



FCAB

Foundation for Charitable
Activities in Bangladesh

CUSTOM THEME & CUSTOM POST TYPES

User Manual

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What is WordPress?

WordPress is a piece of software (or more accurately, a collection of pieces of software) which allows someone with minimal technical expertise to create and update a professional website. WordPress provides an easy-to-use graphical user interface (GUI) to make adding, deleting and updating content as easy as using a word processor like Microsoft Word.

It allows software developers to write small, component pieces of software, called **plugins**, to extend and enhance the functionality of the basic WordPress installation. A plugin can do just about anything a computer program is capable of doing. Some, like the *Site Health* plugin, provide a website administrator with useful information about the quality of their site. Others can gather data from the internet, provide additional security, help organize the content of the site... the list is endless.

A specific type of plugin is used to manage the *appearance* of the site: the fonts, colors, layout and so forth. These are called **themes**. You can think of a theme as the “clothing” the website wears; it’s outer appearance to the world.

You can learn more about WordPress from their official website:

<https://wordpress.org/about/>

Updating Your Website

Making your site look and behave exactly the way you want it to should be painless. This section outlines some common operations you will likely undertake as your website evolves over time.

Menus

A menu is a collection of hyperlinks, organized in a hierarchical tree structure. It allows users to navigate your website by providing the links necessary to move from one section to another, and also helps users understand the structure of the site.

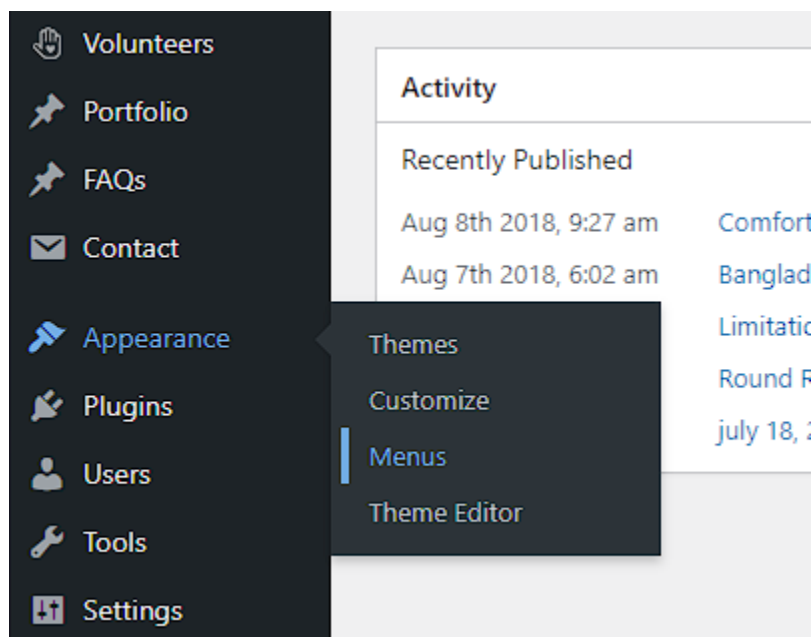
You can add as many menus as you like, and add as many links in as many levels as you wish. However, it's best to limit the number of items in a menu as much as possible, and to avoid more than 2 levels. The one notable exception to this advice is the **site map** menu, which typically includes a complete layout of all the sections in a site, organized in as many levels as necessary.

The **FCAB Custom Theme** includes 4 **menu locations**. A menu location tells WP what the “role” or function of the menu is to be. The locations provided by this theme are:

1. Main
2. Footer
3. Social Media
4. Project Tags

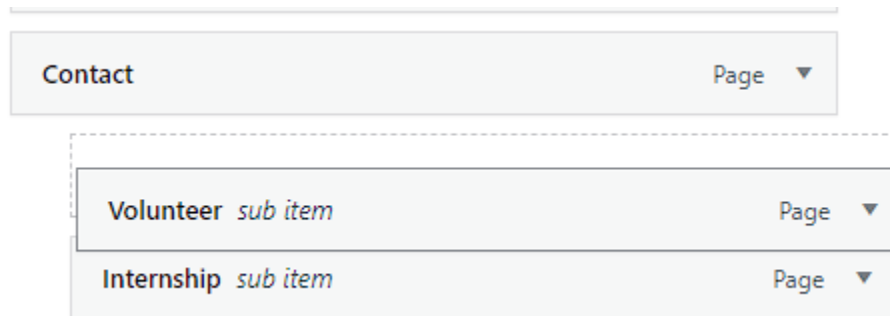
Other themes will provide different locations. When you change themes, your menus will not be lost, but you may need to reassign their locations in order for them to appear where you want. You can do this by clicking the Manage Locations tab at the top of the Edit Menu page.

To edit a menu, go the **Menu** section under **Appearance** in the admin dashboard.

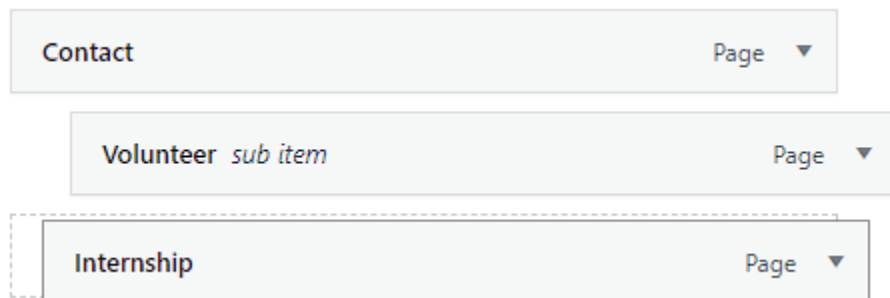


Select the menu you wish to modify from the drop-down list at the top of the page. Alternately, click “create a new menu” to create a new one.

Once you have the menu you want to work on loaded into the editor, you can begin adding items to it. You can add posts and pages from within your WP site, or add a custom link to any URL you choose. Drag and drop the items to create and organize the menu. Drag an item under another to make it a sub-item.



To make the item follow after the item above it rather than being a sub-item, click and drag it again, this time moving it a bit to the left.



Save Menu

Make sure to click the button when you are done to save your changes.

Content

Custom Post Types

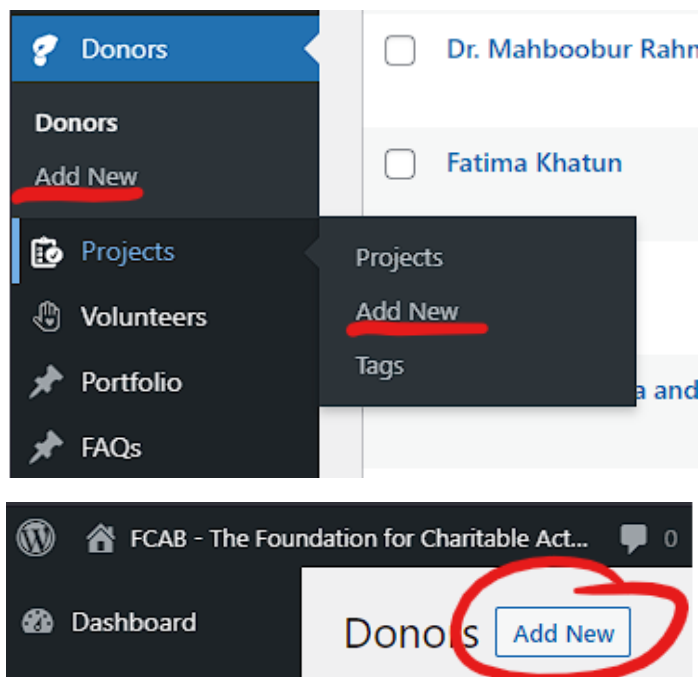
The fundamental unit of content in WordPress is the **post**. To WP, everything is a post. If you create a new blog entry, that's a post. If you upload an image, that image is a post. If you create a new page, WP considers that page to be a post. Put another way, WP thinks of everything you upload to it as one or another *type* of post.

The **FCAB Custom Post Types** plugin provides 3 **custom post types** to help better organize the content. This way, it is clearer what you are doing as you work.

The post types provided by the theme are:

- **Donors**
- **Projects**
- **Volunteers**

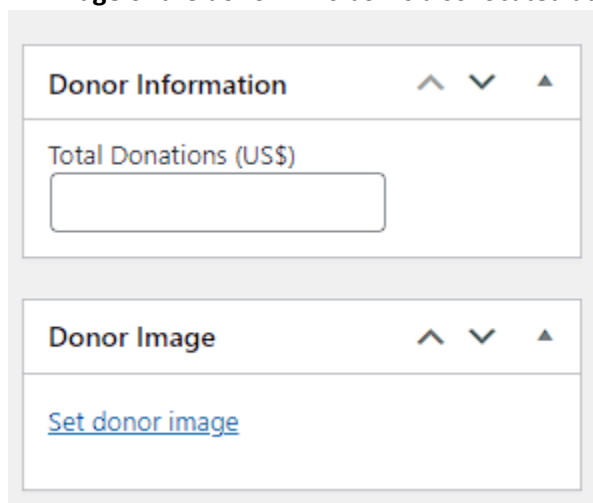
All custom post types use WP's old, simple editor. To **edit** any post, click on its title in the post list screen. To add a new post, click "Add New" under that post type's menu, or at the top of any editor page.



Donors

A **Donor** includes four main areas:

- The donor's **name**. Use the "Add title" text box at the top of the editor to enter a name for the donor.
- The donor's **total financial contributions**. There is a box, which will typically show up on the right-hand side of the screen, to enter or update this number.
- An **image** of the donor. This box is also located at the right of the screen.



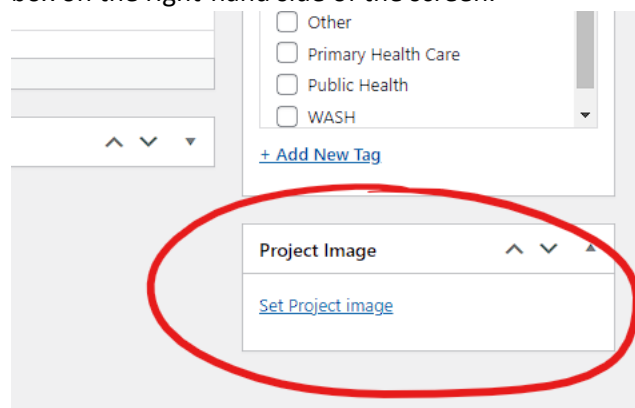
The image shows two stacked panels from a WordPress editor. The top panel is titled "Donor Information" and contains a text input field labeled "Total Donations (US\$)". The bottom panel is titled "Donor Image" and contains a link labeled "Set donor image". Both panels have expand/collapse icons (up, down, and a small triangle) in the top right corner.

- A field for **general information**, where text, images, links and anything else WP uses can be added.

Projects

A **Project** consists of a title and description, as well as a "featured image". The featured image appears in references to the project, such as in the Programs section. The description can include text, images, video, hyperlinks and anything else WP uses.

The title and description areas are the same as other types of posts. To set the featured image, use the box on the right-hand side of the screen.



The image shows a portion of a WordPress editor interface. On the right side, there is a list of tags with checkboxes: "Other", "Primary Health Care", "Public Health", and "WASH". Below this list is a link that says "+ Add New Tag". Below the tags, there is a panel titled "Project Image" which contains a link labeled "Set Project image". This "Project Image" panel is circled in red.

Volunteers

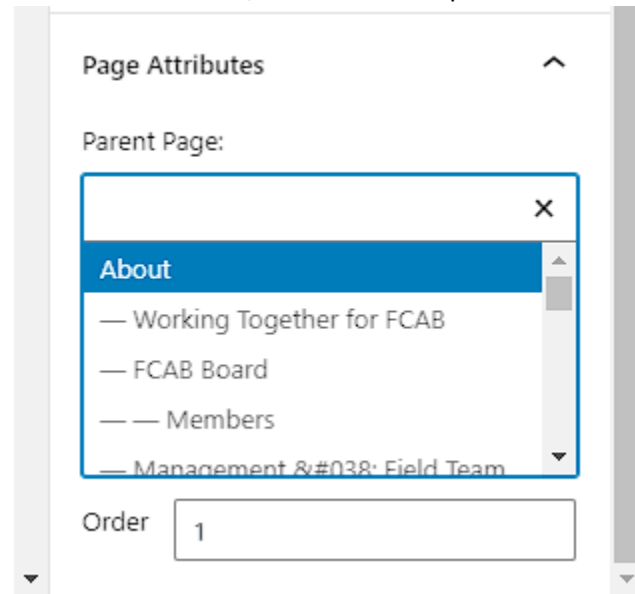
The **Volunteer** post type is similar to other post types. The main elements of the Volunteer post type are as follows:

- **Name:** Enter the volunteer's name in the "Add title" text box.
- **Quote:** Enter a quote from the volunteer in the main content box on the editor screen. This will appear along with their name and image on the contact page.
- **Image:** use the dialog box on the right-hand side of the screen to set an image for the volunteer.

About Section

The about section is a hierarchical collection of pages. The "About" page contains a brief text heading, followed by a listing of pages. The pages are displayed using their **featured image**, as well as the **excerpt** – a brief summary of what that page contains. If no excerpt is set, WordPress will use the first 50 or so words of the content of that page. The featured image is an important part of the visual layout of the about section, so be sure to set one.

To have a page appear in the "About" section, simply set the desired page's "Parent Page" to "About". To do this, select **Page** at the top of the menu on the right-hand side of the block editor. Scroll to the bottom of this menu, and use the drop-down menu to select "About".



You can also specify the order in which this page will appear among the list of pages. The higher the number, the further down on the list the page will be.

Shortcodes

WordPress incorporates the usage of **shortcodes**. A “shortcode” is, as the name would imply, somewhere between plain text (like what you are reading right now) and actual code. They provide a simple way for non-web developers to take advantage of more advanced features.

They can be used anywhere in WordPress content.

Shortcodes use a simple, nested structure. Take a look at the example below:

```
[impact-metric data=32] people vaccinated per day [/impact-metric]
```

The format is fairly straightforward: the name of the impact metric appears in square brackets `[]`. There is also a *parameter* called “data”, which is assigned the value 32. This is called the “opening tag”. Following the opening tag is a short bit of text, followed by the “closing tag”. Notice that the closing tag is exactly the same as the opening tag, with one crucial difference: the forward slash `/` before the tag name. This is what makes it a *closing* tag.

This will appear on the site like this:



As mentioned, shortcodes are hierarchical. Each tag can be nested with another tag. Think of the Russian *matryoshka* dolls.



Suppose you had 3 shortcode tags, `body`, `hand` and `finger`. You might nest them like so:

```
[body]
  [hand]
    [finger] thumb [/finger]
    [finger] index [/finger]
    [finger] ring [/finger]
  [/hand]
[/body]
```

It is not necessary to place them on separate lines or to indent, this is only done here for clarity. Each tag must be followed by a closing tag, in the correct order. If you mix them up, as shown below, they will not be understood by WP, and will display as raw text.

```
[body]
  [hand]
    [finger] index [/finger]
[/body]
  [/hand] ← incorrect!
```

List of shortcodes

Every plugin is capable of defining its own shortcodes, which can be used anywhere. Several of the plugins used by FCAB do just that. If you dig into some of the posts in the admin dashboard, you might notice them here and there. The [FCAB Custom Theme](#) provides the following shortcodes. They will not work in other themes.

- `impact-metric-row`
Used to define how the impact metric boxes appear, by grouping them together on the same horizontal row
- `impact-metric`
Used to display a graphical box, with a large-print numerical metric at the top, followed by a brief text description. To set the numerical part, use the data parameter of the shortcode, like so:

```
[impact-metric data=32] people vaccinated per day [/impact-metric]
```

The metric will appear on the site as shown below



Further Help

If you require further assistance managing the website, please contact the management team of FCAB. You can also find helpful information at the following URLs.

<https://learn.wordpress.org>

<https://github.com/users/tomasagray/projects/3>