

Electronic Communications Sub-Committee  
Alcoholics Anonymous GB

# How to Guide for Editing Region/Intergroup Micro-sites.

Version 0.1 July 2013



# Default Pages

Each Micro-site has two Default Pages.  
A Description Page which is Editable.

The screenshot shows the Alcoholics Anonymous Great Britain website. The header includes the AA logo, contact information (National Helpline: 0845 769 7555), a search bar, and a 'Find a Meeting' section. The navigation menu is at the top, with 'Members' highlighted. The main content area is titled 'Ayrshire & South West Scotland Intergroup' and includes a welcome message, a description of the intergroup's coverage, and meeting details. A sidebar on the left contains links to the intergroup home page, a list of meetings, and the Portsmouth Convention.

**Alcoholics Anonymous Great Britain**

Call our National Helpline  
**0845 769 7555**  
help@alcoholics-anonymous.org.uk  
Calls charged at local rate on BT lines.  
Other networks may vary.

Search the AA site  
Enter keywords below

Find a Meeting  
Find an AA meeting in your area  
Enter town or postcode  
Any day

Home About AA AA Meetings Shop **Members** Professionals Media Contact

You are here > Home > Members > Regional & Local Websites (new) > South West Scotland Region > Ayrshire & South West Scotland Intergroup

## Ayrshire & South West Scotland Intergroup

Welcome to Ayrshire & South West Scotland Intergroup

Ayrshire & South West Scotland Intergroup covers the area from Troon in the north down through Prestwick, Ayr and Girvan to Stranraer in the south. Across through Dalbeattie and Kirkcudbright to Dumfries and Lockerbie. Up through Thornhill in to Cumnock.

Intergroup meetings are every two months at 8 Green Street Lane, Ayr on the first Sunday of January, March, May, July and September holding the AGM in November.

- Intergroup Home Page
- List all Ayrshire & South West Scotland Meetings
- Portsmouth Convention

And a Meetings list page which is auto generated from the GSO Where to Find Database of Meetings for that intergroup.

The screenshot shows the Alcoholics Anonymous Great Britain website, specifically the 'Meetings' page for the Ayrshire & South West Scotland Intergroup. The header and navigation menu are identical to the previous screenshot. The main content area is titled 'Ayrshire & South West Scotland Intergroup Meetings' and includes a list of meetings with their respective dates, times, and locations. A sidebar on the left contains links to the intergroup home page, a list of meetings, and the Portsmouth Convention.

Home Contact Information Useful Links

**Alcoholics Anonymous Great Britain**

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You are here > Home > Members > Regional & Local Websites (new) > South West Scotland Region > Ayrshire & South West Scotland Intergroup > Meetings

## Ayrshire & South West Scotland Intergroup Meetings

The list below indicates all meetings within this Intergroup. To search for specific meetings, please user our Meeting Finder.

<b>Ayr Thursday</b> 8 Green Street Lane. Time: 20.00 Postcode: KA8 8BH	<b>Ayr Friday</b> 8 Green Street Lane Time: 20.00 Postcode: KA8 8BH	<b>Ayr : Living In Today Monday</b> 8 Green Street Lane. Time: 20.00 Postcode: KA8 8BH
<b>Ayr 12 Step Dvd Recovery Saturday</b> 8 Green Street Lane Time: 11.00 Postcode: KA8 8BH	<b>Ayr County Buildings Wednesday</b> County Buildings, Wellington Sq Time: 20.00 Postcode: KA7 IDR	<b>Ayr: 12 &amp; 12 Tuesday</b> 8 Green Street Lane. Time: 11.00 Postcode: KA8 8BH

- Intergroup Home Page
- List all Ayrshire & South West Scotland Meetings
- Portsmouth Convention

# Logging On

The editor for your micro-site can be accessed via  
<http://www.alcoholics-anonymous.org.uk/microsites.do?Login>  
Use the user id and password provided for your Micro-site.



The screenshot shows the login interface for the AA Micro-sites Editor. At the top, it says "AA Micro-sites Editor" in blue. Below that, a message reads "You must login to access this area of the website". There are two input fields: "User name" with the text "SouthAyrInt" and "Password" with ten black dots. A blue "Login" button is positioned below the password field. At the bottom of the page, a footer message states: "For assistance using this editor please contact the GSO at [gso@alcoholics-anonymous.org.uk](mailto:gso@alcoholics-anonymous.org.uk)".

## Select the Page to Edit/Create New Page

The drop down menu will allow you to select the Page you wish to edit.  
Or you can create a new page.  
New Pages will automatically be added to the micro-sites menu on the left hand side.



The screenshot shows the main interface of the AA Micro-sites Editor. The title "AA Micro-sites Editor" is on the left, and "Welcome Ayrshire & South West Scotland Intergroup" is on the right, with a "Log out" link below it. The instruction "Select a section to edit from the list below" is centered. A dropdown menu is open, showing options: "Select..", "Image", "Description", "Portsmouth Convention", and "Create New..". The footer message is partially visible: "is editor please contact the GSO at [gso@alcoholics-anonymous.org.uk](mailto:gso@alcoholics-anonymous.org.uk)".

# Editor Page Layout

The editor page allows either a WYSIWYG (What you see is what you get) editor. Alternatively you can switch to the HTML Source editor by selecting the “Source” Tab at the bottom of the page.

Once your changes are complete click on “Save Changes” at the bottom of the page.

See the next page for details of the toolbar

AA Micro-sites Editor Welcome Ayrshire & South West Scotland Intergroup  
Log out

Select a section to edit from the list below

Description ▾

**Rich Text Editor Toolbar:** Includes icons for undo, redo, bold, italic, underline, strikethrough, subscript, superscript, bulleted list, numbered list, indent, outdent, link, unlink, anchor, unlink, quote, insert link, insert image, insert video, insert audio, insert table, insert code, and help.

Paragraph | Font size | Font

**Welcome to Ayrshire & South West Scotland Intergroup**

Ayrshire & South West Scotland Intergroup covers the area from Troon in the north down through Prestwick, Ayr and Girvan to Stranraer in the south. Across through Dalbeattie and Kirkcudbright to Dumfries and Lockerbie. Up through Thornhill in to Cumnock.

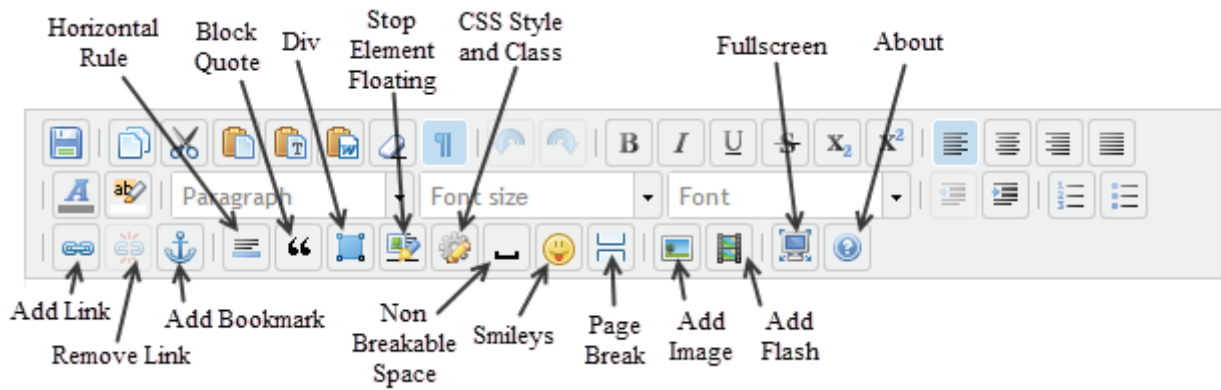
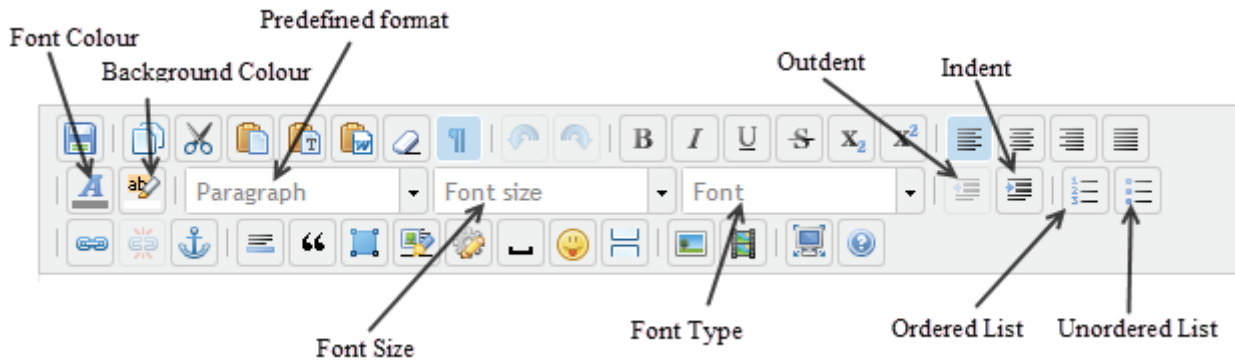
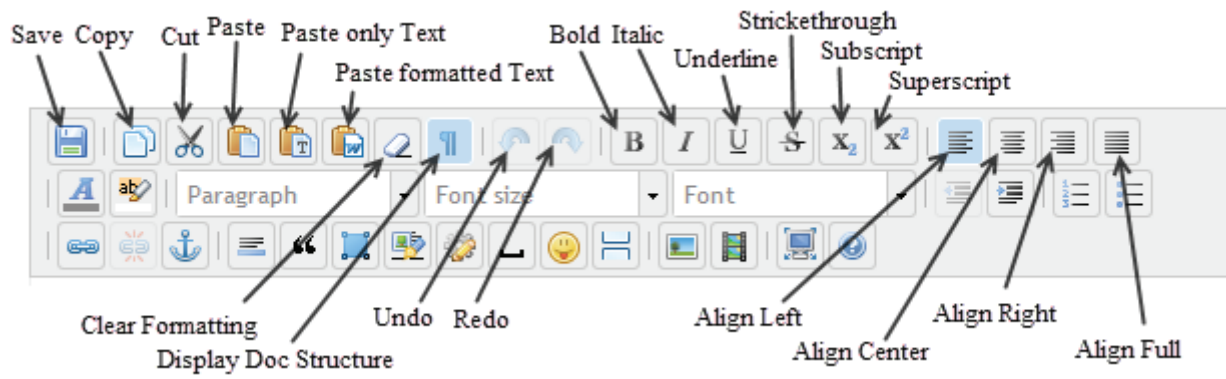
Intergroup meetings are every two months at 8 Green Street Lane, Ayr on the first Sunday of January, March, May, July and September holding the AGM in November.

Editor | Source

Save Changes

For assistance using this editor please contact the GSO at [gso@alcoholics-anonymous.org.uk](mailto:gso@alcoholics-anonymous.org.uk)

# Toolbar Layout



# Hints and Tips

When copy and pasting text into the WYSIWYG editor from another web-page or an MS Word document to remove existing formatting either :-

Paste it first into notepad and copy from notepad into the editor in the web-browser

Or to paste directly from the source document into the editor in the web-browser paste using the “Paste only Text” button

In the WYSIWYG editor

The Enter key will start a new Paragraph.

Shift + Enter Key will start a new line, same as a </br>

Site compatability works best with Firefox or Chrome.

Current Limitations

Unable to attach pictures/documents.

Description Field for Regions/Intergroups limited to 256 characters.

# Embedding an image on your microsite!

You can embed images on microsite pages, but the image needs to be referenced with a web address, or URL. Here's how you can do it...!

- 1) Upload the image to your filestore!
- 2) Click on the image and to view it in your web browser!

- !
- 3) Viewing the image in your web browser, select and copy the URL from the address bar.!



The address will look something like this: <http://www.aa-files.org.uk/drives/drives/London%20Region%20South/SWIG/AA%20Wimbledon%20Convention%202017%201.pdf>!

- 4) In the microsite editor, select where on the page! you would like your image to embed,! then click the image button !

- 5) In the image window, paste the address here.!



You can resize the image and set it's alignment in the settings options!



Click OK at the bottom and your image will be embedded in your microsite page.

To make further changes to the settings for your image in the microsite editor, reselect the image and click the image button in the tool panel.!

Note, if you change alignment of the image in the microsite editor window, you may need to reselect the image image by clicking OFF the image then clicking back ON it!