



# Wakefield District Community Online E-Newsletter

March 2007

Hello all and welcome to the Wakefield District Community Online newsletter.

## **Free training still 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 come along to a training session?

The sessions are:-

Pontefract Library: Wednesday 4<sup>th</sup> April, 1pm - 3pm

Drury Lane Library: Wednesday 23<sup>rd</sup> May, 1pm - 3pm

Drury Lane Library: Wednesday 27<sup>th</sup> June, 1pm - 3pm

These sessions are designed to be 'drop-in sessions' so you don't need to stay for the whole session, you can stay for as long or as little as you like! But you are more than welcome to stay for the whole session if you want to!

If these dates aren't suitable then email [wdcfeedback@wakefield.gov.uk](mailto:wdcfeedback@wakefield.gov.uk) and an administrator will get back to you with details of training available locally.

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## **Spotlight on...**

For this newsletter we are going to put the spotlight on Wakefield Wine and Beer Circle.

Wakefield Wine and Beer Circle hold monthly competitions for both wine and beer with expert judges to assess and feedback their comments.

They have guest speakers and judges and meet on the 3rd Monday of the month.

Take a look at their WDCO site to find out more: <http://www.wdco.org/site/Wakefield-Wine-and-Beer-Circle/index.htm>

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

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## 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 **H**yper **T**ext **M**ark-up **L**anguage. 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 know HTML and 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 using some HTML to make your pages that bit more individual?

**Inserting a paragraph break using HTML:** You'll notice that on WDCO templates if you try and enter two paragraphs into one text box then it 'word wraps' so the text 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>

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