ACM Wordpress Theme 2.0

Documentation

Documentation

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Introduction

The ACM WordPress Theme provides a look-and-feel that's similar to the look of the ACM main website - https://www.acm.org .

It is available for download at:

https://services.acm.org/public/infodir/wordpress.cfm

Occasionally, there will be updates to the Theme, and the site administrator will be prompted to install them through the WordPress dashboard.

As of May, 2023 the current version is 2.0.

Main changes:

- 2.0 Gutenberg full site editing is added

1.4.1 Security improvements

For more information on previous versions please <u>Download</u> previous version of documentation.

Before Updating

One of the major changes to the theme is the admin dashboard URL. Please see the instructions on how to get to the admin dashboard in the latest version of the theme.

Please make sure that any changes you make (or have made) to your WordPress theme are done in the so-called "child theme" – you can read more about the "child theme" and how to use it <u>here</u>. You should also check version compatibility between the new Theme and the plugins to your current site. You may need to use the ACM Theme upgrade version 1.4, which contains security fixes to v 1.3.0. You can avoid losing your customizations by making your custom changes in the child theme before attempting to update the ACM Theme.

If you run into any issues, please provide full details of plugins and versions to ACM's technical team at technicalsupport@acm.org, stating clearly which version of the ACM Theme you are currently using and which version you are attempting to upgrade to.

Version 2.0 introduces full site editing by turning on the Gutenberg block editor by default (you can switch back to PHP templates in "ACM Theme Settings" tab, but it won't be possible in future updates), so all blocks previously placed in widget areas are now considered outdated. You can keep them, but in order for the website to function properly you need to copy those blocks from the footer widget area to ACM Footer block and from the sidebar widget area to ACM Sidebar see how here (step #11).

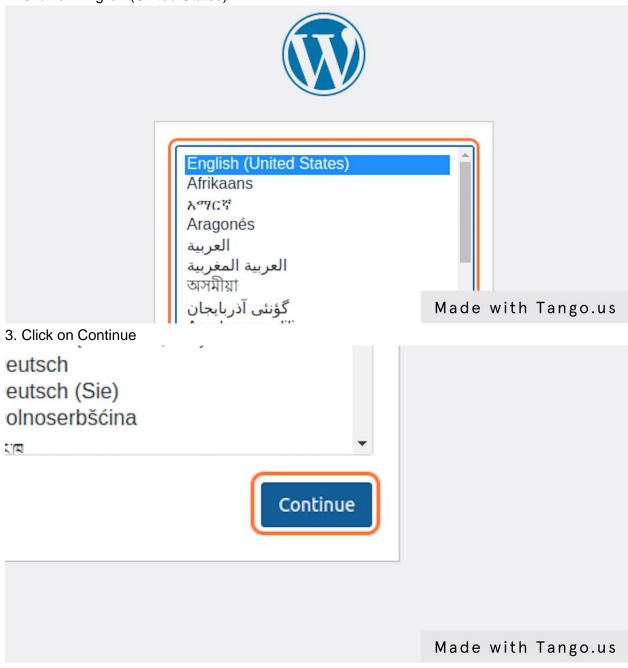
Requirements

Please notice that for 2.0 version of ACM WP Theme you need:

- WordPress version 6.1.1 or higher
- Php version 7.4 (as for Feb. 2023 WordPress support php 8.0 only in <u>beta regime</u>, please use 7.4 for now)
- Advanced Custom Fields plugin (free version is enough)

Installation of Theme

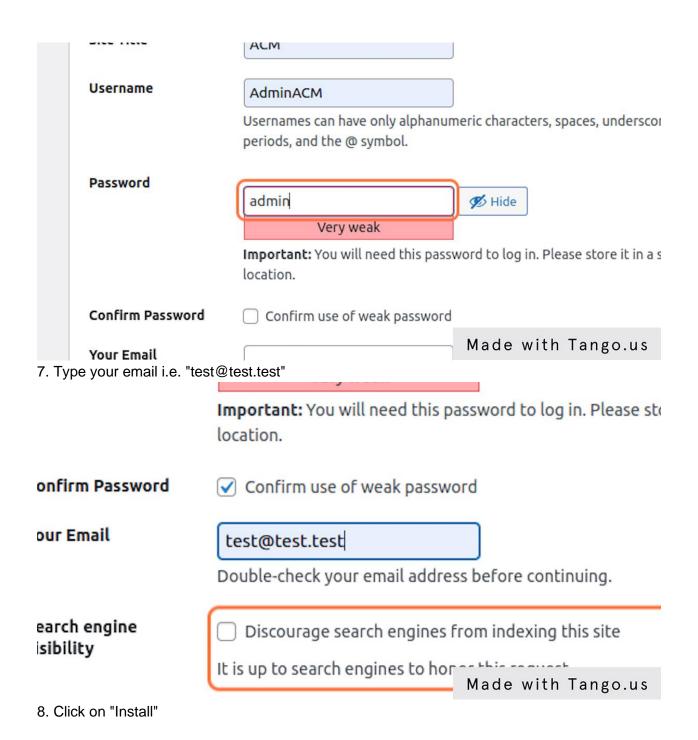
- 0. Before we start:
 - Please look at <u>requirements</u> first
 - Make sure you have your wordpress installation configured on your web hosting.
 - Go to https://services.acm.org/public/infodir/wordpress.cfm and download the latest version of the theme.
- 1. Go to your website url i.e. https://women.acm.org/
- 2. Click on English (United States)

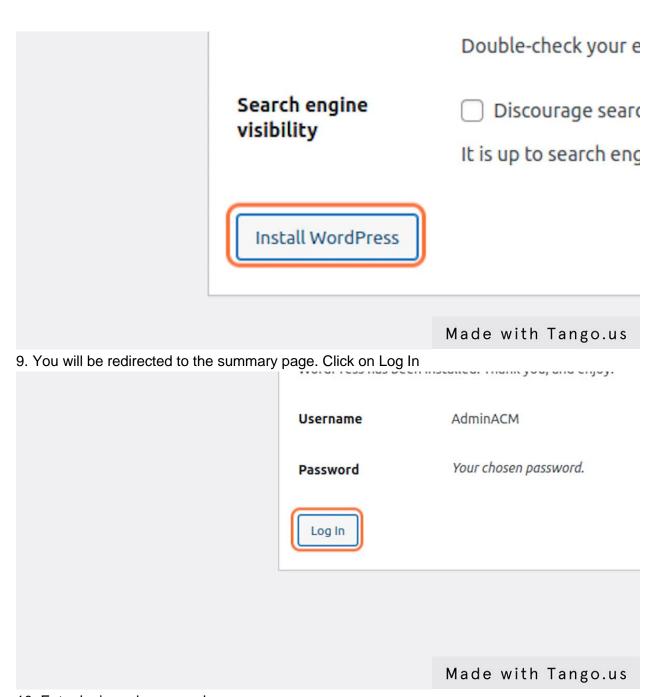


4. Type the name of your website, i.e. "ACM"

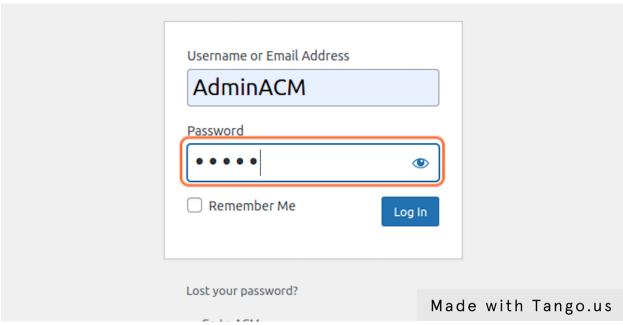
	you'll be on your w	vay to using the most extendable and powerful personal publishing platform	
	Informatio	n needed	
	Please provide the	e following information. Do not worry, you can always change these settings	
	Site Title	ACM	
	Username		
		Usernames can have only alphanumeric characters, spaces, underscorperiods, and the @ symbol.	
	Password	Made with Tango.us	
5. Ty	ype the Admin username, i.e. "AdminACM" Information needed		
	Please provide the following information. Do not worry, you can always change these settings		
	Site Title	ACM	
	Username	AdminACM	
		Usernames can have only alphanumeric characters, spaces, underscorperiods, and the @ symbol.	
	Password		
		5D5Epb%LHMU)&nQcU\$	
		Strong Made with Tango.us	
		I	

- 6. Enter your password. Please do not use simple passwords. General recommendations for strong passwords provided below:
 - Include numbers, capitals, special characters (@, #, *, etc.)
 - Be long (10 characters minimum; 50 characters ideal)
 - Can include spaces and be a passphrase (Just don't use the same password in multiple places)
 - Change passwords every 120 days, or 4 months

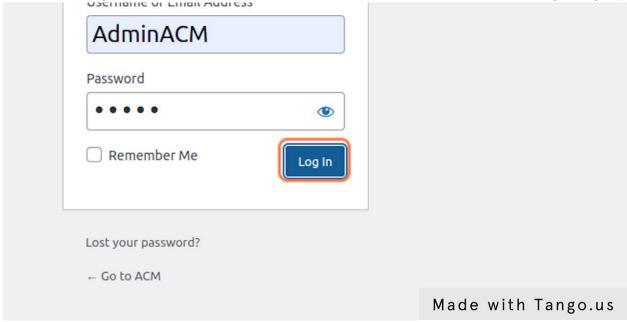




10. Enter login and password

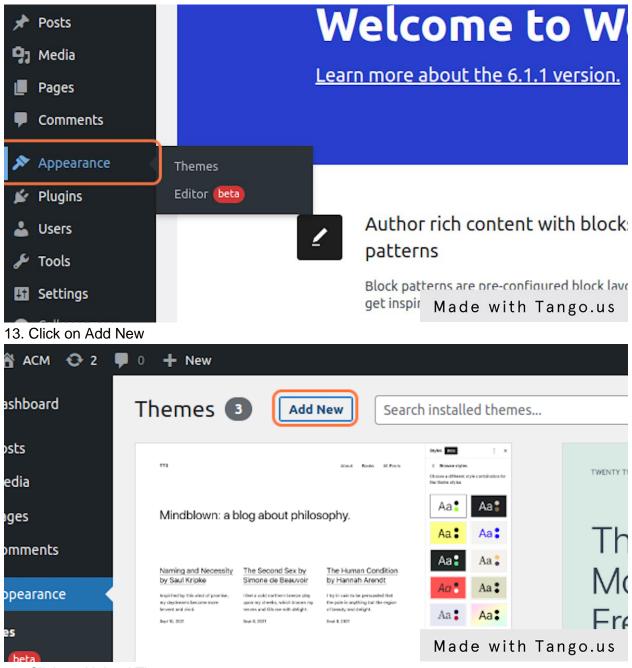


11. Click on Log in (in case of failure try to enter data one more time and click on "Log in" again)

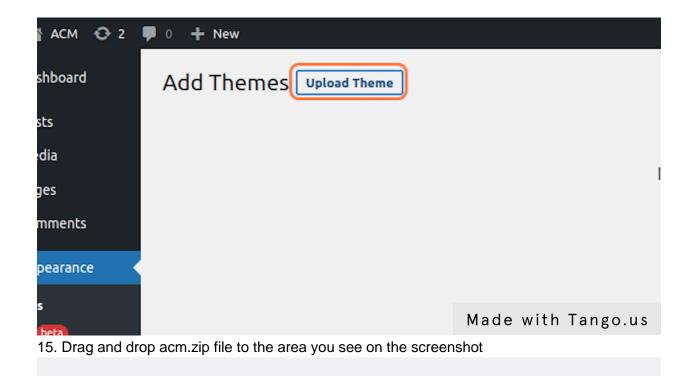


12. Now You have to install the theme.

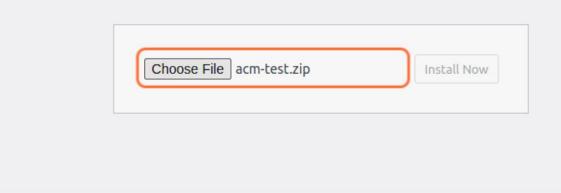
Please look at vertical Dashboard on the left side, find Appearance tab there, hover on it, click on "Themes"



14. Click on Upload Theme



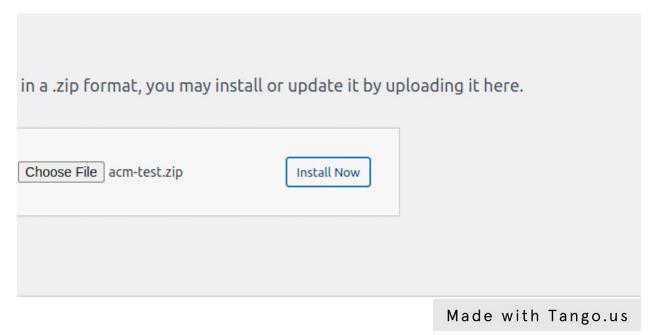
If you have a theme in a .zip format, you may install or update it by uploading



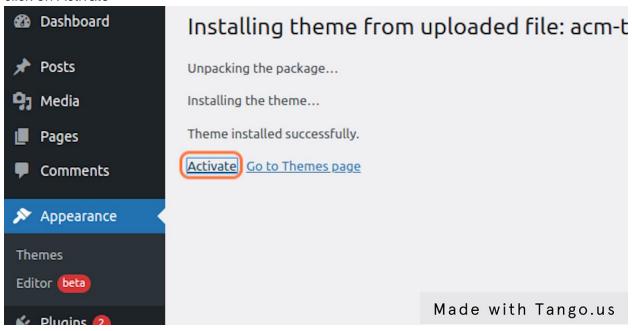
ilter

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16. Click on Install Now



17. You will be redirected to the summary page. When the theme will be installed, please click on Activate



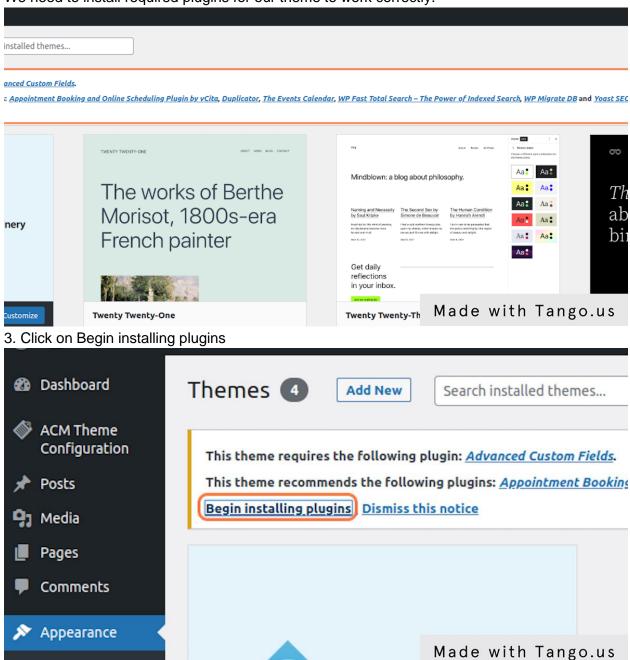
Installation of Required and Optional Plugins

- 1. Make sure you are still in Administrator Dashboard
- 2. Take a look at the notification on top of the page.

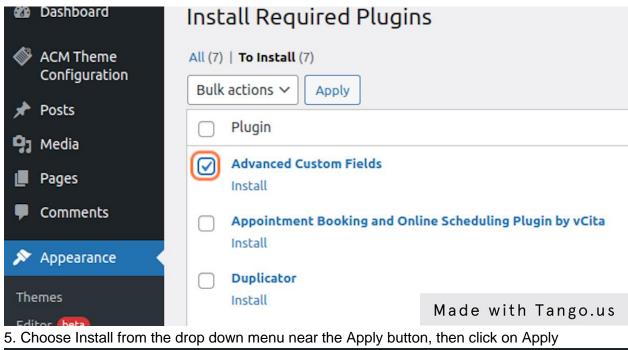
This notification says that there are 2 types of plugins:

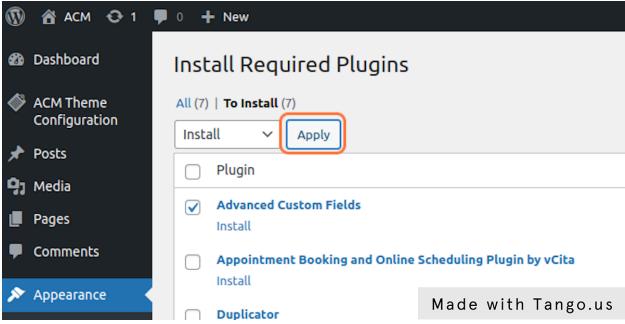
- Required
- Optional

We need to install required plugins for our theme to work correctly.



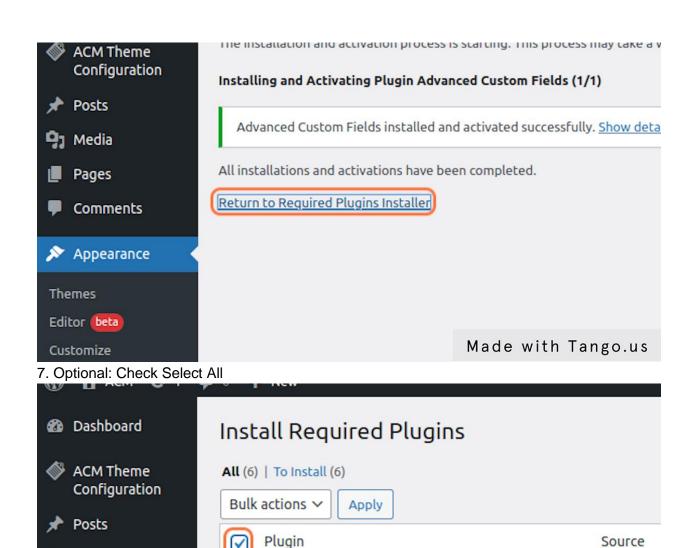
4. Check Advanced Custom Fields plugin





6. Wait until the plugin will be installed (it may show empty screen for several second, don't close the window or click to another link, just wait please)

Optional: Click on Return to Required Plugins Installer



Appointment Booking and Online Scheduling

Plugin by vCita

Install

Install

Duplicator

WordPress

WordPress

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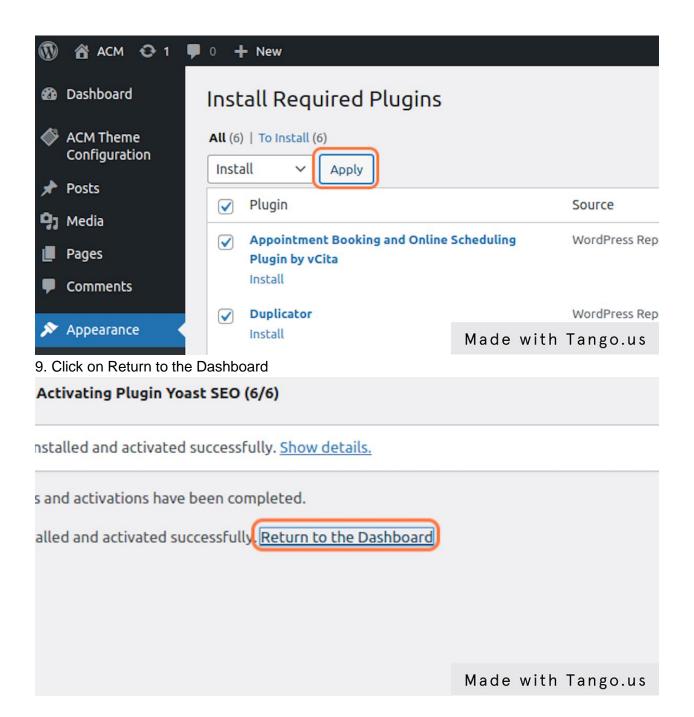
8. Optional: select Install and click on Apply

📭 Media

Pages

Comments

Appearance



Customization

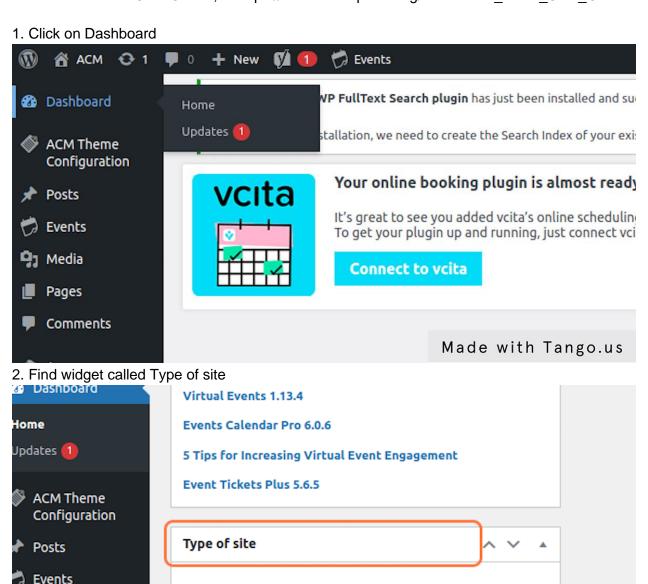
🛂 Media

Pages

Comments

The Theme supports customization by three types of sites: Conferences, SIGs, and Chapters. Skip this section if your site does not fall within these three types.

You can set up and add items to menus through the "Appearance", "Menus", "Edit Menus" interface, following the standard WordPress functionality for menu setup. Please reference the "WordPress Menu User Guide", at https://codex.wordpress.org/WordPress Menu User Guide .



Select the type of site to create

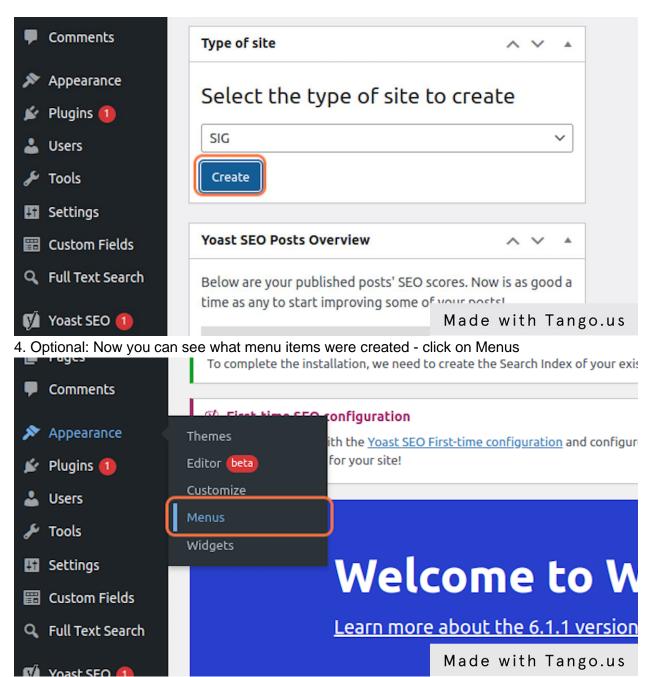
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Select type

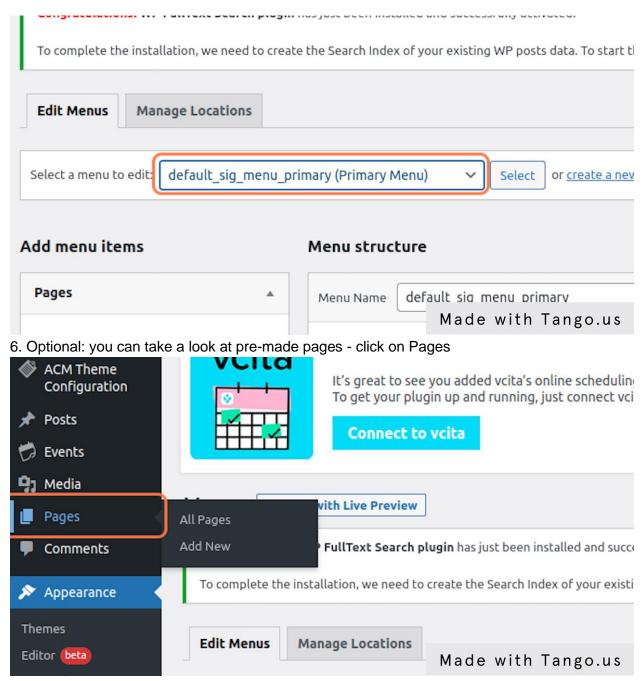
Create

3. (Read the description below first) Chose a type of site and click on Create

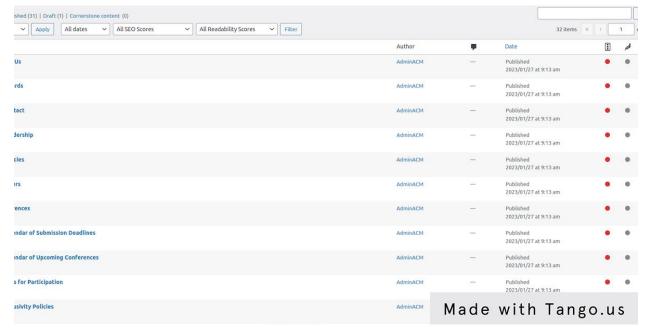
In this step you are creating a menu and pages from the pre-made set of settings. If you plan to create your custom type of website - please skip this step.



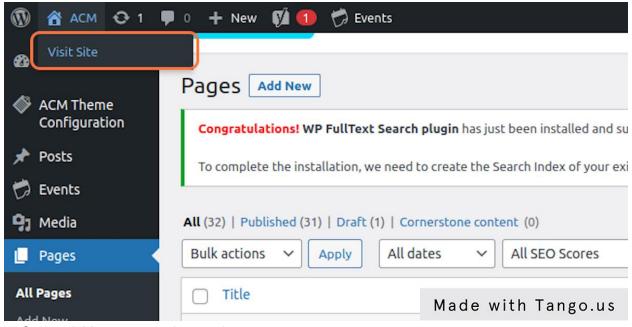
5. Optional: You will find all the information in this section



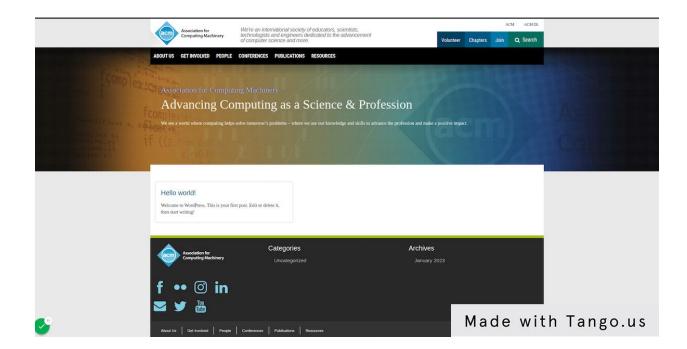
7. Optional: you will find the list of pages here



8. Optional: in order to look at the website - click on the website name (ACM) or Visit Site

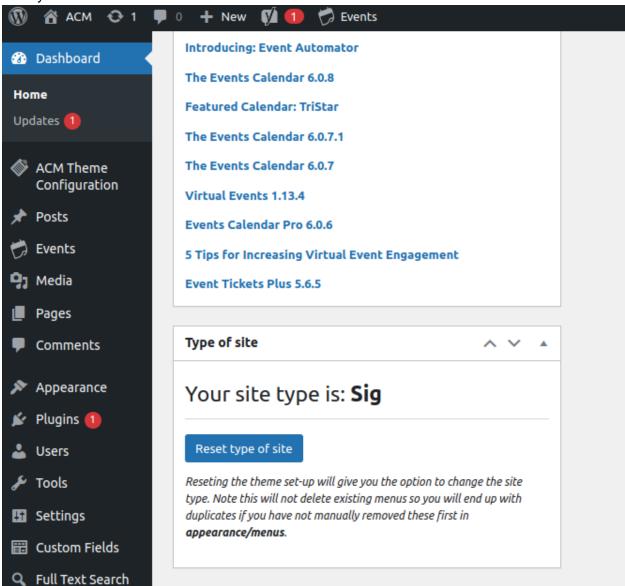


9. Optional: You can see the result



Reset Customization

Please note that if you press the "Reset type of site" button in Dashboard - all created pages and menus will not be removed automatically. You need to delete pages and menus manually in case you need it.

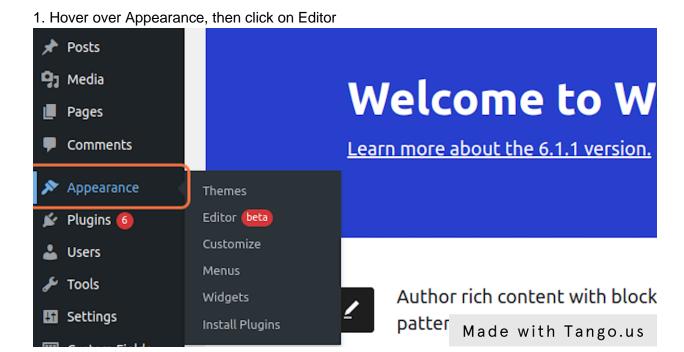


How to

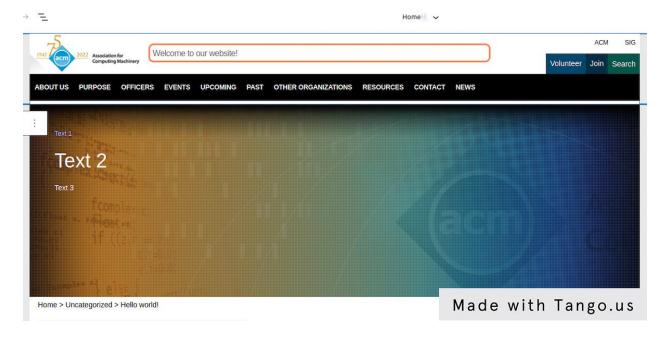
How to Use New ACM Gutenberg Blocks

The Gutenberg editor itself is not a new thing in the WordPress world, but some of its features are still in beta testing right now. Although, it is clear that modern WordPress interface development will be slowly moving from traditional php templates to Gutenberg blocks every year. So, in order to be consistent with modern workflow The Gutenberg blocks are now introduced as a primary way of editing the website. Here you will find the instructions on how to use these blocks with ACM theme.

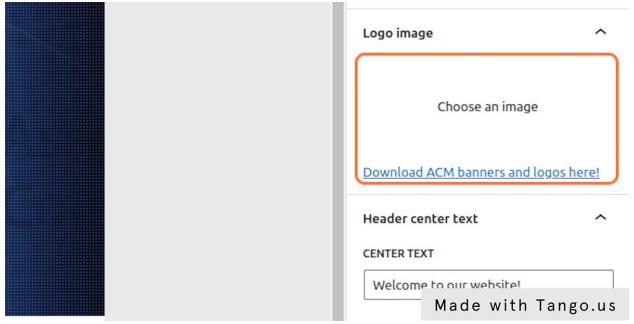
Note that sometimes you could face issues with Gutenberg. In this case please contact us by email.



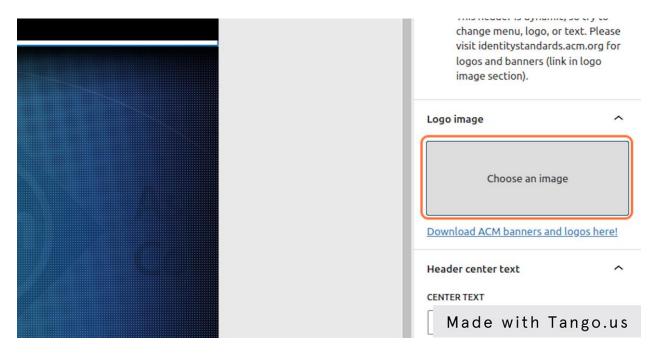
2. Click on block Header 2 times on empty space in the block in order to select it



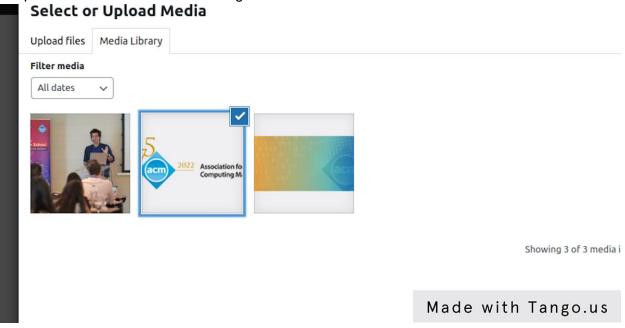
- 3. On the right side you see block settings Here you can choose:
 - a different logo for the header
 - type custom text in the center of header
 - choose top small, secondary, and primary menus



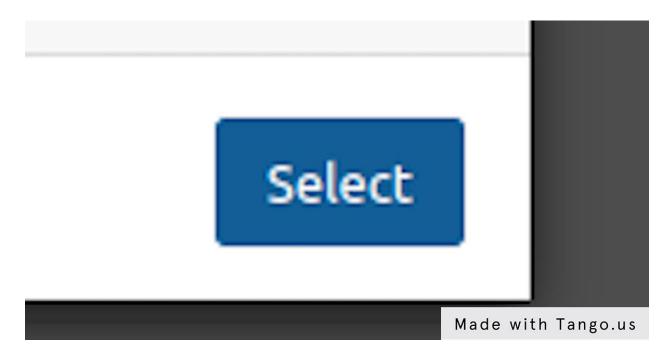
4. Click on Choose an image



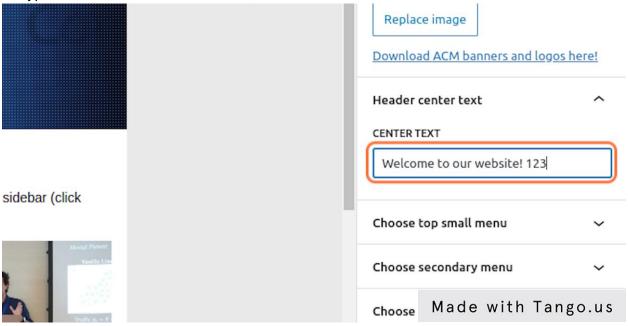
5. Upload or select from existent images



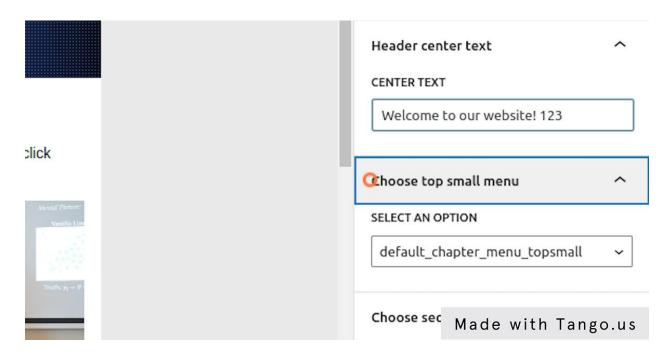
6. Click on Select



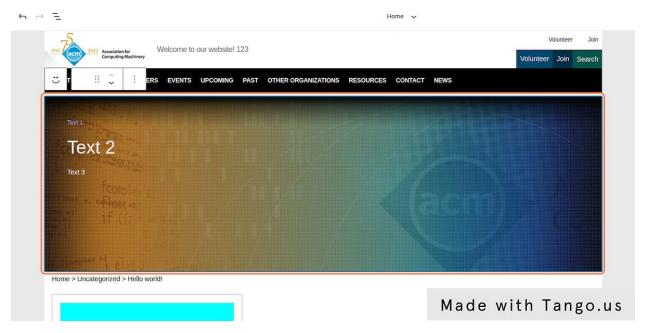
7. Type a different text in the text field, i.e. "Welcome to our website! 123"



8. Click on Choose top small menu and select needed menu from the drop down



9. Now you can move to ACM Banner. Click on it. You will find similar set of parameters as in ACM Header



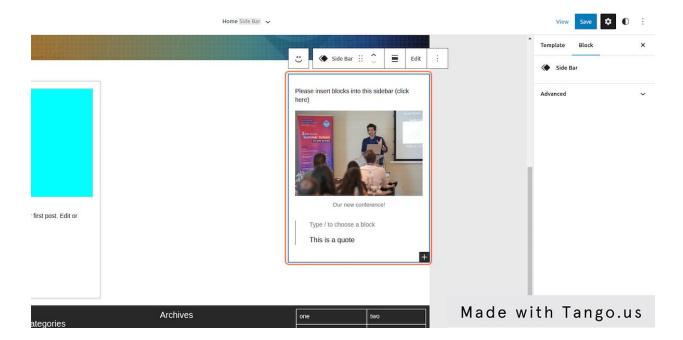
10. Type some text in fields in order to override defaults. I.e. "Text 1 text 1"



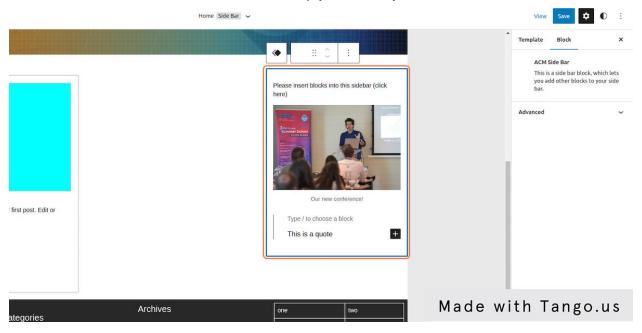
11. Click on Block: ACM Side Bar

You can insert blocks inside of this side bar, but be careful, on this slide you can see incorrect "+" button, don't press it because you will insert additional blocks below the Sidebar, which will lead to incorrect layout. Now you can press Save (or Update) to save your progress. In order to safely change sidebar I suggest to press on "Home Side Bar" as you can see on the screenshot (or any other template name depending on what template you are editing right now) on the top of the page, select "Brows all templates", then, in the left sidebar click "Template parts" and click on "Side Bar".

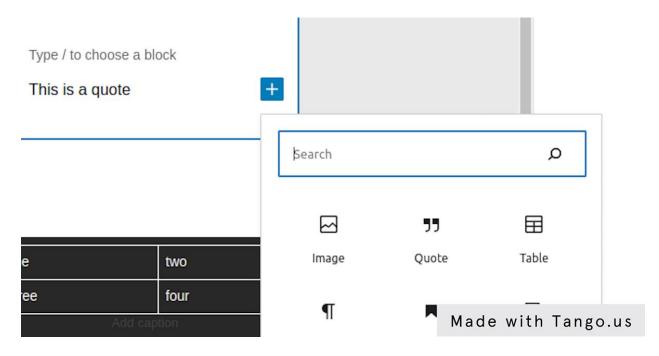
If you made a mistake, don't worry, you can check the structure of your template (see next slide) and change it, or undo all changes (see screenshots below).



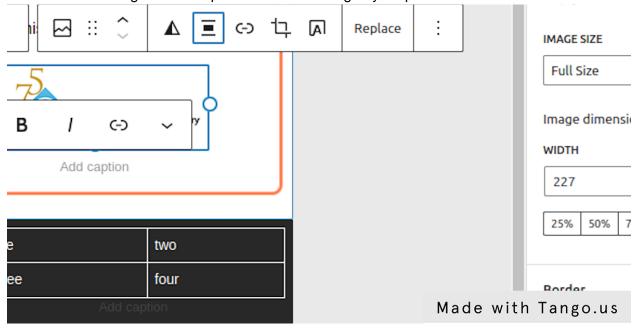
12. Click on Block: ACM Side Bar in some empty area and you will see the correct "+" button



13. Click on "+" button and select a block you want to add



14. Choose an image and set up this block according to your preferences

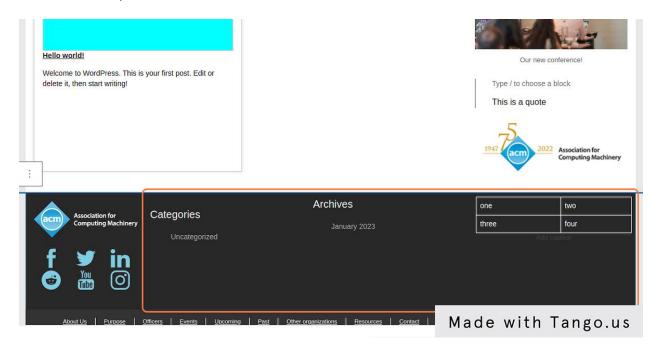


15. Now you can start editing ACM Footer click on block 2 times in some empty area

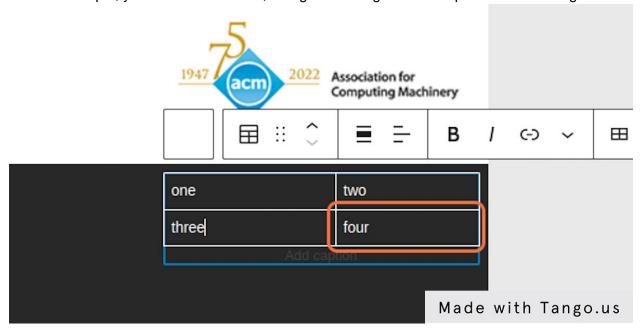
You will see more settings then before, you can:

- choose a bottom menu
- choose a bottom logo
- hide icons and change their links
- add different blocks inside to footer

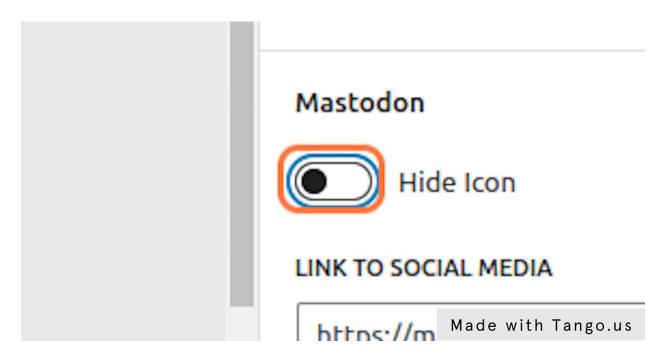
- change the number of columns for mobile, tablet and desktop modes (only numbers without spaces)
- insert a phrase near the bottom menu



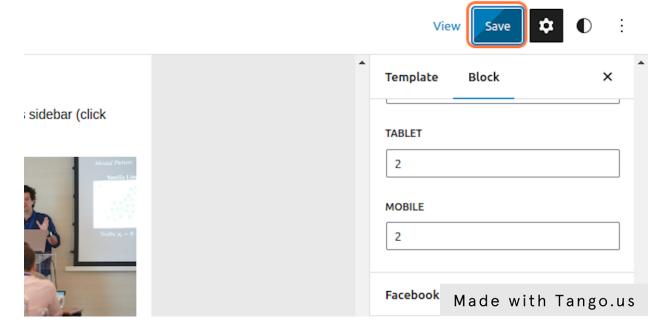
16. For example, you can insert a table, and give it background transparent from settings



17. I.e. you can uncheck Mastodon icon if you don't have an account on this platform



18. And click on Save (or Update) to save the progress!

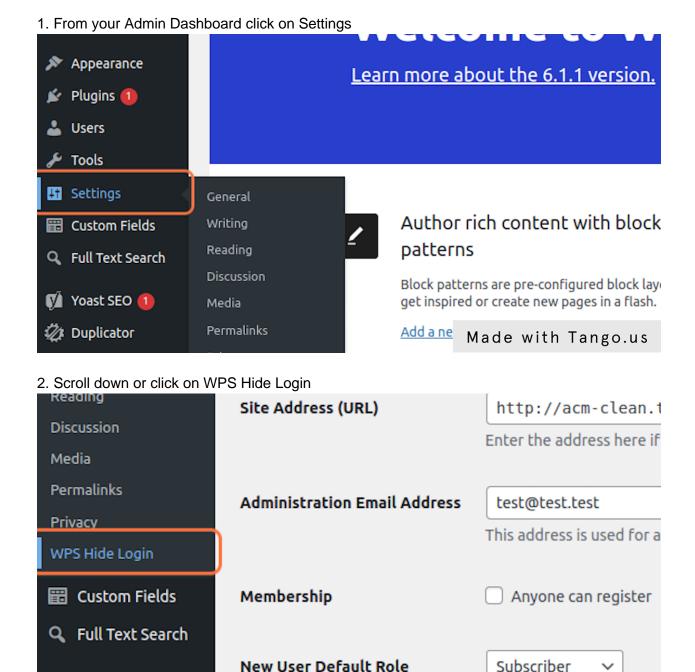


How to Access Admin Dashboard

From version 1.4.1 the theme received new security features including integrated WPS Hide Login. You can read more about it here, but the main point for you as a user is that now you have to access your website via the "acm-management" route.

I.e - https://your-subdomain.acm.org/acm-management instead of traditional "wp-admin" https://your-subdomain.acm.org/wp-admin.

In order to change the route please follow these steps:



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3. Here you will find current set up, by default is is acm-management

🚺 Yoast SEO 🕧

plugin is kindly brought to you by <u>WPServeur</u> (WordPress specialized hosting) <u>VPS Bidouille</u> , the plugin <u>WPS Cleaner</u> and <u>WPS Limit Login</u>
nttp://acm-clean.test/
rotect your website by changing the login URL and preventing access to the wp-login.php pag
nttp://acm-clean.test/ 404 /
recp.//aciii-ctean.test/
edirect URL when someone tries to access the wp-login.php page and the wp-admin directory
Made with Tango.us
4. You can also specify the route to a specific page in case somebody tries to access your Admin panel via standard route.

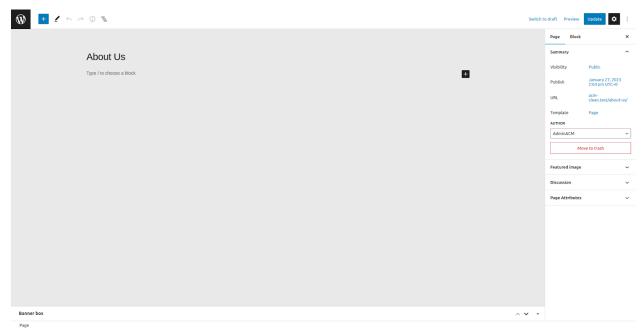
//acm-clean.test/ acm-management /
your website by changing the login URL and preventing access to the wp-login.pl
//acm-clean.test/ 404
t URL when someone tries to access the wp-login.php page and the wp-admin dir

Made with Tango.us

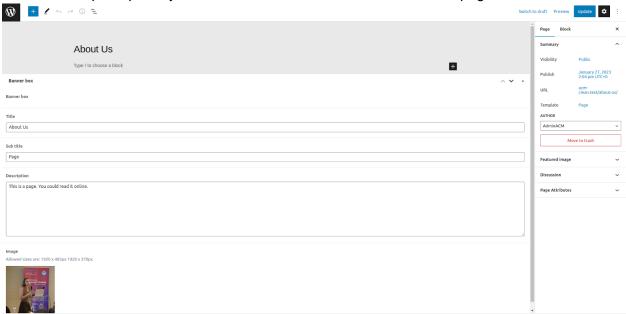
How to Use suggested plugins?

1) Advanced Custom Fields

You see this plugin only when you are editing pages. In the bottom left you see the "Banner box" heading, click on it.



The box will open up and you will be able to insert banner data for this page.



After it, please press the "Update" button in the top right corner and you will get a banner on the page.



2) Duplicator

This plugin helps you to make backups of your website and restore it when needed. You can even run this backup on your local computer (run developmentserver) using XAMPP, Laragon or similar software, do changes locally (for example an update of plugin or theme) and then do the same on your production server (or do the same backup with Duplicator and then apply this backup to your production server). If you are not a technical specialist, avoid doing those manipulations.

3) WP Migrate DB

Helps to copy WP database(s) in SQL format.

4) The Events Calendar

You can create events and share them with users of your website. It supports google calendar. As an alternative, you could use social networks for the same purpose and just insert the feed into the right sidebar of the website.

5) Appointment Booking and Online Scheduling Plugin by vCita.

This is a tool which is similar to "The Events Calendar", but has more options and integrations, but might be too complicated for smaller websites.

6) Yoast SEO

Well known WP plugin for SEO optimization. You can install it and use from the very beginning. It will help users to find your website.

7) WP Fast Total Search

This plugin helps to search your pages and posts faster. Especially helpful when you have a lot of pages and posts.

Wordpress Best Practices

Security in Wordpress

WordPress Resources

How to use WordPress <u>video</u>, <u>official "Get started tutorial"</u>
Using Pages
Writing Posts

Section: User and Author Features

Roles and Capabilities (WP 2.0+)

ACM resources

Logo, banners, other images

Please visit https://identitystandards.acm.org/tools1.html for more information on images and banners.



FAQ (Frequently Asked Questions)

1) What version of the theme should I use? In case you are installing the theme for the first time - please use the latest version. As for 2023.02 it is ACM Theme 2.0. If you are already using any of 1.x versions, then you should

consider upgrading your theme to 1.4.1, which is the last version in 1.x branch. Also, in the near future it is reasonable to upgrade to 2.0, it will require some specific actions in order to migrate successfully. Please read this section first.

2) What is the difference between 1.x and 2.x visions of the theme? In version 1.x the primary theme design was built with classic php templates. However, in version 2.x the theme uses gutenberg blocks instead. (you can read about gutenberg here) In 2.0 you can still turn the gutenberg editor off (and use old php templates), but in future versions this option will not be available.

Security improvements:

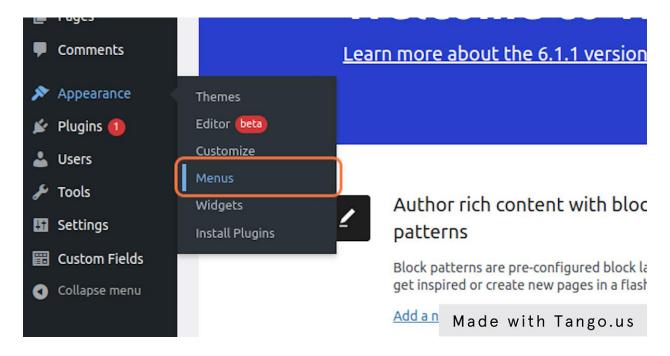
- Now the theme uses WPS Hide Login in order to avoid bot attacks to standard admin panel url.
- Other build-in plugins were updated.
- Javascript builder was upgraded
- Autoupdates were removed

Sidebar" block and "ACM Footer" block.

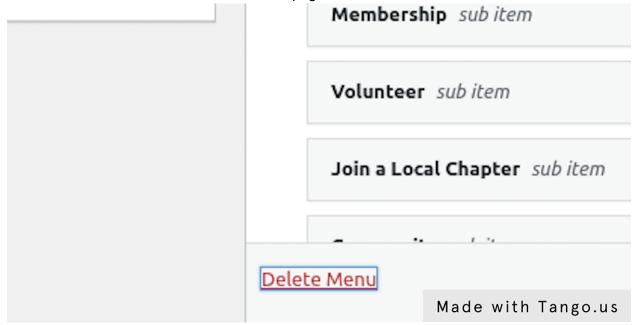
The reason for this is that we expect users of the theme to be involved in the update process. You don't usually know how the software will be updated, it may break your website. In order to avoid problems with that, please read the release notes first, then read feedback from users who already updated their theme/plugin, make a backup (you have a suggested plugin called "Duplicator", you can use it for making backups before the update, so you could go back if something would break your website).

- Digital library integration was removed (ACM migrated to new platform)
- 3) Will my site look the same when I upgrade from 1.x to 2.0?

 No, It will look and behave differently in most cases. Widgets are no longer supported in Gutenberg's version of 2.0, so You will need to copy all Gutenberg blocks from widgets to "ACM"
- 4) What to do if I choose a wrong type of site during the set up? It is absolutely ok, just please delete unnecessary menus form Appearance->Menus
- 1. Click on Menus



2. Press "Delete Menu" at the bottom of the page.



Thank you for reading the whole documentation, please do not hesitate to inform us of any issues with this documentation or the theme itself. We want to make it as convenient as possible for the end user. Our email address is:

- technicalsupport@acm.org