

Documentation: NGO Charity Pro WordPress Theme

Install **NGO Charity Pro** WordPress Theme within a few minutes.



NGO Charity Pro is a simple, clean, responsive and user-friendly charity WordPress theme specially designed for charity, NGO, trust, donation camp, foundations or a non-profit organisation. It can be used by those who often organise fundraising events, blood donation camps, welfare activities, campaigns etc. It has all the features which make it a perfect charity wordpress theme but it can be used for multiple purposes as to write a blog

on charity activities and welfare related things or as a portfolio. It has a fully responsive layout and cross-browser compatibility. The NGO theme is written in clean and secure codes. It is SEO-friendly which makes it rank higher in search engine results. It has a testimonial section where people can express their views on your charity work.

Demo Link:-

<https://786themes.com/demo/ngocharitypro/>

Required plugins:-

1. Contact Form 7(<https://wordpress.org/plugins/contact-form-7/>)
2. Newsletter(<https://wordpress.org/plugins/newsletter/>)
3. Give - Donation Plugin and Fundraising Platform(<https://wordpress.org/plugins/give/>)

NGO Charity Pro documentation: How to start?

This documentation will show you step by step how to complete the basic configuration of **NGO Charity**. It is important that you follow these steps carefully because some steps build up on each other and that will help you a great deal to set up your website properly:

1. **How to set up a static front page in WordPress?**
2. **How to upload, install and activate Ngo Charity Pro?**
3. **What is page and how to create it?**
4. **What is category and how to create it?**
5. **How to create menus?**
6. **How & where to place widgets on your website?**
7. **How to create posts?**
8. **How to add logo, header image and site title/tagline?**
9. **How to adjust options & layout?**
10. **How to add google map in contact page?**

1 – How to set up a static front page in WordPress?

In order to create a **NGO Charity pro** like front page like shown in the theme demos for **NGO Charity Pro**,

- First to create new page named Home(or else) .
- Select Homepage template for your just newly created page under Page Attributes on the right side.
- Finally, publish this page.

Dashboard

Jetpack

Posts

Media

Pages

All Pages

Add New

Comments

Appearance

Plugins

Users

Tools

Settings

SG Optimizer

Collapse menu

Add New Page

Enter title here **Enter page name for Front Template**

Add Media

Paragraph B I [List Icons] [Quote Icon] [Link Icon] [Table Icon]

Visual Text

Leave Empty this section

Word count: 0

Screen Options Help

Publish

Save Draft Preview

Status: Draft [Edit](#)

Visibility: Public [Edit](#)

Publish immediately [Edit](#)

Page Attributes

Parent: (no parent)

Template

Default Template

Default Template

Front Page

Fullwidth page

No Featured Image

Need help? Use the help tab above the screen title.

Finally, click publish

Select front page from dropdown

- Second, go to **Settings => Reading** in your WordPress dashboard.
- Select A static page and select your just created new page Home as *Front page*.

Note:- Don't forget to save your changes

Dashboard

Posts

Media

Pages

Portfolio

Comments

Contact

Appearance

Plugins

Users

Tools

Settings

General

Writing

Reading

Discussion

Media

Permalinks

Collapse menu

Reading Settings

Front page displays

☐ Your latest posts

☒ A static page (select below)

Front page: Home

Posts page: — Select —

Blog pages show at most: 10 posts

Syndication feeds show the most recent: 10 items

For each article in a feed, show

☐ Full text

☒ Summary

Search Engine Visibility

☐ Discourage search engines from indexing this site

It is up to search engines to honor this request.

Save Changes

2 – How to upload, install and activate NGO Charity Pro?

From WordPress Dashboard

- Login to Wordpress admin panel
- Go to > **Appearance > Themes**
- Click in **add New >Upload ngo-charity-pro.zip file > Install Now**
- **Activate the theme**

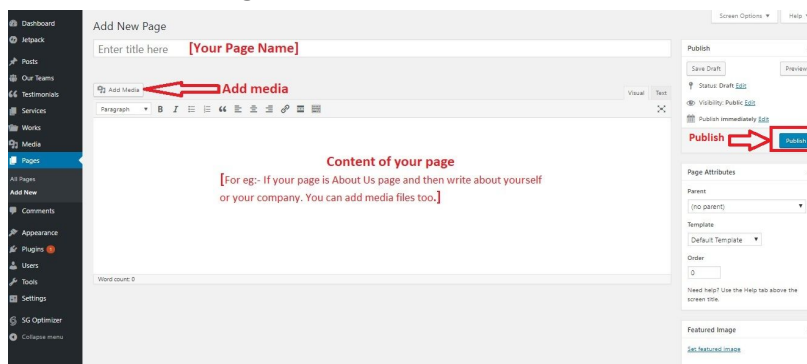
After installing the theme, now you can customize your website as per your preference.

3 –What is page and how to create it?

Pages are static and are not listed by date. Pages do not use tags or categories. An about page is the classic example. Pages can be displayed in the sidebar using the Pages widget, and some themes display pages in the navigation at the top of the site.

-To create page

- Go to dashboard
- Click in **Pages > Add New > Follow instructions as below**



- After adding all content, you can publish your page and create necessary pages by same method.

4 – What is category and how to create it?

Categories provide a helpful way to group related posts together, and to quickly tell readers what a post is about. Categories also make it easier for people to find your content. Categories are similar to, but broader than, tags.

How to create categories

- Go to dashboard
- Click in **Posts > Categories**

Categories

Add New Category

Name: [Name of your category for eg:-News]
The name is how it appears on your site.

Slug: [Slug is the name that appears in url]
The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Parent Category: None

Description:
The description is not prominent by default; however, some themes may show it.

Add New Category Click

Note: Deleting a category does not delete the posts in that category. Instead, posts that were only assigned to the deleted category are set to the category Uncategorized.
Categories can be selectively converted to tags using the [category to tag converter](#).

Name	Description	Slug	Count
Uncategorized	—	uncategorized	4

You can leave blank if you want your Url same as category name

- You can put your own slug too, most of the time it is left blank which means name of the category itself will be its slug.
- [For eg. yoursite.com/category/category_name]
- You can put description if you want.
- Now after adding category, your category will appear in right side of the post page.
- You can add more categories in same manner.

5 – How to create menus?

This theme comes with two menu locations. **Primary & Footer(Quick Links)**



SIGN UP FOR NEWSLETTER

Submit your email and stay in touch by notify our news & update regularly

[newsletter_form type="minimal"]

QUICK LINKS

- > Home
- > Login
- > Register
- > Gallery

RECENT NEWS

- Latest Blog post with Image 2
- Latest Blog post with Image 1
- Latest Blog post with Image
- Volunteering for work
- Sponsorship for playing

Your name

E-mail Address

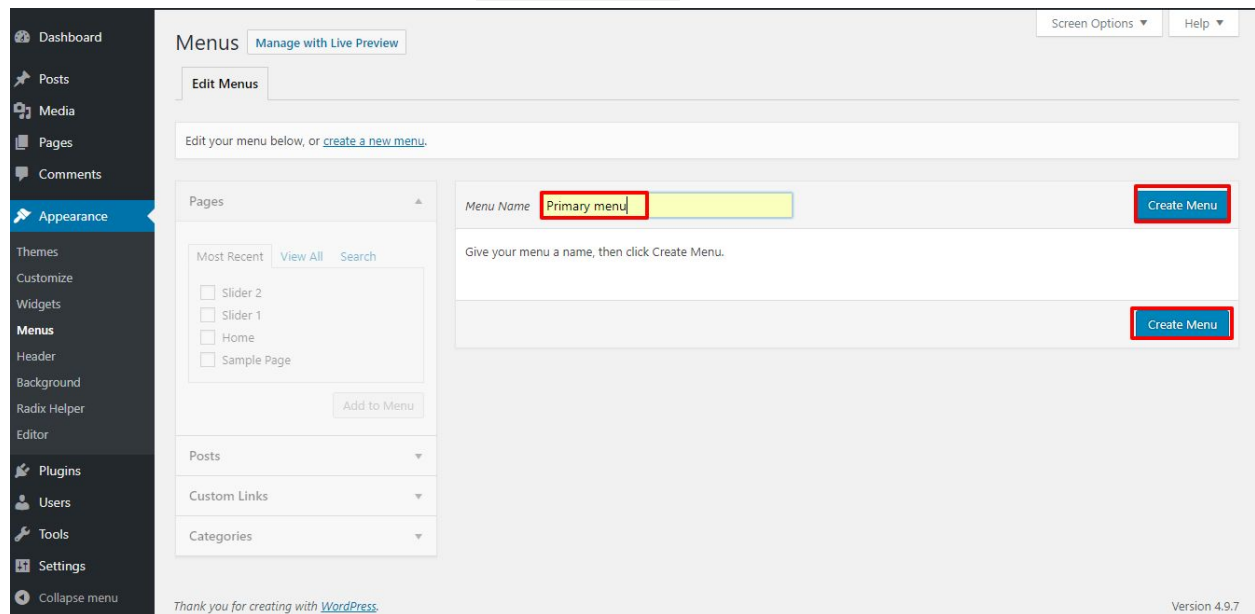
Message

Submit

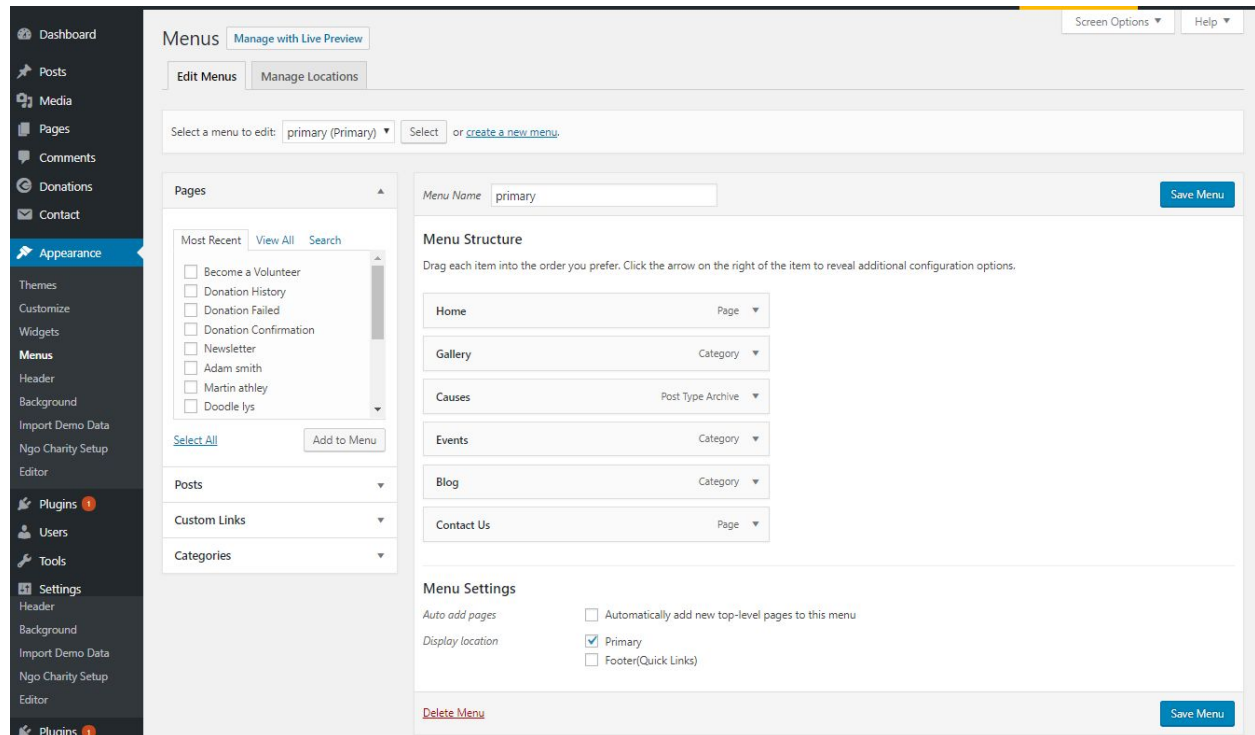
Footer(Quick Links)

You can create menus in **two ways**.

- **Appearance=>Customize=>Menus=>Create New Menu**
- **Appearance => Menus**(We **RECOMMENDED** this Option for creating menus.)



- **Create New Menu** [You need to create only one menu]
- Give name of the menu[For eg. Primary Menu] > **Create Menu**

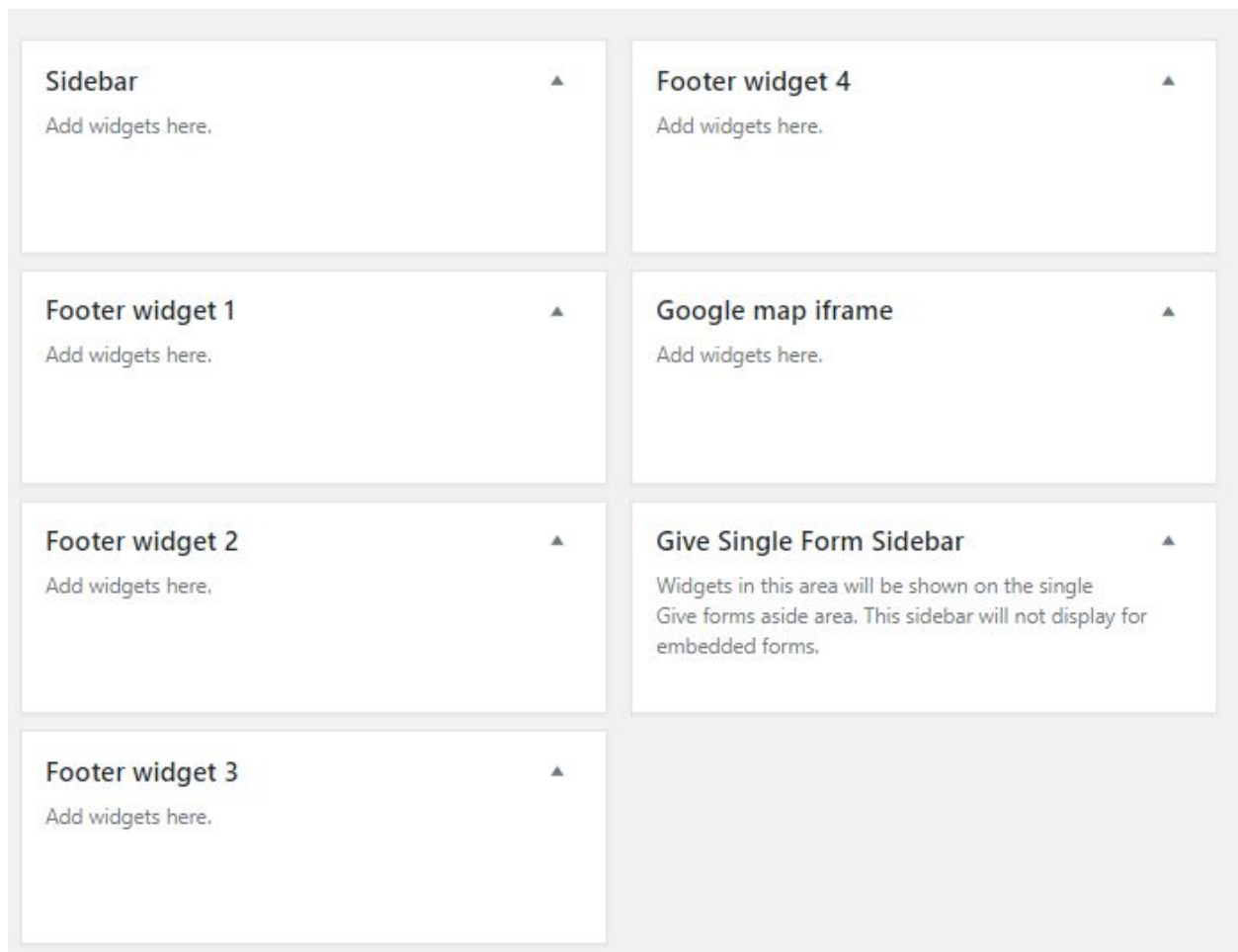


6 - How & where to place widgets on your website?

In this important step, we will show you where and how to place widgets. You can place widgets either through two ways:-

- **Appearance => Widgets**(We **RECOMMENDED** this Option for widget add in widget area.)
- **Appearance => Customize => Widgets**

Note:- Widgets can be placed simply via drag and drop, so just pull your favored widget to the widget area you like.



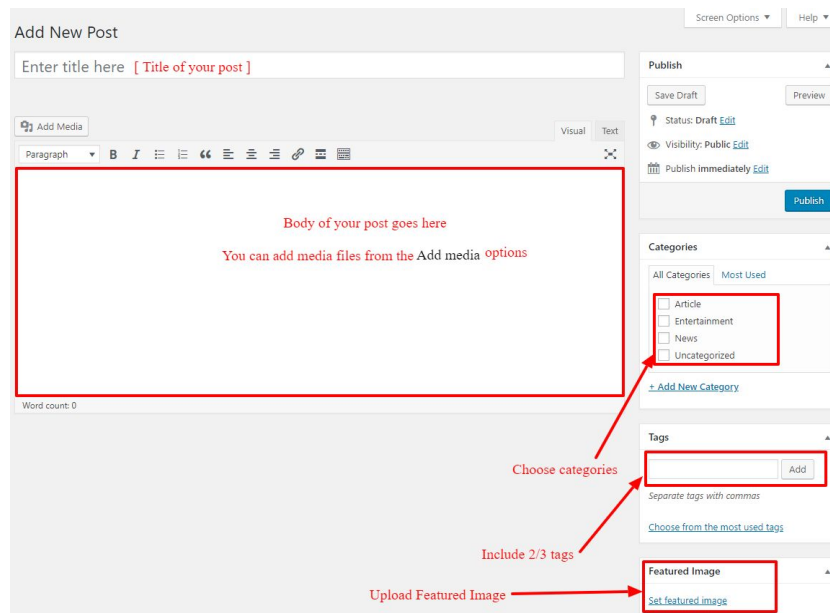
Here you can see the **Available widgets** areas of **NGO Charity Pro** WordPress Theme.

Archives	Audio
A monthly archive of your site's Posts.	Displays an audio player.
Calendar	Categories
A calendar of your site's Posts.	A list or dropdown of categories.
Custom HTML	Gallery
Arbitrary HTML code.	Displays an image gallery.
Image	Meta
Displays an image.	Login, RSS, & WordPress.org links.
Navigation Menu	Newsletter
Add a navigation menu to your sidebar.	Newsletter widget to add subscription forms on sidebars
Newsletter Minimal	Pages
Newsletter widget to add a minimal subscription form	A list of your site's Pages.
Recent Comments	Recent Posts
Your site's most recent comments.	Your site's most recent Posts.
RSS	Search
Entries from any RSS or Atom feed.	A search form for your site.
Tag Cloud	Text
A cloud of your most used tags.	Arbitrary text.
Video	

7 - How to create posts?

Now after all set, you can start writing your post. Follow these steps

- Go to dashboard > **Posts** > **Add New**
- Finally, click in publish Button. You can preview your post before actually publish it just make sure everything is ok. If you have not completed writing your post then you can save it as draft.

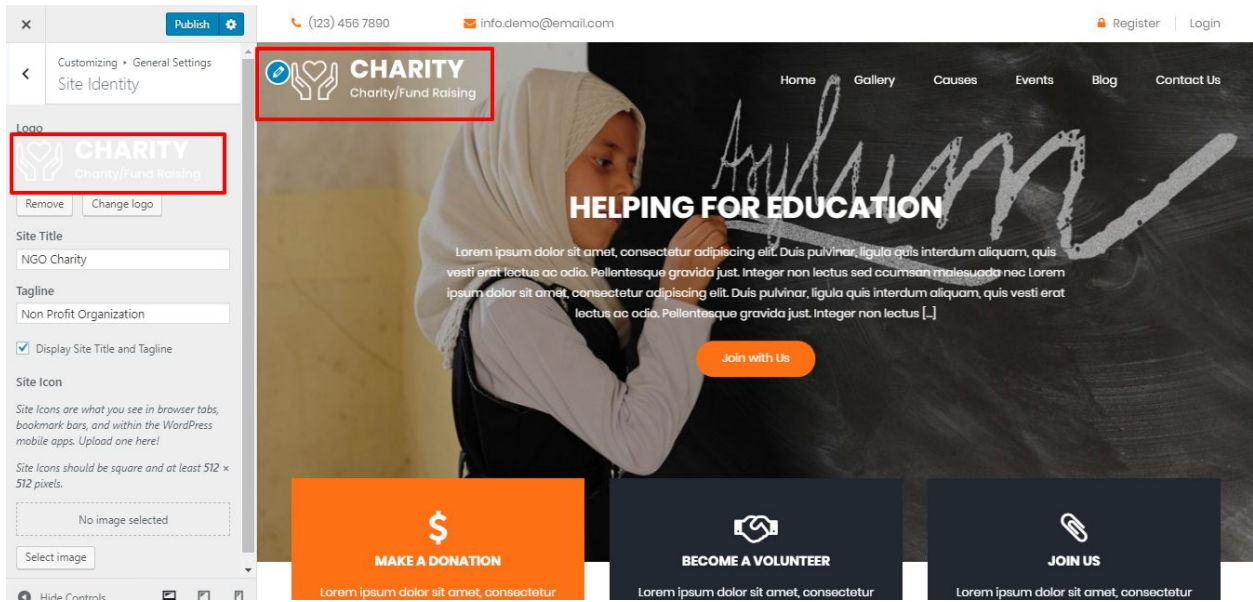


- Finally, click in publish Button. You can preview your post before actually publish it just make sure everything is ok. If you have not completed writing your post then you can save it as draft.

8- How to add logo, header image and site title/tagline?

With **NGO Charity Pro**, you may customize your header in many different ways. To upload a full-width header image, go to **Appearance => Customize => Header Settings => Header Image** in your WordPress dashboard. **Header Image** Also used for breadcrumbs background image.

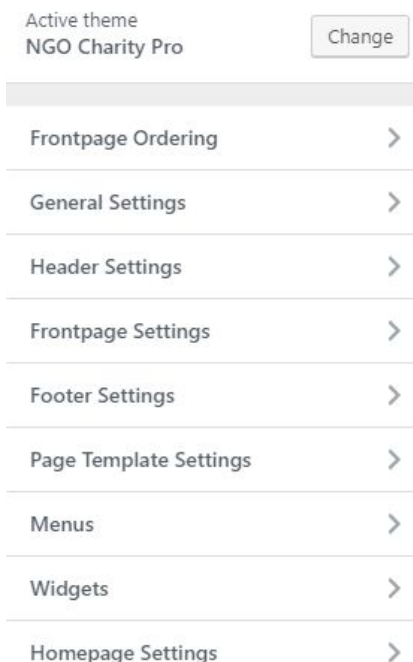
To upload a logo and display/hide the site title and tagline, you can navigate to **Appearance => Customize => General Settings => Site Identity** and apply your changes based on your personal.



9- How to adjust options & layout?

After you have carefully followed the previous steps, you have successfully completed the basic configuration of the theme. You can now further customize and manage the appearance of your website via the extensive options panel of **NGO Charity Pro**.

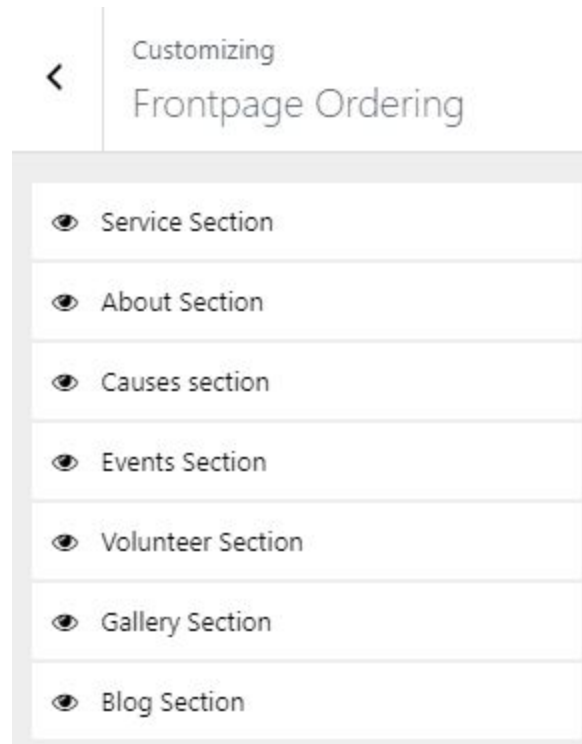
Please navigate to **Appearance => Customize** in your WordPress Dashboard to see the **Frontpage Ordering**, **General Settings**, **Header Settings**, **Frontpage Settings**, **Footer Settings** and **Page Template Settings** panel within the WordPress customizer.



9.1 - Frontpage Ordering

To reordering section just by drag and drop customizer section. Follow these steps:-

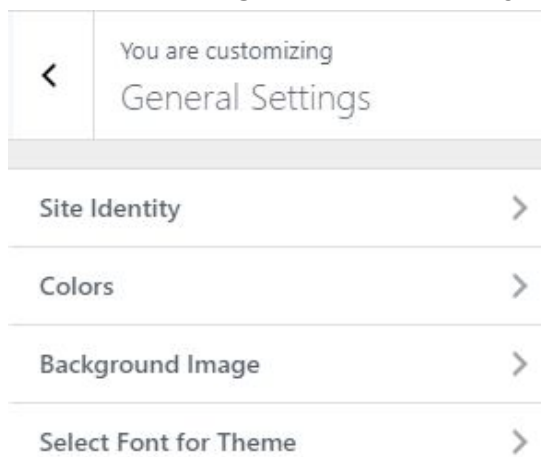
- Go to **Dashboard ,Appearance => Customize => Frontpage Ordering**



- **Drag or Drop** the section element to reorder.

9.2 - General Settings

In **General Settings**, we have following sections:-



To Setting this options, follow these steps:-

- Go to **Dashboard, Appearance => Customize => General Settings**
- Open each section and start to set content and filled up fields as per your requirement.

9.2.1 Site Identity

Go to 8- How to add logo, header image and site title/tagline?

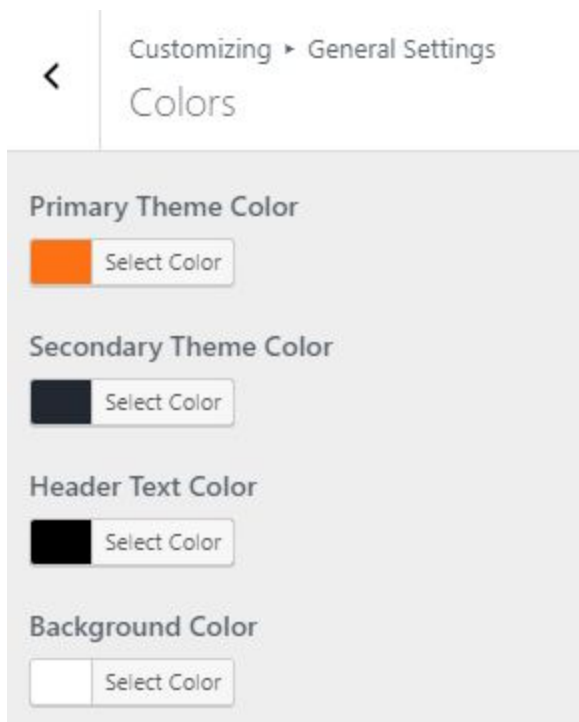
9.2.2 Colors

This theme gives you only two color options.

- Primary Theme Color
- Secondary Theme Color
- Header Text Color
- Background Color

To setting colors of theme, Go to Dashboard

- **Appearance => Customize => General Settings => Colors**

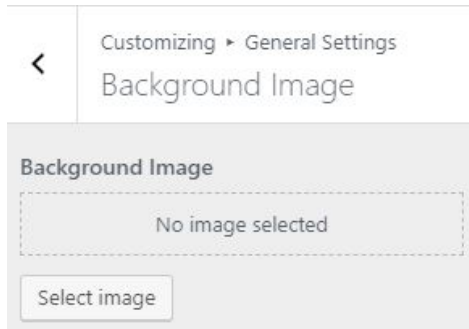


- Finally, click on publish button.

9.2.3 Background Image

To Setting background image of theme. Follow these steps:-

- Go to **Dashboard , Appearance => Customize => General Settings => Background Image**



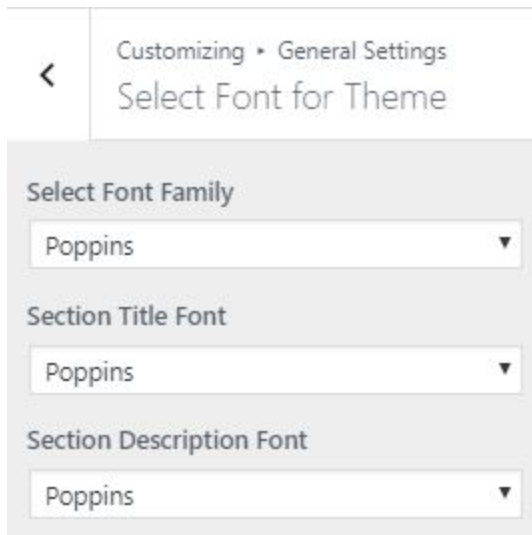
- Finally, click on publish button.

9.2.4 - Select Font for Theme

This themes give you unlimited Google font(more than 600+).

To setting Font of theme, Go to Dashboard

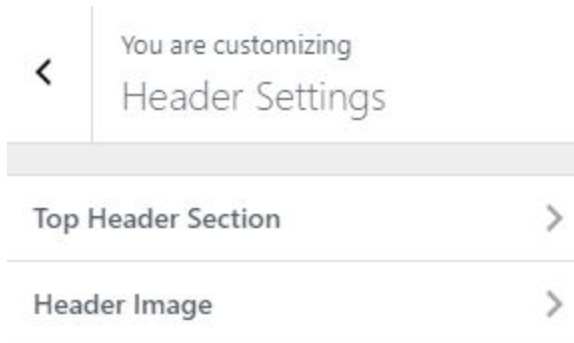
- **Appearance => Customize => General Settings => Select Font For Theme**



- Finally, click on publish button.

9.3 - Header Settings

In **Header Settings**, we have following sections:-



To Setting this options, follow these steps:-

- Go to **Dashboard, Appearance => Customize => Header Settings**
- Open each section and start to set content and filled up fields as per your requirement.

9.3.1 Top Header Section

To Setting Top Header left items of theme. Follow these steps:-

- Go to **Dashboard , Appearance => Customize => Header Settings => Top Header Section**

A screenshot of the "Top Header Section" settings page. The breadcrumb trail is "Customizing > Header Settings > Top Header Section". The page title is "Managed the content display at top header section." There is a checkbox labeled "Enable/Disable top header" which is checked. Below this are two text input fields: "Login Page URL" and "Register Page URL", both containing the text "https://demo.scorpionthemes.com/ngo". Under the heading "Top Header Contact items", there is a list of contact items. The first item shows a phone number "(123) 456 7890" and a "Font Awesome Icon" of "fa fa-phone". Below this is a "Location Title" field with the same phone number. At the bottom of the list is a "Remove" link. At the very bottom of the page is a red-bordered button labeled "Add new contact".

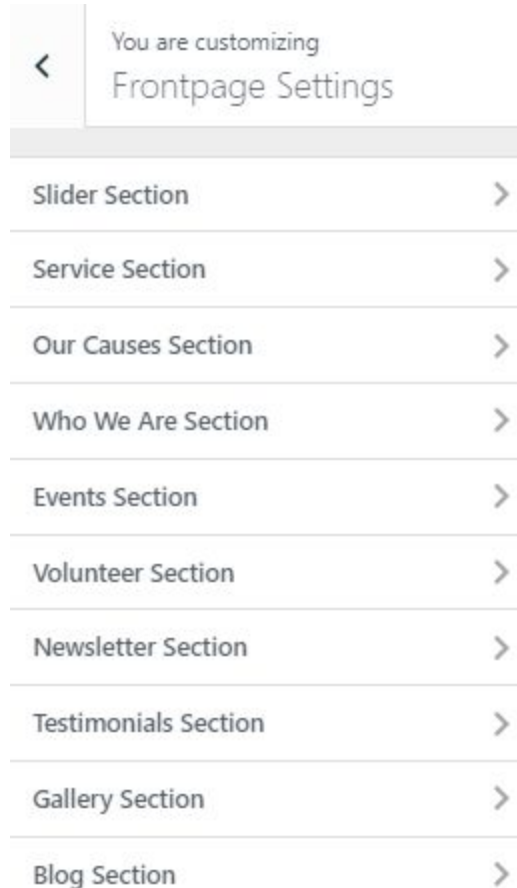
- Finally, click on publish button.

9.3.2 Header Image

Got to **8- How to add logo, header image and site title/tagline?**

9.4 - Frontpage Settings

In **Frontpage Settings**, we have following sections:-



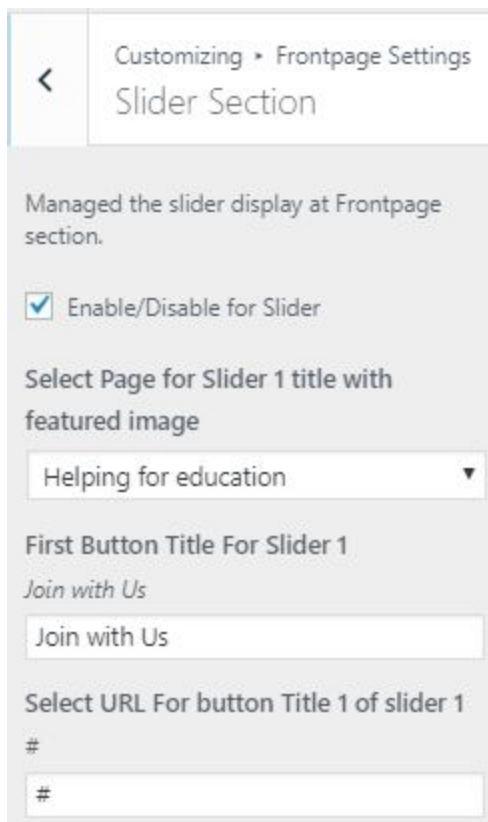
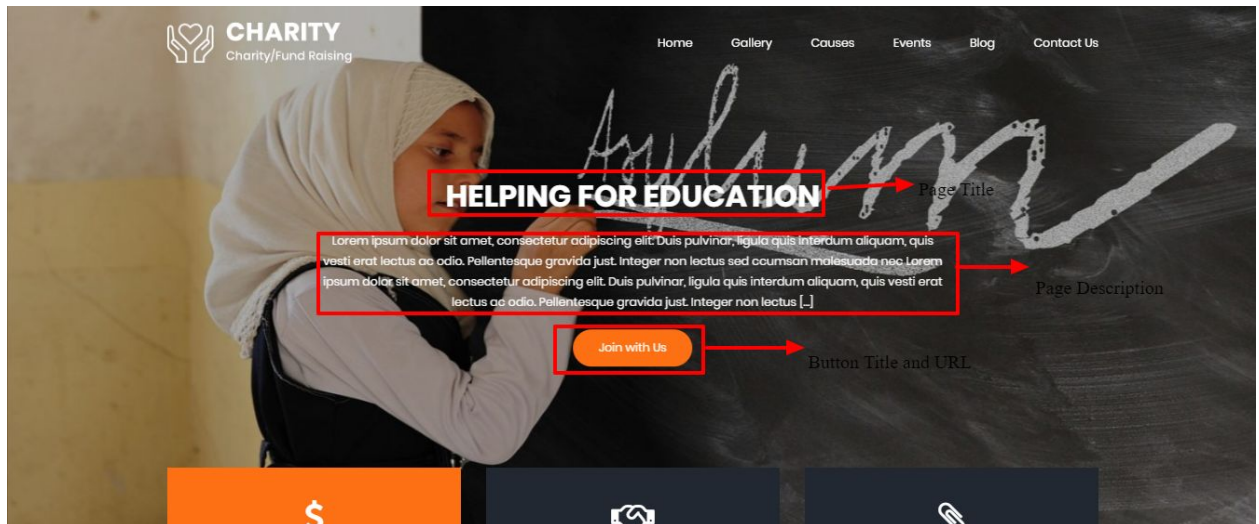
To Setting this options, follow these steps:-

- Go to **Dashboard, Appearance => Customize => Frontpage Settings**
- Open each section and start to set content and filled up fields as per your requirement.

9.4.1 Slider Section

To Setting Frontpage slider section of theme. Follow these steps:-

- Go to **Dashboard , Appearance => Customize => Frontpage Settings => Slider Section**

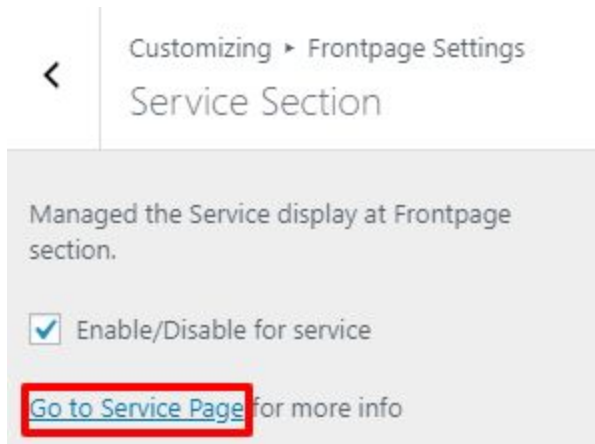


- Finally, click on publish button.

9.4.2 Service Section

To Setting Frontpage Service section of theme. Follow these steps:-

- Go to **Dashboard** , **Appearance** => **Customize** => **Frontpage Settings** => **Service Section**

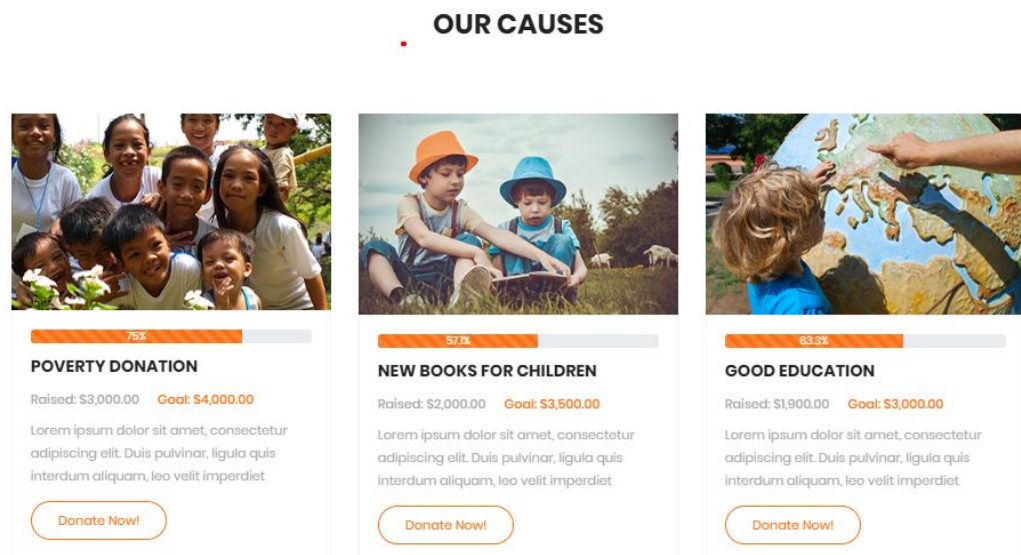


- Finally, click on publish button.

9.4.3 Our Causes Section

To Setting Front Page Our Causes section of theme. Follow these steps:-

- Go to **Dashboard** , **Appearance** => **Customize** => **Frontpage Settings** => **Our Causes Section**



Customizing » Frontpage Settings

Our Causes Section

Managed the Our Causes display at Frontpage section.

☒ Enable/Disable for Our Causes

Causes Heading

Our Causes

Number of Recent Causes to Show in Front Page

input 3,4,5,6,7,8,9,10

4

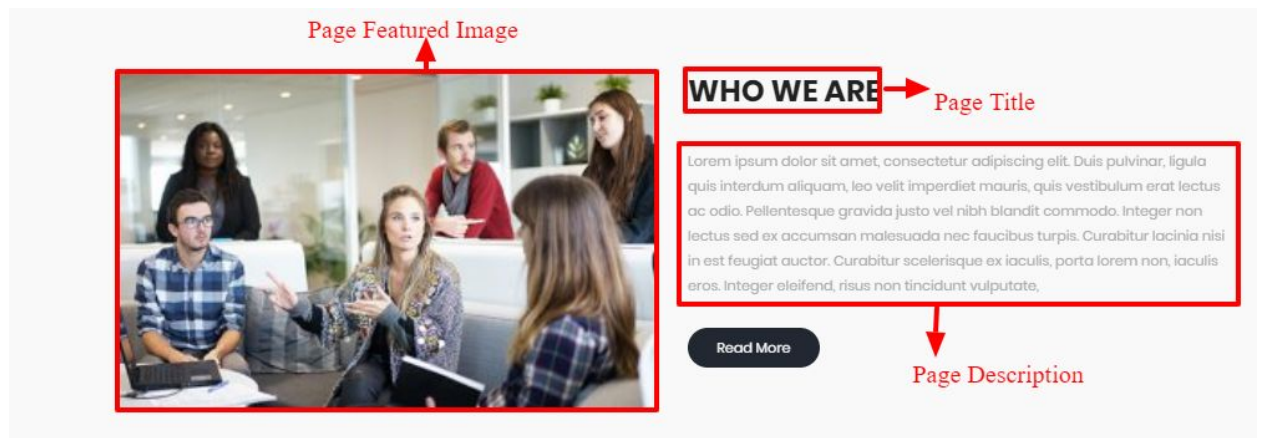
[Go to Give form Page](#) click here

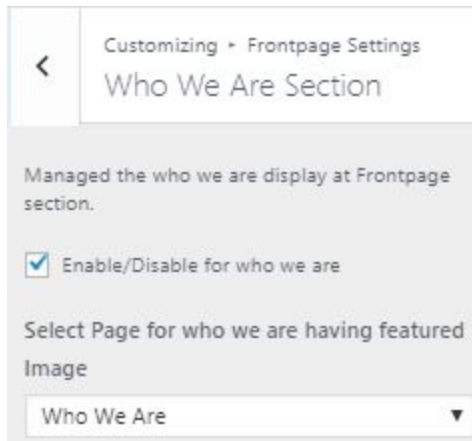
- Finally, click on publish button.

9.4.4 Who We Are Section

To Setting Frontpage Who We Are section of theme. Follow these steps:-

- Go to **Dashboard** , **Appearance** => **Customize** => **Frontpage Settings** => **Who We Are Section**



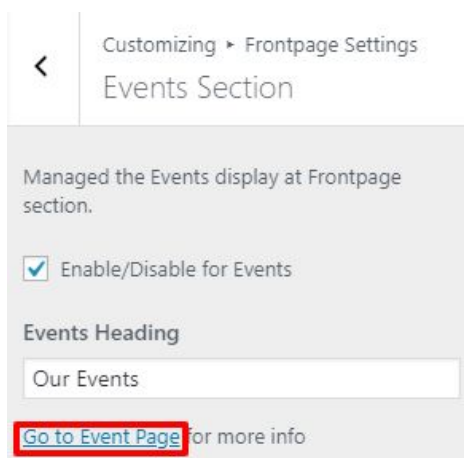
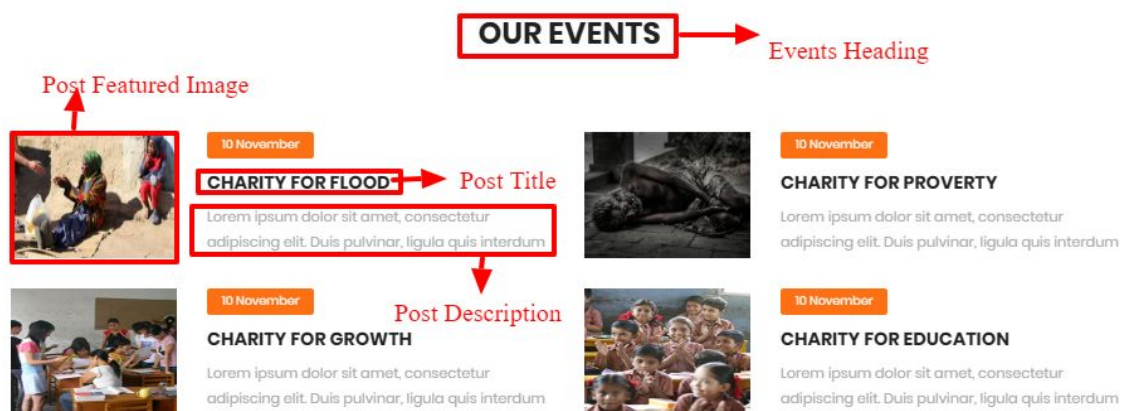


- Finally, click on publish button.

9.4.5 Events Section

To Setting Frontpage Events section of theme. Follow these steps:-

- Go to **Dashboard** , **Appearance => Customize => Frontpage Settings => Events Section**

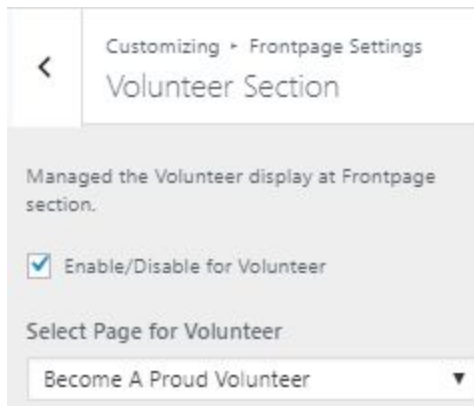
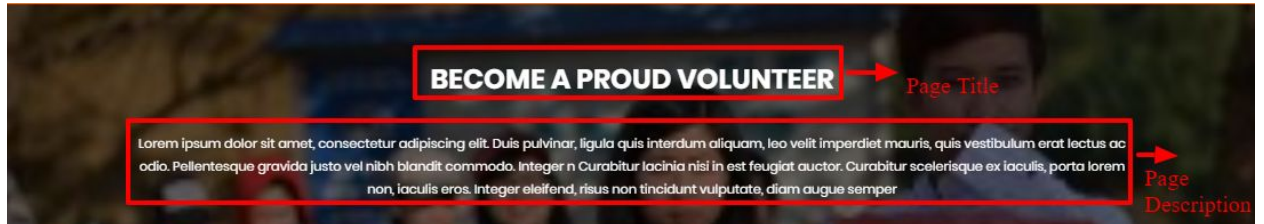


- Finally, click on publish button.

9.4.6 Volunteer Section

To Setting Frontpage Volunteer section of theme. Follow these steps:-

- Go to **Dashboard , Appearance => Customize => Frontpage Settings => Volunteer Section**

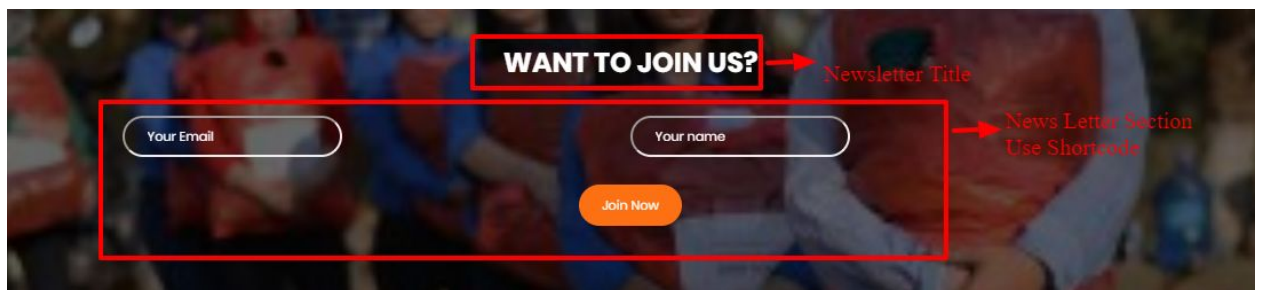


- Finally, click on publish button.

9.4.7 Newsletter Section

To Setting Front Page Newsletter section of theme. Follow these steps:-

- Go to **Dashboard , Appearance => Customize => Frontpage Settings => Newsletter Section**



Customizing ▸ Frontpage Settings

Newsletter Section

Managed the Newsletter display at Frontpage section.

☒ Enable/Disable for Newsletter

Newsletter Title

Eg:- Want to join us?

Want to join us?

News Letter Section Use Shortcode

Use Newsletter Plugins shortcode: Eg:
[newsletter_form]. [See more here](#)

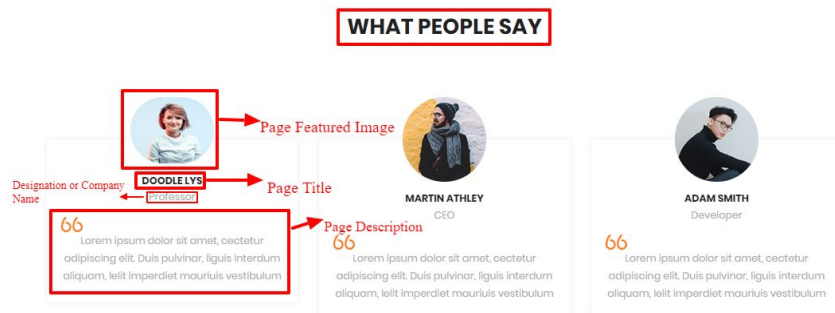
[newsletter_form button_label="Join Now"]

- Finally, click on publish button.

9.4.8 Testimonials Section

To Setting Frontpage Testimonials section of theme. Follow these steps:-

- Go to **Dashboard** , **Appearance** => **Customize** => **Frontpage Settings** => **Testimonials Section**



Customizing ▸ Frontpage Settings

Testimonials Section

Managed the Testimonials display at Frontpage section.

☒ Enable/Disable for Testimonials

Testimonials Heading

What People Say

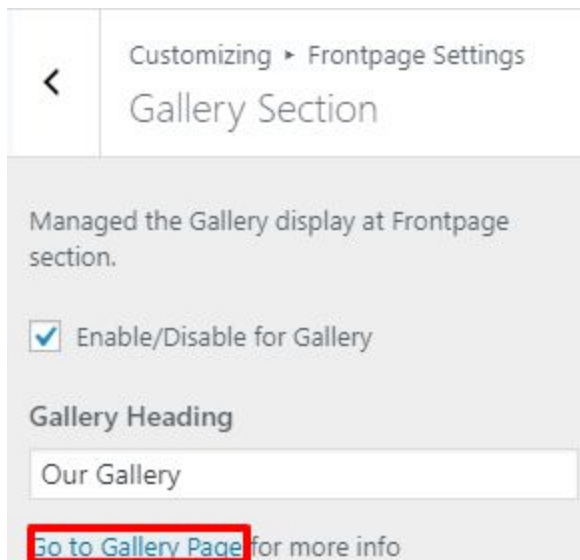
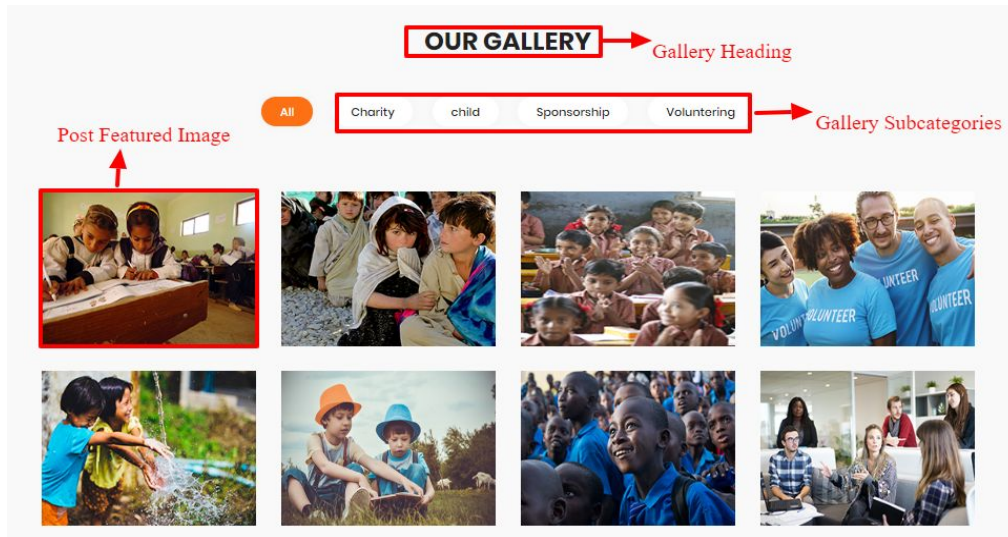
[Go to Testimonials Page](#) for more info

- Finally, click on publish button.

9.4.9 Gallery Section

To Setting Frontpage Gallery section of theme. Follow these steps:-

- Go to **Dashboard** , **Appearance** => **Customize** => **Frontpage Settings** => **Gallery Section**



- Finally, click on publish button.

9.4.10 Blog Section

To Setting Frontpage Blog section of theme. Follow these steps:-

- Go to **Dashboard** , **Appearance** => **Customize** => **Frontpage Settings** => **Blog Section**



Customizing > Frontpage Settings

Blog Section

Managed the Blog display at Frontpage section.

☒ Enable/Disable for Blog

Blog Heading

Latest Blog

Select Category for Blog

Blog

Number of Recent Blogs to Show in Front Page

input 3,4,5,6,7,8,9,10

3

- Finally, click on publish button.

9.5 - Footer Settings

In **Footer Settings**, we have following sections:-

You are customizing

Footer Settings

Footer Top Section >

Footer Middle Section >

Footer Bottom Section >

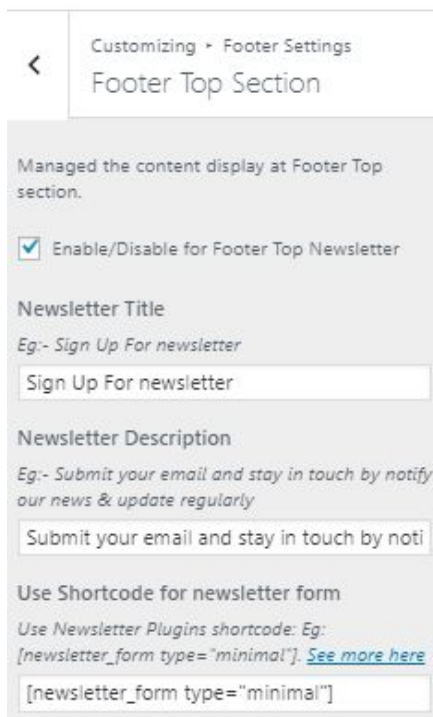
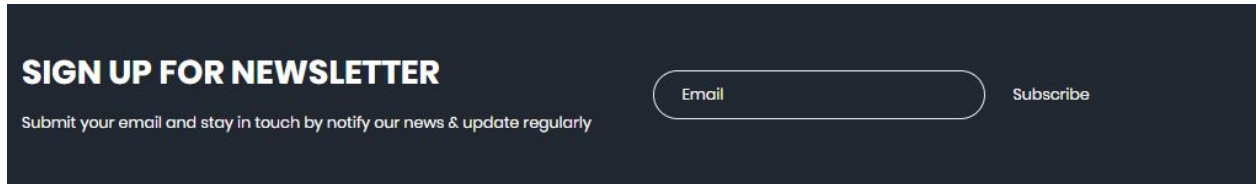
To Setting this options, follow these steps:-

- Go to **Dashboard, Appearance => Customize => Footer Settings**
- Open each section and start to set content and filled up fields as per your requirement.

9.5.1 Footer Top Section

To Setting Footer Top section of theme. Follow these steps:-

- Go to **Dashboard , Appearance => Customize => Footer Settings => Footer Top Section**

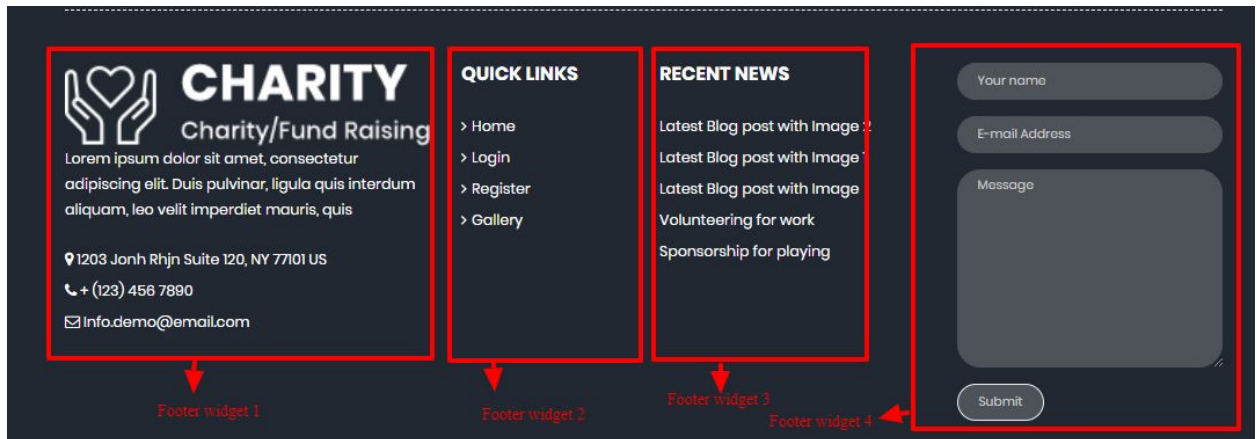


- Finally, click on publish button.

9.5.2 Footer Middle Section

To Setting Footer Middle section of theme. Follow these steps:-

- Go to **Dashboard , Appearance => Customize => Footer Settings => Footer Middle Section**



- Finally, click on publish button.

9.5.3 Footer Bottom Section

To Setting Footer Bottom section of theme. Follow these steps:-

- Go to **Dashboard** , **Appearance** => **Customize** => **Footer Settings** => **Footer Bottom Section**

Customizing » Footer Settings
Footer Bottom Section

Managed the content display at Footer Bottom section.

Footer Copyright text

Copyright © 2018 MyWordPress Theme

☒ Social Links
Enable/Disable social links in Footer.

Social Links

https://www.facebook.com/ ▲

Font Awesome Icon
Example: fa-facebook

fa fa-facebook

Link
Example: http://facebook.com

https://www.facebook.com/

[Remove](#)

Add new social

- Finally, click on publish button.

9.6 - Page Template Settings

In **Page Template Settings**, we have following sections:-

You are customizing
Page Template Settings

Contact Page >

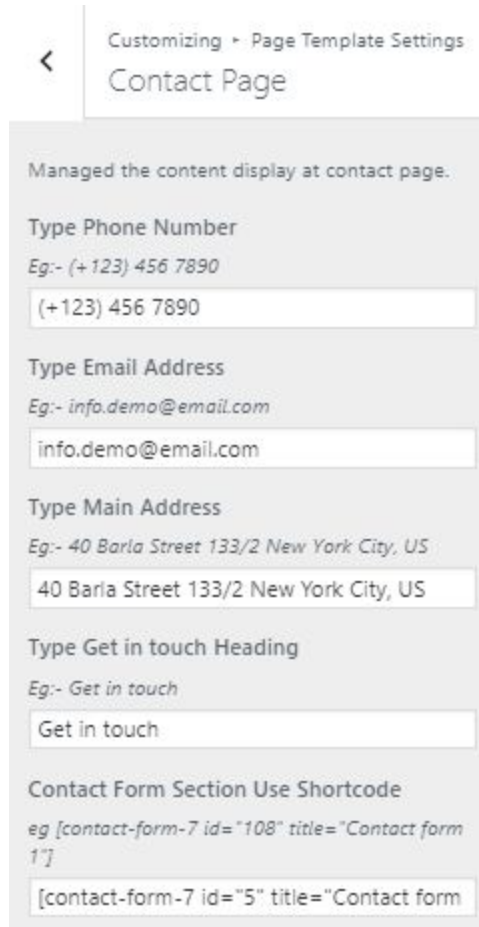
To Setting this options, follow these steps:-

- Go to **Dashboard, Appearance => Customize => Page Template Settings**
- Open each section and start to set content and filled up fields as per your requirement

9.6.1 Contact Page

To Setting Contact Page of theme. Follow these steps:-

- Go to **Dashboard** , **Appearance** => **Customize** => **Page Template Settings** => **Contact Page**



The screenshot shows the 'Contact Page' settings panel in the WordPress Customizer. At the top, there is a breadcrumb trail: 'Customizing > Page Template Settings > Contact Page'. Below this, a message states 'Managed the content display at contact page.' The settings are organized into several sections, each with a label, an example, and a text input field:

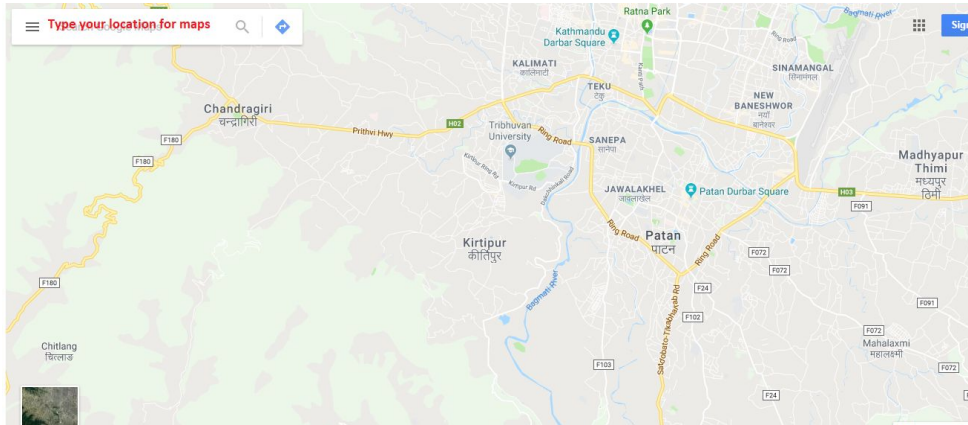
- Type Phone Number**: Example 'Eg:- (+123) 456 7890'. The input field contains '(+123) 456 7890'.
- Type Email Address**: Example 'Eg:- info.demo@email.com'. The input field contains 'info.demo@email.com'.
- Type Main Address**: Example 'Eg:- 40 Barla Street 133/2 New York City, US'. The input field contains '40 Barla Street 133/2 New York City, US'.
- Type Get in touch Heading**: Example 'Eg:- Get in touch'. The input field contains 'Get in touch'.
- Contact Form Section Use Shortcode**: Example 'eg [contact-form-7 id="108" title="Contact form 1"]'. The input field contains '[contact-form-7 id="5" title="Contact form'.

- Finally, click on publish button.

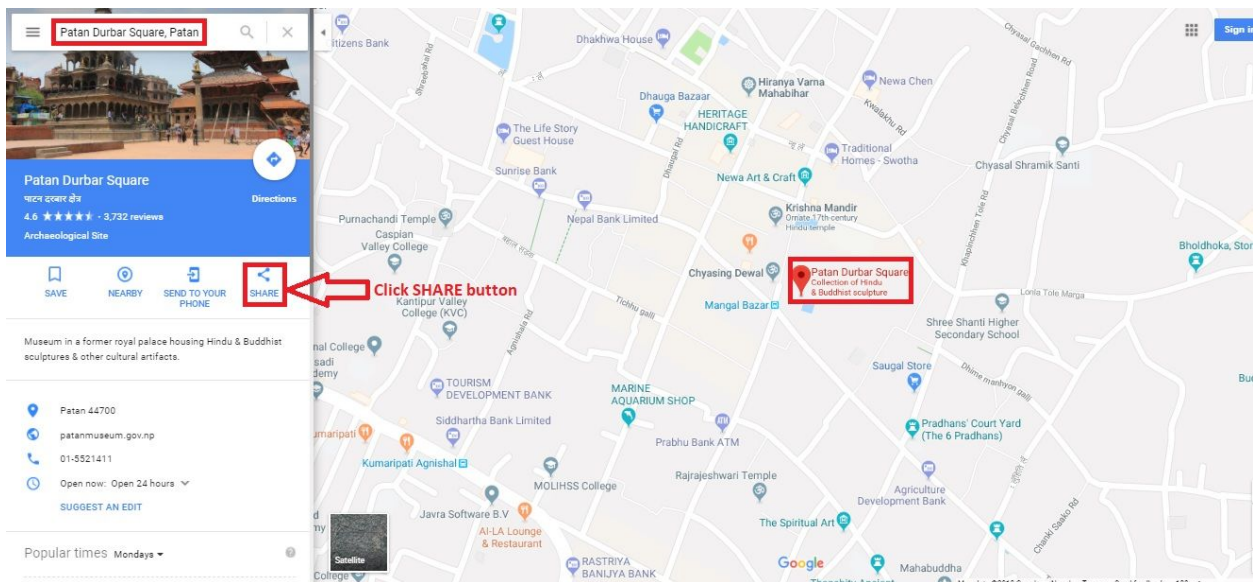
10- How to add google map in contact page?

To add google map in contact section, Follow these steps:-

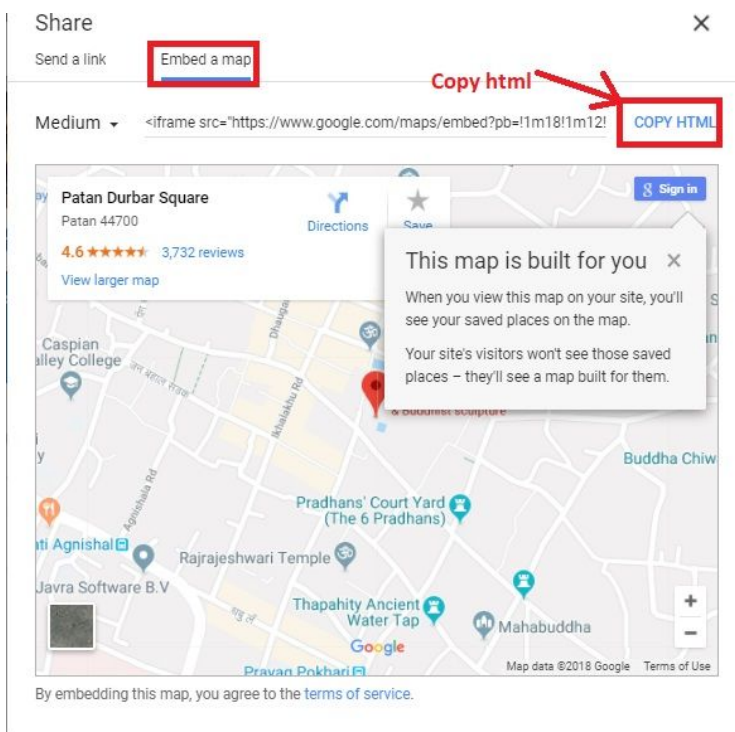
- I. Go to <https://www.google.com/maps>.
- II. Type address on search bar



III. Click on **SHARE** button.

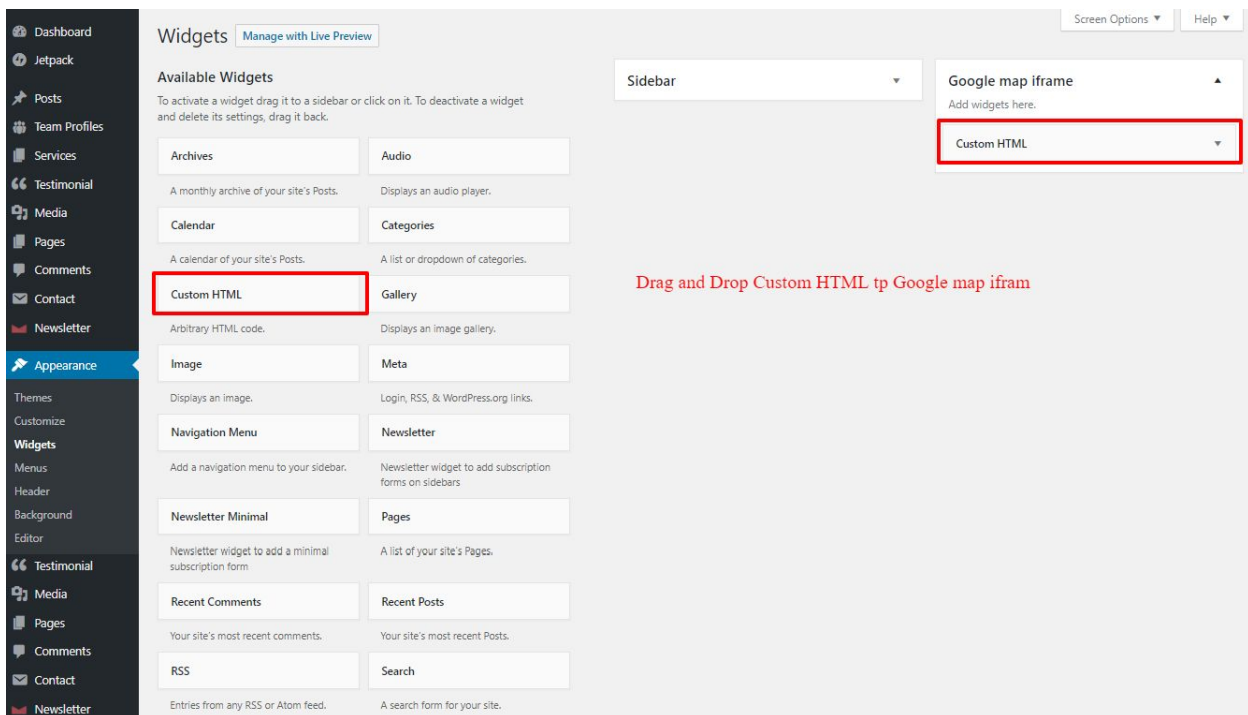


IV. Copy html on click Copy HTML.



V. Go to Dashboard, **Appearance => Widgets.**

VI. Drag and drop **Custom HTML** Widget in **Google map** widgets area.



VII. After that, paste copied html of **step IV**. in content field of Custom HTML widget

▼

Google map iframe

▲

Add widgets here.

Custom HTML

▲

Title:

Content:

```
1 <iframe src="https://www.google.com/maps/embed?pb" width="600" height="450" frameborder="0" style="border:0" allowfullscreen></iframe>
```

[Delete](#)

Save

VIII. Finally, Click **save** button.