



## USER GUIDE

Welcome to COBWEBS – **C**ommunities **o**f **B**ridgend **W**eb **S**ites!

"Our Community - On the web for us"

Our website is <http://www.cobwebs.uk.net>

This is a simple guide on how to use the COBWEBS on-line directory, and will get you started on joining in.

If you find that you need any further information or assistance, you can contact us by many different methods:

**Email**            [cobwebs@bridgend.gov.uk](mailto:cobwebs@bridgend.gov.uk)

**"Snail Mail"**    Cobwebs,  
Bridgend Library and Information Service,  
Coed Parc,  
Park Street,  
Bridgend.  
CF31 4BA

**Telephone**    (01656) 661813

**Fax**             (01656) 645719

## GETTING STARTED

Using your Internet connection on a computer, you will open the website for Cobwebs in the web browser.

Type in <http://www.cobwebs.uk.net> and press **Go**

This will open the adjacent screen.

This is known as the **home page**.



From here you are able to search or browse the web pages. You can either:

- View/search the listings on Cobwebs
- Apply for your own site
- Edit your site
- View project information
- Access other useful links

To view the listings on Cobwebs, press the link

**"List of sites on Cobwebs"**

and you will be taken to the listings screen.



Here you can now search through the listings to see what clubs, societies, charities and groups are included. Once you find something of interest, click on its link and their listed details will be displayed, along with their information.



*If you wish to search for something in particular, click on the **"Search the site"** link and use the search page to find relevant web pages.*

## APPLYING FOR YOUR OWN SITE

Click **“Apply for your own site”** and you will be guided through the steps required to apply for your own site.

Follow the on-screen instructions, and you will have started the process to getting your own web pages.

Read through the terms & conditions, to see what you can expect, and what will be required from you.

You will then decide if you agree, or disagree with the terms. If you agree, you will be able to proceed with your application for your own web pages.

Next, you will be asked to complete your organisation details.

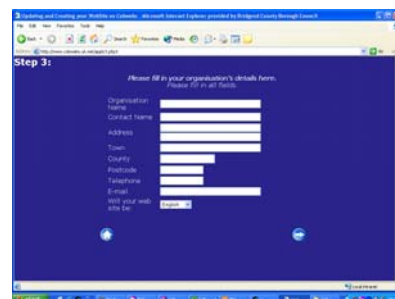
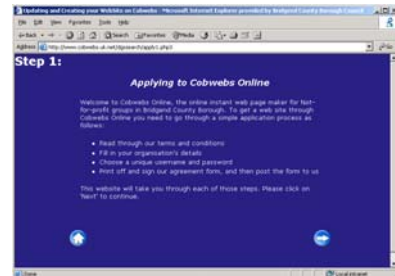
The e-mail address or telephone contact will be displayed on your web pages. If you already have a website, put in the web address and it will be displayed on your web page as a link.

Bi-lingual – although Cobwebs does not translate your web pages for you, choosing bi-lingual as language type will allow you to produce 2 sets of web pages 1 in English & 1 in Welsh to allow people the choice of which language to view the pages

Keep following the on-screen instructions. You will then be prompted to complete a

- User name, and
- Password

Write these down and keep them safe for future use.



You will then be presented with the Project Agreement Form, which you will need to print out, complete and post back to us, before your web pages will be published on Cobwebs.



Once this is all done, you can click on the FINISH button, and you will be guided through to the end of the application process.



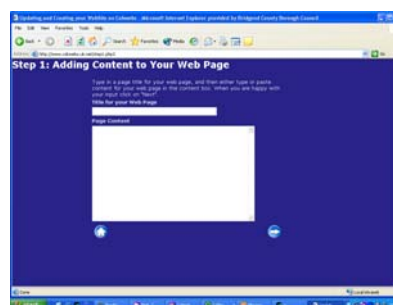
Congratulations you have successfully applied to COBWEBS!

## ADDING CONTENT TO YOUR WEB PAGE

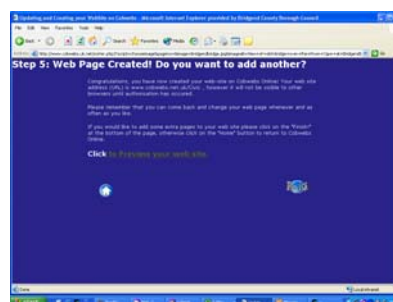
You are now asked for your Username and Password.

Once this is typed in you are able to start adding content to your web pages.

Follow & complete the on-screen instructions.



You can follow this process as many times as you require, until the desired number of web pages are created.



Once you have finished you can click on the link to Preview your website.



Congratulations – you have successfully created your web page.

## EDITING CONTENT ON YOUR WEB PAGE

Click on the “**Edit your site**” link then following the on screen step-by-step instructions you can create & edit your web pages.

Then enter your username & password

Your web pages will appear on screen for you to amend/edit.

You can even add more new pages here too.

When editing web pages – remember you are editing by **Page Number**.

When editing web pages, you may experience a time delay while awaiting the new pages to appear on the website.



*Don't forget – if you want to see the website in Welsh, at any time, please press the CYMRAEG link.*



*Top Tip – if you do not login with your Username & Password correctly, you will need to close your Internet browser window, and try again!*



### **Tips for Editing**

- Remember that the home page is Page 1
- No need to put your groups name in the Page Title as it appears on each page
- If you want your own pictures on your web pages, email them to [cobwebs@bridgend.gov.uk](mailto:cobwebs@bridgend.gov.uk) and they will be loaded and available to use by your organisation only, or send a copy of the picture to the Cobwebs address and we will convert it to an electronic image for you to use
- You must complete all 5 steps of the editing process to ensure that any typing is saved
- When entering your username, password and organisation name, note the character spacing as follows: 30 spaces (username), 12 spaces (password) and 150 spaces (organisation)
- The more information you put in the description part, the easier your group entry will be found