

GETTING STARTED
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Site identity
Header image
Background image
Monus
Monu options
Hemonago sottings
Factor aditor antions
Footer editor options
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Payout options
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ADDING/EDITING A PAGE
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PASSWORD PROTECTING A PAGE
LINKING
MEDIA
Add an image to the library
Add a pat to the library
IMBEDDING A CALENDAR
ΙΙΙΜΡ ΤΟ Δ SPOT ΟΝ Δ ΡΔGF

GETTING STARTED

To get a new site started, the Kingdom Web Minister must be contacted and, if approved, they will create the initial site. The Kingdom policy is that all sites will consist of two separate sites: one for production (the one that is seen by everyone) and one for Development (the one that modifications can be tested on before updating the Production site).

The Technology office will create the sites, establish the recommended theme, and add all of the approved plug-ins. Once this is complete, the proper authorizations will be sent to you and you can begin updating the site to your specifications.

Remember, anyone updating a site must be warranted, so if you have deputies or other helpers, please provide that information the the Kingdom Technology office so that these people can be added to the warrant.

Although the "INITIAL SETUP" section was designed to explain how to do the initial setup of the site, the same instructions work to change the initial setup if it is decided that certain items do not work out.

INITIAL SET-UP - NAVIGATION

When the site is logged in as an administrator, there will be a menu bar in the upper left corner of the site that will display the following information:

🚯 🏼 🖓 Upper Crust 🖌	Customize 📀 2 📮	🛡 0 🕂 New 🖉 Edit Page

By clicking on the {CUSTOMIZE} button, this information is displayed:

×	Published	×	Published
You are customizing Upper Crust	0	You are customizing Upper Crust	0
Active theme Catch Responsive Pro	Change	Active theme Catch Responsive Pro	Change
Site Identity	>	Site Identity	>
Header Image	>	Header Image	>
Background Image	>	Background Image	>
Menus	>	Menus	>
Menu Options	>	Menu Options	>
Widgets	>	Widgets	>
Homepage Settings	>	Homepage Settings	>
Theme Options	>	Theme Options	>
Additional CSS	>	Additional CSS	>
Color Options	>	Color Options	>
Featured Content	>	Featured Content	>
Featured Slider	>	Featured Slider	>
Social Links	>	Social Links	>
Reset all settings	>	Reset all settings	>
Important Links	>	Important Links	>

This is the WordPress customization menu and it will be used to change the site to your preferences. We will address all of the highlighted items!

REMEMBER TO CLICK THE {PUBLISH} BUTTON BEFORE LEAVING THIS AREA OR ALL OF YOUR CHANGES WILL BE LOST!

INITIAL SET-UP - SITE IDENTITY

X There is a more recent autosave of y changes than the one you are previe Restore the autosave	Published your 😒 awing.	<	Customizing Site Identity
You are customizing Upper Crust	0	Site	Title
		Upp	per Crust
Active theme Catch Responsive Pro	Change	Logo)
Site Identity	>		Select logo
Header Image	>	Tagli	ino
ackground Image	>	Tagi	lie
lenus	>		
Menu Options	>		check to move Site Title and Tagline before
dgets	>	lo	ogo
omepage Settings	>		isplay Site Title and Tagline
heme Options	>	Site	leon
ditional CSS	>	Site	icon
Color Options	>	Site I book	cons are what you see in browser tabs, mark bars, and within the WordPress mobile
Featured Content	>	apps.	. Upload one here!
Featured Slider	>	Site I	cons should be square and at least 512 × 512
Social Links	>	pixels	S.
Reset all settings	>		Select site icon
Important Links	>	L	

SITE TITLE

This is the name of your site. In this case the site is called Upper Crust.

LOGO

Not Used - ignore this

TAGLINE

Not Used – ignore this

SITE ICON

This is at your discretion, it adds a thumbnail to the URL when it is bookmarked! Sometimes the device for the site is used.

INITIAL SET-UP - HEADER IMAGE

Г

×		Published
Ther chan <u>Rest</u>	e is a more recent autosave of iges than the one you are prev ore the autosave	your 😒 iewing.
You a Upp	are customizing per Crust	0
Active Catc	e theme h Responsive Pro	Change
Site	Identity	>
Hea	der Image	>
Back	kground Image	>
Men	us	>
Men	u Options	>
Wide	gets	>
Hom	nepage Settings	>
The	me Options	>
Add	itional CSS	>
Colo	or Options	>
Feat	ured Content	>
Feat	ured Slider	>
Soci	al Links	>
Rese	et all settings	>
Impo	ortant Links	>

<	Customizing Header Image	
Click * your c image you'll i it for a Curre	'Add new image" to upload an image file from omputer. Your theme works best with an with a header size of 1200 × 400 pixels — be able to crop your image once you upload perfect fit. nt header	
Q		
Hide	Add new image	
Previo	ously uploaded	
Ŵ		
W		
	XC Randomize uploaded headers	
Sugge	ested	
	X Randomize suggested headers	
Enabl	e Featured Header Image on	
Entir	re Site 🗸 🗸	
Featured Header Image Position		
Before Menu 🗸		
Page/	Post Featured Header Image Size	
Full Image 🗸		
Featu	red Header Image Alt/Title Tag	
Featu	red Header Image Link URL	
	neck to Open Link in New Window/Tab	

HIDE IMAGE Not Used – ignore this

ADD NEW IMAGE

Select {ADD NEW IMAGE} to create the first header.

Remember, Kingdom policy is that there will be a Branch/Group Device on the ;eft and the Kingdom device on the right. In the middle will be the name of the site. The background or other images can be in the center per the webwright's preferences.

This will bring up the media library screen in the default thumbnail view.



If the desired image is available, click on it, then click the {IMPORT INTO PAGE} button located at the bottom right corner of the screen. Processing will return to the page being edited with the image displayed.

If the desired image is not available, click on the {UPLOAD FILES} button.



This will bring up the following screen to either drag and drop the image (where it says "Drop files to upload") **or** use the SELECT FILES button to find the image using the finder. When the file is found, click select and it is inserted into the media library.

Upload Files Media Library Drop files to upload or Select Files Maximum upload file size: 64 MB. Select and Crop	×
or Select Files Maximum upload file size: 64 MB.	
or Select Files Maximum upload file size: 64 MB.	
or Select Files Maximum upload file size: 64 MB. Select and Crop	
Select Files Maximum upload file size: 64 MB.	
Maximum upload file size: 64 MB.	
Select and Crop	
Select and Crop	
Select and Crop	
0	

Processing will return to the CROP IMAGE screen below:

C	op Image		×
п		The Right Nulle CIPPER CRUST Cashing Caill	
Б		Skip Cropping	age

This screen presents the image with a border showing where the image will be cropped. Manipulate this border by clicking, holding and dragging one of the squares on the dotted line. When the desired image is outlined, click on the {Crop Image} button and the inage will be cropped and placed in the header.

	Customizing			
ŀ	Header Image			
Click "Ad your com image wi you'll be it for a pe Current	d new image" to upload an image file from puter. Your theme works best with an th a header size of 1200 × 400 pixels — able to crop your image once you upload srfect fit. header			
V	UPPER CRUST CRUST			
Hide im	Add new image			
Previous	sly uploaded			
W	TR CRUST CRUST CRUST			
Ø				
	X Randomize uploaded headers			
	TAR.			
:	X Randomize suggested headers			
Enable F	eatured Header Image on			
Entire Site 🗸				
Featured Header Image Position				
Before	Before Menu V			
Page/Po	st Featured Header Image Size			
Full Ima	Full Image			
Featured	d Header Image Alt/Title Tag			
Featured	d Header Image Link URL			
Chec	k to Open Link in New Window/Tab			

PREVIOUSLY UPDATED

These are just snapshots of images that had been loaded in before the current one. This is useful if you are experimenting with a new image and realize that you liked a prior one better than the current one. You can double click a prior one and it becomes the current one.

RANDOMIZE UPLOADED HEADERS

Not Used – ignore this

ENABLE FEATURED HEADER IMAGE ON

We want this image on every page so select {ENTIRE SITE}.

Enable Featured Header Image on
Homepage / Frontpage Excluding Homepage Excluding Homepage, Page/Post Featured Image
✓ Entire Site
Entire Site, Page/Post Featured Image Pages and Posts Disabled

FEATURED HEADER IMAGE POSITION

The location of the header is at the very top of the page so select {BEFORE MENU}.

Featured Header Image Position
 ✓ Before Menu
 After Menu
 Before Header
 After Slider

PAGE/POST FEATURED HEADER IMAGE

Select {FULL IMAGE}.

Page/Post Featured Header Image Size

✓ Full Image

Large Image

Slider Image

FEATURED HEADER IMAGE ALT/TITLE

Not Used – ignore this

FEATURED HEADER IMAGE LINK URL

Not Used – ignore this

CHECK TO OPEN LINK IN NEW WINDOW/TAB Not Used – ignore this

Published There is a more recent autosave of your changes than the one you are previewing. Image: Changes than the one you are previewing. Restore the autosave Image: Changes than the one you are previewing. Image: Changes than the one you are previewing.	 Customizing Background Image
You are customizing I Upper Crust	Background Image
Active theme Catch Responsive Pro Change	
Site Identity >	
Header Image	
Background Image >	
Menus >	
Menu Options >	
Widgets >	
Homepage Settings >	
Theme Options >	
Additional CSS >	
Color Options >	
Featured Content >	Remove Change image
Featured Slider >	Preset
Social Links	Default
Reset all settings >	
Important Links	

INITIAL SET-UP - BACKGROUND IMAGE

BACKGROUND IMAGE

This screen allows you to change the background image. The background is that area between the edge of your display to the edge of the page being displayed. To find compatible colors, go to your search engine and type in either "rapidtables.com" or "RGB". This will bring up several color options for you to choose.

REMOVE IMAGE

This button will delete the current image and replace it with the default.

CHANGE IMAGE

This is the button to use to change the background. Kingdom recommends a solid color background, but patterns are acceptable (with taste).

If you click on {CHANGE IMAGE} the processing goes to the image library. If you screen capture a color (no particular size) and add it to the media library, then you can select that color to be used as the background image.

PRESET

Select the {DEFAULT} option.

Preset	
✓ Default Fill Screen	
Fit to Screen Repeat Custom	

INITIAL SET-UP - MENUS

×			Published
Ther chan <u>Rest</u>	e is a more recent a ges than the one yo ore the autosave	utosave of you u are previewi	r 😧 ng.
You a Upp	are customizing Der Crust		0
Active Catc	e theme h Responsive Pro		Change
Site	Identity		>
Hea	der Image		>
Back	kground Image		>
Men	us		>
Men	u Options		>
Wid	gets		>
Hom	nepage Settings		>
The	me Options		>
Add	itional CSS		>
Colo	or Options		>
Feat	ured Content		>
Feat	ured Slider		>
Soci	al Links		>
Rese	et all settings		>
Impo	ortant Links		>

The menus option is where all of the navigation takes place. We will only be using the main Navigation Menu that resides just under the header. The menu has lots of color options (later), but the goal is to make it compatible with the colors in the header.

<	You are customizing Menus	0 \$
Menu	ıs	
Mair (Curre	n Menu ently set to: Primary Menu)	>
	Create New N	1enu
Menu	Locations	
Your t	theme can display menus in 4 locations.	
View	v All Locations	>

The first order of business is to create a new menu by pressing the {CREATE NEW MENU} button. This will bring up the following screen:

•	Customizing • Menus New Menu
M	enu Name
lf cl	your theme has multiple menus, giving them ear names will help you manage them.
М	enu Locations
W (/1	here do you want this menu to appear? [•] you plan to use a menu <u>widget</u> , skip this step.)
C) Primary Menu (Current: Main Menu)
) Secondary Menu
) Header Right Menu
\square) Footer Menu
Cl m	ick "Next" to start adding links to your new enu.
	Next

MENU NAME

In most cases, the menu is just named "MAIN MENU", however, it can be named anything that is desired!

MENU LOCATIONS

We will be creating the "PRIMARY MENU" so click on that option. Other menus can be created as required, but are not necessary to fulfill Kingdom requirements.

NEXT

The {NEXT} button will accept your choices and present the following display. By selecting the {ADD ITEMS} button you will be able to handle the main menu choices.

<	Customizing • Menus test
Menu	I Name
test	
Time puttin menu	to add some links! Click "Add Items" to start g pages, categories, and custom links in your . Add as many things as you'd like.
	+ Add Items
Menu	Locations
Here's chang	s where this menu appears. If you'd like to ge that, pick another location.
🗌 Pr	imary Menu (Current: Main Menu)
Se	econdary Menu
П	eader Right Menu
E Fo	poter Menu
Menu	Options
C Au m	utomatically add new top-level pages to this enu
Delete	e Menu

Home Meetings Events Recipes Book Reviews Gallery Library Q

This is an illustration of the main menu choices. There is a kingdom standard for Baronies and Shires, but Groups are pretty much all different. The only requirements for all menus are that they will all contain a HOME and a LIBRARY option.

 Customizing - Menus Main Menu 			Custom Links	v
Menu Name			Pages	*
Main Menu			+ Home	Custom Link
Home	Page	×	+ Polish Turnip Kugel	Page
Meetings	Page	×	+ Hais	Page
Events	Page	×	+ Pine Nut Candy	Page
Recipes	Page	×	+ Moroccan Chicken	Page
Book Reviews	Page	×	Add New Page	+ Add
Gallery	Page	×	Posts	•
Library	Page	×	Categories	•
Reorder	X Add Ite	ems	Tags	Ŧ
Menu Locations			Formats	Ŧ
Here's where this menu appears. change that, pick another locatio Primary Menu (Current: Main M Secondary Menu Header Right Menu Footer Menu Menu Options Automatically add new top-le menu	If you'd like tr n. enu) vel pages to t	his		
Delete Menu				

The menu choices are created on this display. Remember each choice is really a page and it can be found under the pages option on your site. Once you enter a choice name in the {ADD NEW PAGE} box the selection will appear in the left hand side of this display. They show up in the order that they were entered, but can be re-arranged by selecting the option and dragging it to the new location. By moving the selection slightly to the right and releasing it, you can create an imbedded menu.

Home	Page	×
Meetings	Page	×
Events	Page	×
Recipes	Page	×
Book Reviews	Page	×
Gallery	Page	×
Library	Page	×

If you want your menu item to point to a site other than a page on the current site, select the {CUSTOM LINKS} option at the top of the page. This feature allows you to have a menu selection point to another site, or a document stored elsewhere.

 Customizing - Menus Main Menu 			Custom Links	
Menu Name			Pages	
Main Menu			+ Home C	ustom Link
Home	Page	×	+ Polish Turnip Kugel	Page
Meetings	Page	×	+ Hais	Page
Events	Page	×	+ Pine Nut Candy	Page
Recipes	Page	×	+ Moroccan Chicken	Page
Book Reviews	Page	×	Add New Page	+ Add
Gallery	Page	×	Posts	,
Library	Page	×	Categories	,
Reorder	🗙 Add Ite	ems	Tags	,
Menu Locations			Formats	,
Here's where this menu appears. I	f you'd like to	C		
Primary Manu (Current: Main Me				
Secondary Menu				
Header Right Menu				
Footer Menu				
Menu Options				
 Automatically add new top-level pages to this menu 				
Delete Menu				

This display allows you to enter the URL of where you would like to point (behind the https://) and the name of the selection to display on the menu in the box next to the LINK TEXT (i.e. it might be "Pictures"). Then click the {ADD TO MENU} button and it will be displayed just like the pages were above.

Custom Links	•
URL	https://
Link Text	
	Add to Menu

There is sometimes the instance that you might want to remove an item from the menu and to do that: click on the item to be removed and press the {REMOVE} button. The menus items will be re-displayed with that item missing.

Events	Page	
Navigation Label		
Events		
Open link in a new tab		
Title Attribute		
CSS Classes		
Link Relationship (XFN)		
Description		
The description will be displayed in th	e menu	if
the current theme supports it.		
Original: <u>Events</u>		
Remove		

To change the wording of a selection on the menu (without changing the page name), click on the item and type in the new name.

Events	Page	
Navigation Label		
Events		
Open link in a new tab		
Title Attribute		
CSS Classes		
Link Relationship (XFN)		_
Description		_
The description will be displayed in the current theme supports it.	ne menu	if
Original: <u>Events</u>		
Remove		

INITIAL SET-UP – MENU OPTIONS

There is a more rece	nt autosave of yo	ur C
changes than the on Restore the autosave	e you are preview 2	/ing.
You are customizing		6
Upper Crust		
Active theme	_	Change
Catch Responsive	Pro	Change
Site Identity		>
Header Image		>
Background Image	2	>
Menus		>
Menu Options		>
Widgets		>
Homepage Setting	S	>
Theme Options		>
Additional CSS		>
Color Options		>
Featured Content		>
Featured Slider		>
Social Links		>
Reset all settings		>
Important Links		>

Home Meetings Events Recipes Book Reviews Gallery Library

To create a little more space on the menu bar to add more selections, you can remove the search box!



INITIAL SET-UP - HOMEPAGE SETTINGS

here is a more recent au hanges than the one you estore the autosave	Published tosave of your a are previewing.		<	Customizing Homepage Settings	
ou are customizing opper Crust	0		You ca of your	n choose what's displayed on the homep site. It can be posts in reverse	age
ctive theme atch Responsive Pro	Change]	chrono	plogical order (classic blog), or a fixed/sta To set a static homenage, you first need t	tic
ite Identity	>		create and the	two Pages. One will become the homepa e other will be where your posts are	ige,
	~	-	aispidy		
ackground Image	>	-	Your h	nomepage displays	
ienus	>	-	O You	ur latest posts	
lenu Options	>			static page	
/idgets	>	-	- AS	natio page	
omepage Settings	>		Homo	2000	
heme Options	>		Home	page	
dditional CSS	>		Hom	e	\sim
olor Options	>		+ Add	New Page	
eatured Content	>		Deete	2222	
eatured Slider	>		POSTS	page	
ocial Links	>		— Se	elect —	~
eset all settings	>		+ Add	New Page	
nportant Links	>				

Because we are working with pages (not posts), click on the button next to "A STATIC PAGE".

In the box under "HOMEPAGE" the default value is "Home". Be careful with this, even if you named your home page "Home" it may be pointing to the default page and not yours.

Leave the "POSTS PAGE" with the default as we are not doing posts.

INITIAL SET-UP - THEME OPTIONS

×		Pu	blished
There is a more recent autosave of your changes than the one you are previewing. Restore the autosave			
You a Upp	are customizing Der Crust		0
Activ Catc	e theme h Responsive Pro		Change
Site	Identity		>
Hea	der Image		>
Bac	kground Image		>
Men	us		>
Men	u Options		>
Wid	gets		>
Hom	nepage Settings		>
The	me Options		>
Add	itional CSS		>
Colo	or Options		>
Feat	tured Content		>
Feat	tured Slider		>
Soc	ial Links		>
Res	et all settings		>
Imp	ortant Links		>

<	You are customizing Theme Options	0
Bre	adcrumb Options	>
Con	nment Options	>
Exc	erpt Options	>
Fee	d Redirect	>
Fon	t Family Options	>
Foo	ter Editor Options	>
Hea	Header Right Sidebar Options	
Hor	nepage / Frontpage Options	>
Lay	out Options	>
Pag	ination Options	>
Pro	Promotion Headline Options	
Res	Responsive Options	
Scr	Scrollup Options	
Sea	Search Options	
Sing	Single Post Navigation	
Upd	date Notifier	>

The four theme options that we are working with are: Footer Editor Options Header Right Sidebar Options Layout Options Promotion Headline Options

INITIAL SET-UP - THEME OPTIONS – FOOTER EDITOR OPTIONS



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INITIAL SET-UP - THEME OPTIONS – HEADER RIGHT SIDEBAR OPTIONS

Customizing - Theme Options
 Header Right Sidebar Options

✓ Check to disable Header Right Sidebar

INITIAL SET-UP - THEME OPTIONS – LAYOUT OPTIONS

<	Customizing - Theme Options Layout Options		
Defa	ılt Layout		
No	Sidebar (Content Width)		
Archive Content Layout			
Excerpt Image Left ~			
Single Page/Post Image Layout			
Disabled ~			

INITIAL SET-UP - THEME OPTIONS – PROMOTION HEADLINE OPTIONS

<	Customizing - Theme Options Promotion Headline Options		
To dis	able the fields, simply leave them empty.		
Enab	e Promotion Headline on		
Disa	bled v		
Prom	otion Headline Text		
Appro	priate Words: 10		
Cato	ch Responsive Pro is a Responsive WordPr		
Prom	otion Subheadline Text		
This	is premotion boodling. You can add this f		
This	This is promotion headline. You can edit this f		
Prom	Promotion Headline Button Text		
Appropriate Words: 3			
Buy	Now		
Prom	otion Headline Link		
http	s://catchthemes.com/		
Check to Open Link in New Window/Tab			
Promotion Headline Left Section Width			
This is promotion headline left section width. Once this is adjusted, the width for promotion headline right section is set automatically. in % 80 ©			

INITIAL SET-UP - ADDITIONAL CSS



.page .entry-title{ display:none;	
} /*	

INITIAL SET-UP - COLOR OPTIONS

×		F	Published
Ther char <u>Rest</u>	There is a more recent autosave of your Cochanges than the one you are previewing. Restore the autosave		
You a Upp	are customizing Der Crust		Ø
Activ Cato	e theme h Responsive Pro		Change
Site	Identity		>
Hea	der Image		>
Bac	kground Image		>
Men	ius		>
Men	u Options		>
Wid	gets		>
Hon	nepage Settings		>
The	me Options		>
Add	itional CSS		>
Colo	or Options		>
Feat	tured Content		>
Feat	tured Slider		>
Soc	ial Links		>
Res	et all settings		>
Imp	ortant Links		>

< 2	You are customizing Color Options	G
Basic C	olor Options	>
Header	Color Options	>
Conten	t Color Options	>
Sideba	Color Options	>
Paginat	ion Color Options	>
Footer	Color Options	>
Promot	ion Headline Color Options	>
Scrollu	p Color Options	>
Slider C	Color Options	>
Feature	d Content Color Options	>
Primary	/ Menu Color Options	>
Second	ary Menu Color Options	>
Header	Right Menu Color Options	>
Footer	Menu Color Options	>

The four color options that we are working with are: Basic Color Options Current Color Options Footer Color Options Primary Menu Color Options

INITIAL SET-UP - COLOR OPTIONS – BASIC COLOR OPTIONS

<	Customizing - Color Options Basic Color Options				
Color Color	Color Scheme Light				
O Da	ark ground Color				
	Select Color				
	Select Color				
Link	Color Select Color				
Link Hover Color					
Mobile Menu Color Scheme					
🔿 Dark					

COLOR SCHEME

BACKGROUND COLOR

TEXT COLOR

LINK COLOR

LINK HOOVER COLOR

MOBILE MENU COLOR SCHEME

INITIAL SET-UP - COLOR OPTIONS – CONTENT COLOR OPTIONS

<	Customizing - Color Options Content Color Options				
Wrap	Wrapper Background Color				
	Select Color				
Back	ground Color				
	Select Color				
Title	Title Color				
	Select Color				
Title	Hover Color				
	Select Color				
Meta	Color				
	Select Color				
Meta Hover Color					
	Select Color				

WRAPPER BACKGROUND COLOR

BACKGROUND COLOR

TITLE COLOR TITLE HOOVER COLOR

META COLOR META HOOVER COLOR

INITIAL SET-UP - COLOR OPTIONS – FOOTER COLOR OPTIONS

<	Customizing - Color Options Footer Color Options				
Back	Background Color				
Text	Text Color				
	Select Color				
Link	Color				
	Select Color				
Side	par Area Background Color				
	Select Color				
Widg	et Background Color				
	Select Color				
Widg	et Title Color				
	Select Color				
Widg	Widget Text Color				
	Select Color				
Widg	Widget Link Color				
	Select Color				

BACKGROUND COLOR

TEXT COLOR

LINK COLOR

SIDEBAR AREA BACKGROUND COLOR

WIDGET BACKGROUND COLOR WIDGET TITLE COLOR WIDGET TEXT COLOR WIDGET LINK COLOR

INITIAL SET-UP - COLOR OPTIONS – PRIMARY MENU COLOR OPTIONS

<	Customizing - Color Options Primary Menu Color Options				
Menu	Menu Background color				
	Select Color				
Menu	ı Color				
	Select Color				
Hove	r Active Background Color				
	Select Color				
Hove	r Active Text Color				
	Select Color				
Sub I	Sub Menu Background Color				
	Select Color				
Sub Menu Text Color					
	Select Color				

MENU BACKGROUND COLOR

MENU COLOR

HOOVER ACTIVE BACKGROUND COLOR

HOOVER ACTIVE TEXT COLOR

SUB MENU BACKGROUND COLOR

SUB MENU TEXT COLOR

INITIAL SET-UP - FEATURED CONTENT

×	Published
There is a more recent autosave of changes than the one you are prev <u>Restore the autosave</u>	your 😳 iewing.
You are customizing Upper Crust	Ø
Active theme Catch Responsive Pro	Change
Site Identity	>
Header Image	>
Background Image	>
Menus	>
Menu Options	>
Widgets	>
Homepage Settings	>
Theme Options	>
Additional CSS	>
Color Options	>
Featured Content	>
Featured Slider	>
Social Links	>
Reset all settings	>
Important Links	>

<	Customizing Featured Content	
Enab	le Featured Content on	
Disabled		~
H	lomepage / Frontpage ntire Site	
√ D	isabled	

As we are not doing featured content, this function should be disabled!

INITIAL SET-UP - FEATURED SLIDER

×	ublished
There is a more recent autosave of your changes than the one you are previewin <u>Restore the autosave</u>	. 🖸
You are customizing Upper Crust	0
Active theme Catch Responsive Pro	Change
Site Identity	>
Header Image	>
Background Image	>
Menus	>
Menu Options	>
Widgets	>
Homepage Settings	>
Theme Options	>
Additional CSS	>
Color Options	>
Featured Content	>
Featured Slider	>
Social Links	>
Reset all settings	>
Important Links	>

<	customizing Featured Slider	
Enab	le Slider on	~
Disabled Homepage / Frontpage Entire Site ✓ Disabled		

As we are not doing featured slider, this function should be disabled!

ADDING/EDITING A PAGE

If you are viewing the site and decide a new page is needed, press the {NEW} button, navigate down to PAGE and release.



If you are already editing a page, and decide a new page is needed, click on the {ADD NEW} button behind the EDIT PAGE heading.

Edit Page Add New	

The only difference in the processing of a new page versus editing a page is that in editing, the page and the content already exist, other than that, the processing is the same.

Edit Page Add New		
Home		Publish 🔺
Permalink: https://uppercrust.sca-caid.org/ 97 Add Media Add Form Visual T Paragraph B I III IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII		Preview Changes • Status: Published Edit • • Visibility: Public Edit • • Revisions: 10 Browse • m Published on: May 2, 2019 at 23:36 Edit • • •
PAGE CONTENTS		Move to Trash Update Page Attributes

ADD AN IMAGE TO A PAGE

While you are in the Edit Page screen, determine where you want the image on your page and place the cursor there and click on the {ADD MEDIA} button,

Edit Page Add New		
Gallery		
Permalink: https://uppercrust.sca-caid.org/gallery/ Edit		
🛐 Add Media	icual	Tevt
	Suur	2
		* *

This will bring up the media library screen in the default thumbnail view.



If the desired image is available, click on it, then click the {IMPORT INTO PAGE} button located at the bottom right corner of the screen. Processing will return to the page being edited with the image displayed.

If the desired image is not available, click on the {UPLOAD FILES} button. Then, either drag and drop the image or use the SELECT FILES button to find the image using the finder. When the file is found, click select and it is uploaded.

Upload Files Media Library	
Filter Media	Search
All media items 🗸 🖌 All dates 🗸	
Vertile accession With the second se	
Tipper Crust	
	Insert into page

This will bring up the following screen to either drag and drop the image or use the SELECT FILES button to find the image using the finder. When the file is found, click select and it is inserted into the media library.

Add Med	а	×
Upload Files	Media Library	
	Drop files to uple	bad
	or	
	Select Files	
	Maximum upload file size:	64 MB.
		Insert into page

Processing will return to the media library screen with the image highlighted, so click the {IMPORT INTO PAGE} button located at the bottom right corner of the screen. Processing will return to the page being edited with the image displayed.

PASSWORD PROTECTING A PAGE

While you are in the EDIT PAGE mode, click on the {EDIT} button next to the VISIBILITY: PUBLIC heading:

Edit Page Add New	Screen Options V Help V
	Publish 🔺
Permalink: https://uppercrust.sca-caid.org/gallery/ Edit 93 Add Media Image: Add Form Visual Text Paragraph B I Image:	
	Move to Trash Update

When the following section is displayed, click on the circle in front of PASSWORD PROTECTED:

Publish 🔺
Preview Changes
Status: Published Edit
Visibility: Public
Public
 Password protected Private
OK <u>Cancel</u>
C Revisions: 3 Browse
Published on: May 3, 2019 at 00:15 Edit
Move to Trash Update

That will cause the entry box under the word PASSWORD: to be displayed. Enter the desired password into the box and click {UPDATE}. Click on VIEW PAGE on the top of the display to return to viewing the site.

Publish			
Preview Changes			
Status: Published Edit			
Visibility: Public			
Public Password protected			
Password:			
PASSWORD			
Private			
OK <u>Cancel</u>			
Revisions: 3 Browse			
1111 Published on: May 3, 2019 at 00:15 Edit			
Move to Trash Update			

When the page is selected, the following message will appear and will not allow the page to be viewed until the correct password is entered.

This conter	nt is password protected. To	o view it please enter your password below:	
Password:		Enter	
<i>₀</i> Edit			

LINKING

Edit Page Add New			
Home Permalink: https://uppercrust.sca-caid.org/			Publish Preview Changes
Paragraph B I II II II III IIII IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Visual	Text	 Status: Published Edit Visibility: Public Edit Revisions: 10 Browse Published on: May 2, 2019 at 23:36 Edit
PAGE CONTENTS			Move to Trash Update Page Attributes

To link an image or some text to an outside source, highlight the text (or image) and press the icon that looks like a chain link and the following pop up will appear under your selection.

	-	
Paste URL or type to search		

There are two ways to do the linkage, the first is by entering the destination URL.

This display allows you to enter the URL of the object where you would like to point (behind the https://). The link text will display whatever you highlighted as you entered here.

Insert/edit	t link	×
Enter the dest	ination URL	
URL		
Link Text	This	
	Open link in a new tab	
Or link to exist	ting content	
Search		
No search te	erm specified. Showing recent items.	
No search te Polish Turnip	o Kugel	PAGE
No search te Polish Turnip Hais	rm specified. Snowing recent items.	PAGE
No search te Polish Turnin Hais Pine Nut Car	rm specified, showing recent items.	PAGE PAGE PAGE
No search te Polish Turnig Hais Pine Nut Car Moroccan C	rm specified, showing recent items.	PAGE PAGE PAGE PAGE
No search te Polish Turnip Hais Pine Nut Car Moroccan Cl Russian Cab	rm specified, showing recent items.	PAGE PAGE PAGE PAGE PAGE

The second is by linking to existing content.

Insert/edit	link	×
Enter the desti	nation URL	
URL		
Link Text	This	
	Open link in a new tab	
Or link to exist	ing content	
Search		
No search te	rm specified. Showing recent items.	
Polish Turnip	Kugel	PAGE
Hais		PAGE
Pine Nut Can	dy	PAGE
Moroccan Ch	licken	PAGE
Russian Cabl	bage Soup	PAGE
Russian Chris	stmas Ham	PAGE
Cancel		Add Link

You can scroll down through the listing of pages and select a page, or you can use the search box. The search lets you put in any key words you can think of and it will return the matches.

CAUTION, when entering data into the search box, do not press enter – the search will start as soon as you quit typing.

To select an item, click on it!

MEDIA – MEDIA LIBRARY DISPLAY

The media library is where all media is stored and is re-usable over and over.

This is the typical display of the media library with thumbnail displays of all of the media and the one that is most often seen.



This is an alternative display that allows the naming and searching for named objects.

Media Library Add New			Scre	en Options 💌 🛛 Help 💌
All media items v All dates v Fiber		Search		
Buk Actions			22 items	« < 1 af 2 > »
D File	Author	Uploaded to		Date
Screen Shot 2019-05-18 at 1.58.20 PM — Background Image, Current Background Image Screen-Shot-2019-05-18-xt-1.58.20-7M.prg	Walt Arndt	(Unattached) Attach	-	2019/05/18
Screen Shot 2019-05-18 at 1.56.55 PM — Background image Screen-Shot-2019-05-18-at-1.56.55-PM,prg	Walt Arndt	(Unatlached) Attach	_	2019/05/18
Screen Shot 2019-05-18 at 1.55.34 PM — Background Image Screen-Shot-2019-05-18-at-1.55.34-PM.png	Walt Arndt	(Unattached) Allach	-	2019/05/18
Screen Shot 2019-05-18 at 1.53.54 PM — Background Image Screen-Shot-2019-05-18-at-1.53.54-PM png	Walt Arndt	(Unattached) Attach	_	2019/05/18
Screen Shot 2019-05-18 at 1.52.57 PM — Background Image Screen-Shot-2019-05-18-at-1.52.57-PM.png	Walt Arndt	(Unatlached) Attach	_	2019/05/18
ERC cropped-Screan-Shot-2019-05-02-at-5.22.57-PM-3.png — Current Header Image	Walt Arndt	(Unattached) Allach	-	2019/05/03
Screen Shot 2019-05-02 at 5.22.57 PM PER CR Screen-Shot 2019-05-02-at 5.22.57 PM, png	Walt Arndt	(Unattached) Attach	_	2019/05/03
Screen Shot 2019-05-02 at 6.57.12 PM — Background Image Screen-Shot-2019-05-02-at-6.57.12-PM.ong	Walt Arndt	Hotchpot de Poullaine Detach	_	2019/05/03
Screen Shot 2019-05-02 at 6.14.12 PM Screen-Shot 2019-05-02-at 6.14.12-PM.ong	Walt Arndt	Events Detach	_	2019/05/03

MEDIA – ADD AN IMAGE

While you are in the Edit Page screen, determine where you want the image on your page and place the cursor there and click on the {ADD MEDIA} button,

Edit Page Add New					
Gallery					
Permalink: https://uppercrust.sca-caid.org/gallery/ Edit					
Add Media	Vieual	Tout			
	VISUAI	Text			
Paragraph \checkmark B I \vDash 66 \rightleftharpoons \doteq \doteq $@$ \blacksquare		\times			

This will bring up the media library screen in the default thumbnail view.



If the desired image is available, click on it, then click the {IMPORT INTO PAGE} button located at the bottom right corner of the screen. Processing will return to the page being edited with the image displayed.

If the desired image is not available, click on the {UPLOAD FILES} button.



This will bring up the following screen to either drag and drop the image (where it says "Drop files to upload") **or** use the SELECT FILES button to find the image using the finder. When the file is found, click select and it is inserted into the media library.

Add Med	ia	×
Upload Files	Media Library	
	Drop files to upload	
	or	
	Select Files	
	Maximum unload file size: 64 MB	
	Maximum apload me size, of MD.	
		Insert into page

Processing will return to the media library screen with the image highlighted.

MEDIA – ADD A PDF

Determine where you want the pdf on your page and place the cursor there and click on the {ADD MEDIA} button,

Edit Page Add New		
Gallery		
Permalink: https://uppercrust.sca-caid.org/gallery/ Edit		
Con Add Martin Care		
Add Media	Visual	Text
Paragraph \checkmark B I \boxminus i l i l i l i l		\times
₩ – <u>A</u> ▼ 🛱 🖉 Ω 👎 ቛ つ C* 🕑		

This will bring up the following screen that is used to upload the pdf. This can be done with two different ways. The first way is to select the pdf and drag and drop it on this screen. This will start the upload. The second way is to press the {SELECT FILES} button causing the FINDER screen to be displayed and allowing you to double click your selection to start the upload.

Add Med	ia	×
Upload Files	Media Library	
	Drop files to upload	
	or	
	Select Files	
	Maximum upload file size: 64 MB.	
		Insert into page

When the upload is complete, click the {IMPORT INTO PAGE} button located at the bottom right corner of the screen.

Processing will continue back to the edit page screen with the name of the pdf inserted in the page. It now acts like any other linked object and can be handled in the same way.

IMBEDDING A CALENDAR

Caid			
Today 📢	▶ Saturday, February 29 🔻	Print Week	Month Agenda 💌
Saturday	, February 29		
Chiv in th	e Chest (Nordwache)		
8:00am	Poll na Gainmhe's Last Anniversary (Calafia)		
Sunday,	March 1		
Chiv in th	e Chest (Nordwache)		
Saturday	, March 7		
8:00am	Crown Tournament (Naevehjem)		
Saturday	, March 14		
Gulf Wars	; (Gleann Abhann & Meridies)		
8:00am	*CANCELED* Althing (Starkhafn)		
8:00am	Gyldenholt / Calafia Friendship Tournament (Gyldenholt)		
Sunday,	March 15		
Gulf Wars	; (Gleann Abhann & Meridies)		
Monday,	March 16		
Gulf Wars	; (Gleann Abhann & Meridies)		
Tuesday,	March 17		
Gulf Wars	s (Gleann Abhann & Meridies)		
Wednesd	lay, March 18		
Gulf Wars	(Gleann Abhann & Meridies)		
Thursday	/, March 19		
Gulf Wars	(Gleann Abhann & Meridies)		
Friday, N	arch 20		
Gulf Wars	; (Gleann Abhann & Meridies)		
Saturday	, March 21		
Events shown	in time zone: Pacific Time - Los Angeles		Calendar

These are the steps to embed a google calendar in your website:

- 1. Next to ANY calendar that you want to include, hover to the right of it to reveal the dropdown menu icon, and select Calendar Settings
- 2. In the "Embed This Calendar" section select the link "Customize the color, size, and other options"
- 3. Select the other calendars that you want to include in your view under the "Calendars to Display" section
- 4. Select any other options. Don't forget to give this "multi-calendar" view a title, then click the Update Html button in the top right.
- 5. Copy and paste the html code generated to your web page.
- 6. Some sites do not allow you to include an <iframe>.

What if you just want to LINK to the multi-calendar view or email someone a link to the view?

You can do this by taking the embed code and cleaning it up a bit as follows:

1. Remove the iframe tag and src=. You only need the actual url and all it's parameters.

2. When you copy and pasted the embed code, you are likely to see several occurrences of & amp; which will cause the link to show you a blank calendar. Replace these occurrences with just the & character.

Example original embed code:

```
<iframe style="border: 0;" src="https://calendar.google.com/calendar/embed?src=sca-
caid.org_e4j3b1q1okn7jtq1d3ddpvr9j4%40group.calendar.google.com&;ctz=America/Los_Ange
les&;mode=AGENDA" width="800" height="600" frameborder="0" scrolling="no"><span
style="display: inline-block; width: 0px; overflow: hidden; line-height: 0;" data-mce-
type="bookmark" class="mce_SELRES_start"></span></iframe>
```

```
<iframe style=''
border: 0;"
src="https://calendar.google.com/calendar/embed?
src=scacaid.org e4j3b1q1okn7jtq1d3ddpvr9j4%40group.calendar.google.com&
ctz=America/Los_Angeles&
mode=AGENDA''
                     (could also have been "Week" or "Month")
width="800"
height="600"
frameborder="0"
scrolling="no">
<span style="
display: inline-block;
width: 0px;
overflow: hidden;
line-height: 0;"
data-mce-type="bookmark"
class="mce_SELRES_
start">
</span>
</iframe>
```

JUMP TO A SPOT ON A PAGE

In addition to links that lead away from the current page, there are also 'internal' links – hyperlinks that take one to a specific spot on the current page. Those spots are called 'bookmarks' and the most frequent bookmark that's being linked to is 'go to top'.

In order to get such a link to work, first we have to create the bookmark. That's done by adding id="bookmark" to an element. I'm just using the word 'bookmark' as a placeholder – ideally, we'd use whatever makes sense. For example if you were trying to set up a way to return to the top of the page, the following html would be the first thing on the page: <div id="top">

This creates the bookmark. Now we need a hyperlink to take us there. Back to Top

Any place the above html was placed on the page would cause the processing to return to the top of the page.

This will also work when there is a need to jump from one page to a specific spot on another page. The only difference is that the href includes the URL of the specific page prior to the spot on the page:

