



AAUW Theme Documentation

AAUW California Version (December 2024)



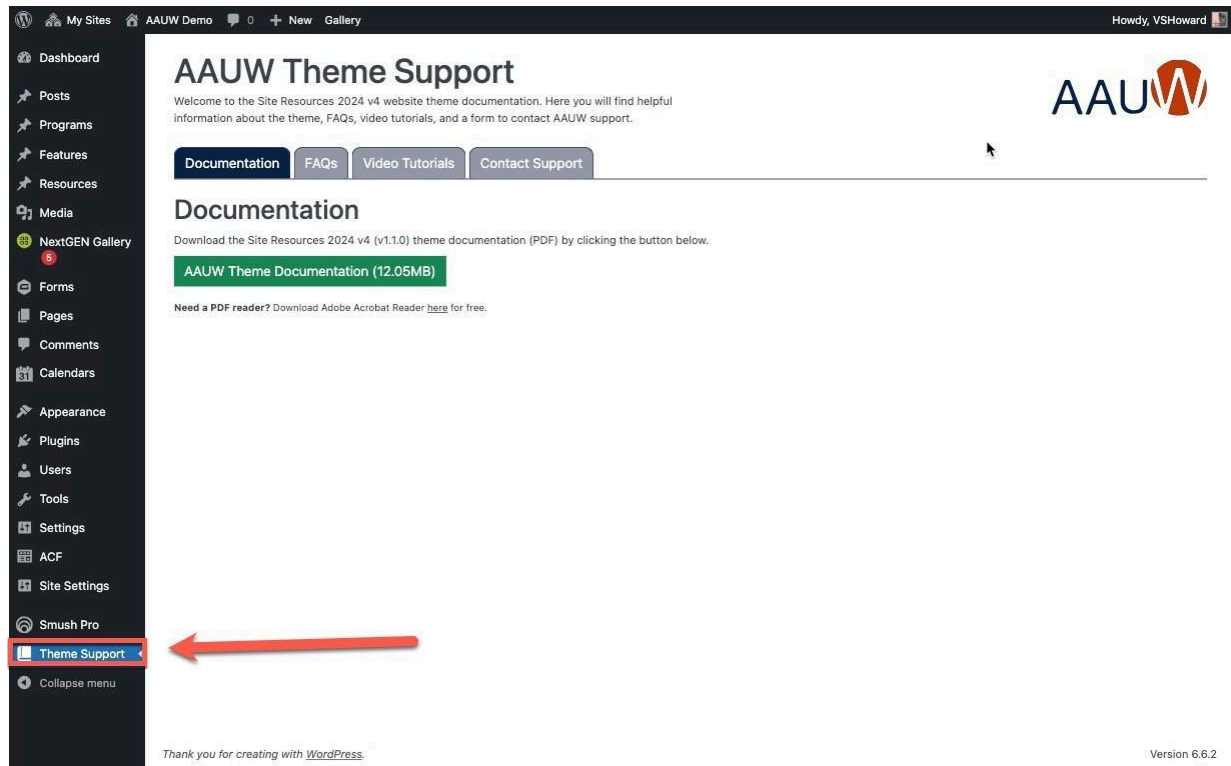
Table of Contents

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
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.



The screenshot shows the WordPress dashboard for the 'AAUW Demo' site. On the left is a dark sidebar menu with various options. The 'Theme Support' option is highlighted with a red box, and a red arrow points to it from the right. The main content area is titled 'AAUW Theme Support' and features a welcome message, a navigation bar with tabs for 'Documentation', 'FAQs', 'Video Tutorials', and 'Contact Support', and a section for downloading the 'AAUW Theme Documentation (12.05MB)'. The AAUW logo is in the top right corner. At the bottom, there is a WordPress credit and the version number 'Version 6.6.2'.

My Sites AAUW Demo 0 + New Gallery Howdy, VSHoward

Dashboard
Posts
Programs
Features
Resources
Media
NextGEN Gallery
Forms
Pages
Comments
Calendars
Appearance
Plugins
Users
Tools
Settings
ACF
Site Settings
Smush Pro
Theme Support
Collapse menu

AAUW Theme Support

Welcome to the Site Resources 2024 v4 website theme documentation. Here you will find helpful information about the theme, FAQs, video tutorials, and a form to contact AAUW support.

Documentation FAQs Video Tutorials Contact Support

Documentation

Download the Site Resources 2024 v4 (v1.1.0) theme documentation (PDF) by clicking the button below.

AAUW Theme Documentation (12.05MB)

Need a PDF reader? Download Adobe Acrobat Reader [here](#) for free.

Thank you for creating with [WordPress](#).

Version 6.6.2

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?

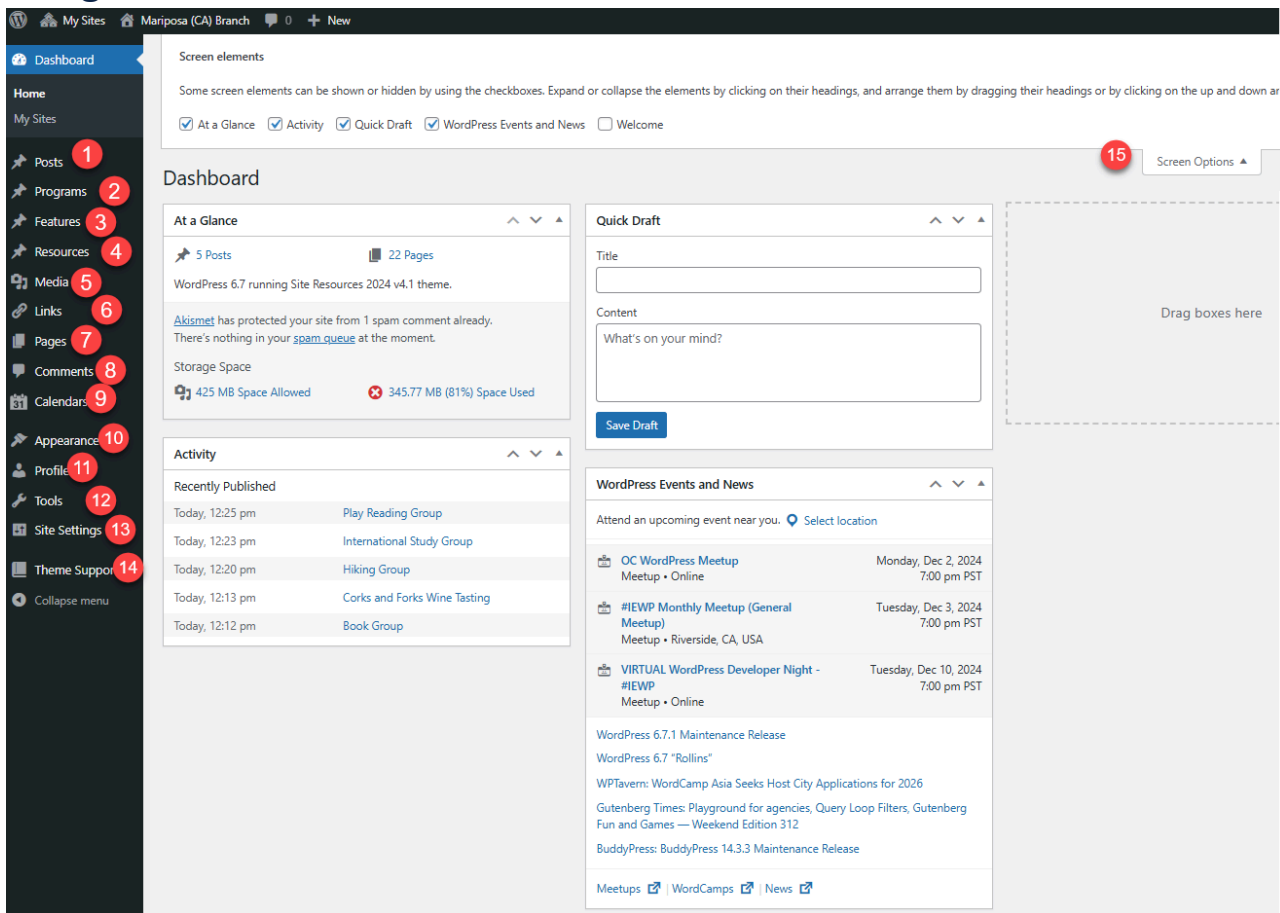
- HTML must be added by Site Resources (Paypal, fancy formatting) note that you can add an image and embed a link instead.

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.

The screenshot shows the AAUW Mariposa (CA) Branch website. At the top, the AAUW logo is on the left, and navigation links for "Branch Home", "AAUW National", and social media icons are on the right. Below these are buttons for "DONATE" and "JOIN US". A horizontal menu contains links for "Home", "About", "Community Projects", "Calendar", "Fundraisers", "Interest Groups", "Newsletters", and "Members". A large blue banner with a white geometric pattern covers the main content area. To the right of the banner, blue dashed arrows point to the "JOIN US" and "DONATE" buttons, labeled "Join Us Donate Required fields", and to the social media icons, labeled "Social Media links". Below the banner, there is a video player titled "AAUW Butterfly Days Video" and a calendar for November and December. The calendar shows events for "AAUW Board Meeting M" on Dec 5th and "Holiday Gathering" on Dec 8th. Below the calendar is a "MEMBERSHIP" section with a "Join Now" link. To the left of the calendar, there is a section titled "Stuffed and Off to School!" with a photo of two children with backpacks and text about backpack distribution. At the bottom, a "Branch Address" section shows the AAUW logo and the address "1243 address".

AAUW Mariposa (CA) Branch

Branch Home AAUW National f @ DONATE JOIN US

Home About Community Projects Calendar Fundraisers Interest Groups Newsletters Members

Did you ever wonder what the Mariposa Branch of AAUW is all about?

AAUW Butterfly Days Video

Watch later Share

Watch on YouTube

Today < >

NOV, SAT

5 DEC, THU
4pm AAUW Board Meeting M

8 DEC, SUN
2pm Holiday Gathering

9 DEC, MON

AAUW Mariposa Branch Calendar (OCT-01)

MEMBERSHIP

Join Now

FIND US ON SOCIAL MEDIA

f

FOLLOW ON FACEBOOK

AAUW California on Facebook
AAUW Mariposa on Facebook
AAUW National on Facebook

AAUW LINKS

AAUW California
AAUW National
Mariposa Calendar
Member Tools

AAUW PUBLIC POLICY

California Public Policy
National Public Policy

CONTACT US

E-Mail Webmaster

Branch Address

AAUW Mariposa (CA) Branch
1243 address

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.

The screenshot shows the WordPress 'Theme Settings' page. The left sidebar has 'Theme Settings' highlighted. The main content area has several sections: 'Join Us Link' with a text input field containing 'https://www.aauw.org/membership/' and a red annotation 'Add branch specific become a member link.'; 'Donate Link' with a text input field containing 'https://my.aauw.org/donation-product-detail' and a red annotation 'Add branch specific donate link.'; 'Resource Links' with checkboxes for 'Show Resource Links in Footer' and 'Show Resource Links in Sidebar' and a red annotation 'Choose resource list placement'; 'Branch Address' with a text input field and a red annotation 'Put in Branch Address'; and 'Social Media' with a table. The table has two columns: 'Social channel' and 'Social URL'. The first row has 'Facebook' in the 'Social channel' column and a red annotation 'Fill in Branch Social Links' in the 'Social URL' column. There is an 'Add Row' button at the bottom of the table. On the right side of the page, there is a 'Publish' button with an 'Update' button next to it. Red annotations point to the 'Update' button with the text 'Click "Update" once you are done adding all information.' and to the 'Add Row' button with the text 'Click "Add Row" to add additional social links'.

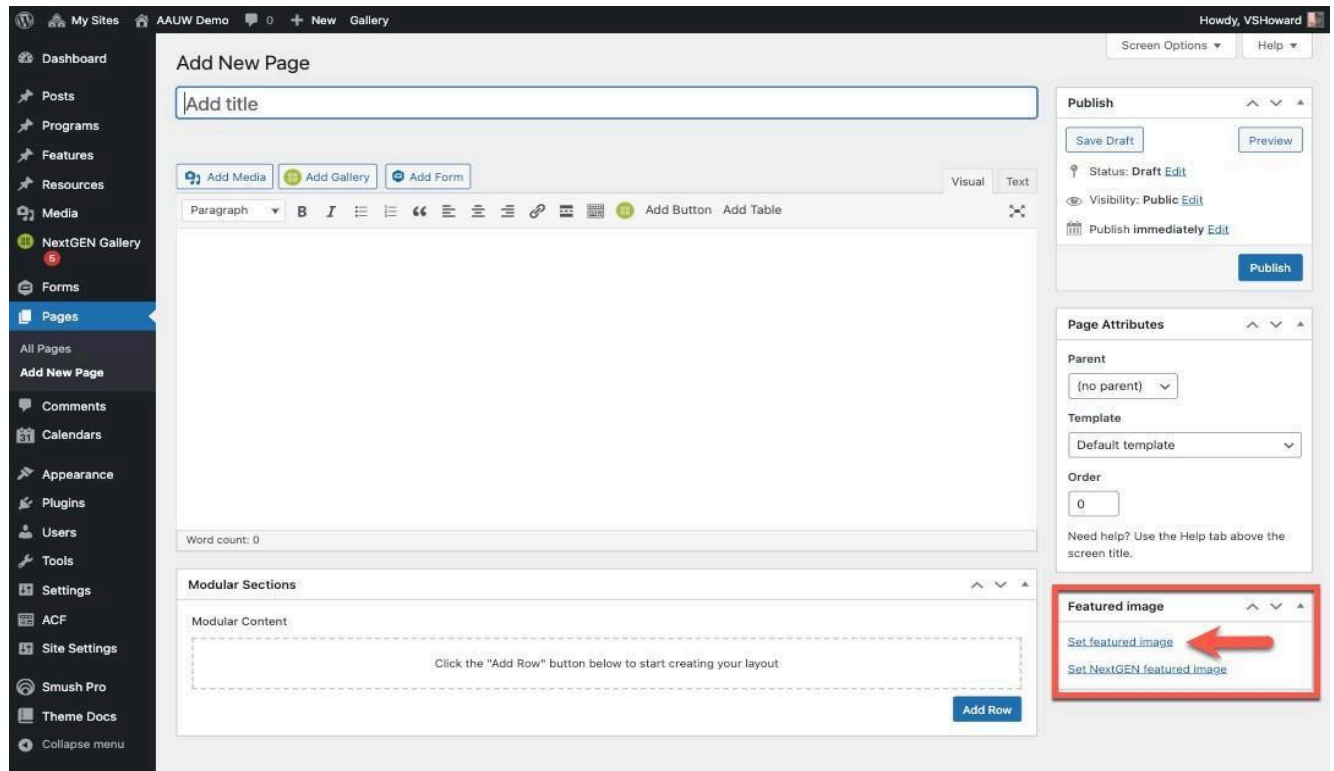
Click "Update" once you are done adding all information.

Click "Add Row" to add additional social links

Page Components

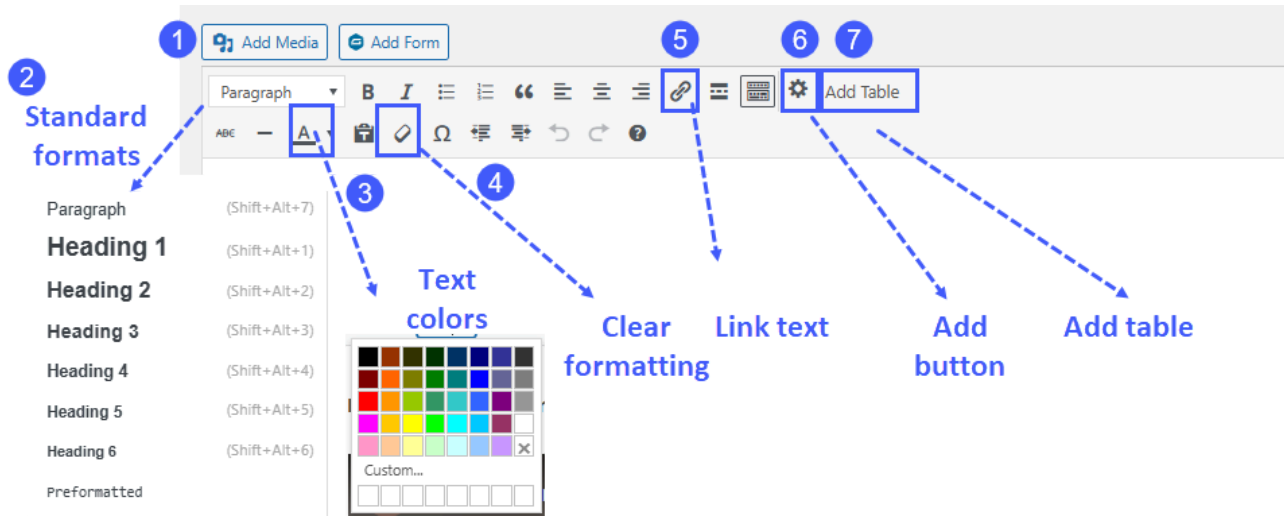
Featured Image

- 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 than linking to a piece of text.
7. Add a table.

Add a Table

Tables can be added in several ways.

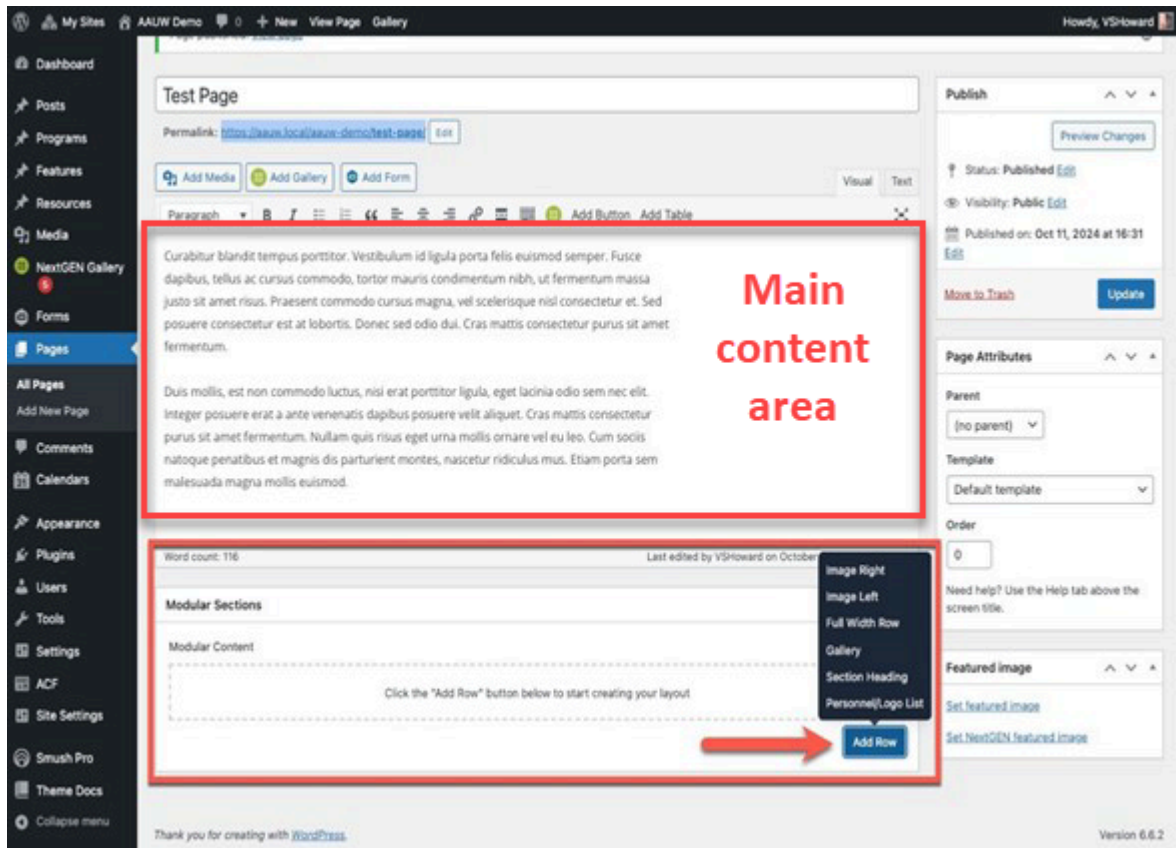
1. Copy and paste a word table. You can do minor updates in the editor.
2. Create a table using HTML. Send the code to Site Resources to embed.
3. Create a table using the table feature. There is a video that describes this function

Add a PayPal button

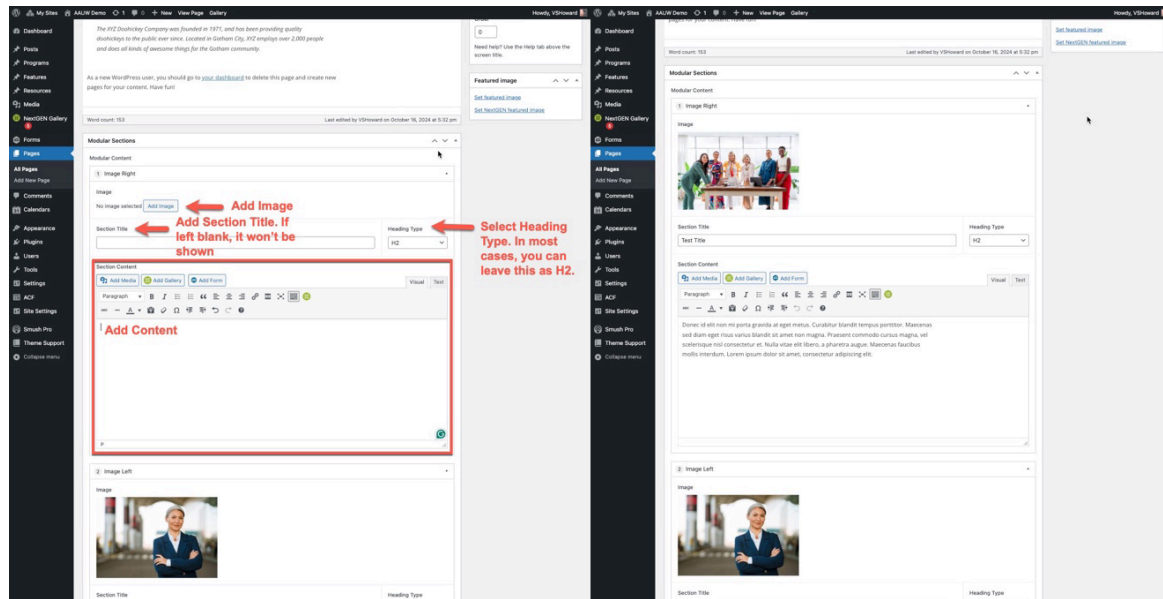
Send the code to Site Resources to embed.

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.



Test Title

Donec id elit non mi porta gravida at eget metus. Curabitur blandit tempus porttitor. Maecenas sed diam eget risus varius blandit sit amet non magna. Praesent commodo cursus magna, vel scelerisque nisl consectetur et. Nulla vitae elit libero, a pharetra augue. Maecenas faucibus mollis interdum. Lorem ipsum dolor sit amet, consectetur adipiscing elit.



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.

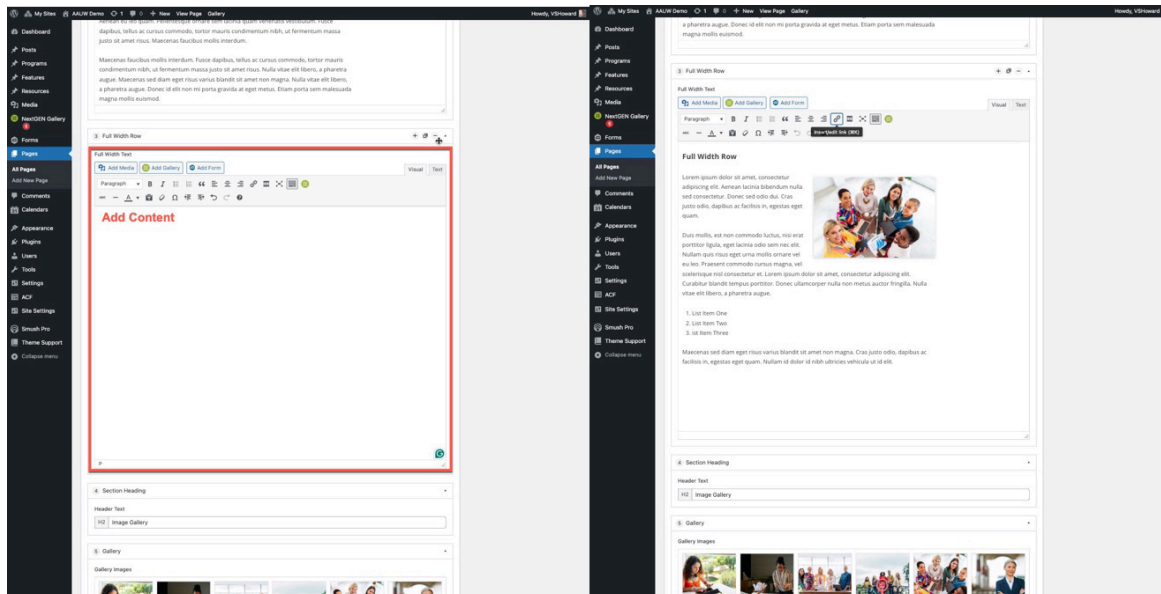


Second Test Title

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

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean lacinia bibendum nulla sed consectetur. Donec sed odio dui. Cras justo odio, dapibus ac facilisis in, egestas eget quam.

Duis mollis, est non commodo luctus, nisi erat porttitor ligula, eget lacina 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.

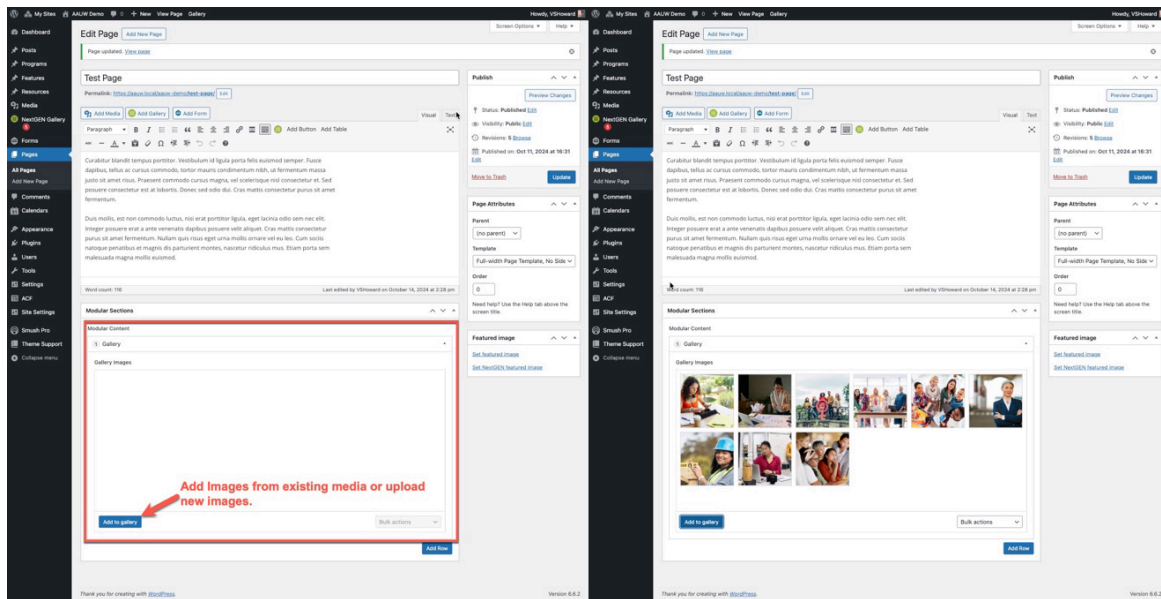
1. List Item One
2. List Item Two
3. List Item Three

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.

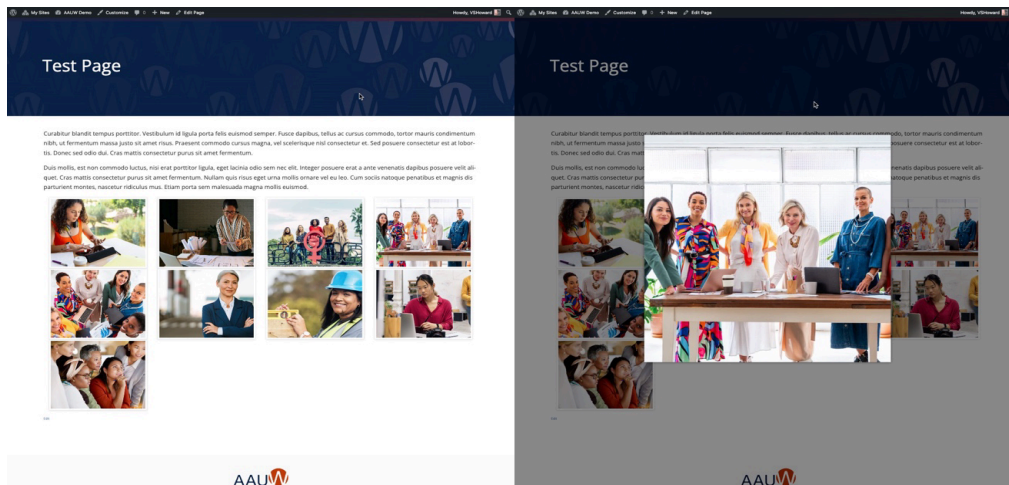


AAUW Branch Website Documentation

Gallery



What it looks like on the front end.



Section Heading

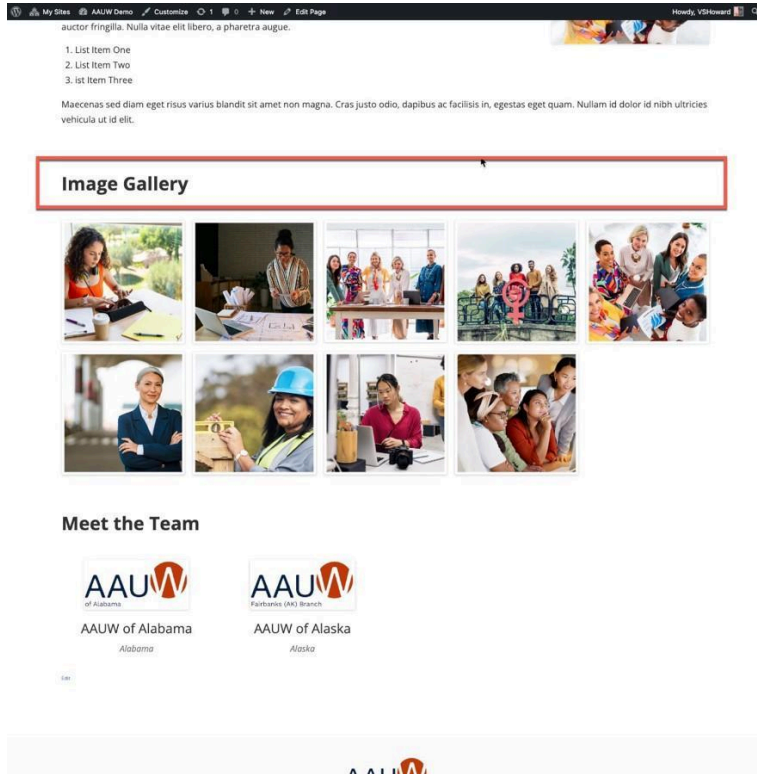
Usually used in conjunction with another module.

The screenshot displays the AAUW Branch Website Builder interface. The left sidebar contains a navigation menu with options: Dashboard, Posts, Programs, Features, Resources, Media, NextGEN Gallery, Forms, Pages, All Pages, Add New Page, Comments, Calendars, Appearance, Plugins, Users, Tools, Settings, ACF, Site Settings, Smash Pro, Theme Support, and Collapse menu. The main content area shows a 'Section Heading' module with a red box highlighting the 'Header Text' field, which contains the text 'H2' and a red arrow pointing to it with the label 'Add Heading Text'. Below this is a 'Gallery' module with a grid of images and an 'Add to gallery' button. Further down is another 'Section Heading' module with 'Header Text' set to 'H2 Meet the Team'. Below that is a 'Personnel/Logo List' module with a table containing two rows of data for AAUW of Alabama and AAUW of Alaska. The table has columns for Image, Name, Position/Location, and Link (if applicable). The bottom of the interface shows a 'Personnel/Logo List' module with a table containing two rows of data for AAUW of Alabama and AAUW of Alaska. The table has columns for Image, Name, Position/Location, and Link (if applicable).

Entity	Image	Name	Position/Location	Link (if applicable)
1		AAUW of Alabama	Alabama	https://google.com
2		AAUW of Alaska	Alaska	https://google.com

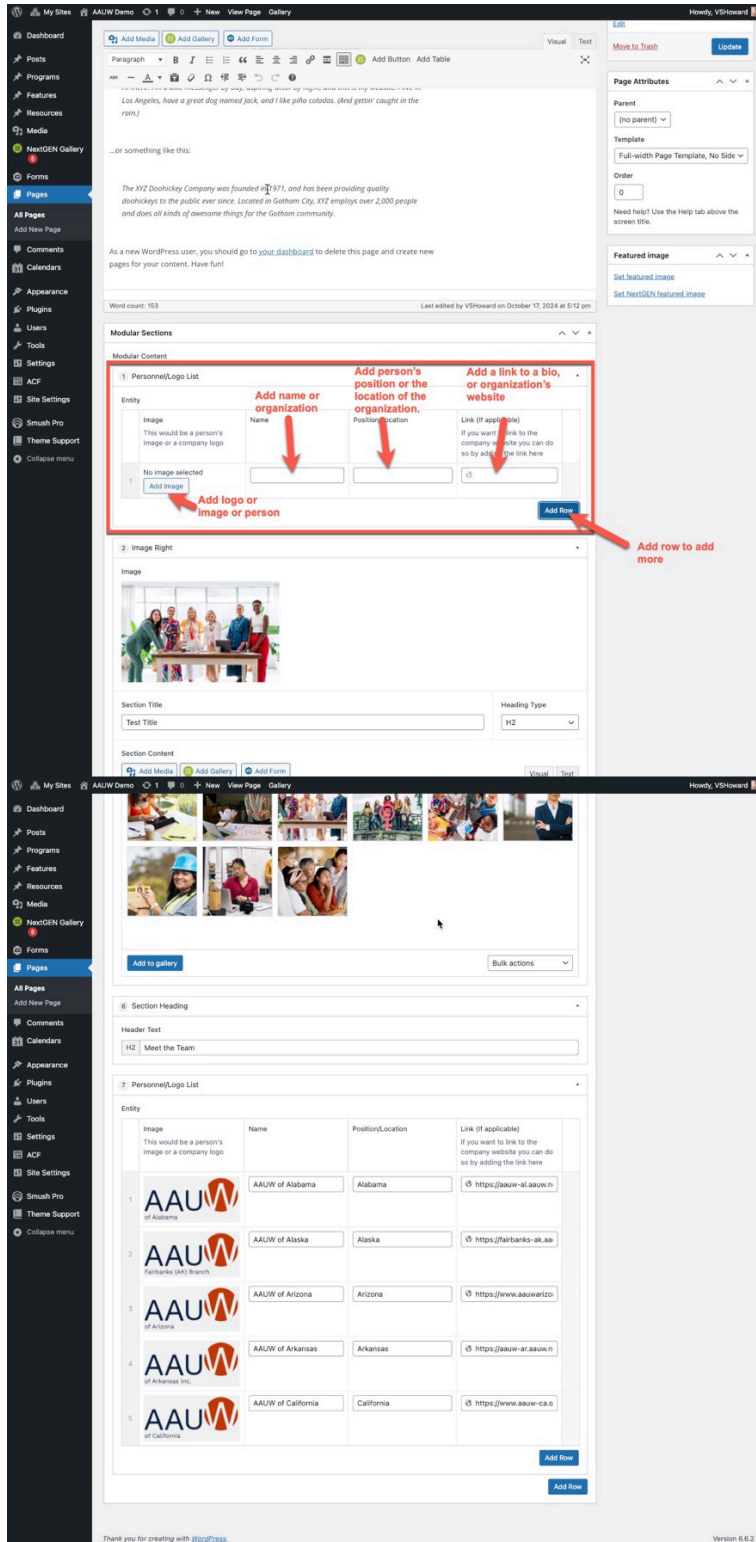
AAUW Branch Website Documentation

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.








The screenshot displays the WordPress Gutenberg editor interface for a page titled "Personnel/Logo List". The left sidebar shows the "Pages" menu. The main editor area shows the "Personnel/Logo List" module with the following configuration options:

- Image:** A placeholder for a person's image or company logo. An "Add image" button is present.
- Name:** A text input field. A red arrow points to it with the text "Add name or organization".
- Position/Location:** A text input field. A red arrow points to it with the text "Add person's position or the location of the organization".
- Link (if applicable):** A text input field. A red arrow points to it with the text "Add a link to a bio, or organization's website".

Below the configuration options is an "Add Row" button. A red arrow points to it with the text "Add row to add more".

The module's output is a table with 5 rows of data. Each row contains an image of the AAUW logo, the branch name, the state, and a link to the branch's website.

Image	Name	Position/Location	Link (if applicable)
	AAUW of Alabama	Alabama	https://aaun-al.aauw.n
	AAUW of Alaska	Alaska	https://alabanks-ak.aauw.n
	AAUW of Arizona	Arizona	https://www.aauwarizo
	AAUW of Arkansas	Arkansas	https://aaun-ar.aauw.n
	AAUW of California	California	https://www.aauw-ca.o

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.

Edit Page Add New Page

Add Page Title

Contact Us

Permalink: <https://aauw.local/aauw-demo/contact-us/> Edit

Add Media Add Gallery Add Form Visual Text

Add page content and Gravity Form Shortcode.

Paragraph B I E H A Add Button Add Table

Word count: 0 Draft saved at 5:53:18 pm. Last edited by VSHoward on October 14, 2024 at 5:08 pm

Contact Page

First Image No image selected Add Image

Second Image No image selected Add Image

Add two images

Address

b i link b-quote del ins img ul ol li code more close tags

Add Address

General Meeting Location

b i link b-quote del ins img ul ol li code more close tags

Add Meeting location if different than Address above.

Modular Sections

Modular Content

Click the "Add Row" button below to start creating your layout

Add Row

Add additional sections if you want.

Publish

Preview Changes

Status: Published Edit

Visibility: Public Edit

Revisions: 3 Browse

Published on: Oct 14, 2024 at 16:18 Edit

Move to Trash Update

Page Attributes

Parent (no parent) v

Template Contact Page, No Sidebar v

Order 0

Need help? Use the help tab above the screen title.

Featured image

Set featured image

Set NextGEN featured image

Select Contact Page, No Sidebar Template


What it looks like on the front end:

My SitesAAUW DemoCustomize1NewEdit Page

Branch HomeAAUW NationalDONATEJOIN US

HomeTest PageContact Us

Contact Us



Sed posuere consectetur est at lobortis. Integer posuere erat a ante venenatis dapibus posuere velit aliquet. Fusce dapibus, tellus ac cursus commodo, tortor mauris condimentum nibh, ut fermentum massa justo sit amet risus. Maecenas faucibus mollis interdum. Cras justo odio, dapibus ac facilisis in, egestas eget quam. Maecenas faucibus mollis interdum.

Demo Contact Form

About You

Your Name (Required)

FirstLast

Your Address

Street Address

Address Line 2

CityZIP Code

How Can We Reach You?

We would love to chat with you. How can we get in touch?

Preferred Method of Contact

Email

Your Email Address (Required)

Email AddressConfirm Email Address

What's on your mind?

Please let us know what's on your mind. Have a question for us? Ask away.

Your Comments/Questions (Required)

SUBMIT

Address

125 Our Address
Suite 101
Hartford, CT 06101

General Meeting Location

Maecenas faucibus mollis interdum. Curabitur blandit tempus porttitor. Nulla vitae elit libero, a pharetra augue.

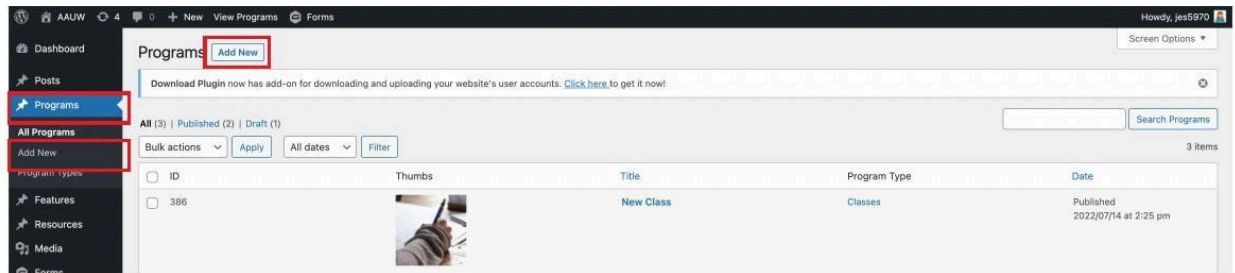
AAUW

DONATEJOIN US

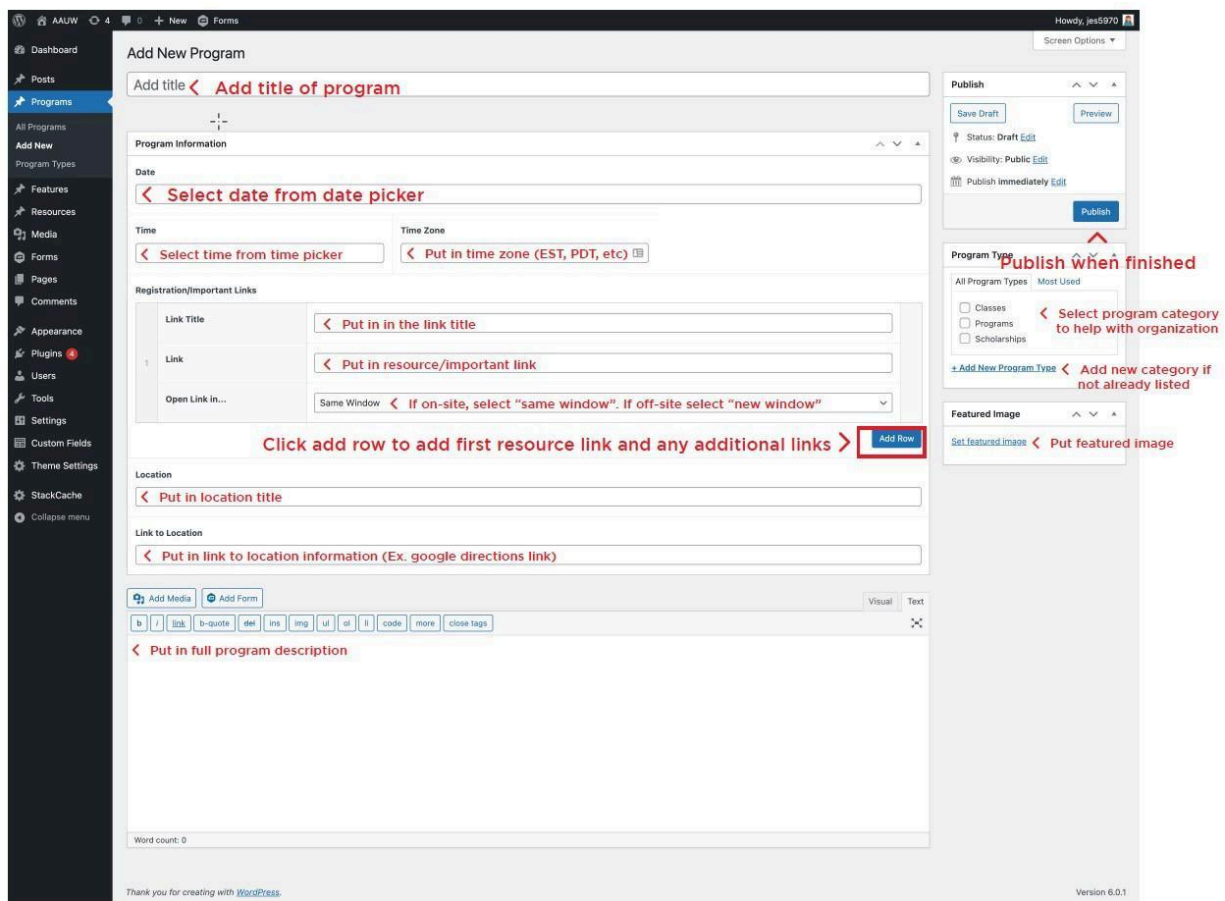
AAUW NationalJoin UsLogin

Programs

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

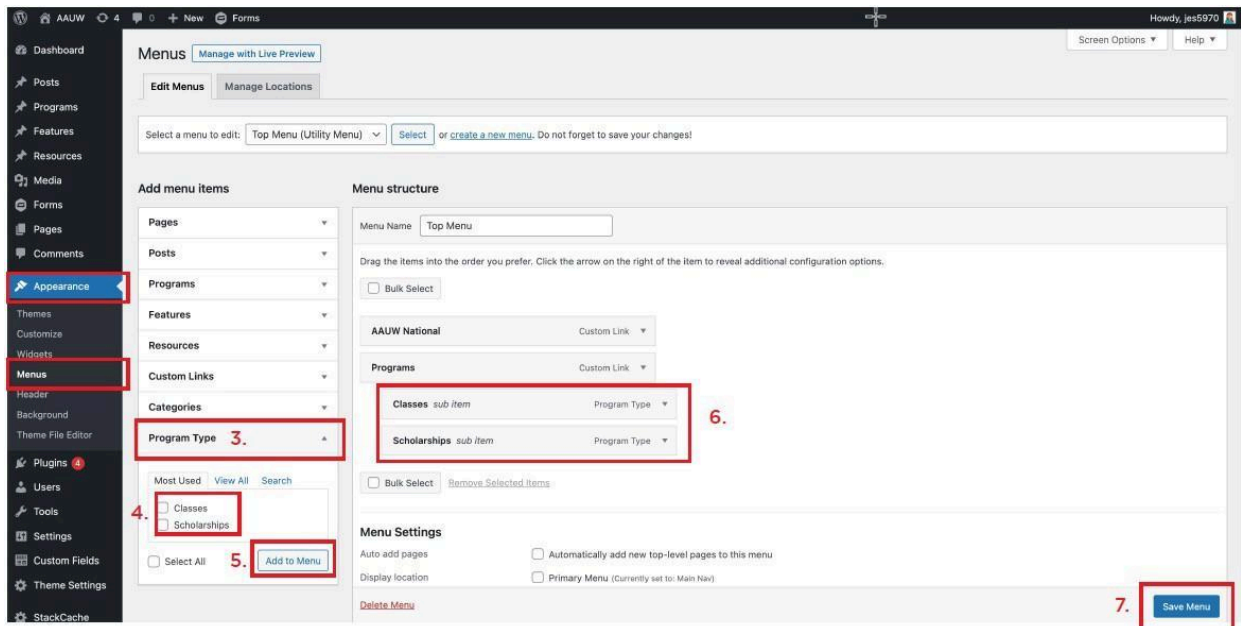


Follow the following diagram to add content.



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 Menu
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

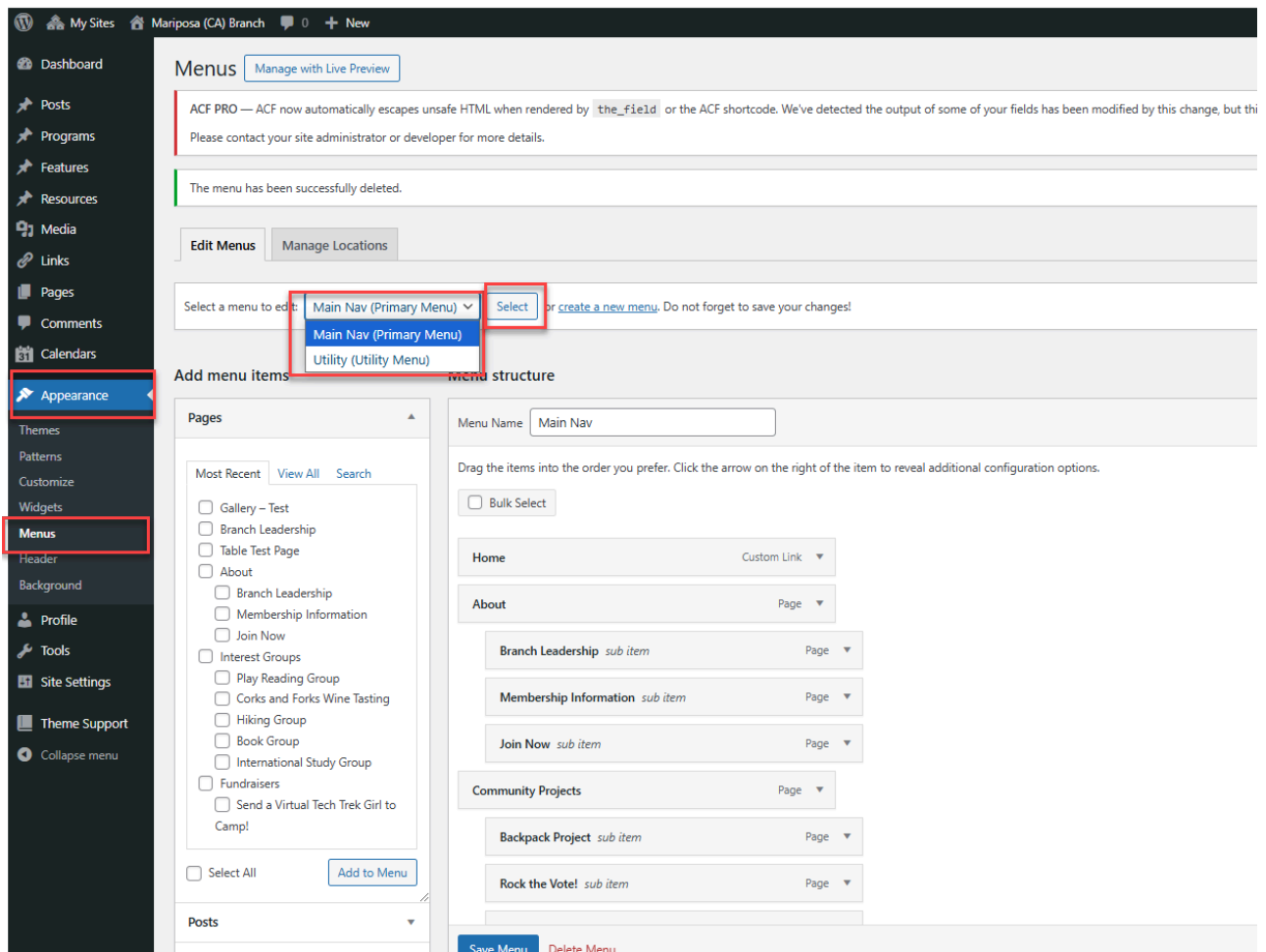
There are two existing menu options:

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:

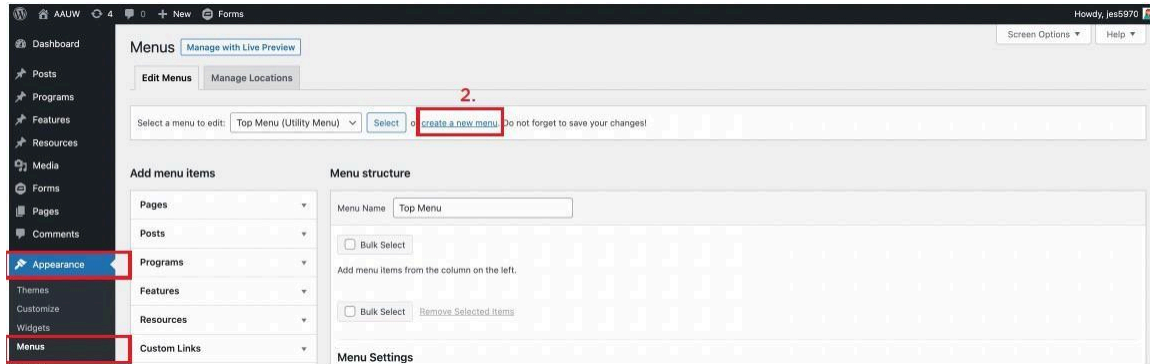
1. Go to Appearance
2. Choose Menu
3. Choose Primary Menu
4. Add items to the menu.



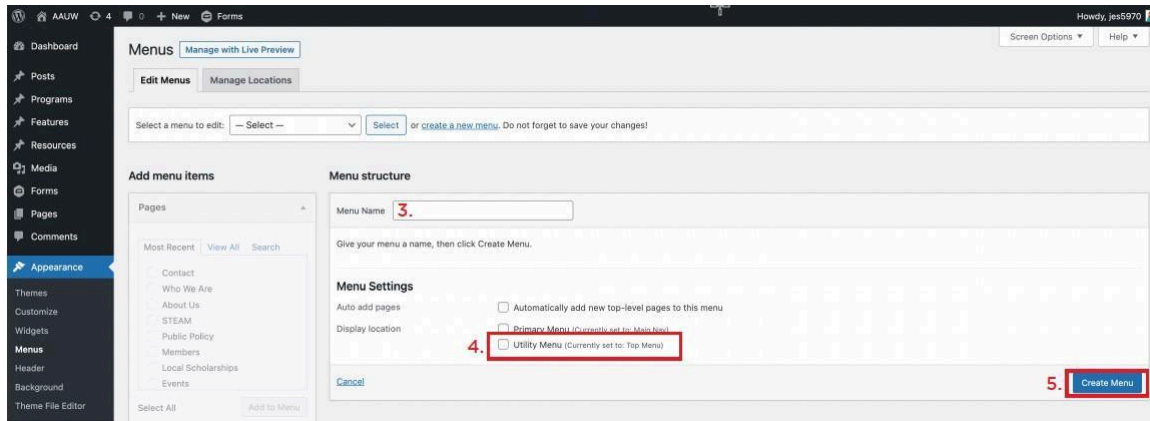
Utility Menu

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.

