AAUW Theme Documentation

AAUW California Version (December 2024)
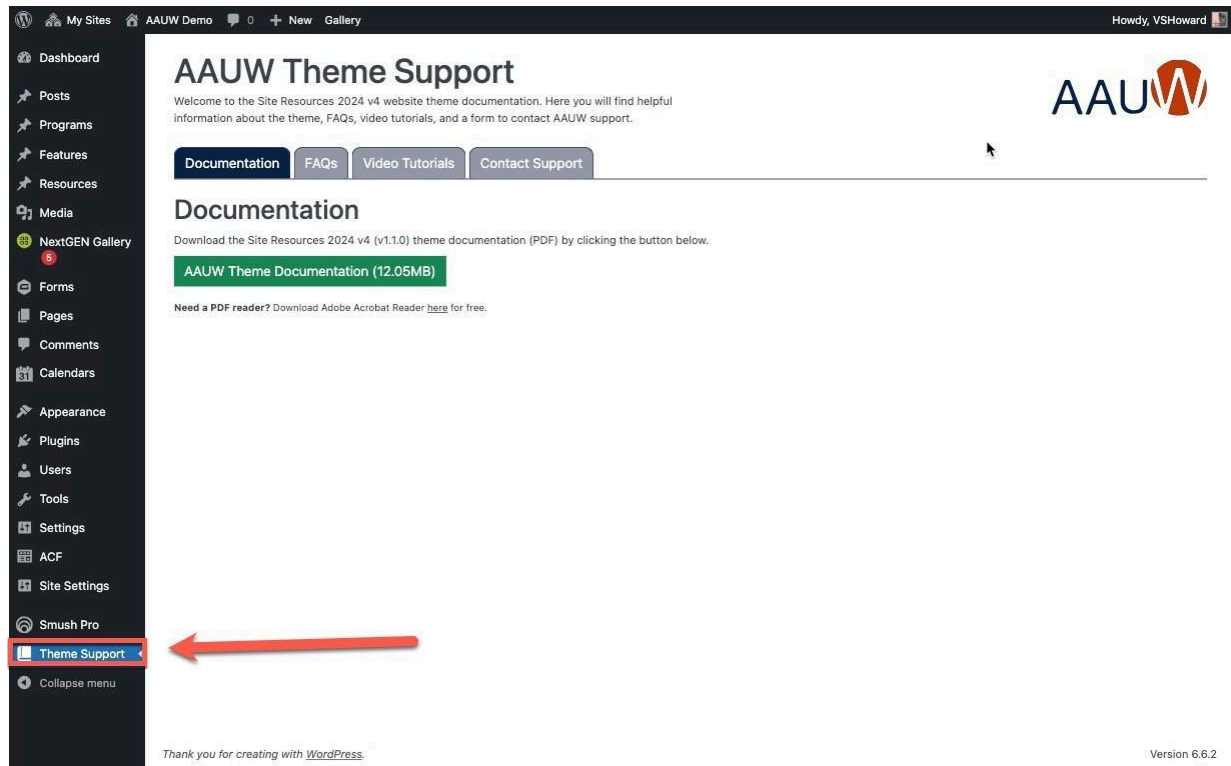
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Theme Support Documents

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 [HERE](#).
- Website editors require access to their site. Complete this [FORM](#) 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.
  - o **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:
https://mariposa-ca.aauw.net/wp-admin

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
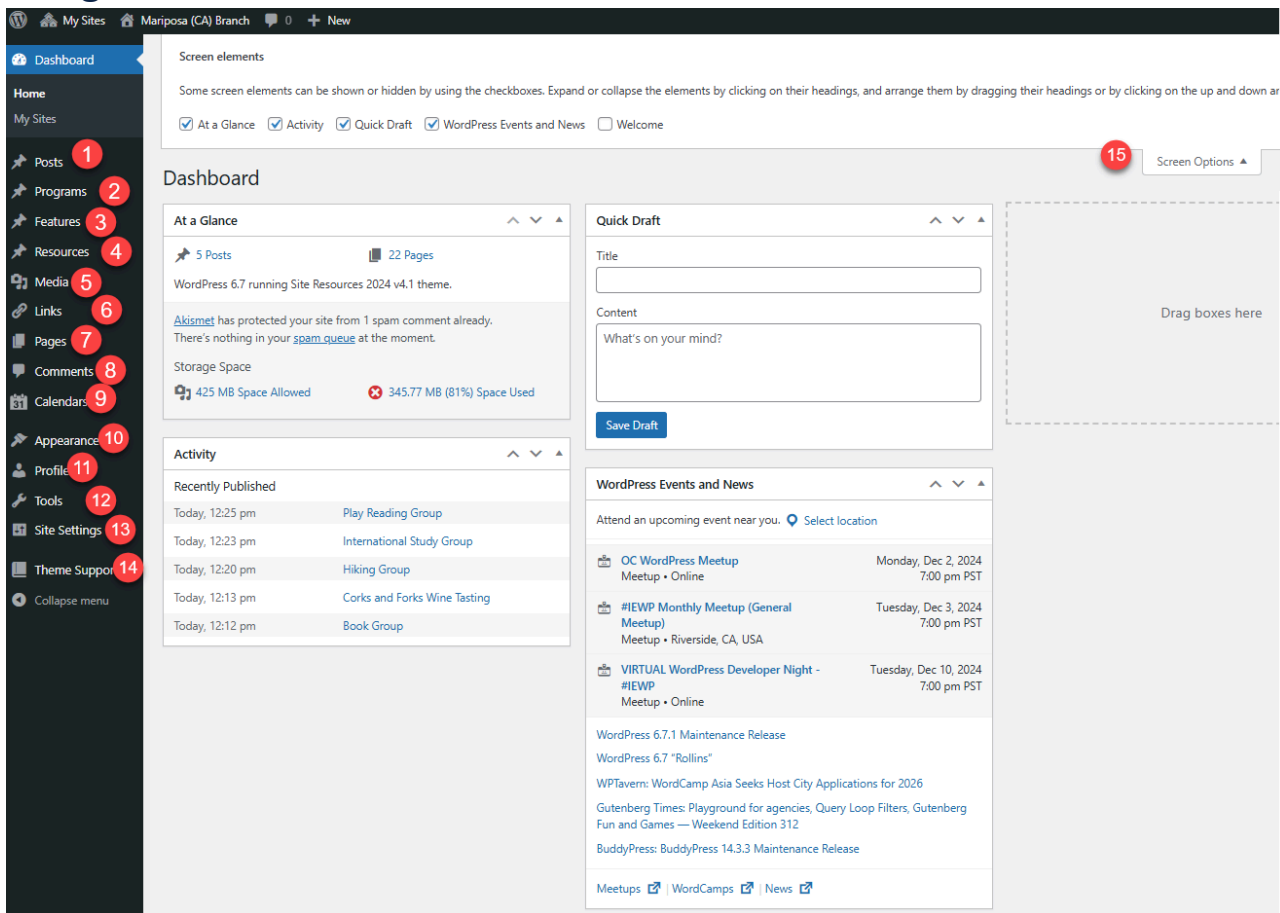
1. **Posts** – Individual articles that can be organized by categories.
2. **Programs** – Structured display that shows a program title, date and image. Programs can be organized by program types (like categories) and displayed on menus.
3. **Features** – an article that can contain text and image and 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

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.

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.

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.
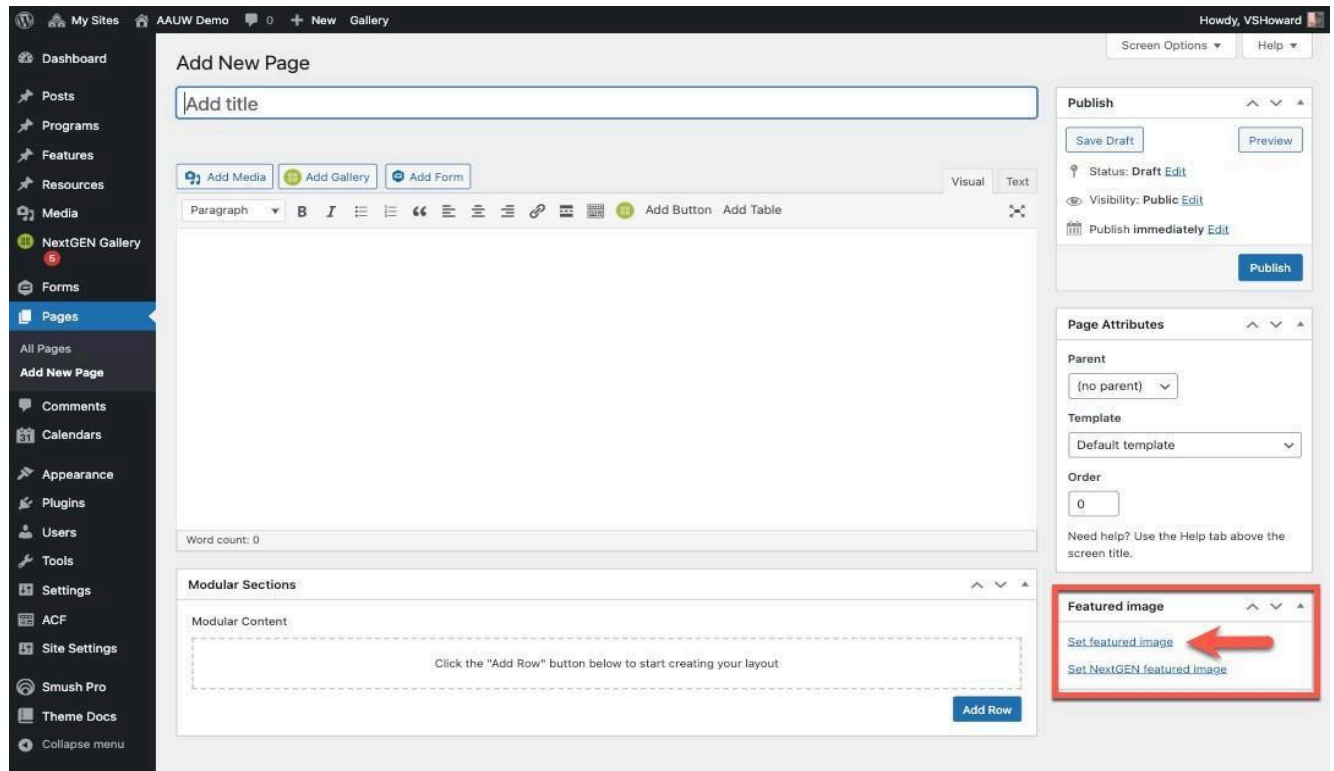
Page Content

Formatting text using the editor.
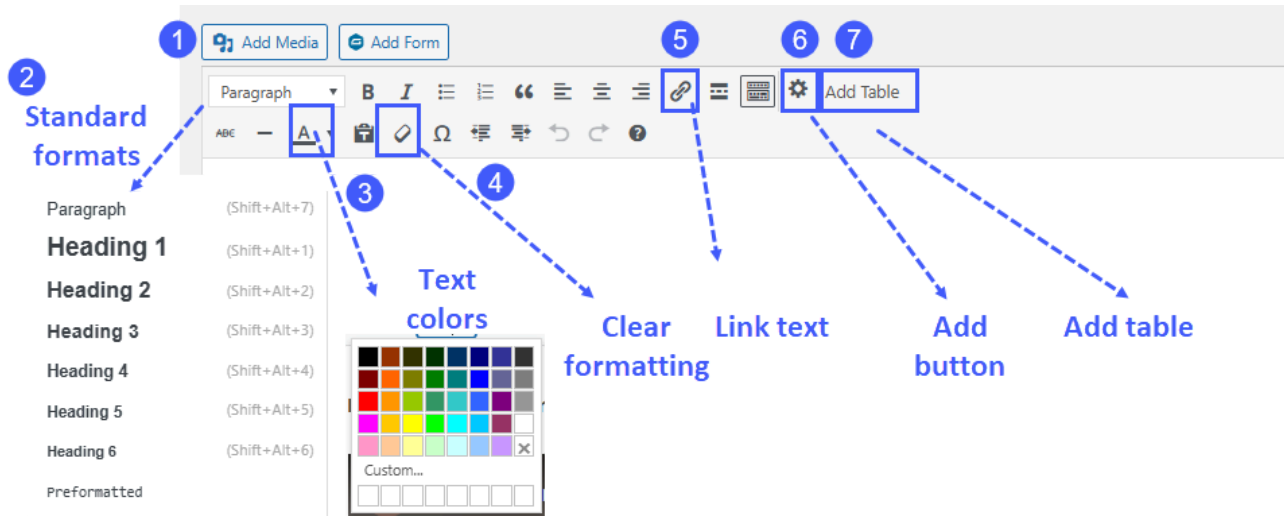
1. Add media images and videos from your media library.
2. Tag the text with standard heading formats.
3. Change the color of the text using standard colors. You can also add colors from the AAUW branding kit which is located on the AAUW National site [HERE](#).
4. Clear formatting on items that do not 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
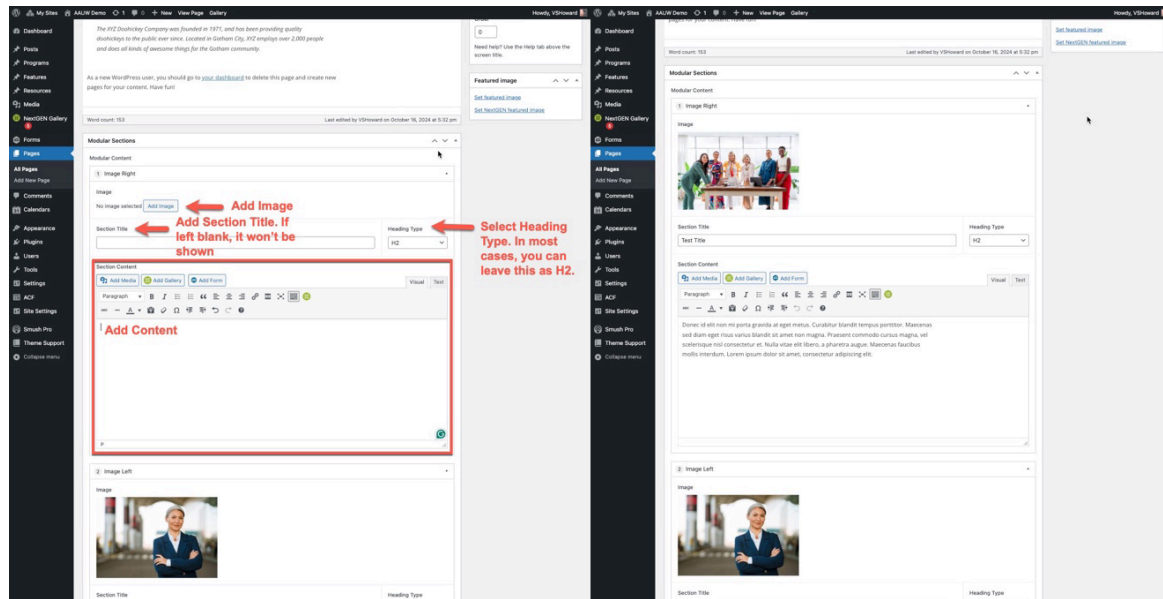
Add a PayPal button
Send the code to Site Resources to embed.

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
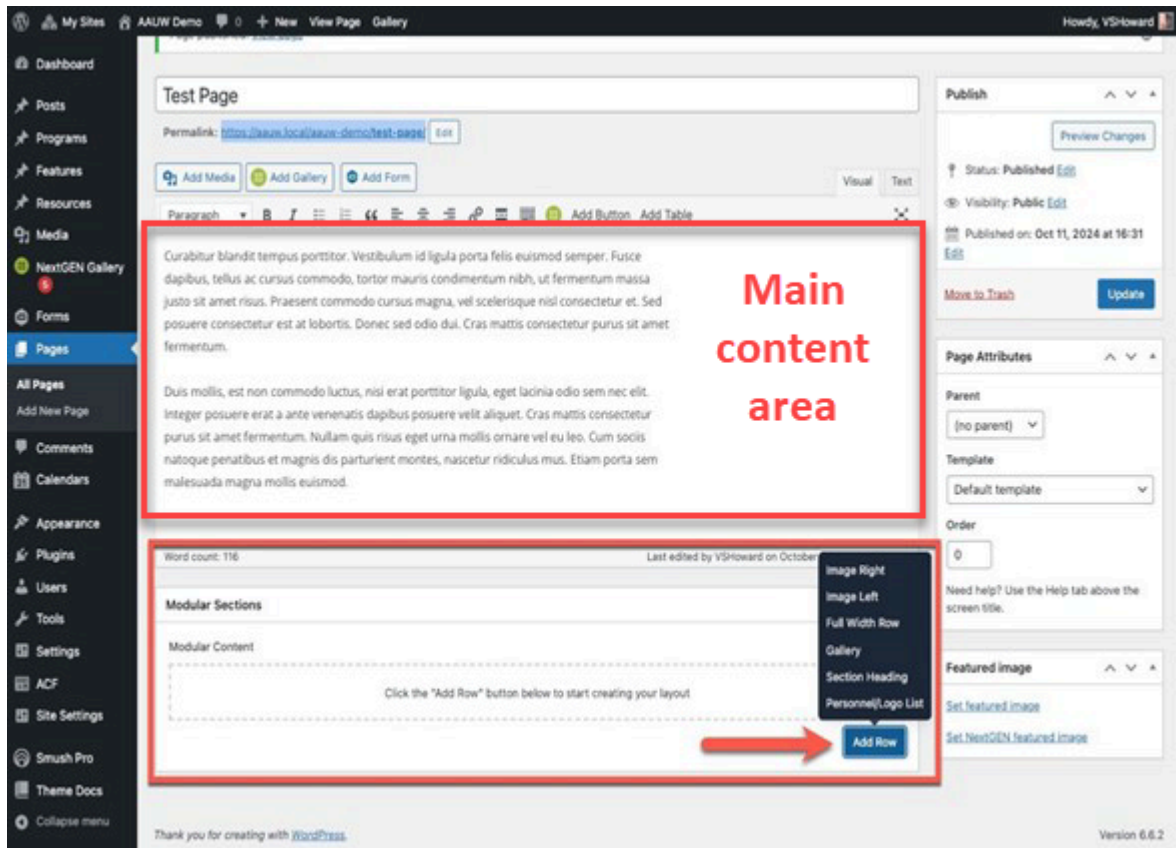
Modular Content

Image Right

What it looks like on the front end.

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

Integer posuere erat a ante venenatis dapibus posuere velit aliquet. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Maecenas sed diam eget risus varius blandit sit amet non magna. Nullam id dolor id nibh ultricies vehicula ut id elit. Aenean eu leo quam. Pellentesque ornare sem lacinia quam venenatis vestibulum. Fusce dapibus, tellus ac cursus commodo, tortor mauris condimentum nibh, ut fermentum massa justo sit amet risus. Maecenas faucibus mollis interdum.

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
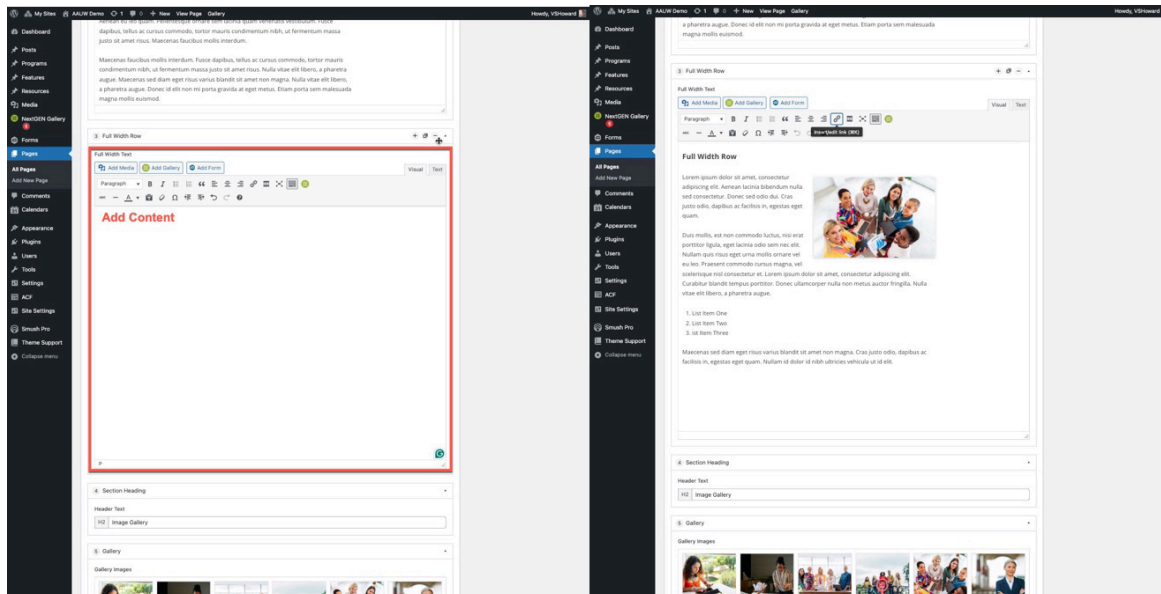
What it looks like on the front end.

Full Width Row

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Duis mollis, est non commodo luctus, nisi erat porttitor ligula, eget lacinia odio sem nec elit. Nullam quis risus eget urna mollis ornare vel eu leo. Praesent commodo cursus magna, vel scelerisque nisl consectetur et. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Curabitur blandit tempus porttitor. Donec ullamcorper nulla non metus auctor fringilla. Nulla vitae elit libero, a pharetra augue.
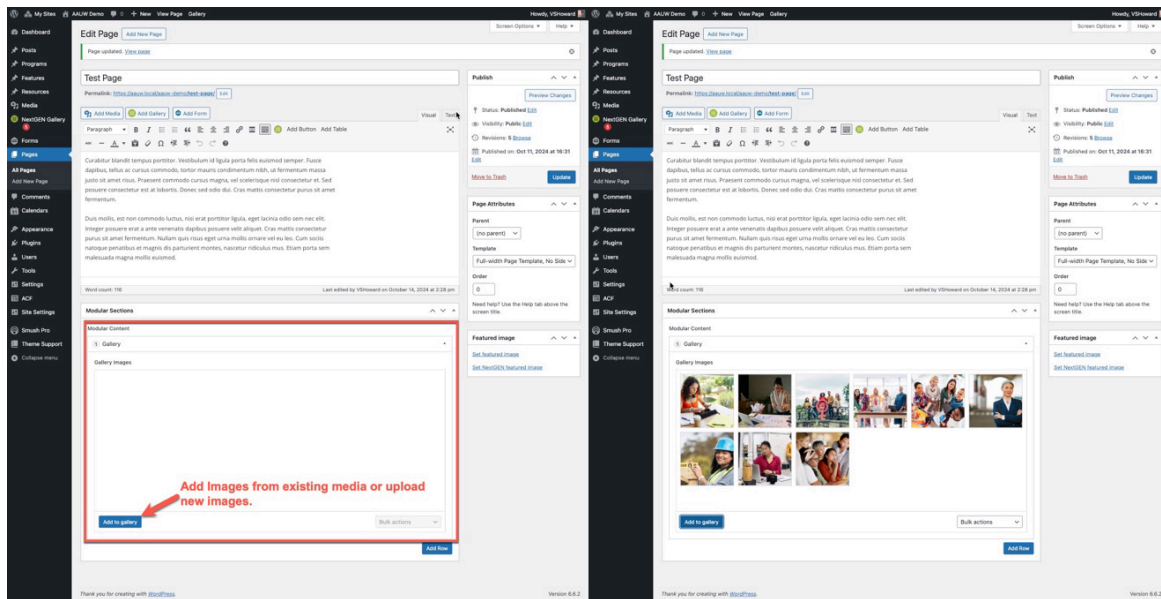
1. List Item One
2. List Item Two
3. ist Item Three

Maecenas sed diam eget risus varius blandit sit amet non magna. Cras justo odio, dapibus ac facilisis in, egestas eget quam. Nullam id dolor id nibh ultricies vehicula ut id elit.
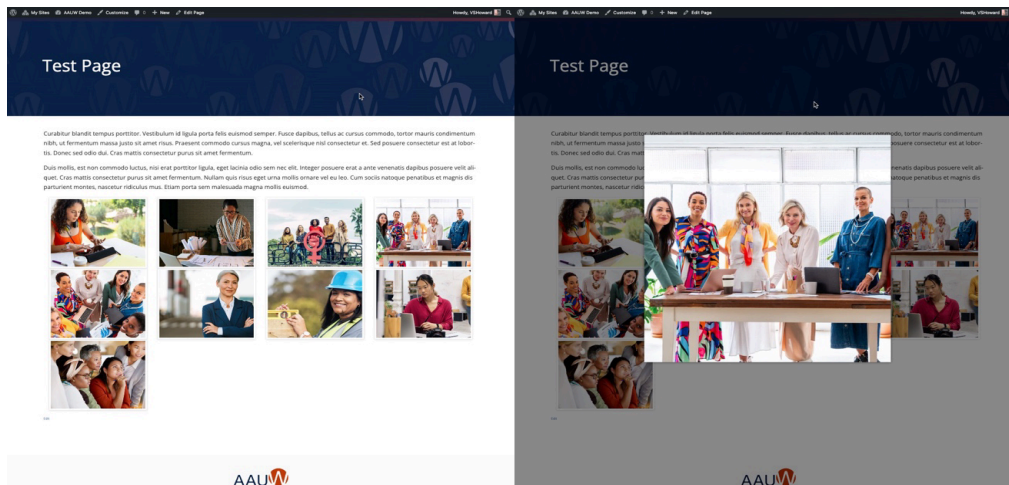
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Gallery

What it looks like on the front end.

Section Heading
Usually used in conjunction with another module.
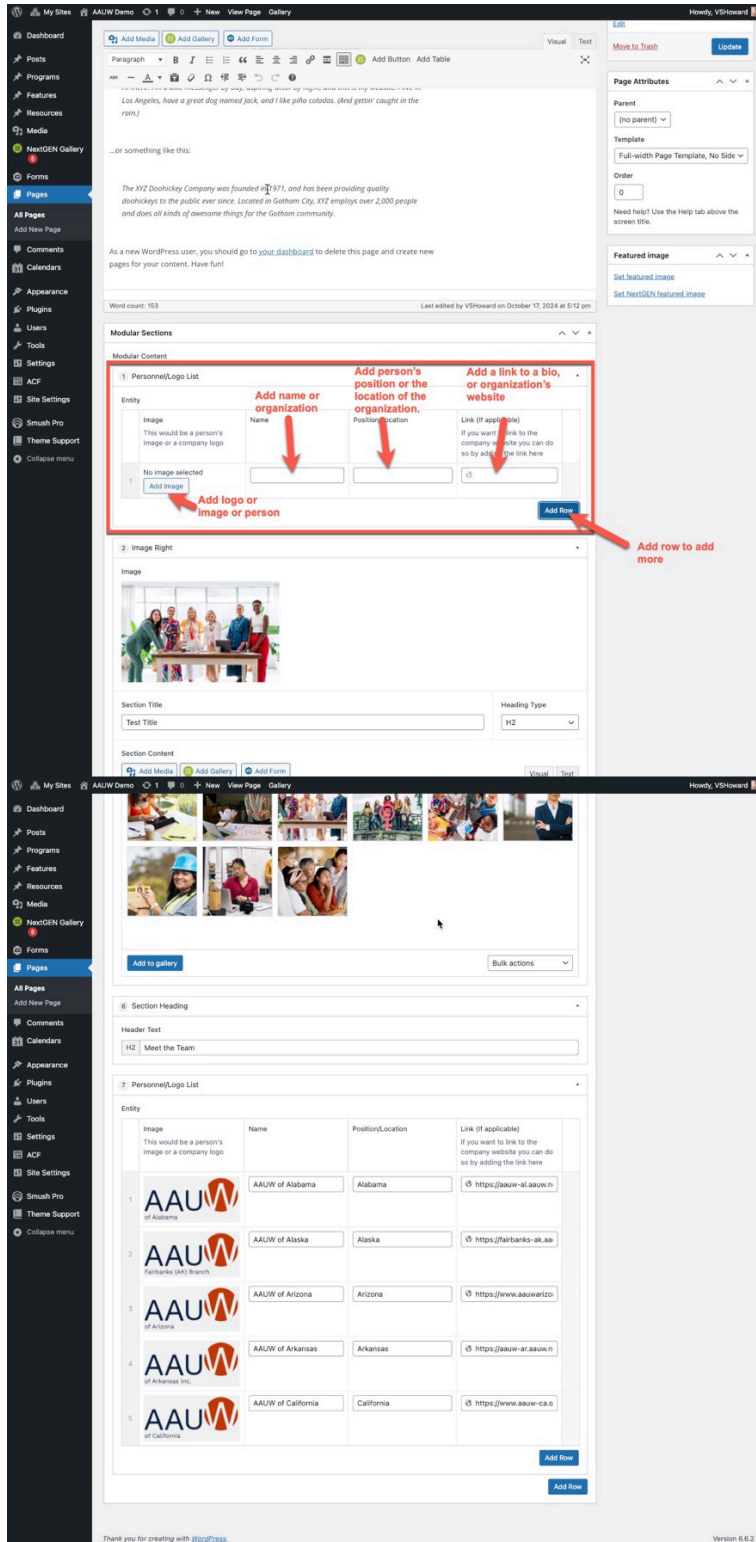
What it looks like on the front end.

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.

What it looks like on the front end:

AAUW of Alabama
Alabama

AAUW of Alaska
Alaska

AAUW of Arizona
Arizona

AAUW of Arkansas
Arkansas

AAUW of California
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:
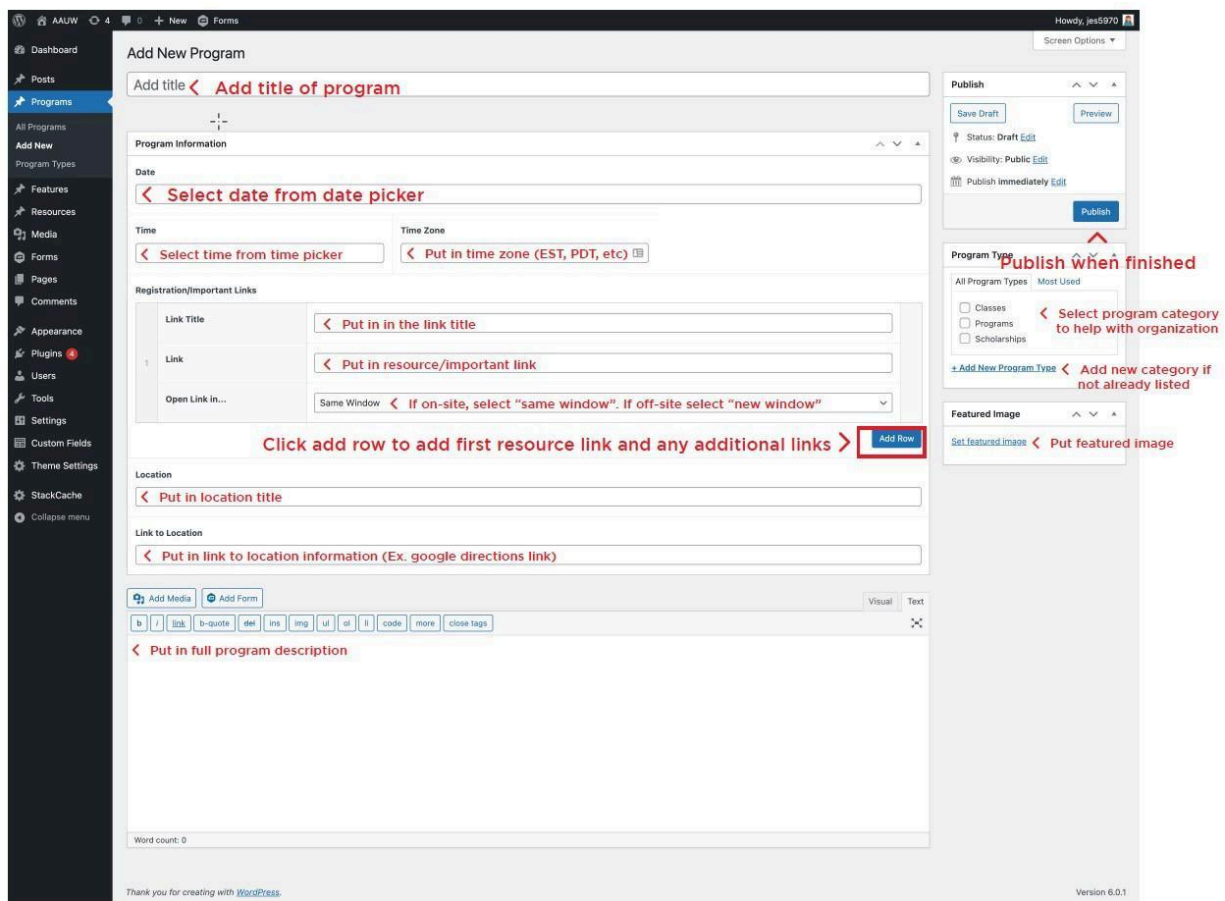
Programs

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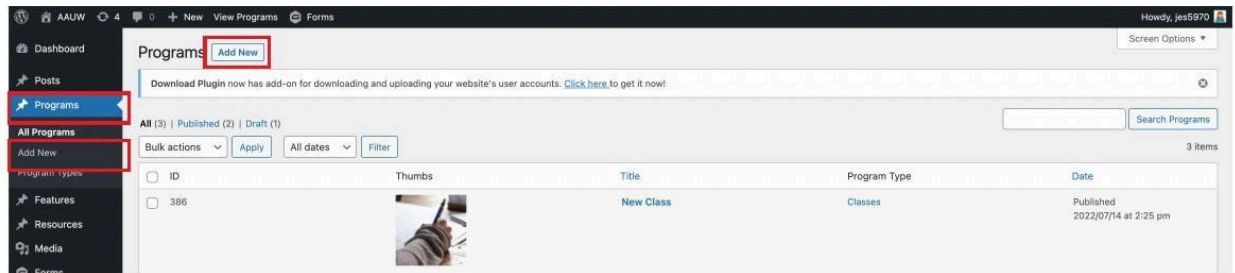
Follow the following diagram to add content.

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
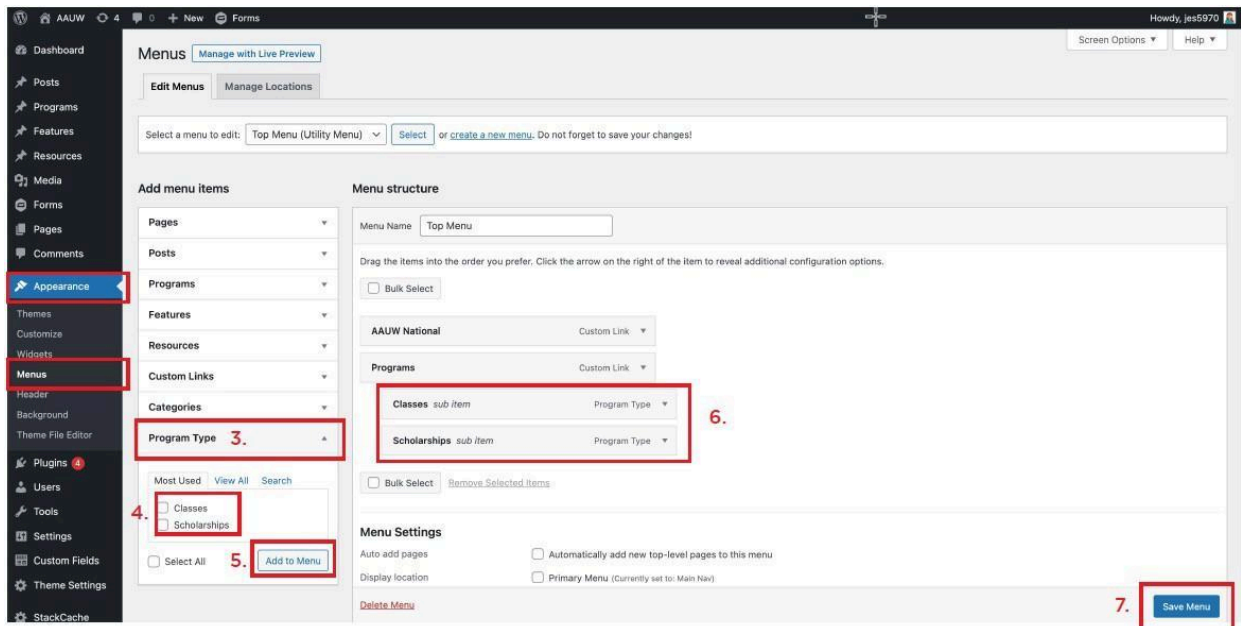
Menus

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.

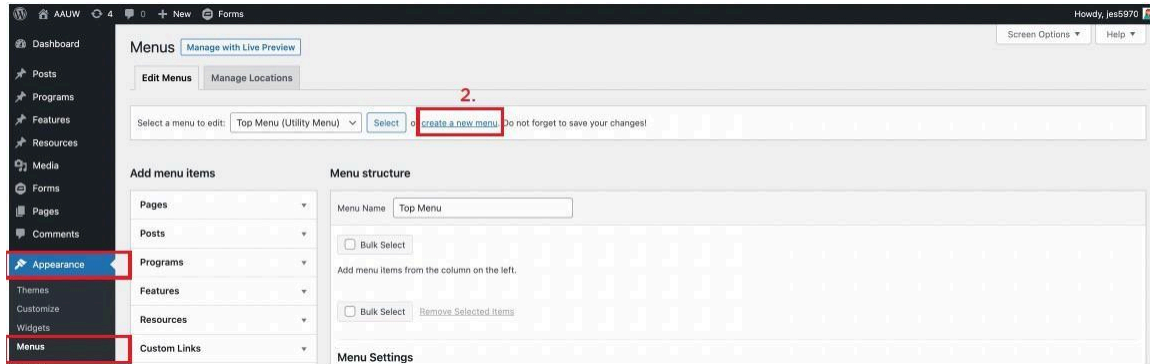## Primary Menu

To update the primary menu:

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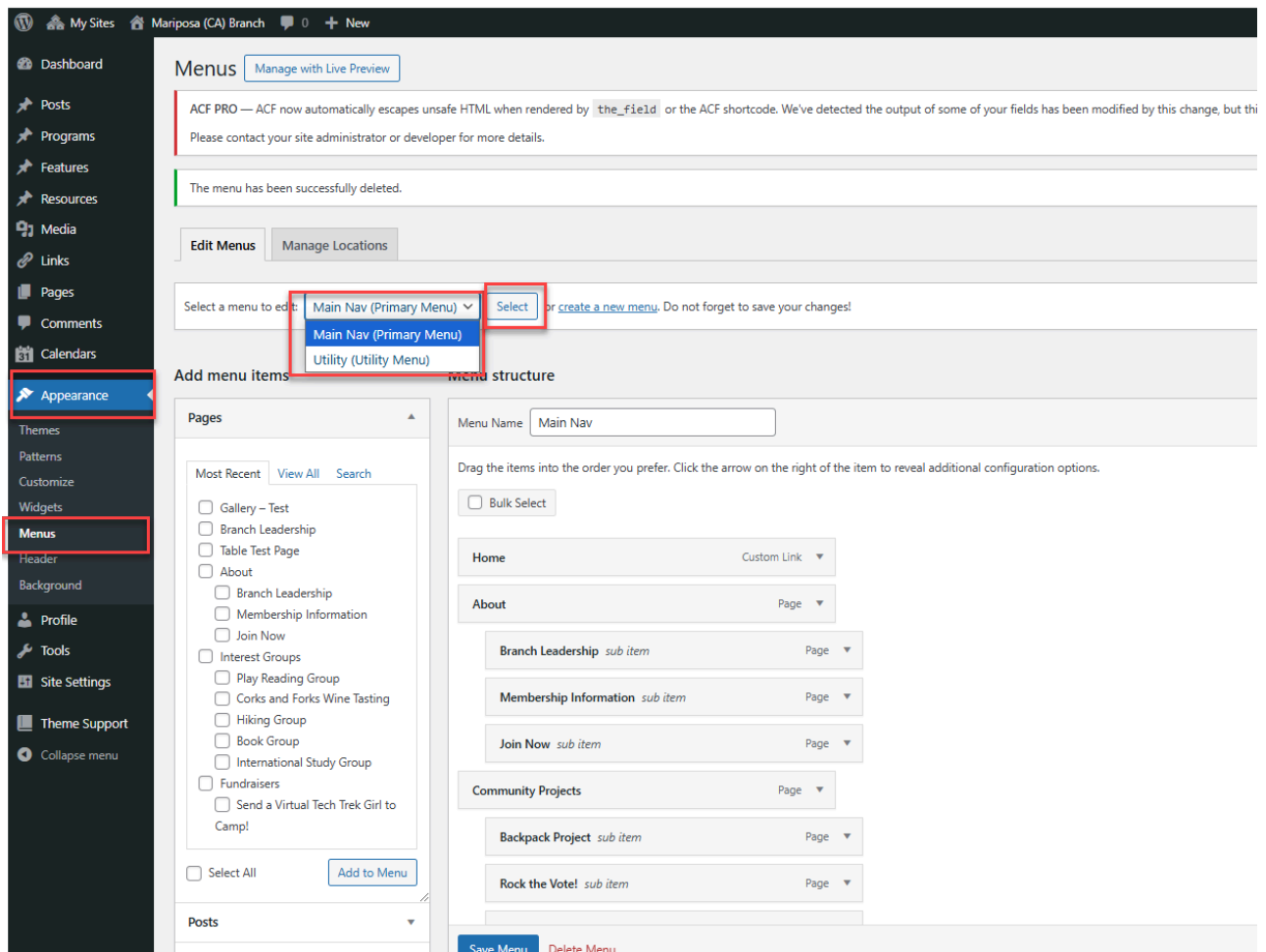
Utility Menu

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."

3. Put the name of the new menu in it.
4. Check the "Utility Menu" checkbox.
5. Click the "Create Menu" button.
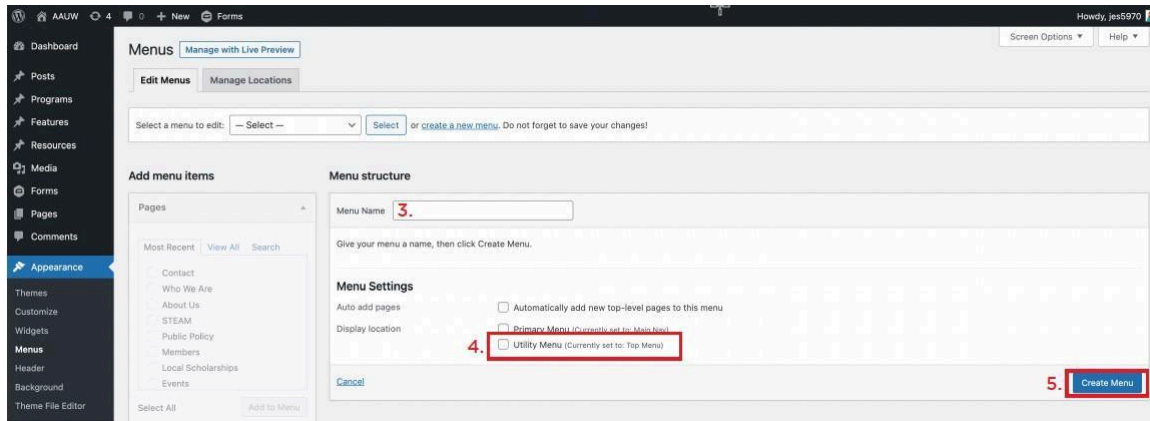
Add menu items as usual to the menu. The utility menu is one level only and has no dropdown items.