

**AAUW** Theme Documentation

AAUW California Version (December 2024)

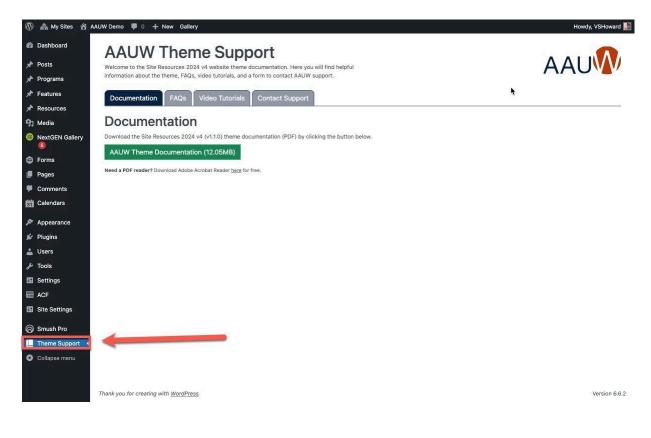
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### **Theme Support Documents**

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 🔗	Mariposa (CA) Branch 📮 0 🕂	New			
② Dashboard	Screen elements				
Home	Some screen elements can b	e shown or hidden by using the checkboxes. Expar	nd or collapse the elements by clicking on their headin	gs, and arrange them by drag	ging their headings or by clicking on the up and down ar
My Sites	🖌 At a Glance 💽 Activity	v	ws 🗌 Welcome		
rosts 1 rograms 2	Dashboard				Screen Options 🔺
★ Features 3	At a Glance	~ ~ *	Quick Draft	~ ~ *	
* Resources 4	🖈 5 Posts	22 Pages	Title		
91 Media 5	WordPress 6.7 running Site Re	esources 2024 v4.1 theme.			
<ul> <li>Links</li> <li>Pages</li> </ul>	Akismet has protected your si There's nothing in your <u>spam</u>	te from 1 spam comment already. <u>queue</u> at the moment.	Content What's on your mind?	]	Drag boxes here
Comments	Storage Space	2 345.77 MB (81%) Space Used			
📸 Calendars 9	425 MB Space Allowed	345.77 MB (61%) Space Used		]	
Appearance 10	Activity	~ * *	Save Draft		L
Profile 11	Recently Published		WordPress Events and News	~ ~ *	
F Tools 12	Today, 12:25 pm	Play Reading Group	Attend an upcoming event near you. Q Select lo	cation	
Site Settings	Today, 12:23 pm	International Study Group			
Theme Suppor 14	Today, 12:20 pm	Hiking Group	C WordPress Meetup Meetup • Online	Monday, Dec 2, 2024 7:00 pm PST	
<ul> <li>Collapse menu</li> </ul>	Today, 12:13 pm Today, 12:12 pm	Corks and Forks Wine Tasting Book Group	#IEWP Monthly Meetup (General Meetup)	Tuesday, Dec 3, 2024 7:00 pm PST	
	ious, iere pri	book of dip	Meetup • Riverside, CA, USA		
			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 Applic	ations for 2026	
			Gutenberg Times: Playground for agencies, Query Fun and Games — Weekend Edition 312	Loop Filters, Gutenberg	
			BuddyPress: BuddyPress 14.3.3 Maintenance Relea	ase	
			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.

December 2024 (AAUW California version) Page

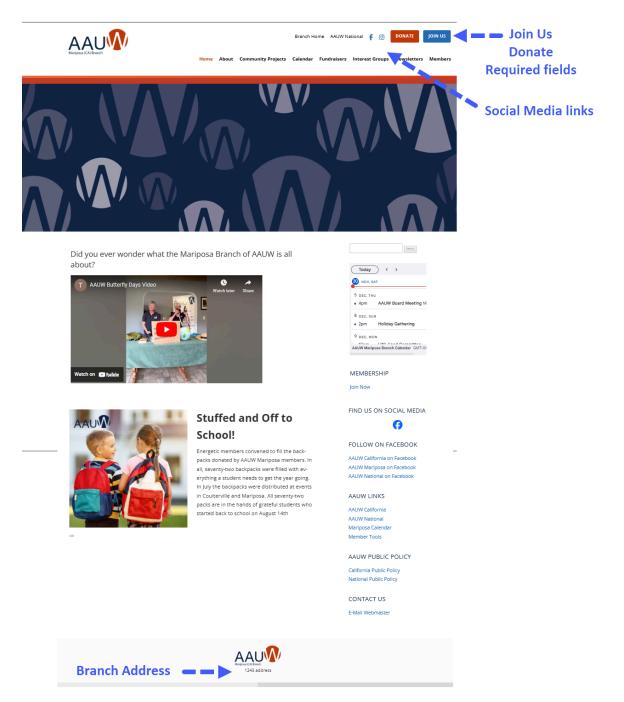
#### AAUW Branch Website Documentation

- 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.



#### 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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★ Programs ★ Features	Join Us Link *				Update
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9; Meda	Donate Unit *		^		
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<ul> <li>✗ Appearance</li> <li>✗ Plugins</li> <li>▲ Users</li> <li>✗ Tools</li> </ul>	Resource Links Choos		all information.		
5 Settings	V Put in Branch Address	5			
E Custom Fields	Social Media				
Theme Settings	Social channel		Secial URL		
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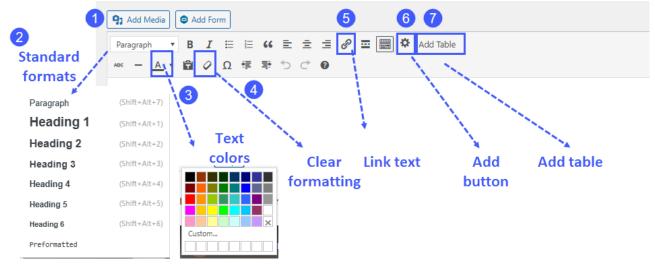
## **Page Components**

#### 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 🌆
2 Dashboard	Add New Page	Screen Options 💌 Help 💌
🖈 Posts	Add title	Publish A V *
📌 Programs		Save Draft Preview
🖈 Features		Status: Draft Edit
🖈 Resources	9. Add Media 🔞 Add Gallery 🖉 Add Form Visual Text	<ul> <li>Visibility: Public Edit</li> </ul>
9) Media	Paragraph 🔻 B I 🗄 🗄 🖆 🗄 🖉 🗮 💮 Add Button Add Table	Publish immediately Edit
NextGEN Gallery		
G Forms		Publish
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All Pages		Parent
Add New Page		(no parent) 🗸
Comments		Template
🛅 Calendars		Default template 🗸 🗸
🔊 Appearance		Order
🖆 Plugins		0
👗 Users	Word count: 0	Need help? Use the Help tab above the
🖋 Tools		screen title.
🖽 Settings	Modular Sections	Featured image
ACF	Modular Content	
Site Settings	Click the "Add Row" button below to start creating your layout	Set featured image
Smush Pro		Set NextGEN featured image
📕 Theme Docs	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.

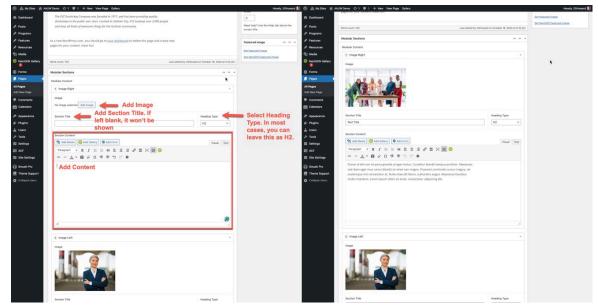
### Add Modular Sections

- 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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	Full Width Row	screen title.	
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Click the "Add Row" button below to start creating your	Section Heading Personnel(Logo List	Set featured image	
· · · · · · · · · · · · · · · · · · ·	Add Row	Set NextOEN featured	Table

### 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.

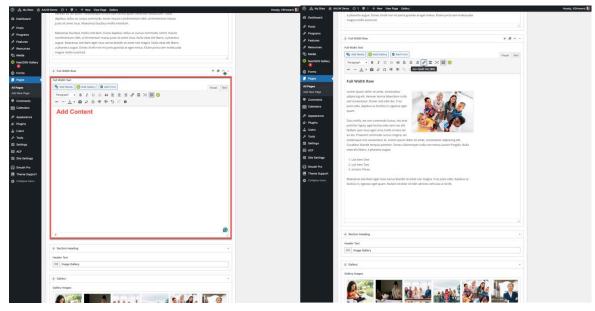


### **Second Test Title**

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#### Full Width Row



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

#### **Full Width Row**

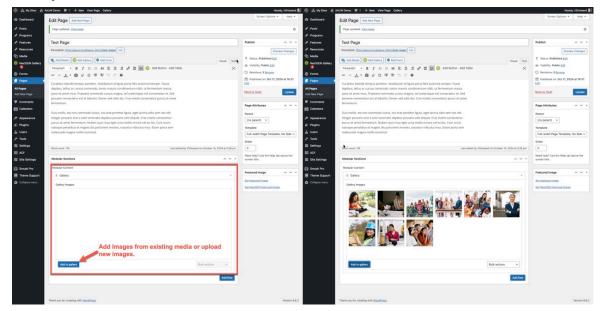
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- 1. List Item One 2. List Item Two
- 2. List item Two
- 3. ist Item Three



#### Gallery

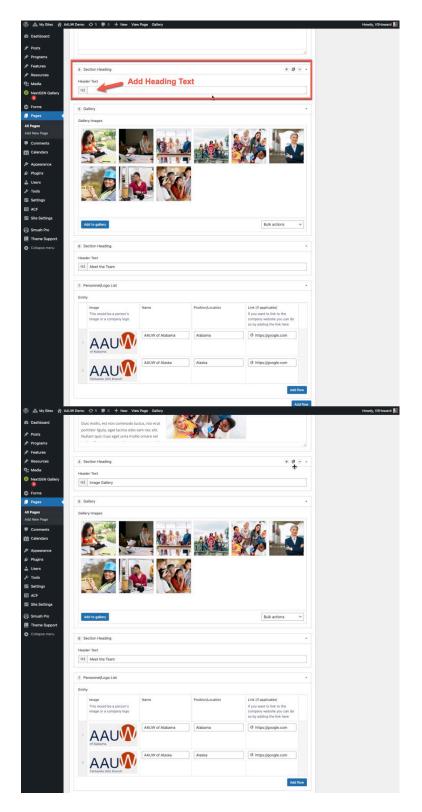


#### What it looks like on the front end.

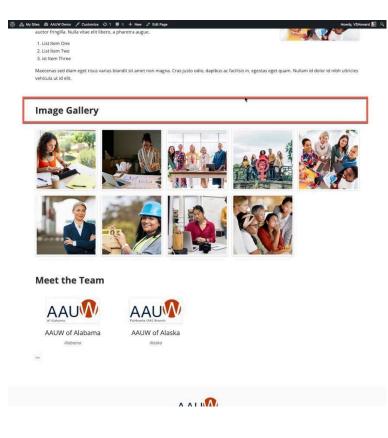


### Section Heading

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 🔗	AAUW Demo 🔿 1 📕 0 🕂 New View Page Gallery	Howdy, VSHoward 📗
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★ Programs	** - 人 * 国 クロ 学 型 つ ご 9	Page Attributes ^ V *
★ Features ★ Resources	Los Angeles, have a great dog named Jack, and I like piña coladas. (And gettin' caught in the rain.)	Parent
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G Forms		Order
📕 Pages 🔸	The XY2 Doohickey Company was founded in 1971, and has been providing quality doohickeys to the public ever since. Located in Gotham City, XY2 employs over 2,000 people	0
All Pages Add New Page	and does all kinds of awesome things for the Gotham community.	Need help? Use the Help tab above the screen title.
Add New Page		
Calendars	As a new WordPress user, you should go to your dathboard to delete this page and create new pages for your content. Have fun!	Featured image
Appearance		Set featured image Set NextGEN featured image
j⊈ Plugins	Word count: 153 Last edited by VSHoward on October 17, 2024 at 5:12 pm	
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	Modular Content	
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December 2024 (AAUW California version) Page

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



AAUW of Alabama



AAUW of California



AAUW of Alaska



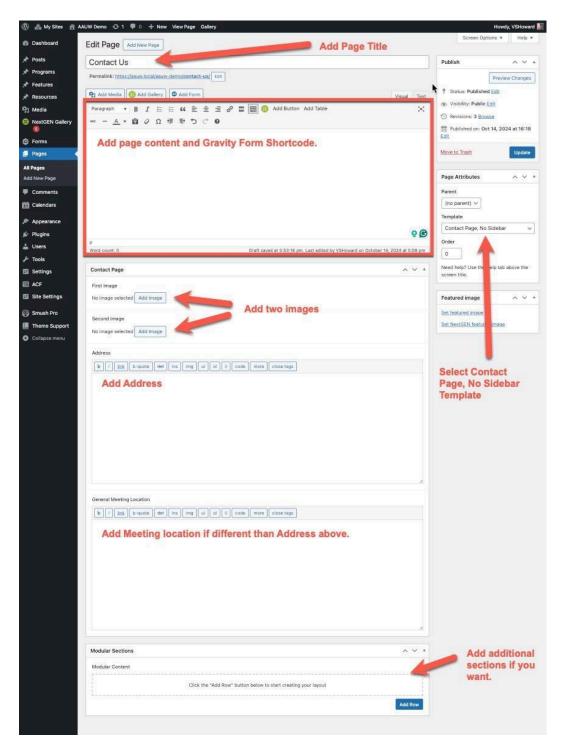
AAUW of Arizona



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:

AAU	∂ fdi Þega Branch Home - AAUV	Howdy, V2H J National DONATE JOIN US Home Test Page Contact Us
Contact Us		
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	About You	
	Your Name Jingsmeil Frat Last	
	Your Address Street Address	
	Address Line 2	
	Day 21P Code	
	We would love to chat with you. How can we get in tou Proferred Mathod of Corcact Email  Vour Email Address (Meppine) Email Address Confirm Email	
	What's on your mind? Please let us know what's on your mind. Have a questi	on for us? Ask away.
	Your Comments/Questions (Regime)	
	SUBMIT	
Address 125 Our Address Suite 101 Hartford, CT 06101	General Meeting Location Maecenas fauchus mollis interdum. Cura Nulla vitae elit libero, a pharetra augue.	bitur blandit tempus portititor.
	AAU	

### **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				(	
Programs	All (3)   Published (2)   Draft (1)					Search Programs
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Features	386	- /-	New Class	Classes	Published	
		24			2022/07/	14 at 2:25 pm

Follow the following diagram to add content.

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Re	gistration/Important Li	nks			All Program Types	lost Used
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	Link	V Put ii	n resource/important link		+ Add New Program Ty	Add new category if
	Open Link in					not already listed
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Lir	Put in location A put in link to		ı (Ex. google directions link)		]	
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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

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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: Top Menu (Utility M	anu) V Select or <u>create a new menu</u> . Do not forget to save your changes!		
🖈 Resources				
ዓງ Media	Add menu items	Menu structure		
Forms				
📕 Pages	Pages v	Menu Name Top Menu		
P 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		
Themes	Features v	AAUW National Custom Link *		
Customize Widgets	Resources *	AAUW Nationar Custom Link *		
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Header Background	Categories *	Classes sub item Program Type * 6.		
Theme File Editor	Program Type 3.	Scholarships sub-litem Program Type *		
🖉 Plugins 🔕	Contraction of the Contraction			
👗 Users	Most Used View All Search	Bulk Select Remove Selected Items		
≁ Tools	4. Classes			
Settings	Scholarships	Menu Settings		
📰 Custom Fields	Select All 5. Add to Menu	Auto add pages Automatically add new top-level pages to this menu		
Theme Settings		Display location Primary Menu (Currently set to: Main Nav)		
🗳 StackCache		Delete Menu	<b>7</b> . s	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.

🕦 ሕ My Sites 偖 Ma	fariposa (CA) Branch 🕊 0 🕂 New							
🚳 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 this							
🖈 Programs	Please contact your site administrator or developer for more details.							
🖈 Features								
🖈 Resources	The menu has been successfully deleted.							
93 Media								
🖉 Links	Edit Menus Manage Locations							
📕 Pages								
Comments	Select a menu to edit: Main Nav (Primary Menu) V Select br create a new menu. Do not forget to save your changes!							
Calendars	Utility (Utility Menu)							
🔊 Appearance 🔹	Add menu items							
Themes	Pages 🔺 Menu Name Main Nav							
Patterns								
Customize	Most Recent 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.							
Widgets	Gallery – Test							
Menus	Branch Leadership Table Test Page							
Header Background	About Custom Link V							
	Branch Leadership About Page							
🕹 Profile	🗆 Join Now							
🔑 Tools	□ Interest Groups Branch Leadership sub item Page ▼							
Site Settings	Play Reading Group     Corks and Forks Wine Tasting     Membership Information sub item     Page ▼							
Theme Support	Hiking Group							
Collapse menu	Book Group     Join Now sub item     Page ▼							
	Fundraisers Community Projects Page v							
	Send a Virtual Tech Trek Girl to Camp!							
	Backpack Project sub item Page V							
	☐ Select All     Add to Menu       Rock the Vote!     sub item							
	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."

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🖈 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			
😙 Media	Add menu items	Menu structure	
Forms	Audinena Kento		
📕 Pages	Pages v	Menu Name Top Menu	
Comments	Posts v	Dulk 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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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	Menu structure	
Pages	Pages	Menu Name 3.	
Comments	Most Recent View All Search	Give your menu a name, then click Create Menu.	
Appearance	Contact		
ames	Who We Are	Menu Settings	
stomize	About Us	Auto add pages Automatically add new top-level pages to this menu	
dgets	STEAM Public Policy	Display location Primary Manu (Currently set to: Main Nex)	
inus	Members	4. Utility Menu (Currently set to: Top Menu)	
rader	Local Scholarships		
ckground	Events	Cancel	5. Create Menu

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

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② Dashboard	Menus Manage with Live Preview		Screen Options *	Help *		
📌 Posts	Edit Menus Manage Locations					
🖈 Programs						
A Features	Select a menu to edit: New Utility (Utility Menu) V Select or create a new menu. Do not forget to save your changes					
🖈 Resources						
9] Media	Add menu items	Menu structure				
Forms						
💭 Pages	Pages A	Menu Name New Utility				
P Comments	Most Recent View All Search	Dulk Select				
🔊 Appearance 🔸	Contact	Add menu items from the column on the left.				
Themes	Who We Are					
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Widgets	Public Policy					
Menus Header	Members     Local Scholarships	Menu Settings				
Background	Events	Auto add pages Automatically 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)				
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🛓 Users	Posts v	Delete Menu	Sa	we Menu		
🖋 Tools	Programs *					

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