Amnesty Local Group Website User Guide

January 2017

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Introduction

This booklet is intended to guide you through setting up your group’s website and adding content to your site such as pictures, videos and documents.

You don’t need to have lots of experience of building or running websites but a little bit of knowledge will help.

If you encounter any problems, require any further assistance, or simply have some feedback for us please email activism@amnesty.org.uk.

We hope you enjoy your new website!

How to log in

If you already have a local group website on the old system we will send you an email that contains a link to activate your new account. When you click on the link it will automatically log you in to your account and ask you to set a password.

When you have reset your password just click on your username in the top right hand corner and select 'Group' from the dropdown list.

Once you have logged in the first time you can log in again at any time via www.amnesty.org.uk/user/login or by clicking on 'Sign in' in the top right hand corner of any page on your group's website.

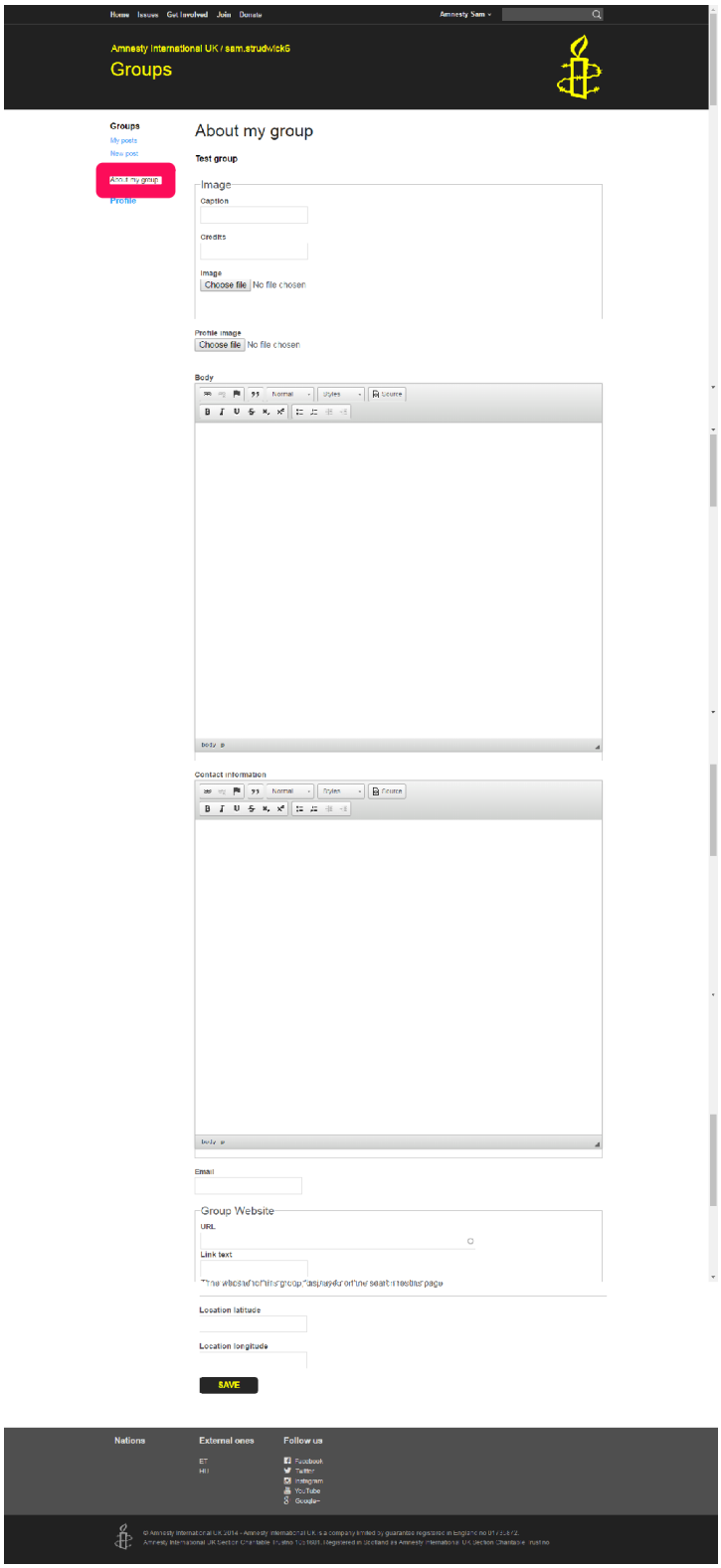
Your login details will be your email address and the password you set the first time you logged in.

If you would like to set up a website for your group for the first time please email activism@amnesty.org.uk and we will get the ball rolling.

How to update the ‘About my group’ page

Each Group website comes with an ‘***About my group***’ page to give a description of your group and an overview of your work.

To update this page first click on the ‘***About my group***’ from the logged in Group page.



On the '***About my group***' page you add pictures, body copy and links in the same way that you do for normal posts.

Post and Profile images
There are two types of picture that can be added to the about my group page.

The first is the '***Post image***' which will be displayed at the top of the public view of the page. This image must be **548 pixels by 331 pixels.**

The second type is the '***Profile image***'. This image will be displayed on the right hand side of your group's homepage directly about a description of your group. This image is slightly smaller at **309 pixels by 251 pixels.**

Whereas the '***Profile image***' will be displayed on the right hand side of your homepage.

All pictures must not be more than 2MB in size and must be in either .png, .gif, .jpg or .jpeg format.

More information? Please see chapter five for more information on how to add photos to a post.

Body and Contact Information

The '***Body***' field is where the main content for the '***About my group***' page goes and it is designed for you to write a description of your group. This could include details of your meetings, officers, campaigns, etc.

While you can write your copy directly into the body field we would recommend that you prepare your blog post in Word of another word processing programme first and the copy and paste it into the '***Body***' field.

Along the top of the '***Body***' field there are several formatting buttons that allow you to highlight text in bold and italics, create numbered or bulleted lists and insert hyperlinks.

More information? Please see chapter three for more information on adding content to the Body field

Location
You also have the option to add a map showing the location of your regular meeting place.

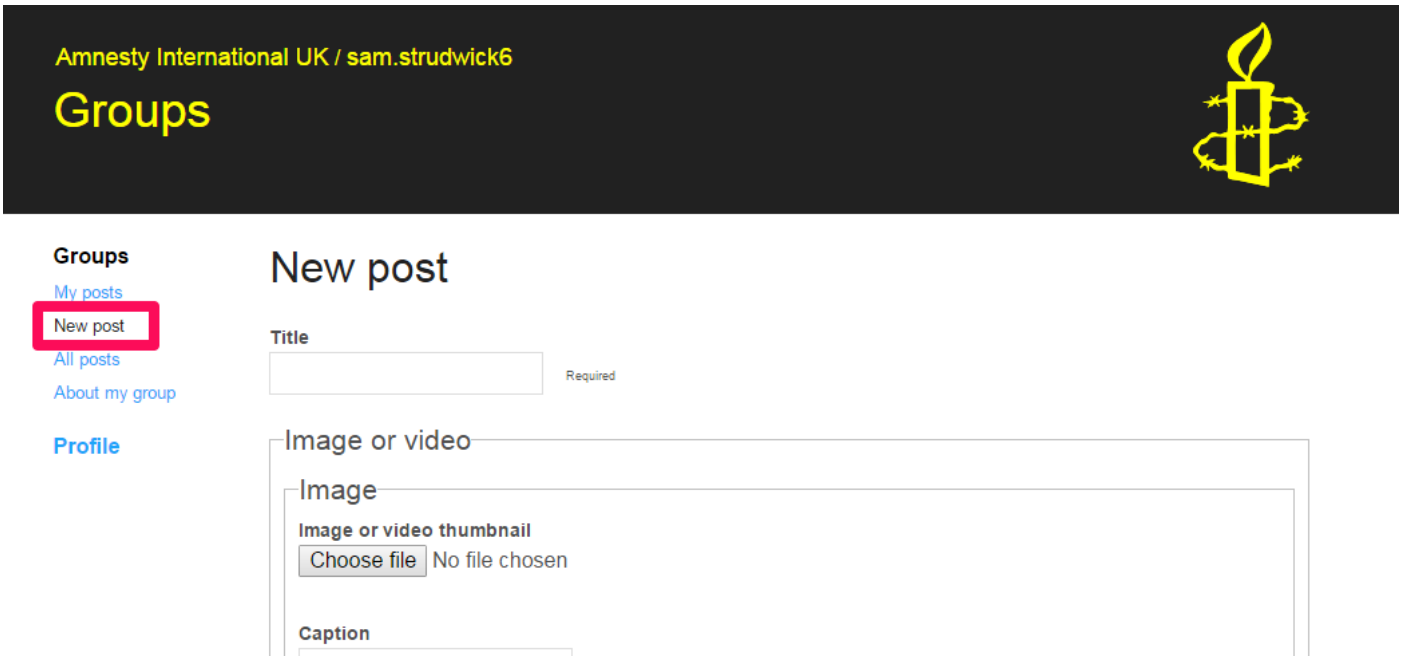
To display a map enter the latitude and longitude coordinates of where you meet separated by a comma.

You can find your coordinates by entering your postcode at
http://www.websemantics.co.uk/online_tools/postcode_to_coordinates_conversion_tool/

The coordinates of the HRAC are 51.524649,-0.079222

How to add a new post

To add a new post to your website, first click the '***new post'*** link on the left hand side.



The next step is to add the content for your post including a title, picture, video and any documents you would like people to be able to download. Adding these other asset types is covered later in this guide. Overleaf, you'll see how a post looks from the front end and in the back end.

New Post Page Back End

Amnesty International UK / sam.strudwick6

Groups

Groups
My posts
New post
All posts
About my group

Profile

New post

Title

1

Image or video

Image

2

Image or video thumbnail

Choose file No file chosen

Caption

Credits

3

Video Url

Summary (Hide summary)

4

Leave blank to use trimmed value of full text as the summary.

Body

Format Styles Source

5

▼ Downloads

6

Add a new file

Choose Files No file chosen

SAVE AND PUBLISH

SAVE AS UNPUBLISHED

New Post Page Front End

Amnesty International UK / Groups

Bristol

Imagine if your home was demolished: Talk on house demolitions in the Occupied Palestinian Territories

With many struggling with high rent and mortgage payments, the housing situation here in Bristol is not ideal but we can rest in the fact that our homes are unlikely to be demolished. This isn't the case for everyone. In the Occupied Palestinian Territories the Israeli government has demolished over 24000 homes since 1967.

According to the human rights organisation Amnesty International , "The human rights situation in the Occupied Palestinian Territories (the Gaza Strip and West Bank, including East Jerusalem) has deteriorated to an unprecedented level." In the last year, "There was a substantial increase in the number of demolitions by Israeli authorities of Palestinian homes, water cisterns and other structures in the West Bank, affecting thousands of people. Israeli authorities also destroyed homes in Bedouin villages in the south of Israel."

On Wednesday 7th September Bristol Amnesty International will be hosting an evening on Human Rights in Palestine. Salim Shawamreh from the Israeli Committee Against House Demolitions (ICAHD) will be giving a talk based on his first hand experience of house demolition in the Occupied Territories. His family home has been demolished four times by the Israeli authorities.

ICAHD is a non-violent organisation, established in 1997 by Nobel Peace Prize nominee Jeff Helper who is a Professor of Anthropology in Israel. It aims to spread awareness of the Israeli government's program of demolition of Palestinian homes. It also organizes peaceful protests protests, fund-raises for and orchestrates rebuilding of Palestinian homes and campaigns on issues such as settlement expansion, by-pass road construction, policies of "closure" and "separation," and the Separation Barrier/Wall. ICHAD's flagship project is a house in East Jerusalem that has been demolished and rebuild three times.

As well as the talk there will be stalls from relevant organisations, plenty of information on the Israel/Palestine situation and an opportunity to discuss and ask questions.

All welcome. **Admission Free.**

For further information please contact amnestybristolgroup@gmail.com or Dave on 07788795196.

Downloads

Gaza Inquiry recommendations

Posted 22 Aug 2011, 6:40pm

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Tags

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Related

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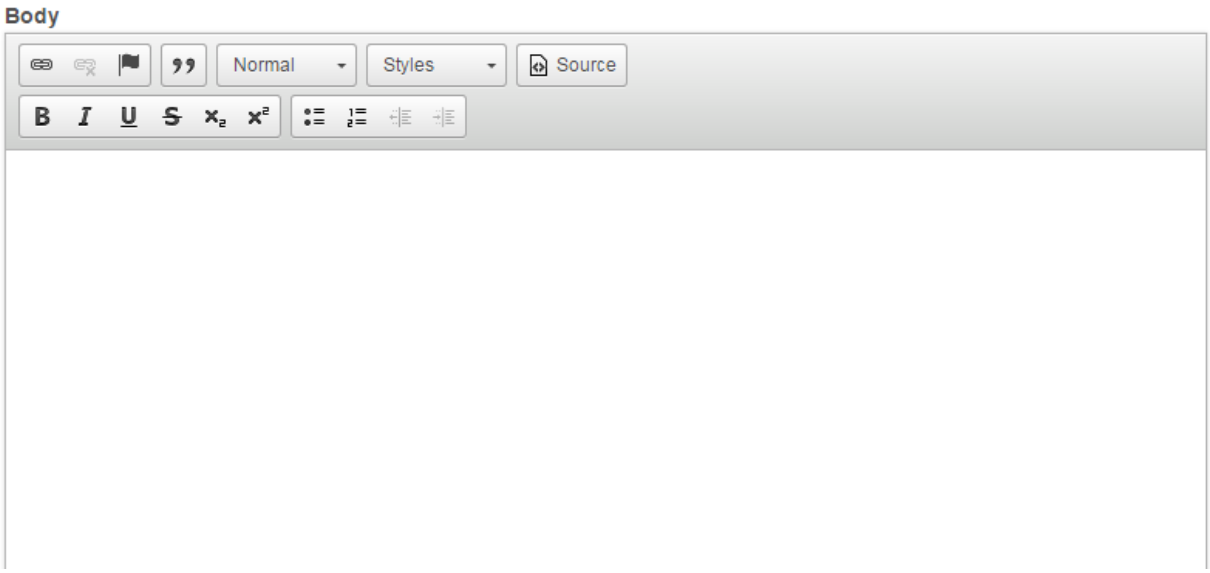
Body field
The main text for your blog post goes in the '***Body***' field.

It is best to prepare your blog post in Word or another word processing programme first and the copy and paste it into the '***Body***' field. This makes sure that if there is a problem with the website or your internet connection is disrupted you won't lose your work.

If you used our old local group website platform you will be aware that you had to copy and paste from Word into Notepad and then again from Notepad into the website. You no longer have to do this with your new website. You can copy and paste directly from Word into the website.

When you copy and paste some formatting such as bold, bullets and numbering will be kept, however hyperlinks can only be created once you have pasted your work into the Body field.



Along the top of the '***Body***' field there are several formatting buttons that allow you to highlight text in bold and italics, create numbered or bulleted lists and insert hyperlinks.

To create a hyperlink, first select the text that you would like to be the link then click on the chain icon in the top left and enter the URL of where you would like the link to go.

Publishing
When you are happy with your post to be published click '***Save and publish***' and your post will be published.

If you would like to save the post as a draft to return to later, click on ***'Save as unpublished'***

Your post will now be live on your website and viewable to visitors. To un-publish simple un-tick the '***Published***' checkbox and click 'Save'.

You can edit your post again at any time by either clicking on the '***Edit***' button from the published page or by navigating back to the '***My Posts***' page in the admin area and clicking on the edit button there.

How to add a picture to a post

To add picture to a post its file size must not be more than 2MB, it must be in either .png, .gif, .jpg or .jpeg format and it must be larger than 548 pixels by 331 pixels.

A very good free tool for editing photos online is Pixlr and is available at http://pixlr.com/editor/

Once you have your image ready, click on '***Browse***' and select the file from your computer and then click '***Upload***'.

Poster image:

Alternate Text:

This text will be used by screen readers, search engines, or when the image cannot be loaded.

Caption:

Credits:

Remove

When your image has been uploaded it will be displayed and three new fields will appear.

Alternative Text
Add a description of what your photo is off in the '***Alternative text***' field so visually impaired people and search engines will know what it is.

Caption and Credits
The caption and credits will be displayed below the picture and the copyright symbol © will be automatically inserted between them.

To remove the image, just click the '***Remove***' link at the bottom of the section.

How to add a video to a post

To add a video to your blog post, first select the URL of the video you would like to embed. You can add videos from with YouTube or Vimeo.

Our channels are:
YouTube - http://www.youtube.com/user/HumanTV
Vimeo – http://www.vimeo.com/amnestyuk1

Of course you aren't restricted to just embedding our videos. You can embed any YouTube or Vimeo video.

If you add a URL here the video will be automatically added when you hit either save option.

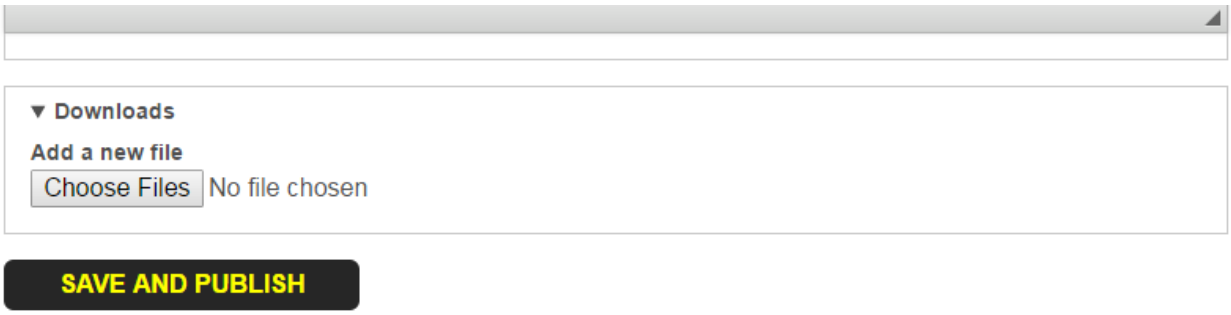
If you would like to remove a video from your post, go back into the post edit page delete the link. The next time you click save the video will be removed.

If you add both a video and a picture to a single post the video will be displayed instead of the picture. However the picture will be used behind the video icon on the homepage of your website.

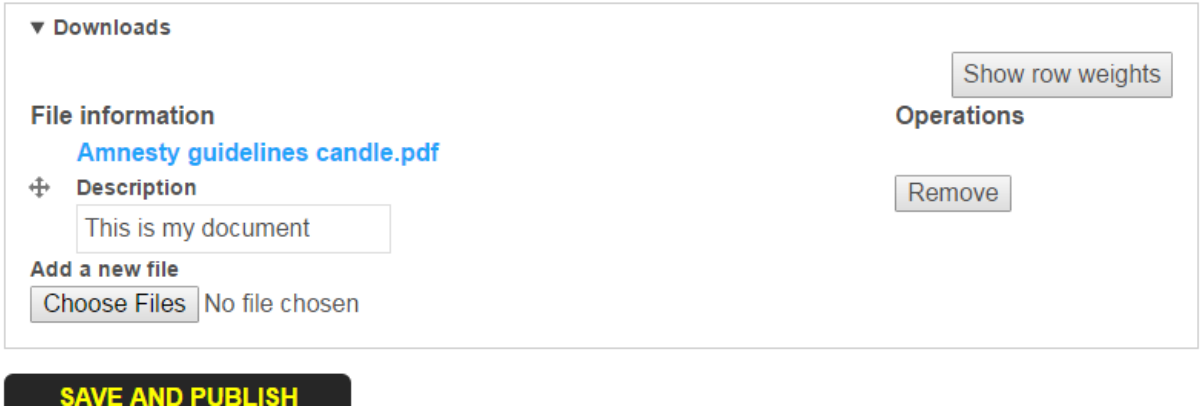
How to attach files to a post

You can add documents to the bottom of your post that visitors will be able to download. This could be used to publish minutes or distribute flyers for events.

To add a document, click '***Browse***', select the file from your computer and then click '***Upload***'.



When the file has been uploaded you can add a description.



You can upload up to five files. They have to not be larger than **2MB** in file size and can only be .txt, .pdf, .doc, .docx, .xls, .xlsx, .ppt, .pptx files types.

Attached files are displayed at the bottom of your post.

How do I add additional administrators to my website?

If you would like to allow other members of your group edit your website or you would like to transfer responsibility to another member please email activism@amnesty.org.uk and we will take care of it for you.

How to write for the web – online writing tips

Writing for the web is very different to writing offline. Below are a few simple tips to help you write content that people will find useful and enjoy reading on your website.

Online reading habits:

- Users read 25 per cent more slowly online and only scan to get the 'gist' of a page. Users read left to right and top to bottom with effort being focused on the top left rather than the bottom right.
- Users are impatient, impulsive and don't pay attention.
- Users have time to read *at most* 28 per cent of the words during an average visit; 20 per cent is more likely.
- Only 16 per cent of users read word by word online. Most people scan with particular attention paid to the top left.

Five Tips for writing online:

1 **Focus**
Try and keep your website copy as focused as possible. Website copy needs to be brief and to the point.

2 **Top line**
Put your key message in the top line of the page. If you are advertising an event put the title, date and location at the top of your page so it is the first thing people see.

3 **Repetition**
Repeat important facts or messages so people will pick them out when the scan.

4 **Simple Language**
Use simple language and try and avoid acronyms. It is reasonable to expect everyone to know some acronyms such as UN or BBC. But try and avoid or explain some more Amnesty specific ones like STAN.

5 **Break up text**
Only have paragraphs one sentence long. This helps break up the page and make it quicker to read.