The illustration below identifies the Widgets covered in this training document.

**WP** = WordPress

**JFD** = Custom Widget by Jack Frost Design

<table>
<thead>
<tr>
<th>#</th>
<th>Name</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Logo</td>
<td>WP</td>
</tr>
<tr>
<td>2</td>
<td>Search</td>
<td>WP</td>
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<tr>
<td>3</td>
<td>Language</td>
<td>WP</td>
</tr>
<tr>
<td>4</td>
<td>Social Media</td>
<td>JFD</td>
</tr>
<tr>
<td>5</td>
<td>Main Navigation</td>
<td>JFD</td>
</tr>
<tr>
<td>6</td>
<td>Slideshow</td>
<td>WP</td>
</tr>
<tr>
<td>7</td>
<td>Home Tile Widget</td>
<td>JFD</td>
</tr>
<tr>
<td>8</td>
<td>Home Tile Widget</td>
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<td>9</td>
<td>Home Tile Widget</td>
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<tr>
<td>10</td>
<td>Home Tile Widget</td>
<td>JFD</td>
</tr>
<tr>
<td>11</td>
<td>Assistance Widget</td>
<td>WP</td>
</tr>
<tr>
<td>12</td>
<td>Home Tile Widget</td>
<td>JFD</td>
</tr>
<tr>
<td>13</td>
<td>Footer Widget</td>
<td>WP</td>
</tr>
</tbody>
</table>
Plugins Used in MaderaCAP

Page Builder – For Your Page and Web Portal Building Foundation

Page Builder makes it easy to create responsive column based content, using the WordPress widgets. The content on the site will accurately adapt to all mobile devices, ensuring your site is mobile-ready.

Page Builder works with standard WordPress widgets, so as you team needs to expand the site features compatible widgets are available. Page Builder will also work with the custom theme and branding adopted by CAP Madera. And should you choose to modify the look and feel in the future you can and your content will always come with you.

**With Page Builder, no coding is required.**

Page Builder’s simple drag and drop interface means site administrators will never need to write a single line of code. Page Builder generates all the highly efficient code for you. However, you can also enter custom CSS and CSS classes if you need even finer grained control.

Page Builder will provide flexibility we believe you are looking for. During our administrative training sessions, we will show you how easy it is to choose the exact number of columns for each row and the precise weight of each column - down to the decimal point. And, if you're not quite sure what you like, the Row Builder guide will assist you in achieving proportioned content tables when using advanced ratios.
**Live Editing.**
Page Builder supports live editing which lets you see your content and edit widgets in real-time. It's the fastest way to adjust your content quickly and easily.

**History Browser.**
This tool lets you roll forward and back through your changes. It gives you the freedom to experiment with different layouts and content without the fear of breaking your content.

**Row and widget styles.**
Row and widget styles give you all the control you need to make your content uniquely your own. Change attributes like paddings, background colors and column spacing. You can also enter custom CSS and CSS classes if you need even finer grained control.
Button Widget that Visitors will love to click and CAP Madera Administrators will find easy to maintain.

This powerful yet simple button widget can be used for your side bars or your Page Builder pages.

Customizing features include:

- **Button text** -- Enter the text you want to be displayed in the button.
- **Destination URL** -- can be entered as a button link so your visitors land where you want them to land.
- **Open in a new window** -- Enable to open the button link in a new window
- **Icon Shape** -- Icon shape library included or customize/replace the icon with your own image icon
- **Icon Color** -- Set the selected icon’s color
- **Design and Layout Your Button**
  - **Width** -- Alternatively, insert a width value. Use the drop-down field next to the width field to select a unit of measurement. The default unit is pixels (px).
  - **Align** -- the entire button on the page. Defaults to center. Left, Right, Center or Justify.
- **Additional Button Theming**
  - **Button color**: Select the button background color.
  - **Text color**: Select the button text color. Font Size
  - **Set the button font size**. Choose between Normal, Medium, Large or Extra Large.
- **Use Hover Effects** -- to lighten the background slightly, for the Wire theme, the background will be added on hover.
- **Rounding** -- Set the button corner rounding. Defaults to Slightly rounded. Choose between None, Slightly rounded, Very rounded or Completely rounded.
- **Padding** -- is the distance between the text and the edge of the button. Choose between Low, Medium, High or Very high.

Call to Action Widget that’ll get Site Visitors Attention and Response.
(inside page - may be used for title bar)

This widget can be utilized for Headlines, Title Bars or where ever you want to present a call to action process for visitors to take immediate action. Call to action buttons (done right) can dramatically increase conversions on the new website. Used properly they will Create a Sense of Urgency.

Once the widget has been installed and inserted into the website them or page, the following features are available:
Customizing features include:

**Title:** The Call to Action Title

**Subtitle:** A subsite can be added if required.

Design features include:

- Background colors
- Border colors
- Button alignment - right or left
- Button text and font size
- Destination URL
- Open in a new window
- Image icon
- Use hover effects
- Rounding and Padding

Slider Widget that slides images and HTML5 Videos

*(home page banner rotator)*

The Slider widget gives you an easy way to add simple sliders to your sidebars, Page Builder pages or other widget zed areas. You build the entire form from within the widget form, so you don’t need to leave the interface you’re on to get things done.

Each image slide also has the option to include a link if needed with the options to open the link in a new window.

This will also serve as a video widget.

Customizing features include:

**Animation Speed:**
Controls the speed at which slides transition into the next slide.

**Timeout**
Controls the amount of time that the slide is available to view/click on.

**Navigation**
Controls the color, size, and style for the left and the right arrows as well as the pager controls.

**Images**
Two images are used – a background image and a foreground image. The background image is meant as a standard
background image while the foreground image is meant to be the main focus point, like a call-to-action. The background image may also be a background video that plays on loop.

Contact Form
Contact Form builder is one of the most important plugins of any WordPress website. Everyone wants to see a nice and functional Contact Form on their website.
So, this Widget creates an easy and user friendly plugin for building contact forms on their websites.

Features of the Contact Form plugin

- Easy install and use
- Works perfectly with all versions of WordPress
- Fully Responsive Contact Form Builder
- Add Unlimited form fields for your contact form
- Field File “Required option” for any form field you need
- Easily move form fields positions
- 16 different form types of contact form
- Ability to insert Text field
- Ability to insert Email field
- Ability to insert URL field
- Ability to insert Telephone number field
- Ability to insert Date/Calendar field
- Ability to insert Password field
- Ability to insert Text Area field
- Ability to insert Radio Button field
- Ability to insert Check Box field
- Ability to insert Dropdown List field
- Ability to insert Heading field
- Ability to insert Separator/Divider field
- Ability to insert reCaptcha field
- Widget contact forms
PayPal Donations

The Donations page offers a simple user-friendly interface.

The Donations page gives the user three settings to send their donation: Donation Amount, Donation Frequency, and who to donate to. The Donation Amount is the amount in USD to donate. The Donation Frequency is how often to donate. Annually is set to two years, Monthly and Quarterly are set to last just one year. These settings can be edited as previously mentioned. The user can also select who the donation should sent to. This will be in a note of the donation.

The donations buttons and settings have been setup through PayPal and may also be modified there.

To edit a PayPal button, go to this page. You will be asked to login first. Editing a button through PayPal that is used on the MaderaCAP page will automatically update the buttons on the MaderaCAP page as well.

To edit a button within PayPal, go to the link as mentioned above. Select the “Action” dropdown adjacent to the button you wish to edit and choose the “Edit button” link.

The first option you may want to edit is the button or “Item” name. This is the name of the donation type that the user chose. If you wish to change the name, be sure that it is descriptive enough to ensure that you know exactly what the user donated.

Next, you may want to change the amount, billing cycle, and number of cycles of billing. Please Note: we recommend that you do not modify anything except the number of cycles in this section so that the Donations page on MaderaCAP is accurate.

When first landing on the Edit Button page in PayPal, “Step 1” is already expanded for you. There are three steps in all. We are going to skip “Step 2” because that should not be changed.

In “Step 3”, the only options that should be changed here are the landing pages if the user cancels the donation and the landing page of the thank you page after the donation is complete.
PLEASE NOTE: Due to security settings that PayPal has set up, choosing a Donation Frequency of “Annually” or “Quarterly” or “Monthly”, the user will not be able to specify a custom donation amount and therefore would need to choose either $10, $20, $50, or $100. If a the “Other” Donation Amount is chosen, the donation page will automatically hide the “Annually”, “Quarterly”, and “Monthly” options and switch to the “One Time” option. Switching back to $10, $20, $50, or $100 will display all Donation Frequency options.

PLEASE NOTE: To make edits to this page, the edit page must first load in “text” mode (i.e. Code view). WordPress appears to try and “fix” code that is not broken and will then end up breaking the code.
Relevanssi - A Better Search

Relevanssi replaces the standard WordPress search with a better search engine, with lots of features and configurable options. You'll get better results, better presentation of results - your users will thank you.

Key features

- Search results sorted in the order of relevance, not by date.
- Fuzzy matching: match partial words, if complete words don’t match.
- Find documents matching either just one search term (OR query) or require all words to appear (AND query).
- Search for phrases with quotes, for example "search phrase".
- Create custom excerpts that show where the hit was made, with the search terms highlighted.
- Highlight search terms in the documents when user clicks through search results.
- Search comments, tags, categories and custom fields.

User Role Editor

With User Role Editor WordPress plugin, you can change user role (except Administrator) capabilities easy, with a few clicks. Add new roles and customize its capabilities per your needs, from scratch of as a copy of another existing role. Role assigned every new created user by default may be changed. Capabilities could be assigned on per user basis. Multiple roles could be assigned to user simultaneously. You can add new capabilities and remove unnecessary capabilities which could be left from uninstalled plugins.

Features:

- Block selected admin menu items for role.
- Hide selected front-end menu items for no logged-in visitors, logged-in users, roles.
- Block selected widgets under "Appearance" menu for role.
- Show widgets at front-end for selected roles.
- Block selected meta boxes (dashboard, posts, pages, custom post types) for role.
- "Export/Import" module. You can export user roles to the local file and import them then to any WordPress site or other sites of the multi-site WordPress network.
- Roles and Users permissions management via Network Admin for multisite configuration. One click Synchronization to the whole network.
- "Other roles access" module allows to define which other roles user with current role may see at WordPress: dropdown menus, e.g. assign role to user editing user profile, etc.
- Manage user access to editing posts/pages/custom post type using posts/pages, authors, taxonomies ID list.
- Per plugin users access management for plugins activate/deactivate operations.
- Per form users access management for Gravity Forms plugin.
- Short code to show enclosed content to the users with selected roles only.
- Posts and pages view restrictions for selected roles.

**Language Translator**

The MCAA website utilizes Google’s site language translator, located in the Upper right corner of the header. Simply select a language, including Spanish, and the site will automatically be translated to that language.

**FAQ’s**

*(Used for Position Announcements)*

While we are not using this plugin for FAQ’s, the functionality remains the same for use for Position Announcements.

Numerous CMS website require a segment for FAQ’s. Helios Solutions Responsive Category FAQ Plugin permits you to include, inspect and show FAQ on your website.

Helios Solutions Responsive Category FAQ Plugin appends a FAQ page in your website with jQuery accordion effect using jQuery UI. You can also add your own custom CSS from backend to change the front view of the Helios Solutions Responsive Category FAQ Plugin.

**FEATURES**

- Add multiple Category.
- Shortcode for Individual Category.
- Accordion Effect using jQuery UI.
- Responsive FAQ.
- Add Your own custom CSS.

**Managing Position Announcements**
To manage Position Announcements, navigate to the FAQ’s section by clicking “FAQ’s” on the sidebar of the Dashboard.

Once there, you may add a new job posting, add a new job category, or modify existing job openings.

When creating a new position announcement, and assuming the category for the job position has been created, be certain that you choose the category that the job position belongs to.

To add a position announcement to the Position Announcements page, first edit the page. Pick the spot where you would like each category. Then type the name of the category, hit enter, and then input the WordPress short code as shown. The category ID can be retrieved by navigating to the category and looking at the URL of the page and finding the tag_ID query string.

```
wp-admin/term.php?taxonomy=hs_faq_taxonomy&tag_ID=3
```
Memphis Docs
(Document Library)

Memphis Documents Library (mDocs) is a documents library for WordPress with a robust feature set. It is a great tool for the organization and distribution of files.

MEMPHIS DOCUMENTS LIBRARY FEATURES
- Document preview and thumbnails available for most file types.
- Batch Upload of files into the system
- Upload media files that match WordPress’s white-list. This white-list is configurable from the WordPress menus.
- Download tracking of files
- Posts created for each new media upload, showing information of the specific file.
- Version control, allows you to view and revise to older version of your file.
- The ability to share your files on other websites.
- Social media buttons for each document.
- Referential file methodology. This allows for the updating of a file while the link remains the same.
- Importing of document libraries into your current library, or just migrating to another website.
- Exporting your documents libraries for safe backup and store, migration to another website or sharing with someone else.
- The ability to create, edit, and delete categories and subcategories.
- Search for files using the WordPress search.
- Customization of download button

UPLOADING/DELETING/MODIFYING DOCUMENTS
To upload, modify, or delete a document, navigate to the Memphis Docs section, located in the sidebar of the Dashboard.

Next, choose “Add New” to add a new document. In the “Options” area, there is an option to batch upload multiple documents contained in a .zip file.

LINKING TO DOCUMENTS
In order to link to documents in pages, edit the page and choose the “Insert Link” option.
In the rich text editor, an option will show up to either type in the URL of the link or choose from a settings icon.

In the link settings, you can search for the exact document you need to insert. Once found, click “Add Link”.
Max Mega Menu

Max Mega Menu will automatically convert your existing menu or menus into a mega menu. You can then add any WordPress widget to your menu, restyle your menu using the theme editor and change the menu behavior using the built-in settings. Max Mega Menu is a complete menu management plugin, perfect for taking control of your existing menu and turning it into a user-friendly, accessible and touch ready menu with just a few clicks.

FEATURES:

• Builds upon the standard WordPress menus system
• Supports multiple menu locations each with their own configuration
• Drag and Drop Mega Menu builder
• Display WordPress Widgets in your menu
• Customize the styling of your menus using a built-in theme editor
• Supports Flyout (traditional) or Mega Menu sub menu styles
• Hover, Hover Intent or Click event to open sub menus
• Fade, Fade Up, Slide Up or Slide sub menu transitions
• Add icons to menu items
• Menu item options including Hide Text, Disable Link, Hide on Mobile etc
• Align menu items to the left or right of the menu bar
• Align sub menus to left or right of parent menu item

Max Mega Menu is developed with a focus on code quality, performance and usability.

• The only mega menu plugin with zero “!important”, block or inline CSS styles
• Menus are styled using a single, static CSS file
• Less than 2kb JavaScript (when gzipped)
• Responsive, Touch & Retina Ready
• Built with accessibility in mind – keyboard navigation supported
• Extensively tested in all modern desktop and mobile browsers
• Clean code with a low memory footprint
• Filters and actions where you need them
• In depth documentation
• Basic Support

Modifying the Mega Menu

To modify the mega menu, which includes adding and removing link items and making custom ad content using a rich text editor, mouse over the top menu and click the “Mega Menu” button that appears.
Once that button is clicked, a modal window appears that displays the mega menu link items in the three columns that they are shown on the website. Here, you can move the links around as desired.

To modify the advertisement in this particular mega menu, click the wrench icon associated with the SiteOrigin Editor widget. A rich text editor will appear and you can modify it as needed.

Be mindful when making modifications. The submenus of the link items that are in this mega menu will come along with it.

Managing the Main Navigation

To manage the navigation of the MaderaCAP website, Navigate to Menus, located under the Appearance section in the Dashboard. Once there, an indented view of the main navigation is shown on the right side while options for menu items to add to the main navigation can be seen to the left.

The section to the left displays all the available items such as Pages, Posts, and other taxonomy items in order to add them to the main navigation. There is also the option to add custom links. Once adding an item to the navigation, the
item is added to the bottom of the navigation. Now that we have added an item, we can use the section to the right to place the menu item.

To move navigation items, simply drag and drop the item to the desired location. Submenus are indicated with indentations. The further the item is indented, the further into the menu one must go in order to reach that navigation item. To generate a submenu, move the link to the right and under its parent.

Be sure to click the Save button located at both the top and bottom of the page.
**Marketing Blocks**  
*(Custom JFD widget)*

The Marketing Blocks on the home page and on the sidebar of the inside pages are custom developed specifically for MaderaCAP. The widget includes fields for a Headline, an Image, a Link, Border Color, and a rich text editor for Content. These widgets are called “JFD Home Tile”.

In order to add, remove, or modify a marketing block, navigate to the Widgets page, located under Appearance in the Dashboard. There will be 4 Marketing block instances: Marketing Block Column 1, Marketing Block Column 2, Marketing Block Column 3, and Marketing Block Column 1.

![JFD Home Tile](image)

To modify any of the Marketing Blocks, expand the widget area where the widget resides, expand the widget, and make your modifications. Be certain to click “Save” once completed.

To remove the widget, simply click “Delete”.

```
Need Assistance Menu

The Need Assistance menu is built using the WordPress menu feature along with some custom JavaScript and CSS functionality. The menu works just like the main navigation menu. Clicking the “+” will expand the menu to show submenus and clicking the “-” will collapse the menu.

Navigate to the “Menu” section of the Dashboard, located under “Appearance”. Be sure to select the “Assistance” menu and click the “Select” button.

In order to remove the Assistance Menu or to modify the title of the Need Assistance menu, navigate to the Widgets section in the Dashboard, located under Appearance. Once there, expand the “Assistance Block Column 3” section and expand the “Custom Menu” widget. Here, you can update the title shown or remove this area.
Managing Widgets

The majority of a WordPress site is built using widgets. Widgets make WordPress one of the easiest maintainable content management system to date. Understanding widgets and how to manage them is very simple.

First, navigate to the Widgets section in the WordPress dashboard, located under the Appearance section. The Widgets page is split into two columns: Available widgets to the left and areas in the site in which to place them to the right. Simply expand a widget area on the right, drag and drop your desired widget, and be sure to click Save.

Footer Content

The content in the footer of the website is 100% editable. To modify this content, navigate to the Widgets section under the Appearance section in the Dashboard. Next, expand “Footer 1” widget area and then expand the “SiteOrigin Editor” widget.

This opens a rich text editor and contains all the content that is visible in the footer. Simply make your modifications and save the widget.