

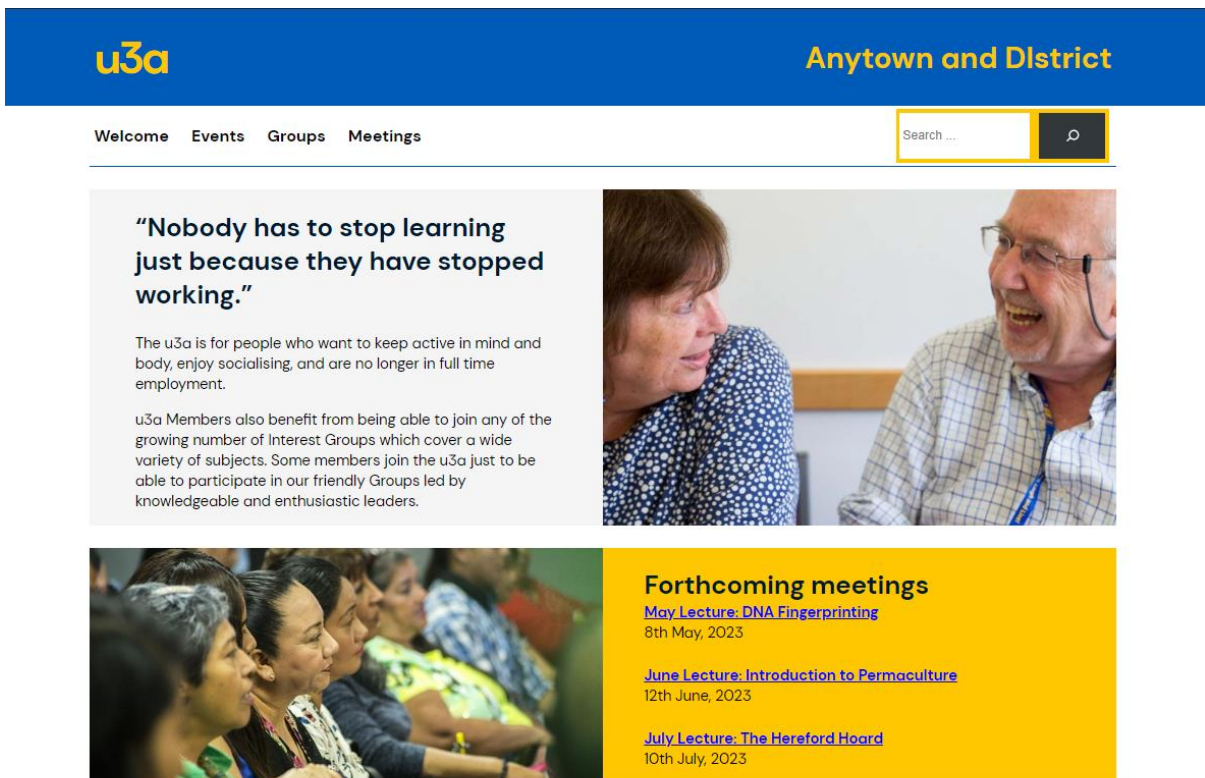
Inserting and Formatting Text in Pages

1. Block Editor

The Wordpress Editor is based around blocks of different types that can be inserted into a page to create different page layouts. We will recreate the default Welcome Page from some simple text that could have come directly from the Site Builder import file.

2. Sample Page

Here is the Welcome Page we want to reproduce:



3. Imported Page

And here is a simple text page we start with, which could have come from the SiteBuilder site:

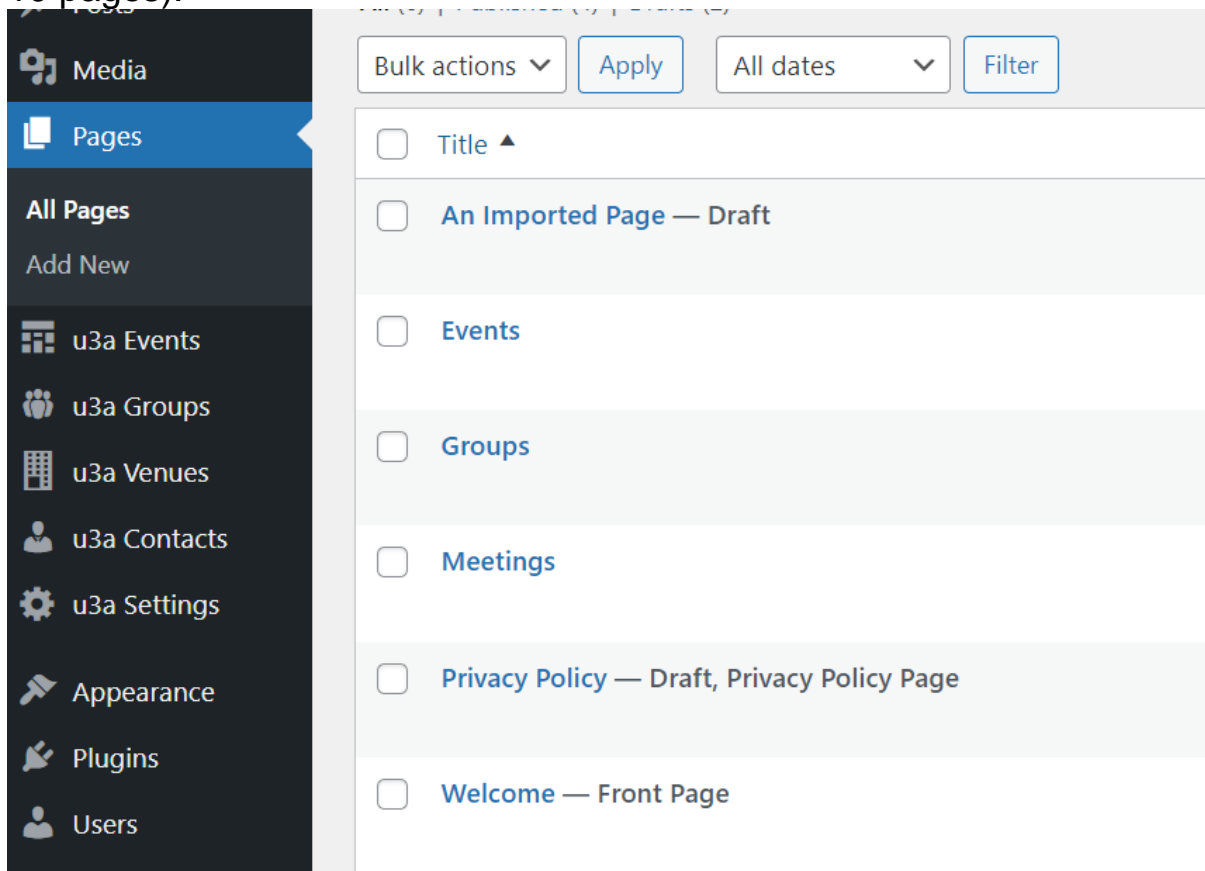


An Imported Page

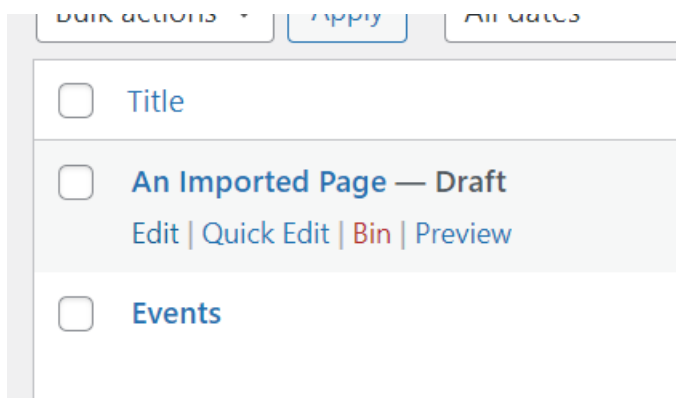
"Nobody has to stop learning just because they have stopped working." The u3a is for people who want to keep active in mind and body, enjoy socialising, and are no longer in full time employment. u3a Members also benefit from being able to join any of the growing number of Interest Groups which cover a wide variety of subjects. Some members join the u3a just to be able to participate in our friendly Groups led by knowledgeable and enthusiastic leaders.

4. Editing the Page

First we select the 'Pages' option from the side menu, and we will get a display of all the pages in the site (or the first 10 if there are more than 10 pages):



Hovering the mouse near the name of the page to be edited displays editing options:



'Quick Edit' allows editing of the page title and other page properties. Select 'Edit' to go to the full editing of the page:

5. Editing the text

Text may be added or modified simply by putting the cursor at the desired place in the text and modifying it as desired. Here is the original text:

An Imported Page

"Nobody has to stop learning just because they have stopped working." The [u3a](#) is for people who want to keep active in mind and body, enjoy [socialising](#), and are no longer in full time employment. [u3a](#) Members also benefit from being able to join any of the growing number of Interest Groups which cover a wide variety of subjects. Some members join the [u3a](#) just to be able to participate in our friendly Groups led by knowledgeable and enthusiastic leaders.



And here we have inserted an extra line after the first sentence:

An Imported Page

"Nobody has to stop learning just because they have stopped working."

The [u3a](#) is for people who want to keep active in mind and body, enjoy [socialising](#), and are no longer in full time employment. [u3a](#) Members also benefit from being able to join any of the growing number of Interest Groups which cover a wide variety of subjects. Some members join the [u3a](#) just to be able to participate in our friendly Groups led by knowledgeable and enthusiastic leaders.

We can add bold effects by selecting the text and using the toolbar that appears above the text:



An Imported Page

“Nobody has to stop learning just because they have stopped working.”

The [u3a](#) is for people who want to keep active in mind and body, enjoy [socialising](#), and are no longer in full time employment. [u3a](#) Members also benefit from being able to join any of the growing number of Interest Groups which cover a wide variety of subjects. Some members join the [u3a](#) just to be able to participate in our friendly Groups led by knowledgeable and enthusiastic leaders.

Let’s add another paragraph to space out the text a bit:

An Imported Page

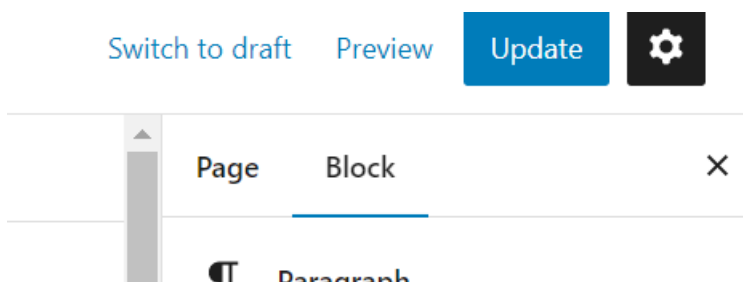
“Nobody has to stop learning just because they have stopped working.”

The [u3a](#) is for people who want to keep active in mind and body, enjoy [socialising](#), and are no longer in full time employment.

[u3a](#) Members also benefit from being able to join any of the growing number of Interest Groups which cover a wide variety of subjects.

Some members join the [u3a](#) just to be able to participate in our friendly Groups led by knowledgeable and enthusiastic leaders.

We have now formatted the text in the way we want. Don’t forget to save the updated version. If this is the first time that the page has been created, the options will be ‘Save as Draft’ or ‘Publish’. If this is an update to an existing page, the option will be ‘Update’. You may also preview the updated page, or switch a Published page to Draft for further updates that you don’t want to be seen until you are finished.



6. Change Control

Version	Date	Reason for Change
1.0	14/02/2023	Initial Version