

AAUW Theme Documentation

AAUW California Version (December 2024)

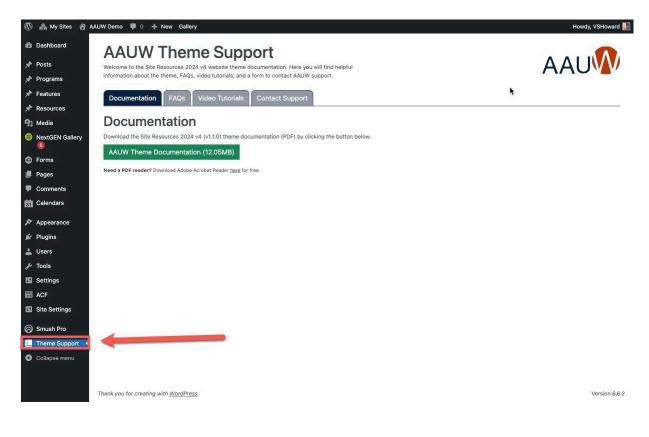
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Theme Support Documents

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.
 - o **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 🖀 M	Aariposa (CA) Branch 🛡 🕂	New			
② Dashboard	Screen elements				
Home	Some screen elements can b	e shown or hidden by using the checkboxes. Expan	d or collapse the elements by clicking on their heading	gs, and arrange them by drag	ging their headings or by clicking on the up and down ar
My Sites	🖌 At a Glance 🛛 Activity	y 👽 Quick Draft 👿 WordPress Events and New	vs 🗌 Welcome		
★ Posts 1 ★ Programs 2	Dashboard				Screen Options
★ Features 3	At a Glance	~ ~ *	Quick Draft	~ ~ *	
* Resources 4	🖈 5 Posts	22 Pages	Title		
93 Media 5	WordPress 6.7 running Site R	esources 2024 v4.1 theme.			
 Links Pages 	Akismet has protected your s There's nothing in your spam	ite from 1 spam comment already. I queue at the moment.	Content What's on your mind?		Drag boxes here
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 Appearance 10 Profile 11 	Activity	A ¥ A	Save Draft		
Tools	Recently Published		WordPress Events and News	~ ~ *	
	Today, 12:25 pm	Play Reading Group	Attend an upcoming event near you. Q Select loo	cation	
Site Settings 13	Today, 12:23 pm	International Study Group			
Theme Suppor	Today, 12:20 pm	Hiking Group	CC WordPress Meetup Meetup • Online	Monday, Dec 2, 2024 7:00 pm PST	
Collapse menu	Today, 12:13 pm	Corks and Forks Wine Tasting	#IEWP Monthly Meetup (General Meetup)	Tuesday, Dec 3, 2024 7:00 pm PST	
	Today, 12:12 pm	Book Group	Meetup • Riverside, CA, USA	noo pinnon	
			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 Applica Gutenberg Times: Playground for agencies, Query		
			Fun and Games — Weekend Edition 312		
			BuddyPress: BuddyPress 14.3.3 Maintenance Relea	se	
			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

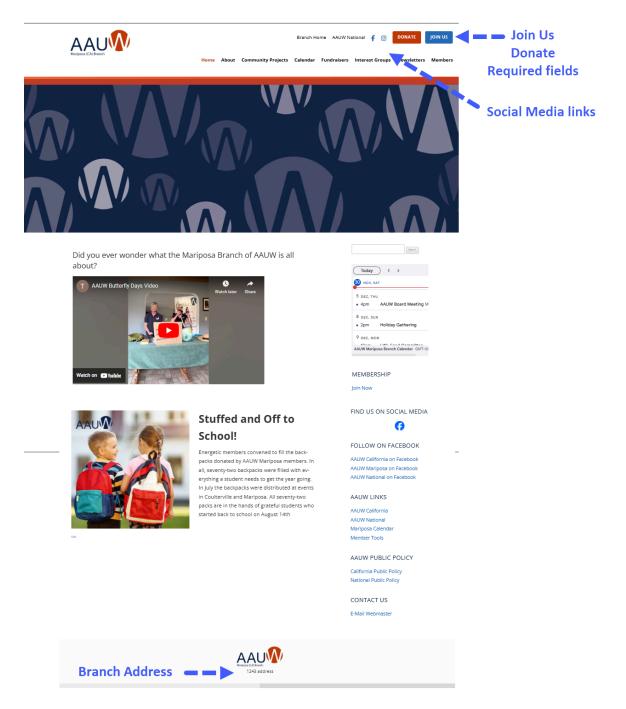
the resource links function.

- 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		Publish ~~ +
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A Resources	@ https://www.aauw.org/membership/ 🔇 Add bi	ranch specific become a member link.	
9) Meda	Conste Link *		^
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E Custom Fields	Social Media		
Theme Settings	Social channel	Social URL	
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		Click "Add F	

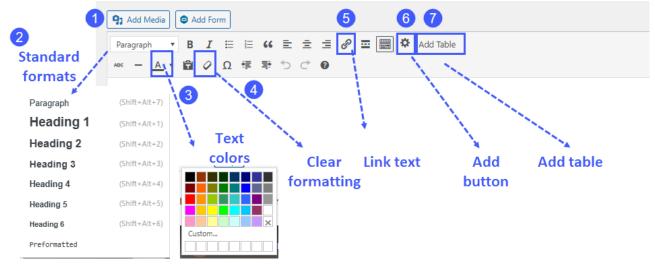
Page Components

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 🕋	AUW Demo 👎 0 🕂 New Gallery	Howdy, VSHoward 🌆
2 Dashboard	Add New Page	Screen Options 💌 Help 💌
📌 Posts	Add title	Publish A V +
📌 Programs		Save Draft Preview
🖈 Features		
🖈 Resources	9, Add Media 🔞 Add Gallery 🔍 🍳 Add Form Visual Text	9 Status: Draft <u>Edit</u>
9] Media	Paragraph 💌 B I 🗄 🗄 🖆 🖆 🖉 🧮 🗐 😳 Add Button Add Table 🔀	Visibility: Public Edit Publish immediately Edit
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G Forms		Publish
Pages		Page Attributes
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Add New Page		(no parent) V
P Comments		Template
Calendars		Default template ~
Appearance		Order
🖌 Plugins		0
🚢 Users	Word count: 0	Need help? Use the Help tab above the
Tools على	Word count: 0	screen title.
Settings	Modular Sections	
ACF	Modular Content	Featured image
🖽 Site Settings		Set featured image
Smush Pro	Click the "Add Row" button below to start creating your layout	Set NextGEN featured image
	Add Row	
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.

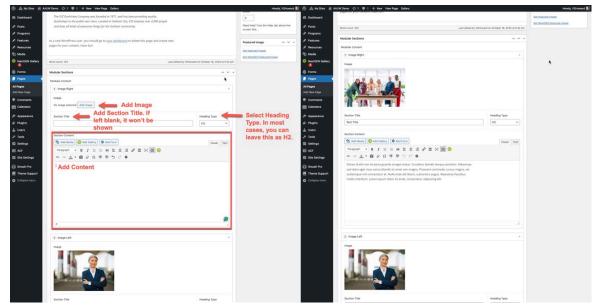
Add Modular Sections

- 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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oard				
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15	92 Add Media	Visual Text	1 Status: Published [8
s :	Paragraph • B I = = 66 = ± ± ± A ⁰ = = 0 Add Button Add Table		Visibility: Public Ed.	1
			Published on: Oct 1	1, 2024 at 16:31
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	Click the "Add Row" button below to start creating your layout	Section Heading Personnel/Logo List	Set featured image	
			Set.NextGEN featured in	
		Add Row	Serversus respects	1998
				Version 6

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.

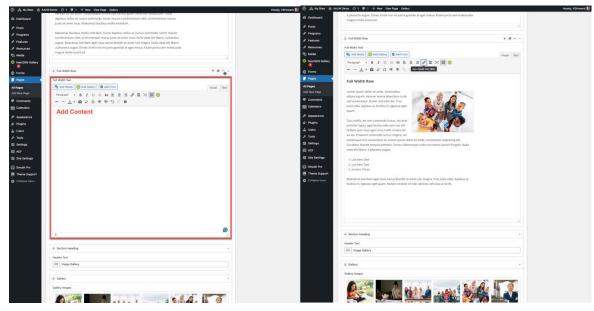


Second Test Title

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Maecenas faucibus mollis interdum. Fusce dapibus, tellus ac cursus commodo, tortor mauris condimentum nibh, ut fermentum massa justo sit amet risus. Nulla vitae elit libero, a pharetra augue. Maecenas sed diam eget risus varius blandit sit amet non magna. Nulla vitae elit libero, a pharetra augue. Donec id elit non mi porta gravida at eget metus. Etiam porta sem malesuada magna mollis euismod.

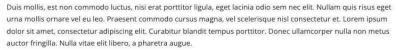
Full Width Row



What it looks like on the front end.

Full Width Row

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1. List Item One

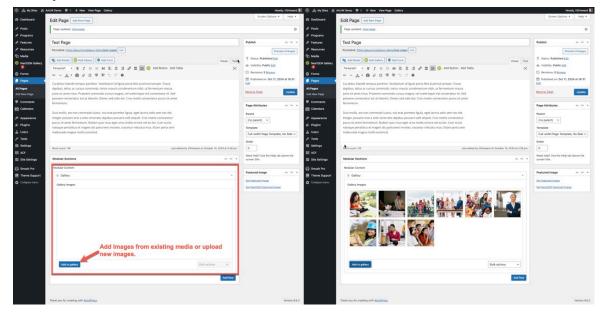
2. List Item Two

3. ist Item Three

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Gallery

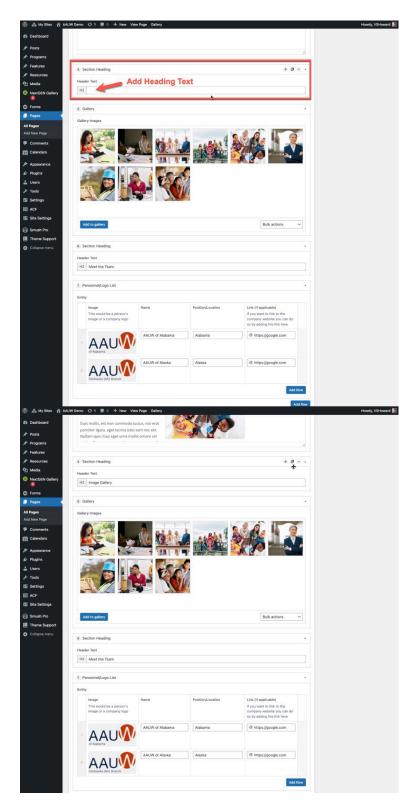


What it looks like on the front end.



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.

🛞 🚓 My Sites 😤	AUW Damo 🔿 1 💭 0 🕂 New View Page Gallery	Howdy, VSHoward 📗
2 Dashboard	9 Add Media	Move to Trash Update
📌 Posts	Paragraph ▼ B I ⊟ ⊟ 44 ≣ Ξ Ξ Ø Ξ 😳 Add Button Add Table 🛛 💥	Move to Trash
🖈 Programs	AM - A * 20 クロほお ************************************	Page Attributes ^ V *
,r [‡] Features	Los Angeles, have a great dog named jack, and I like pila coladas. (And gettin' caught in the	Parent
* Resources	roin.)	(no parent) ~
및] Media		Template
NextGEN Gallery	or something like this:	Full-width Page Template, No Side 🗸
G Forms		Order
Pages	The XYZ Doohickey Company was founded in 191971, and has been providing quality doohickeys to the public ever since. Located in Gotham City, XYZ employs over 2,000 people	0
All Pages	and does all kinds of awesome things for the Gotham community.	Need help? Use the Help tab above the screen title.
Add New Page		
Comments	As a new WordPress user, you should go to your dashboard to delete this page and create new pages for your content. Have fun!	Featured image ^ V *
館 Calendars	ballen im Jam miller mil	Set featured image
Appearance	Word count: 153 Last edited by VSHoward on October 17, 2024 at 512 pm	Set NextGEN featured image
🖌 Plugins		
👗 Users	Modular Sections	
El Settings	Modular Content	
ACF	1 Personne(/Logo List Add person's Add a link to a bio, . position or the or organization's	
Site Settings	Add name or location of the website	
Smush Pro	Image Name Position Diraction Link (if applicable)	
Theme Support	This would be a person's If you want tlink to the image or a company logo company worke you can do	
Collapse menu	so by addie the link here	
	1 Add Image	
	Add logo or	
	image or person	
	2 Image Right	Add row to add
		more
	Image	
	Section Title Heading Type	
	Test Title H2 V	
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🛞 🚓 My Sites 👸	Pg Add Media @ Add Gallery @ Add Form Visual Tent MUW Demo ○ 1 ■ 0 + New View Page Gallery	Howdy, VSHoward 📗
		nowey, venovale 📷
Dashboard		
> Posts		
Programs		
★ Features ★ Resources		
97 Media		
NextGEN Gallery		
0		
Forms	Add to gallery Bulk actions	
All Pages		
All Pages Add New Page	6 Section Heading	
Comments	Header Text	
🟥 Calendars	Header Text H2 Meet the Team	
Appearance		
💉 Plugins	7 Personnel/Logo List •	
👗 Users	Entity	
	Image Name Position/Location Link (If applicable)	
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E ACF	Image or a company logo so by adding the link here	
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Smush Pro		
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	ALUW of Alaska Alaska @ https://fairbanks-ak.aa	
	2 AAUW of Alaska Alaska @ https://taiteaks-ak.ae	
	ALUW of Arizona Arizona @ https://www.aauvearizo.	
	UT ANZUNA	
	AAUW of Arkansas Arkansas @ https://auw-ar.aauw.n	
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	Add Row	
	Add Row	
	Thank you for creating with WordPress.	Version 6.6.2
	The second s	version 6.6.2

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What it looks like on the front end:



AAUW of Alabama





AAUW of Alaska



AAUW of Arizona



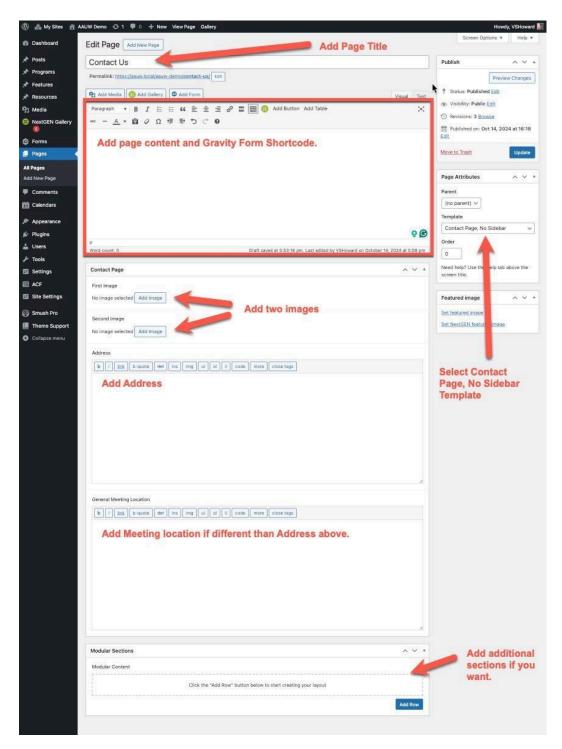
AAUW of Arkansas



California

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:

	Home AAUW National PONATE Join US Home Test Page Contact
Actres Actres Sector State States	
About You Nor Name, (equipped)	nteger posuere erat a ante venenatis dapibus is ac cursus commodo, tontor mauris condi- sis amet risus. Maecenas faucibus mollis in- sis in, egestas eget quam. Maecenas faucibus
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Hartford, CT 06101	terdum. Curabitur blandit tempus porttitor.
AAUM	

Programs

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

Dashboard	Programs Add New					Screen Options *
Posts	Download Plugin now has add-on fo	or downloading and uploading your website's user ac	counts. <u>Click here to get it now!</u>			0
Programs	1				(
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ogram rypes		Thumbs	Title	Program Type	Date	
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Follow the following diagram to add content.

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shboard	Add New Program				Screen Options *	
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n Types	Date				(B) Visibility: Public Edit	
itures	< Select date	m Publish immediately Edit				
ources dia					Publish	
	Time		Time Zone		^	
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its	Registration/Important Links				All Program Types Most Used	
	Link Title	/ Dut is	n in the link title		Classes Programs Select program cat	
ice		V Put II	The link due		Scholarships to help with organi	zation
	1 Link	V Put in	n resource/important link		+ Add New Program Type < Add new catego	ory if
	Open Link in	Laure and			not already liste	
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ttings re enu	Location (Put in location t Link to Location (Put in link to loc (Add Media) (Add Form () (Bak () -quale () media () Put in full program	cation information	n (Ex. google directions link)	Visual Text ×		
	Word count: 0					
	Thank you for creating with WordF	Yess.			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

1 AAUW 0 4	Forms		How	dy, jes5970 🧟
Bashbard Menus Manage with Live Preview Pods Pograms Programs Pogs Resources Moda Pogs Pograms Pogs Pograms Pogs Pograms Pogs Pograms Pogs Pograms Pogram Pogram				
Dashboard Menus Manage Mchube Peerlee Contron Contron Contron Contron Contron Contron Categories Program Program Program Program Program Program Program Categories Program Program				
📌 Programs				
🖈 Features	Select a menu to edit: Top Menu (Utility Me	enu) V Select or <u>create a new menu</u> . Do not forget to save your changes!		
📌 Resources				
91 Media	Add menu items	Menu structure		
Forms				
🗐 Pages	Pages v	Menu Name Top Menu		
Comments	Posts *	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		
	Features *	AllW National Control Link W		
	Resources *	Custom Lank *		
	Custom Links *	Programs Custom Link *		
	Categories +	Classes sub-item Program Type *		
Theme File Editor	Program Type 3.			
🖉 Plugins 🙆				
👗 Users	Most Used View All Search	Bulk Select Remove Selected Items		
Ju Tools	4.			
Settings	Scholarships	Menu Settings		
🔛 Custom Fields	Select All 5. Add to Menu			
Theme Settings		Display location Primary Menu (Currently set to: Main Nav)		
🗳 StackCache		Delete Menu	7 . s	ave 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	iposa (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.							
93 Media	Edit Menus Manage Locations							
🔗 Links	Eur menus manage Locations							
📕 Pages	Select a menu to edit: Main Nav (Primary Menu) V Select or create a new menu. Do not forget to save your changes!							
Comments	Main Nav (Primary Menu)							
📸 Calendars	Utility (Utility Menu)							
🔊 Appearance 🛛 🗸	Add menu items							
Themes	Pages A Menu Name Main Nav							
Patterns	Most Percent View All Search Drag the items into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.							
Customize								
Widgets Menus	Gallery – Test Buik Select Branch Leadership Buik Select							
Header	Table Test Page Home Custom Link							
Background	About Branch Leadership							
👗 Profile	About Page *							
差 Tools	□ Join Now □ Interest Groups Branch Leadership sub item Page ▼							
III Site Settings	Play Reading Group							
Theme Support	Corks and Forks Wine Tasting Hiking Group Hiking Group							
Collapse menu	Book Group Join Now sub item Page 💌							
Compactmenta	International Study Group Fundraisers Community Projects Page							
	Send a Virtual Tech Trek Girl to							
	Camp! Backpack Project sub item Page *							
	Select All Add to Menu Rock the Vote! sub item Page 🔻							
	Posts v							
	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 😋 4	🏴 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 (Utility	Menu) V Select o create a new menu Do not forget to save your changes!	
* Resources			
93 Media	Add menu items	Menu structure	
Forms	Flue mena territo		
📕 Pages	Pages v	Menu Name Top Menu	
Comments	Posts *	Bulk Select	
Appearance	Programs v	Add menu items from the column on the left.	
Themes	Features +		
Customize Widgets	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.

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🛍 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			
] Media	Add menu items	Menu structure	
Forms	Add menu items	Mella stractore	
Pages	Pages	Menu Name 3.	
Comments	Most Recent View All Search	Give your menu a name, then click Create Menu.	
Appearance	Contact		
emes	Who We Are	Menu Settings	
	About Us	Auto add pages Automatically add new top-level pages to this menu	
dgets	STEAM	Display location Primary Manu (Currently set to: Main Nex)	
anus	Public Policy Members	4. Utility Menu (Currently set to: Top Menu)	
ader	Local Scholarships		
ckground	Events	Cancel	5. Create Menu
neme File Editor	Select All Add to Menu		

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

AAUW O 4	💶 🔍 🕂 New 🖨 Forms		Howdy, jes59	970 🥻
Dashboard	Menus Manage with Live Preview		Screen Options * Help	
Posts	Edit Menus Manage Locations			
Programs	1			
Features	Select a menu to edit: New Utility (Utility	fenu) v Select or create a new menu. Do not forget to save your changes!		
Resources				
Media	Add menu items	Menu structure		
Forms	Add mend items			
Pages	Pages A	Menu Name New Utility		
Comments	Most Recent View All Search	Bulk Select		
Appearance	Contact	Add menu items from the column on the left.		
emes	Who We Are			
	About Us	Bulk Select Remove Selected Items		
dgets	Public Policy			
nus	Members	Menu Settings		
ader :kground	Local Scholarships Events	Auto add pages Automatically add new top-level pages to this menu		
eme File Editor	Select All Add to Menu	Display location Primary Menu (Currently set to: Main Nav) Utility Menu Utility Menu		
Plugins 🙆		(v) Guinty wents		
Users	Posts v	Delete Menu	Save Menu	u
Tools	Programs *			