

AAUW Theme Documentation

AAUW California Version (December 2024)

Table of Contents

Contents

Theme Support Documents	3
Requesting Access to Your Branch Website	4
Logging Into Your Site	4
What's New	4
What Hasn't Changed?	4
Quick Tips	4
Navigation Overview	5
Site Settings	7
Page Components	9
Featured Image	9
Page Content	10
Formatting text using the editor	10
Add a Table	10
Add a PayPal button	10
Add Modular Sections	11
Modular Content	12
Image Right	12
Image Left	13
Full Width Row	13
Gallery	14
Section Heading	15
Personnel/Logo List	17
Contact Page	19
Programs	21
Menus	23
Main MenuError! Bookmark not de	fined.
Primary Menu	23
Utility Menu	24

Theme Support Documents

The theme contains a "Theme Support" section containing theme documentation, frequently asked questions, video tutorials, and a contact support web form.



Requesting Access to Your Branch Website

- Branch websites hosted by AAUW National are managed by Site Resources. Information on their services can be found <u>HERE</u>.
- Website editors require access to their site. Complete this <u>FORM</u> to request access. There are two different levels of roles.
 - **Super Editor** This role has all of the capabilities of the editor, with a few extra perks. The Super Editor can update sidebar widgets, the header image and the navigation menu.
 - Editor This role is a great choice for users who need permission to access all of the content, but not themes, plugins, or widgets. Editors can publish, edit, or delete any page or post, including those labeled "private". They can also moderate comments and manage categories and links. In short, editors can do almost anything with content, but they can't change any settings.

Logging Into Your Site

Once access has been received, log into your site. Use your website address/wp-admin. For example: <u>https://mariposa-ca.aauw.net/wp-admin</u>

What's New

- Modules (Programs, features, resources)
- Multiple menus
- Ability to change front page image

What Hasn't Changed?

• HTML must be added by Site Resources (Paypal, fancy formatting) note that you can add an image and embed a link instead.

Quick Tips

Migration of some pages may result in unexpected formatting. If formatting on migrated pages is problematic, highlight text and "clear formatting". If that doesn't solve the problem, sometimes it's easier to start with a fresh page and rebuild it.

Use Canva to create featured images. The free version comes with many images and templates.

Navigation Overview

🗓 🟤 My Sites 🔗 Ma	ariposa (CA) Branch 📮 0 🕂	New			
🐼 Dashboard 🛛 🔸	Screen elements				
Home	Some screen elements can be	shown or hidden by using the checkboxes. Expand	d or collapse the elements by clicking on their headir	ngs, and arrange them by drag	ging their headings or by clicking on the up and down ar
My Sites	At a Glance 🖌 Activity	☑ Quick Draft ☑ WordPress Events and New	s 🗌 Welcome		
✤ Posts					15 Screen Options
Programs 2	Dashboard				
★ Features 3	At a Glance	~ ~ *	Quick Draft	~ ~ *	· · · · · · · · · · · · · · · · · · ·
* Resources	🖈 5 Posts	22 Pages	Title		
93 Media 5	WordPress 6.7 running Site Res	sources 2024 v4.1 theme.			
🖉 Links 🛛 🌀	Akismet has protected your sit	e from 1 spam comment already.	Content		Drag boxes here
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Appearance 10			Save Draft		·
🕹 Profile	Activity	~ ¥ *			
F Tools 12	Recently Published		WordPress Events and News	~ ~ *	
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Theme Suppor	Today, 12:20 pm	Hiking Group	Meetup • Online	7:00 pm PST	
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	Today, 12:12 pm	Book Group	Meetup) Meetup • Riverside, CA, USA	7:00 pm PST	
			VIRTUAL WordPress Developer Night - #IEWP Meetup • Online	Tuesday, Dec 10, 2024 7:00 pm PST	
			WordPress 6.7.1 Maintenance Release		
			WordPress 6.7 "Rollins"		
			WPTavern: WordCamp Asia Seeks Host City Appli	ications for 2026	
			Gutenberg Times: Playground for agencies, Quer Fun and Games — Weekend Edition 312	y Loop Filters, Gutenberg	
			BuddyPress: BuddyPress 14.3.3 Maintenance Rele	ease	
			Meetups 🗗 WordCamps 🗗 News 🗗		

- 1. **Posts** Individual articles that can be organized by categories.
- 2. **Programs** Structured display that shows a program title, date and image. Programs can be organized by program types (like categories) and displayed on menus.
- 3. **Features** an article that can contain text and image and will be displayed on the home page at the bottom of a section called AAUW National Updates.
- 4. Resources URL links that can be placed in the footer or right sidebar. Titled "Helpful Resources."
- 5. **Media** library that contains images and videos. Images can be compressed by using the SMUSH feature.
- 6. Links Links that can be displayed on the sidebar. These can be categorized.
- 7. **Pages** static view of information. The home page can have a unique image uploaded by the branch. Pages can also include modules.
- 8. Comments not used.
- 9. Calendar Recommend using Google Calendar Send calendar embed link to site resources.
- 10. Appearance Find widgets and menus here.
 - a. Menus
 - i. The top menu is called the Utility Menu
 - ii. The main menu is called the primary menu
 - iii. You can add additional menus
 - b. Widgets are functions that can be placed on the sidebar.
- 11. **Profile** Your personal information. Use this area to change your password.
- 12. Tools not active.
- 13. Site Settings Join Us, donate and social media links, branch address, resource links -these are created in

AAUW Branch Website Documentation

the resource links function.

- 14. **Theme Support** Theme documentation can be found here.
- 15. Screen Options Provides ability to turn screen display options on and off. If you're missing a function, check this area to see if the function has been hidden.

Site Settings

In the Site Settings function, you can update:

- Join Us link
- Donate Link
- Social Media links
- Branch address
- Resource links -these are created in the resource links function.



AAUW Branch Website Documentation

To update: Go to Settings.

- 1. The **Join Us Link** and the **Donate Link** are required fields. They default to the national site links but can be replaced by the branch-specific ones.
- 2. Choose to show or hide the resource list links.
- 3. Add the branch address if desired.
- 4. Add or update the social media links by clicking "Add row," selecting the social channel from the dropdown, and adding the link.
- 5. Update when complete.

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🖈 Posts	Theme Options			∧ ∨ A Publis	h .~. +
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A Resources	@ https://www.aauw.org/membership/ 🔇 Add b				
9) Meda	Donate Link *				^
 Pages Comments 	https://my.aauw.org/donation-product-detail 🔾 Ad	d branch specifi	ic donate link.		Click "Update" once you are done adding
➢ Appearance	Resource Links Choose r Show Resource Links in Footer Show Resource Links in Statuer	esource list plac	ement		all information.
➢ Tools El Sattinos	V Put in Branch Address			1	
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Theme Settings	Social channel		Social URL		
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			C	lick "Add Row" to)
			add	additional social I	inks

Page Components

Featured Image

- The featured image is the large image at the top of the page.
- The minimum size for the featured image is 2000px wide by 370px tall.
- On the home page, replacing the featured image will replace the AAUW bubble image.
- On all other pages, the AAUW bubble image will obscure the image so that the white page title will appear. The new image will appear below the AAUW bubble image.

🛞 🚕 My Sites 🏠	AAUW Demo 👎 0 🕂 New Gallery	Howdy	, VSHoward 🌆
Dashboard	Add New Page	Screen Options 🔻	Help 🔻
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🖈 Features		B and a first	Preview
🖈 Resources	Add Media Image: Add Gallery Image: Add Form Visual Text	T Status: Draft Edit	
93 Media	Paragraph 🔻 B I 🗄 🗄 🖆 🖆 🖉 🧮 🗐 Add Button Add Table 🗙	Visibility: Public Edit	
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📕 Pages 🔷		Page Attributes	~ ~ *
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Theme Docs			
Collapse menu			

Page Content



Formatting text using the editor.

- 1. Add media images and videos from your media library.
- 2. Tag the text with standard heading formats.
- 3. Change the color of the text using standard colors. You can also add colors from the AAUW branding kit which is located on the AAUW National site <u>HERE</u>.
- 4. Clear formatting on items that do not appear to be formatted correctly. Sometimes this is due to copy and paste issues.
- 5. Highlight text and add a link.
- 6. Add a button link. This is more obvious tha linking to a piece of text.
- 7. Add a table.

Add a Table

Tables can be added in several ways.

- 1. Copy and paste a word table. You can do minor updates in the editor.
- 2. Create a table using HTML. Send the code to Site Resources to embed.
- 3. Create a table using the table feature. There is a video that describes this function

Add a PayPal button

Send the code to Site Resources to embed.

Add Modular Sections

- 1. The main content area will remain the same on all pages.
- 2. Add additional styled modules by clicking "Add Row."
 - a. Select from the list what kind of content block you want to add.
 - b. The additional rows will appear below the text in the main section of the page.
- 3. Modules available
 - Image Left
 - Image Right
 - Full Width Row
 - Gallery
 - Section Heading
 - Personnel/Logo list

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# Modular Content

## Image Right



## What it looks like on the front end.

#### **Test Title**

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#### Image Left

It is the same as the Image Right Instructions above, but the image is displayed on the left on the front end.

#### What it looks like on the front end.



## **Second Test Title**

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#### Full Width Row



### What it looks like on the front end.

#### **Full Width Row**

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1. List Item One

2. List Item Two

3. ist Item Three

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## Gallery



## What it looks like on the front end.



## Section Heading

Usually used in conjunction with another module.



### What it looks like on the front end.



## Personnel/Logo List

This module can display logos, branch leaders or members. The listing can link to a website page with more details for each individual. You are not able to add an email address to the listing.

	ALIW Damo O 1 🛡 0 + New View Page Gallery	Howdy, VSHoward					
2 Dashboard	93 Add Media 🙆 Add Gallery 🖉 Add Form Visual Text	Move to Trash					
≫ [®] Posts	Paragraph 🔻 B I 🗄 🗄 🖆 🖆 🗇 🖾 🧱 🌍 Add Button Add Table 🔀						
Programs	(m) — <u>A</u> ★ <u>B</u> Ø Ω 垺 型 ⑦ C [*] ●	Page Attributes ^ V *					
* Resources	Los Angeles, have a great dog named Jack, and I like piña coladas. (And gettin' caught in the rain.)	Parent					
9] Media		Template					
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G Forms	Order						
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All Pages Add New Page	and does all kinds of avesome things for the Gotham community.	Need help? Use the Help tab above the screen title.					
Comments	As a new WordPress user, you should go to your dashboard to delete this page and create new	Featured Internal					
Calendars	pages for your content. Have fun!	Set featured image					
Appearance		Set.NextGEN featured image					
🖉 Plugins	Word count: 153 Last edited by VSHoward on October 17, 2024 at 5:12 pm						
👗 Users	Modular Sections						
Settings	Modular Content						
📰 ACF	1 Personnel/Logo List Add person s Add a link to a bio, . position or the or organization's						
Site Settings	Entity Add name or location of the website organization.						
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## What it looks like on the front end:



AAUW of Alabama



AAUW of California California



AAUW of Alaska



AAUW of Arizona



AAUW of Arkansas

# **Contact Page**

The contact page has its own template. When applied, the content will be normal unless the user decides to fill in the rest of the block area. See below for the diagram.



## What it looks like on the front end:

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Contact Us	
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	About You
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	Your Address Street Address
	Address Line 2
	City 21P Code
	We would love to chat with you. How can we get in touch?  Preferred Method of Conact Email  Your Email Address (Meganet) Imai Address Confirm Email Address
	What's on your mind?
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	AAU

# Programs

A new post type called "programs" organizes your content better. To add new programs, go to the sidebar> Programs > Add New.

🕺 AAUW 😋 4 📮 0	🗧 🕂 New View Programs 🤤 F	orms			Howdy, jes5970
Dashboard Pr	ograms Add New				Screen Options *
Posts	Download Plugin now has add-on for	downloading and uploading your website's user ac	counts. Click here to get it now!		c
rograms					
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Forms		127			

Follow the following diagram to add content.

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🏲 Programs 🛛 <	1				Save Draft	Preview	
all Programs	-i-				📍 Status: Draft Edit		
Program Types					Wisibility: Public Edit	É	
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Resources	V Select date	nomuate	DICKET			Publish	
Media	Time		Time Zone			^	
orms	Select time from t	ime picker	Vert Put in time zone (EST, PDT, etc)		Program Type Publi	sh ŵhen finisheo	1
Pages	Registration/Important Links				All Program Types M	ost Used	
Comments Appearance	Link Title	V Put i	n in the link title		Classes	Select program cate to help with organiza	gory tion
Plugins (3) Users	1 Link	< Put i	n resource/important link		+ Add New Program Ty	Add new categor not already listed	y if
Tools	Open Link in	Same Windo	w ≮ If on-site, select "same window". If off-site select "new window"	~	Featured Image		
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	Word count: 0	s.				Version 6.0.1	

You can then add the program category to your main navigation. For example, if you have scholarships and classes; follow the demo below.

- 1. Go to Appearance
- 2. Select Menus
- 3. Expand the "Program Type" menu items
- 4. Check the category types you wish to add.
- 5. Click the "Add to Menu" button.
- 6. Drag and drop the menu items where you wish to put them
- 7. Click Save Menu

🔞 🛱 AAUW O 4	🛡 0 🕂 New 🤤 Forms		How	dy, jes5970 🔝
Dashboard	Menus Manage with Live Preview		Screen Options ¥	Help ¥
📌 Posts	Edit Menus Manage Locations			
📌 Programs				
🖈 Features	Select a menu to edit: Top Menu (Utility M	anu) V Select or <u>create a new menu</u> . Do not forget to save your changes!		
A Resources				
9) Media	Add menu items	Menu structure		
Forms				
📕 Pages	Pages v	Menu Name Top Menu		
P Comments	Posts v	Drag the items into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.		
🔊 Appearance	Programs +	Bulk Select		
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Customize Widgets	Resources *	Custom Emil. *		
Menus	Custom Links *	Programs Custom Link *		
Header Background	Categories v	Classes sub-item Program Type *		
Theme File Editor	Program Type 3.	Scholarships sub-item Program Type *		
🖉 Plugins 🔕				
👗 Users	Most Used View All Search	Bulk Select Remove Selected Items		
🖋 Tools	4. Classes			
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Theme Settings		Display location Primary Menu (Currently set to: Main Nav)		
출 StackCache		Delete Menu	<b>7</b> . s	ive Menu

# Menus

There are two existing menu options:

- 1. Main Nav (Primary Menu.) This is the larger menu on the page.
  - You can change items on this menu.
- 2. Utility Menu. This is the smaller menu on the top of the page.
  - The existing menu can not be changed but you can add to this menu by creating a new menu which will appear to the left of the existing menu.

## **Primary Menu**

To update the primary menu:

- 1. Go to Appearance
- 2. Choose Menu
- 3. Choose Primary Menu
- 4. Add items to the menu.

🕔 ሕ My Sites 🖀 M	riposa (CA) Branch 📮 0 🕂 New
2 Dashboard	Menus Manage with Live Preview
📌 Posts	ACF PRO — ACF now automatically escapes unsafe HTML when rendered by the_field or the ACF shortcode. We've detected the output of some of your fields has been modified by this change, but the
🖈 Programs	Please contact your site administrator or developer for more details.
🖈 Features	
🖈 Resources	The menu has been successfully deleted.
9 Media	
🖉 Links	Edit Menus Manage Locations
📕 Pages	
Comments	Select a menu to eoit: Main Nav (Primary Menu) Select or <u>create a new menu</u> . Do not forget to save your changes:
Calendars	Utility (Utility Menu)
🔊 Appearance 🛛 📢	Add menu items menu structure
Themes	Pages Menu Name Main Nav
Patterns	Drag the items into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.
Customize	Most Recent View All Search
Widgets	Gallery – Test
Header	□ Table Test Page Custom Link ▼
Background	About Branch Leadership
👗 Profile	About Page V
🔑 Tools	□ Join Now Branch Leadership sub item Page ▼
5 Site Settings	Play Reading Group
	Corks and Forks Wine Tasting Membership Information sub item Page V
Theme Support	Book Group Join Now sub item Page 🔻
Collapse menu	International Study Group
	Send a Virtual Tech Trek Girl to
	Camp! Backpack Project subitem Page 💌
	Select All Add to Menu Rock the Vote! sub item Page 🔻
	Posts
	Save Menu Delete Menu

## Utility Menu

There is a new Utility menu above the primary menu. This is pre-populated with National and Membership links. To add to it, you will need to create another menu to accommodate the new links.

- 1. Go to Appearance > Menus.
- 2. Click "Create a new Menu."

🔞 🟦 AAUW 😋	1 🛡 0 🕂 New 🖨 Forms	Howdy, jes5970 📠
Dashboard	Menus Manage with Live Preview	Screen Options • Help •
🖈 Posts	Edit Menus Manage Locations	
🖈 Programs		2.
📌 Features	Select a menu to edit: Top Menu (Utili	y Menu) v Select or create a new menu point forget to save your changest
🖈 Resources		
93 Media	Add menu items	Menu structure
Forms	( Internet in the second se	
📕 Pages	Pages	r Menu Name Top Menu
Comments	Posts	Bulk Select
🔊 Appearance	Programs	Add menu items from the column on the left.
Themes	Features	•
Customize	Resources	Bulk Select Remove Selected Items
Menus	Custom Links	, Menu Settings

- 3. Put the name of the new menu in it.
- 4. Check the "Utility Menu" checkbox.
- 5. Click the "Create Menu" button.

1 A AAUW @ 4	📭 0 🕂 New 🤤 Forms		Howdy, jes5970 🤱
Dashboard	Menus Manage with Live Preview		Screen Options * Help *
🖈 Posts	Edit Menus Manage Locations		
🖈 Programs			
📌 Features	Select a menu to edit: - Select -	Select or create a new menu. Do not forget to save your changes!	
Resources			
9] Media	Add many items	Manu atmativa	
Forms	Add menu items	Menu structure	
Pages	Pages	Menu Name 3.	
Comments	Most Recent View All Search	Give your menu a name, then click Create Menu.	
🔊 Appearance	Contact		
Themes	Who We Are	Menu Settings	
	About Us	Auto add pages Automatically add new top-level pages to this menu	
Widgets	STEAM Public Policy	Display location Primary Menu (Currently set to: Main Nex)	
Menus	Members	4. Utility Menu (Currently set to: Top Menu)	
Header	Local Scholarships		
Background	Events	Cancel	5. Create Menu
	Select All Add to Monu		

Add menu items as usual to the menu. The utility menu is one level only and has no dropdown items.

🛞 😤 AAUW 🕀 4	🛡 0 🕂 New 🤤 Forms		Howdy, jes5970 🥻
🛍 Dashboard	Menus Manage with Live Preview		Screen Options * Help *
📌 Posts	Edit Menus Manage Locations		
🖈 Programs			
✓ Features	Select a menu to edit: New Utility (Utility N	tenu) V Select or create a new menu. Do not forget to save your changes!	
🖈 Resources			
91 Media	Add manu items	Monustructuro	
Forms	Add menta items		
📕 Pages	Pages 🔺	Menu Name New Utility	
Comments	Most Recent View All Search	Bulk Select	
🔊 Appearance	Contact	Add menu items from the column on the left.	
Themes	Who We Are		
Customize	STEAM	Bulk Select Remove Selected Items	
Widgets	Public Policy		
Menus	Members	Menu Settings	
Background	Events	Auto add pages Datomatically add new top-level pages to this menu	
Theme File Editor	Select All Add to Menu	Display location Primary Menu (Currently set to: Main Nav)	
🖌 Plugins 🔕		Utility Menu	
🛓 Users	Posts v	Delete Menu	Save Menu
Ju Tools	Programs *		