone can create a web page - you don't need to be a web designer to create a site. This can mean that the templates used may be that bit too restrictive for you to input all your information. So why not try some using some HTML to make your pages that bit more individual?

Inserting a paragraph break using HTML: You'll notice that on WDCO templates that if you try and enter two paragraphs into one text box then it 'word wraps' so the it becomes one huge paragraph. One way to get round this is to use the paragraph break command:

At the start of the paragraph type <p>
And the end of the paragraph type </p>

Do this on each paragraph you want to input. When you preview your page you'll notice that the page is now split into individual paragraphs!

You can use this command on the following templates:

- Homepage
- Standard page
- Product Directory/Picture page
- Document upload page
- Column page (in the 'text area')

Go to Lesson 10 on the online tutorial to discover some more HTML hints and tips:
<http://www.wdco.org/site/Online-Tutorial/lesson10.pdf>

We hope that you have enjoyed reading your first WDCO newsletter. If you have any queries, comments or opinions then please email us at wdcofeedback@wakefield.gov.uk