



LODDON MALLEE REGION
UNIVERSITY OF THE THIRD AGE

Digital Day Out 2107 Setting up a Website Workshop

Thursday 22nd June 2017 1:30 to 3:15 pm

Agenda

Aim of the Workshop: For each attendee at the close of the workshop to feel positive about the possibility of working with others to set up and maintain a website for their U3A.

The workshop will have three parts:

1. Activity One. Making a Pair of Web Pages (1 hour)

During this session, attendees will Install the *Bluefish* HTML Editor on their PC and the proceed to create a pair of web pages.

Attendees will need to bring:

- a PC (Windows or Mac)
- The admin access credentials for their PC, if a password is required when installing software.
- Some images files on the PC or a USB stick. (Photos, drawings, artwork etc in .jpg, .png, .bmp or .gif files.) for display on the web pages they create during the day.

Attendees will be expected to have some experience with:

- accessing files and folders on a USB stick
- saving files to locations and moving files and folders to other locations;
- renaming files and folders;
- opening files in particular applications.

During the workshop, attendees will learn how to:

- edit html files in a HTML editor and make changes;
- display the photos or graphics they bring on the pages they create;
- create new html files by duplicating existing files and replacing the content;
- open newly edited html files in a browser and test that coding changes work as expected.

2. Setting up a Website (30 mins)

A demonstration and discussion of what is involved in setting up and maintaining a website, based on U3A Bendigo's experience.

3. Where to Next (15 mins)

Discussion of how to proceed from here and an overview of the resources placed on the USB stick to assist U3A groups succeed in setting up and maintaining their own websites.

Attendees will receive a printed set of instructions on how to complete Activity One and a USB stick containing the files required to complete the activity, plus, a Setting up a Website booklet detailing matters discussed in session 2 and a set of web page tutorial and reference files related to session 3.