



Managing your group webpage. Notes from Sam Bushell's video tutorial.

Part 1. Only.

Log in to your group page.

Add a news post on your group page

Click on '**Add a news update**' which can be about places of interest. Photos etc.

Add Title: e.g 'Visit to V & A Museum''

Type /to choose a Block. Visit to Japanese Wall exhibition.

Then select your own group name in NWR network. Scroll down the page to find this.

When you click on the **Network box** space and start typing your group name it should display your group name automatically.

Go back up and type some more into the 'Block' if you wish.

If you wish to change the colour of your text. Go to the word '**Block**' which should be on the top right-hand side of screen under the word **Publish**.

*(If you can't see the words at the top right of the screen which say **Post** and **Block** click on the symbol to the immediate left of the word **Publish**)*

Then click on **Block**. You will see the word **Paragraph** and under that to the right a **Style** button. It is half shaded. If you don't see the word paragraph it is because you need to type something on your page.

Click on the **Style** button then **Text** and it will show options to change the colour.

It should show an option for the Background colour too.

Below that see the word **Typography** to change the text to (small, medium, large)

Once you have made any changes go back to **POST**. Top right of screen. Click on it.

As you click on Post, it will show **Set Featured Image**. You can click on this to select your own image from the Media library otherwise when you complete and publish your post it will show the NWR Pink honeycomb box on your page instead of the image which you have chosen.

If you haven't got any images in the **Media library**, go to upload and then browse your own selection of photographs on your device. You may need to Download them before you can upload.

If you can't see your menu for the Dashboard click on the three dots beside the word Publish and then cancel out Full Screen Mode.

This will reduce your screen down and show you the Menu where you will find the Media Library.

Media library

You can 'upload as many images to this library as you wish and then select them for your page.

You can also do a Search in the Search box for some general options. E.g Books or Quiz.

Click **Set featured Image**.

Then click **Publish**. It might need a double click. To the lower left of your screen will show. '**View post**'. Click this to see your post.

Ignore any analysis of your content but if it says **Failed; Validation required** scroll down to where you have to type in the name of your group. You will find this as you scroll down the page at 'NWR NETWORK.'