LOCAL GROUP
WEBSITES USER GUIDE

Version 4.2
Last updated: October 2016
If you have a technical query about your site, please contact volunteering@diabetes.org.uk

DiABETES UK
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1. Introduction

Thank you for running the website for your local Diabetes UK group. This user guide includes full instructions on how to do this if you are a group admin. It is a detailed guide designed to be followed by all, regardless of the level of your digital skills.

You can update your site through our online system known as a Content Management System or CMS. We’ll refer to it as the ‘system’ or ‘CMS’ throughout this guide. You just need a computer with a web connection, as well as your login details (below).

The system is designed to be used on a desktop or laptop computer. You might struggle if you’re using a tablet, depending on the device – we would recommend using an additional plug-in keyboard if you are trying to update using a tablet.

It is very easy to use. If you are used to using a computer and have used Microsoft Word, much of the interface will be familiar to you.

2. Logging in

Once you have requested a local group’s website you will be sent your login details by email. This will contain your user name and password, together with a link to the login page for your group.

You can change your password once you are logged in through settings (which you can find in the links at the top of the page).

Tip: If you can’t find your email you can log into your group’s site at http://groupname.diabetesukgroup.org/admin (This is your group’s website address with /admin added to the end). Example: http://edinburgh.diabetesukgroup.org/admin (for the Edinburgh group site)

You don’t need to include ‘www’ at the start of the web address – this is replaced by your group name. You will then be asked for your username and password.

2.1 What to do if you have forgotten your password or username

If you have forgotten your password, please follow these steps:

1. Go to http://diabetesukgroup.org/resetting/request
2. Enter your email address (the one you used to register with) and hit ‘Send’ to be sent a password reset email
3. Follow the instructions in the password reset email

The email may be marked as spam by your email provider so do check your junk folder if you can’t find the email.

If you have forgotten your username, please get in touch with the central volunteering team at volunteering@diabetes.org.uk who will be able to email it to you (your username isn’t the same as your email address).

Tip: Please note your user name is not the same as your email address – if you can’t find your user name please send us an email at Website@diabetes.org.uk and we can remind you of it.

3. Editing your website

After logging in, you will see a screen similar to this one:
3.3 Group name

The name of your group, which appears at the top of every page, cannot be changed by you. Please contact the volunteer team if you are thinking of changing your group name.

4. Homepage – how to write good copy

Your homepage is the most important page of your website – it is likely to be the first of your pages to appear in any Google search results, and is probably the first page that any visitor will see.

4.1 Make your copy search engine friendly

To have the best chance of being found by users in Google (and other search engines such as Bing and Yahoo), you need to make sure your homepage contains text that best matches or reflects the sort of terms that people looking for local diabetes info and support are likely to use.

For more information on this please see the search engine guide in the appendix at the end of this document.

4.2 Create a good first impression (‘shop window’)

Your homepage is where most of your visitors arrive before seeing the rest of your site. This means it is really important to get the first impressions right for new visitors, as well as generally promoting your most recent or important content for all visitors.

Try to make sure you:

- **make it clear who your group is there to help** – e.g. people with diabetes, families, children with diabetes, parents, any focus on a particular type of diabetes, age group and, of course, location – so people know they’ve come to the right place
- **use natural, conversational language** – simple, friendly, approachable – nothing too formal or long-winded. Try saying it out loud to see if it sounds right
- **update your homepage** with any news, new events or other current information – this keeps the site feeling fresh for returning users and, since new content is favoured by Google in its search results, gives you more chance of ranking higher in search results
- **use appealing, genuine photographs**, ideally of your own group members and activities, showing (where possible) the Diabetes UK brand, such as people in Diabetes UK T-shirts, events with Diabetes UK banners and balloons, etc. – this gives people an idea of what to expect, and a feeling of authenticity not usually seen in generalised photography. See part 12 of this guide for more photo tips.

Each tab contains a ‘Helpful information’ box to guide you when you’re adding content.

For example, the ‘Helpful information’ box on your homepage explains that some of the content appearing on the bottom half of the homepage is pulled through automatically from elsewhere on your site.

3.1 Helpful information

3.2 Header menu

You’ll find a menu at the top of every page:

- **Home** – homepage
- **Pages** – About Us, Our committee, Fundraising, Volunteer with us, Local information
- **News** – create news articles
- **Events** – create event items
- **Albums** – create albums for photographs
- **Contact us** – contact page
- **Library** – upload PDF documents and images to be used on your site

**Save your changes**

You always need to save or publish your changes while you are still on the current tab – before you move to another tab. If you navigate to another tab before saving, you will lose your changes.

You can edit your website content by clicking on the menu tabs across the top:

- **Home** – homepage
- **Pages** – About Us, Our committee, Fundraising, Volunteer with us, Local information
- **News** – create news articles
- **Events** – create event items
- **Albums** – create albums for photographs
- **Contact us** – contact page
- **Library** – upload PDF documents and images to be used on your site

You always need to save or publish your changes while you are still on the current tab – before you move to another tab. If you navigate to another tab before saving, you will lose your changes.

**Save your changes**

You’ll find a menu at the top of every page:

- **Under Settings**, you can change your password.
- **The latest version of this guide is available through User Guide.**
- **You can Logout** of the system.
- **You can view your website as it appears ‘live’ by clicking on the View page button.**
4.3 Editing content on the homepage

Under the home tab, you can edit the following homepage sections:

- Tag line
- Welcome copy (Mission statement)
- Main images
- Contact details
- Link to your Facebook group
- Your latest tweets

Tip: As you create event and news articles, the latest of these are automatically displayed on the homepage. If you create photo albums, these too will become visible on the page.

Your homepage also features two sections in the sidebar you cannot edit: About Diabetes and About Diabetes UK. These are centrally edited (by Diabetes UK) and are the same for all group websites. This means the content cannot be customised for your group’s website.

4.4 Tag line

The ‘tag line’ text appears on your group’s page in a dark blue band, above the main navigation menu:

Sometimes this text will form the description that Google pulls into its search results – so try to make it a good summary of your group to tempt people to click through.

This is limited to 120 characters including spaces, so use it to briefly explain who your group is for. The following three examples show different levels of detail – be as specific or as general as you need to be, depending on the focus of your group.

- A local Diabetes Group (Essex Group)
- A support group for people with diabetes and those who want to know more about it (Chesterfield Group)
- A parent-run support group for families of children with Type 1 diabetes under the care of Ysbyty Gwynedd (North West Wales Family Group)

4.5 Welcome message (mission statement)

This is the first main bit of text on your homepage, appearing beneath the navigation menu, and your first chance to tell your visitors what to expect, and to set the tone and personality for the group and the rest of your site.

It gives you a chance to welcome your visitors and gives a bit more space to explain who the group is for and what you do.

It is also (along with or instead of the tag line) the bit of text most likely to appear in Google (or other search engine) results – so, as with the tag line, try to include enough to make people want to click through or, once they’re on your homepage, read more and explore your site.

You must include text in this section – please do not leave it empty, otherwise it will confuse or disappoint your visitors, and will harm your chances of appearing in search results (meaning your site might not even be found in the first place.)

Try to use active, friendly and inclusive language – e.g., ‘We aim to’ is better than ‘Our aim is to’, ‘We meet once a month’ is preferable to ‘Meetings are held once a month’ – and be as friendly and welcoming as possible. Your welcome message will help people understand if they’re in the right place and encourage them to read more and make contact.
4.6 Homepage images (image header)
This section is for two main photos that appear beneath the welcome message. They appear side by side on larger screens (as in the below), while on smaller screens (such as mobiles) the right-hand image moves below the left-hand one.

You will initially see two general Diabetes UK images in this section. Replace these images with photos of your own group members and activities, showing wherever possible the Diabetes UK brand, such as people in Diabetes UK t-shirts. See section 9 and appendix of this guide for more photo tips.

These photos should be a minimum of 483 pixels wide by 260 pixels high. If your image is a different size, you can crop the image within the CMS when you upload it – or, if the image is already uploaded, by clicking on the Edit button on the image. However the image must meet the minimum size requirements or the system will reject it.

Tip: Portrait images, where the height is the long side are not generally suitable unless they can be cropped down to work as a landscape image (483px wide).

4.7 Facebook link
If your group has a Facebook page, you can link to it from the homepage.

The Facebook group link field is preset to the main Diabetes UK Facebook page – just replace this with the full web address of your Facebook page if you have one:

https://www.facebook.com/kidsclubmacclesfield/

If you don’t have your own Facebook page, the homepage Facebook link will send visitors to the main Diabetes UK Facebook group.

4.8 Twitter feed
If your group has a Twitter account, you can display your latest tweets on your homepage.

There is a preset link to Diabetes UK’s main account (@Diabetes UK) – just replace this Twitter username with your own:

DiabetesUKMK

You don’t need to include the @ at the beginning.

4.9 Contact details
Your contact details are displayed on the homepage sidebar. This is preset with the contact details for the Diabetes UK main office – fill in your own contact details to overwrite these.

** It is really important to fill in your email address as messages submitted on the Contact us page will be sent to this email address, otherwise any email enquiries made will not come through to your group administrator.

4.10 Saving, previewing and publishing your changes
Once you have finished editing the homepage, you have three options (which you’ll see at the bottom of the page):

You can publish your changes. Just click on the publish button and your changes will appear on your website.

You can save it to drafts which allows you to continue editing the homepage later.

You can save and preview your article. Clicking on this button first saves the changes you’ve made to the homepage and then gives you a link at the top of the page to see how your changes would appear on the ‘live’ site.

When you are happy with the changes to your page click publish to put your page live (so that other people can see it).

Tip: Please note – Any changes you make to a page will not automatically update within your web browser (Google Chrome, Firefox, Internet Explorer etc). To see the changes you will need to click the refresh button (the circular arrow icon) adjacent to the webpage address at the top of the page to reload the content.
5. Pages – About us, Our Committee, Fundraising, Volunteer with us, Local information

Under the pages tab, you can edit the following most frequently used pages:

- About us
- Our committee
- Fundraising
- Volunteer with us
- Local information

The About Us page always appears on the website so please don’t leave it empty.

5.1 Adding additional pages

There are four other pages that only appear on your site if you choose to publish them.

To do so, simply navigate to the pages tab and select one of the additional page in the right hand sidebar under ‘Edit other pages’ select the page you want to add, add your content (see below) and click on the ‘Publish’ button at the bottom of the page. Your extra page will be found under the ‘more’ tab in the main navigation.

Adding content to a page

For each page, you can add a main image.

This should be 648 x 300 pixels in size. You can crop your image to the right size when you upload it to the system. If it is smaller that this however you won’t be able to upload it.

See part 12 of this guide for more photo tips. Use the Description field for the main copy of your page.

This features a ‘what you see is what you get’ (WISIWIG) editor. You can add links and sub-headings (under Format) and embed YouTube videos. There is no word limit.

The buttons above the text area work in a similar way to Microsoft Word. You can format the text, create bullet point lists, create links, paste in content from elsewhere and even embed a youtube link. (See part 13 of this guide for more about links and the appendix for more about embedding video).

Tip: The main title of the pages (e.g. About us; Fundraising) are preset and you can’t change them.
Try experimenting with the buttons and you should soon get an idea how they work. You can always remove any changes you make and save over. That is the beauty of the Internet!

Tip: The Local groups websites have their own choice of fonts, text colours and font sizes to ensure consistency and convey a professional image. Hence you won’t see any options to change the formatting of text in the local groups cms.

It is important when pasting in content from other documents or webpages you remove any pre-existing formatting by using the ‘paste as plain text’ or ‘paste from word’ icons.

**Additional sidebar content**

You can also add additional content which will appear on the right-hand side of the page in a box (or boxes):

To do this, add a title and the copy (description) to the **Sidebar content** fields

You can create additional sidebar boxes by clicking on the ‘Add another sidebar widget’ button.

Once you have finished adding content to your page, you again have the same three options which you’ll see at the bottom of the page:

- **Publish** You can publish the page. Just click on the publish button and the page will appear on your website.
- **Save to drafts** You can save it to drafts which allows you to continue editing the page later.
- **Save and preview** You can save and preview your page. Clicking on this button first saves your page to drafts and then gives you a link to see how it would appear on the ‘live’ site.

Congratulations, the article has been saved. **Preview it here**

You need to publish the page so that the page is publically visible on the web.

**Tip:** Once you have published your page, you will also see an option to delete it. This option will appear at the bottom of the page for all but the About Us page which cannot be deleted. Please note – once deleted content can’t be retrieved so proceed with caution!

### 6. News articles

You can create news articles in the news tab. News articles are like regular pages except that they have a date associated with them.

These will appear on the news page and the latest three are also displayed on the homepage. Note that the news page will only appear in the website navigation if you have created news articles.

To create a news item, first select a category for your article from the available options (see image).

This will provide readers additional information about what your article is about, and help them filter the news content on your site according to the topics that interest them.

You need to give your news article a title (headline) - keep this short but descriptive.
You can add a **main image** to your article. The image should be **648 x 300 pixels** and you can crop your photo to the correct size when you upload it to the CMS. See part 12 of this guide for more photo tips.

Your news story goes in the **description** field.

As with the other description fields, this features a ‘what you see is what you get’ editor and you can add links, sub-headings and YouTube videos.

See parts 13 and 14 of this guide for more guidance on videos and links.

Once you have finished writing your news article, you again have three options (which you’ll see at the bottom of the page):

- **Publish** your article. Just click on the publish button and your article will appear on your website.
- **Save to drafts** which allows you to continue editing the article later.
- **Save and preview**

You can **delete** the news item.

If saved to drafts you can continue working on your saved news article at any time. You’ll find them listed under **drafts** in the news section (published articles can, of course, be also be edited).

You can also make changes to articles after they have been published. You’ll find your published (‘live’) news articles in the **previous entries** box in the news section.

### 7. Event items

You can also create event items in the events tab. These will appear on the events page and the latest three are also automatically displayed on the homepage. Note that the events page will only appear in the website navigation if you have upcoming events you have created pages for. Once the event has passed they will automatically be taken down from the live site and no longer visible to the public.

First, select the start and end dates and times for your event from the dropdowns. Please select times as well as dates as both are published on your website. If you leave the times unselected, the times for your event will be shown as 00.00.

You can also create event items in the events tab. These will appear on the events page and the latest three are also automatically displayed on the homepage. Note that the events page will only appear in the website navigation if you have upcoming events you have created pages for. Once the event has passed they will automatically be taken down from the live site and no longer visible to the public.

First, select the start and end dates and times for your event from the dropdowns. Please select times as well as dates as both are published on your website. If you leave the times unselected, the times for your event will be shown as 00.00.

You can also make changes to articles after they have been published. You’ll find your published (‘live’) news articles in the **previous entries** box in the news section.

You can also create event items in the events tab. These will appear on the events page and the latest three are also automatically displayed on the homepage. Note that the events page will only appear in the website navigation if you have upcoming events you have created pages for. Once the event has passed they will automatically be taken down from the live site and no longer visible to the public.

First, select the start and end dates and times for your event from the dropdowns. Please select times as well as dates as both are published on your website. If you leave the times unselected, the times for your event will be shown as 00.00.

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First, select the start and end dates and times for your event from the dropdowns. Please select times as well as dates as both are published on your website. If you leave the times unselected, the times for your event will be shown as 00.00.

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You can also create event items in the events tab. These will appear on the events page and the latest three are also automatically displayed on the homepage. Note that the events page will only appear in the website navigation if you have upcoming events you have created pages for. Once the event has passed they will automatically be taken down from the live site and no longer visible to the public.

First, select the start and end dates and times for your event from the dropdowns. Please select times as well as dates as both are published on your website. If you leave the times unselected, the times for your event will be shown as 00.00.

You can also make changes to articles after they have been published. You’ll find your published (‘live’) news articles in the **previous entries** box in the news section.
You can add a main image to your article. The image should be **648 x 300 pixels** and you can crop larger photos to the correct size when you upload it to the CMS but you can’t upload images smaller than this size. See part 11 of this guide for more photo tips.

Add details about your event to the **description** field. This will give more information to your website’s visitors about the event. It is also a compulsory field and you cannot publish the page without filling it in. Keep it short but enticing!

As with the other description fields, this features a ‘what you see is what you get’ editor, and you can add links and sub-headings, and embed YouTube videos.

See parts 13 and 14 of this guide for more detailed guidance on embedding videos and adding links.

Once you have finished adding content to your event item, you have three options which you’ll see at the bottom of the page:

- **Publish**: You can publish your event. Just click on the publish button and your event will appear on your website.
- **Save to drafts**: You can save it to drafts which allows you to continue editing the event later.
- **Save and preview**: You can save and preview your event. Clicking on this button first saves your event to drafts and then gives you a link to see how it would appear on the ‘live’ site.

Once you have saved or published your event, you will also see an option to **delete** it.

You can continue working on your saved event item at any time. You’ll find them listed under **drafts** in the events section.

You can also make changes to events after they have been published. You’ll find your published (live) events in the **previous entries** box in the events section.

Once an event has taken place (based on the end date you selected for your event), it will be automatically archived from your website and not publicly viewable.

You can still access it through the **archived** box in the event section.

If there are no other events on your website for upcoming events, the events page will disappear from your site’s navigation – it’ll reappear when you create more event articles.

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**8. Albums (photo galleries)**

You add photos to your site under **albums**. These will appear on the albums page and are also automatically displayed on the homepage.

To create a gallery, click on the **Add new gallery** box:

Give your album a **title** and select a **date** the photos were taken from the calendar dropdown (you can only have one date per set of pictures so it’s common to create a new gallery for each event).

Write a brief description in the album description box. This should give visitors a bit more context to the photos – where were the photos taken, who is featured in the photos.
To add your photos, click on the button and upload your images, you need to do this one image at a time.

When you have finished uploading your images, you can re-order them by dragging & dropping them on the page. The first photo in the list will be used as the cover photo for the gallery.

Be careful however, as you can delete photos uploaded in error by hovering over them and clicking on the x in the top right corner.

Don’t forget to submit the page to publish the album to your website.

Once your album has been published, you’ll also see an option on the page to delete the entire individual gallery if it is no-longer needed. However in most instances images can be left here as they create a nice archive of a group’s activities.

9. Contact us page

The contact us page always appears on the website with a contact form (below).

** All submitted comments are sent by email to the email address you specified for the homepage contact details box (see part 4 of this guide). ** Contact Us provides a means for people to get in touch with your group.

**Tip:** It is really important that you update your group’s contact details as Diabetes UK won’t be able to forward emails on to you and people won’t be able to contact you!

It’s a good idea to add a description to the page – this also gives you a good opportunity to let people know when they might expect a response.

This description box features the same ‘WISIWIG’ editor and allows you to add links and format your copy.

You can also add a thank you message to the page which the user sees once they have submitted their enquiries.

You can add sidebar content to the page which will appear to the right of the page in an orange box. This is a good place to tell people where and when your group meets.

This image of an album page shows all the photos uploaded to the album. You can drag & drop them to re-order them, add new photos (through the add image button) and delete photos by hovering over them and clicking the x in the top right corner.
10. Library – add PDF, Word and Excel files

Under the library tab, you can upload files – PDF, Word and Excel – to your site.

To upload a file, simply click on add new file, give your file a title (make it descriptive so that it makes sense to your site’s other editors, and you, later) and an optional description.

Tip: Please note that the maximum allowed size for any file is 2MB. If you try to upload a larger file, it will not be added.

Unlike albums, documents are not automatically visible on your group’s website. Instead you must link to them on one of your website pages.

You will be able to see all the files you have uploaded to your website on the library page.

To link to the files you have uploaded:

1. Click on the copy URL (web address) button
2. Navigate to the page you want to link to the PDF from
3. Highlight the text you want to be the link, click on the link icon ( ) and paste the link to the URL field in the link pop up box:

See part 14 for more tips on links.

11. Uploading images to your pages

Use appealing, genuine photographs, ideally of your own group members and activities, showing (where possible) the Diabetes UK brand, such as people in Diabetes UK t-shirts, events with Diabetes UK banners and balloons, etc. – this gives people a feeling of authenticity not usually seen in ‘stock’ photography.

To upload an image to a page, follow these steps:

1. Hover over the space for the image and click on the Edit button in the top left corner
2. Select Upload image tab to select a file from your computer

4. Crop the image by dragging the sides to where you want to crop the image.

5. When you’re happy with your photo, click on Crop & use. You have to use crop and save to save the image whether you have cropped the image or not!

The sizes of images to use on your website are:
• Homepage: 483 x 260 pixels
• All other pages (including events and news articles): 648 x 300 pixels

Tip: With the exception of creating albums, you can upload images in any size you want these are the minimum sizes you can upload to the system.
11.1 How to reduce your image file size

When uploading images, you need to be careful about the file size you use. The websites can handle large images (up to 8MB) but we recommend using smaller images to avoid slowing the speed that your pages load.

Here are a couple of ways to make sure your images aren’t too big:

**Online editor** (works for both PC and Mac)
- Go to the website [http://apps.pixlr.com/editor/](http://apps.pixlr.com/editor/) and load an image from your computer (File / Open image). Change the constraint proportions in the top left tool bar to output size. Change the width and height in pixels to the correct size and then save. Voila, your image is now a safe size to upload to your website.

**Paint** (installed on most computers)
- Open your image in paint and select Resize. Specify pixels as the measurement you wish to edit and then enter the width and height.

11.2 How to add images to pages

To upload an image to a page, follow these steps:

1. Hover over the space for the image and click on the **Edit** button in the top left corner
2. Select **Upload image** tab to select a file from your computer
3. Click on the **Select a file** button and select an image from your computer. You can also use an image already uploaded to your site by clicking on the **Select Existing** tab.
4. Crop the image by dragging the sides to where you want to crop the image.
5. When you’re happy with your photo, click on **Crop & use**.

12. Making links to files and web pages

12.1 What makes a good link text?

Good link text provides a clear description of where following the link will take you to. It can be understood without the surrounding context of the page. Example of bad link texts are ‘click here’ and ‘more’ which are non-descriptive and can’t be understood on their own.

To make links easy for readers to skim, only use key words as the link text – for example, ‘Type 1 diabetes’ is easier to skim than ‘learn more about Type 1 diabetes’.

12.2 How to add a link

You can add a link – to a file or a web page – wherever you see the link icon: 🔗

Simply highlight the text you wish to become the link and click on the icon:

Copy the web address (known as a URL) you wish to link to in the URL field and hit OK.

Tip: You can also unlink a link if you want to remove or replace it by selecting the linked text and clicking on the unlink icon. Make sure you select all the linked text though (signified by an underline) or you will still be partially linking to the old link!
APPENDIX

Make it easier for search engines to find your content

Most people coming to the Diabetes UK website arrive because used a search engine like google, Google and others search engines decide which pages are most relevant and hence listed the highest in search results on a range of factors. What is key however is ensuring the content of the your web page reflects the words people would naturally use to search for that topic. These are called key words! It’s important to get the words right if people are to find your page!

What would you type into Google to find your content?

• Use these words and phrases in the text on your web page, along with more formal/informal alternatives (these are the “keywords” that everyone talks about).

• Don’t overuse words and phrases, though, just what’s natural (remember a webpage has to be relevant to someone reading it and not just google search engines!), if you used the words ‘diabetes care’ in every other sentence, for example, Google would take a dim view of it and you may find that your page is suddenly demoted in the listings.

• Pay close attention to page titles and headings as they are among the text scanned by Google to find the most relevant content across the web. So if your page title is: ‘Is there a cure for diabetes, you’ll probably find you’re getting more page visitors than if it was just ‘Is there a cure’?’. You may need to use the shorter title ‘is there a cure’ the page title though, which needs to be concise to show up in the navigation.

• Don’t use images which contain text Unless you also include the text typed into the CMS separately. It’s not good for people who are partially sighted and rely on voice synthesisers to ‘read out’ the pages – and Google ranks websites based on text not images.

• Make sure your page title doesn’t appear on other pages on the website. If there are three different ‘15 healthcare essentials’ page on different section across the website, it will confuse users. If you need a page called ‘15 healthcare essentials’, adapt it, for example, ‘15 healthcare essentials - for professionals’.

• When linking to other websites, PDFs or other web pages, never use ‘click here’, always tell people where they’re going by contextualizing the link, for example, Go to Guide to diabetes, or Find out about Type 2 diabetes are much better than just ‘click here’. That way, users will know where the link will take them, are much better for those using speech browsers who won’t know where a click here link will take them and these are also words that will help Google rank your page.

• Have a good intro sentence or two at the start of each webpage telling people what your page is about using some of those keywords.

• Text with video is also searchable so it’s important to label videos appropriately. If you’re adding video to a Diabetes UK web page, put a clear heading above it. If you upload your video to YouTube, you’ll also need a clear video heading – and it’s also a good idea to add a description of the video too.

How to embed YouTube videos

The only way to add videos to your website is by embedding a video which has already been uploaded onto YouTube. YouTube videos are easy to use and optimised for viewing on the web – they work in all devices and browsers and do not slow the website down (you can’t upload videos directly to the site).

First of all you need to go to the video you wan’t to show on youtube. You will need to embed some youtube code into your page which you will find the embed code on the YouTube page for the video, under Share and Embed.

The URL for the page is the web address in the address bar for the page, for example https://www.youtube.com/watch?v=X9ivR6y03DE

Within your local group site you can add then video content wherever you see the YouTube icon:

Clicking on the icon will bring up the below pop up screen. You can either paste the YouTube embed code into the first field, or add the YouTube web address of the video to the second field.

Tip: Although this guide is written for the main Diabetes UK website, most of it is relevant for all web content and most content management systems work in quite similar ways!