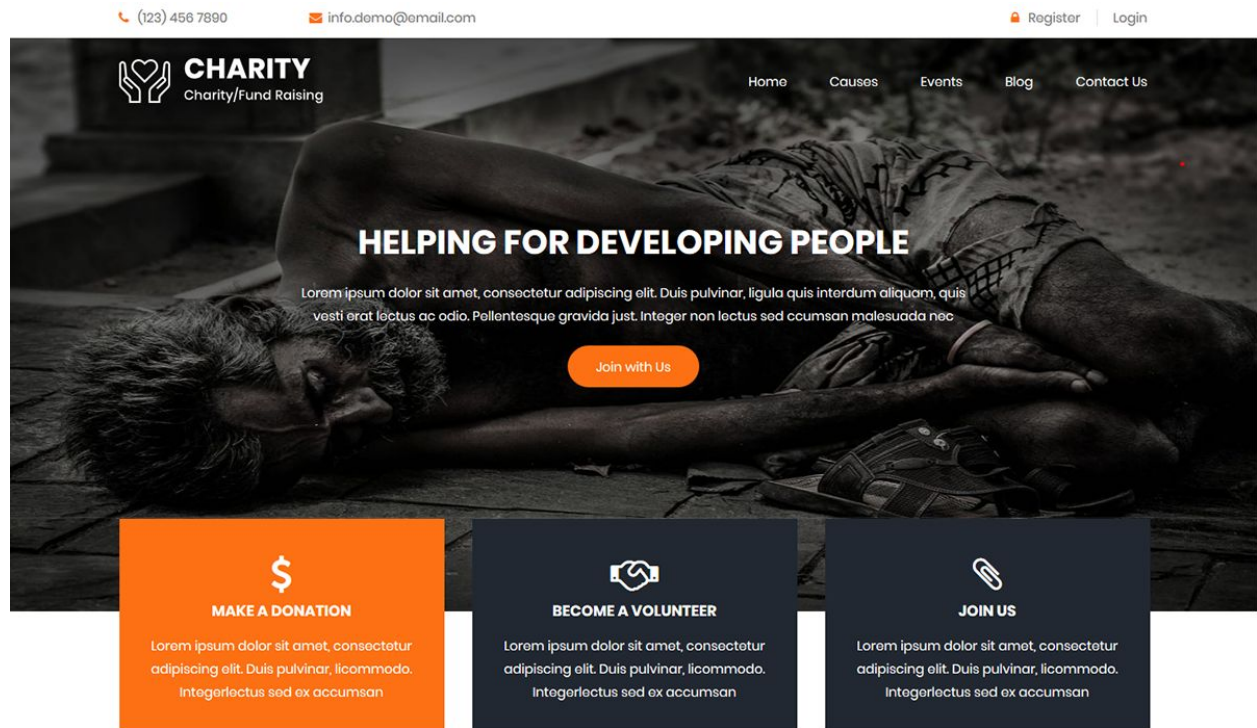


# Documentation: NGO Charity WordPress Theme

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



## OUR CAUSES

**NGO Charity** 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/ngocharity/>

### **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 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?**
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** like front page like shown in the theme demos for **NGO Charity**,

- 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**

Visual Text

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

Word count: 0

Leave Empty this section

Finally, click publish → **Publish**

Select front page from dropdown →

Page Attributes

Parent: (no parent)

Template: **Front Page**

Default Template  
Default Template  
Fullwidth page  
No Featured Image

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

- 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?

From WordPress Dashboard

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

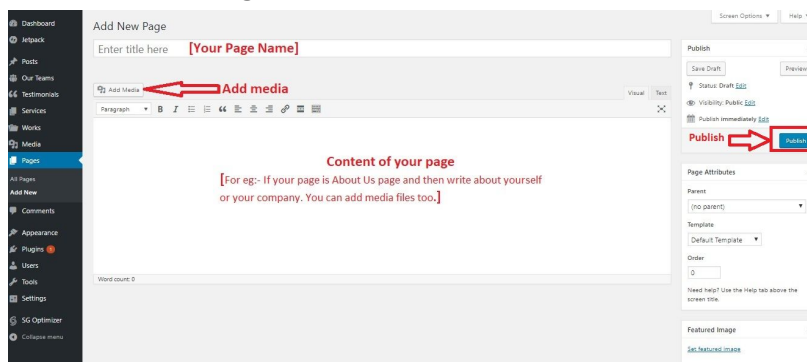
After installing the theme, now you can customize your website as per your preference.

## 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, put broader than, tags.

How to create categories

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

Categories

Add New Category

Name

The name is how it appears on your site.

Slug

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Parent Category

Categories, unlike tags, can have a hierarchy. You might have a Jazz category, and under that have children categories for Bebop and Big Band. Totally optional.

Description

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

Click

Bulk Actions  1 item

<input type="checkbox"/>	Name	Description	Slug	Count
<input type="checkbox"/>	Uncategorized	—	uncategorized	4

Bulk Actions  1 item

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](#).

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)**

(123) 456 7890 info.demo@email.com Register Login

CHARITY Charity/Fund Raising

Primary

**SIGN UP FOR NEWSLETTER** [newsletter\_form type="minimal"]

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

QUICK LINKS

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

Footer(Quick Links)

RECENT NEWS

Latest Blog post with Image 2

Latest Blog post with Image 1

Volunteering for work

Sponsorship for playing

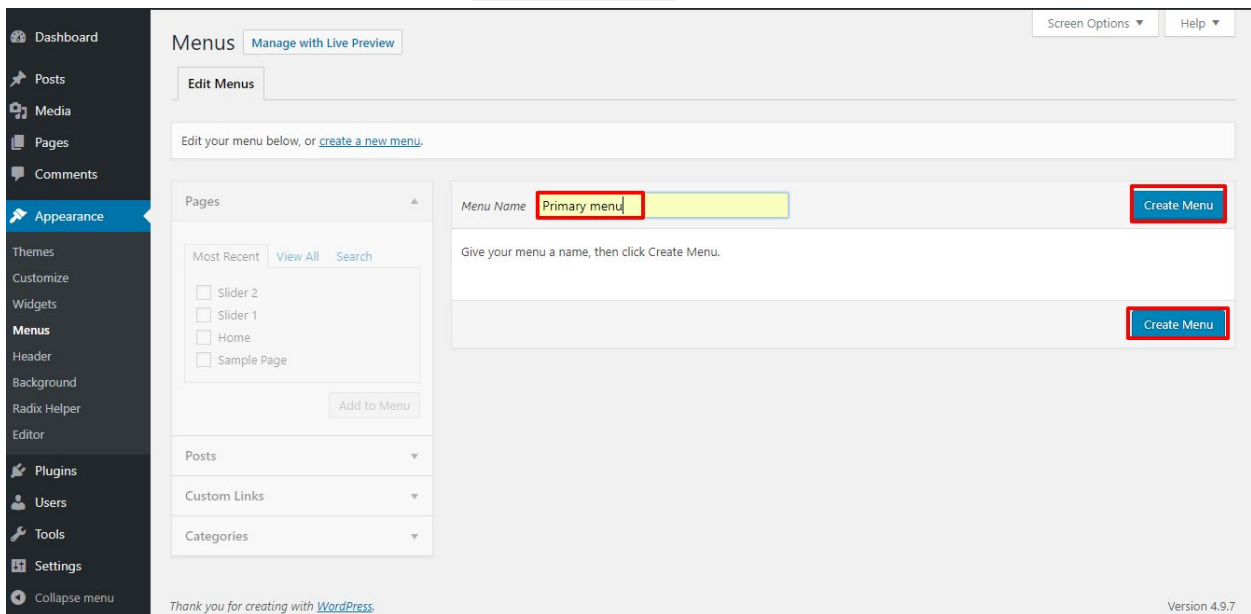
Your name

E-mail Address

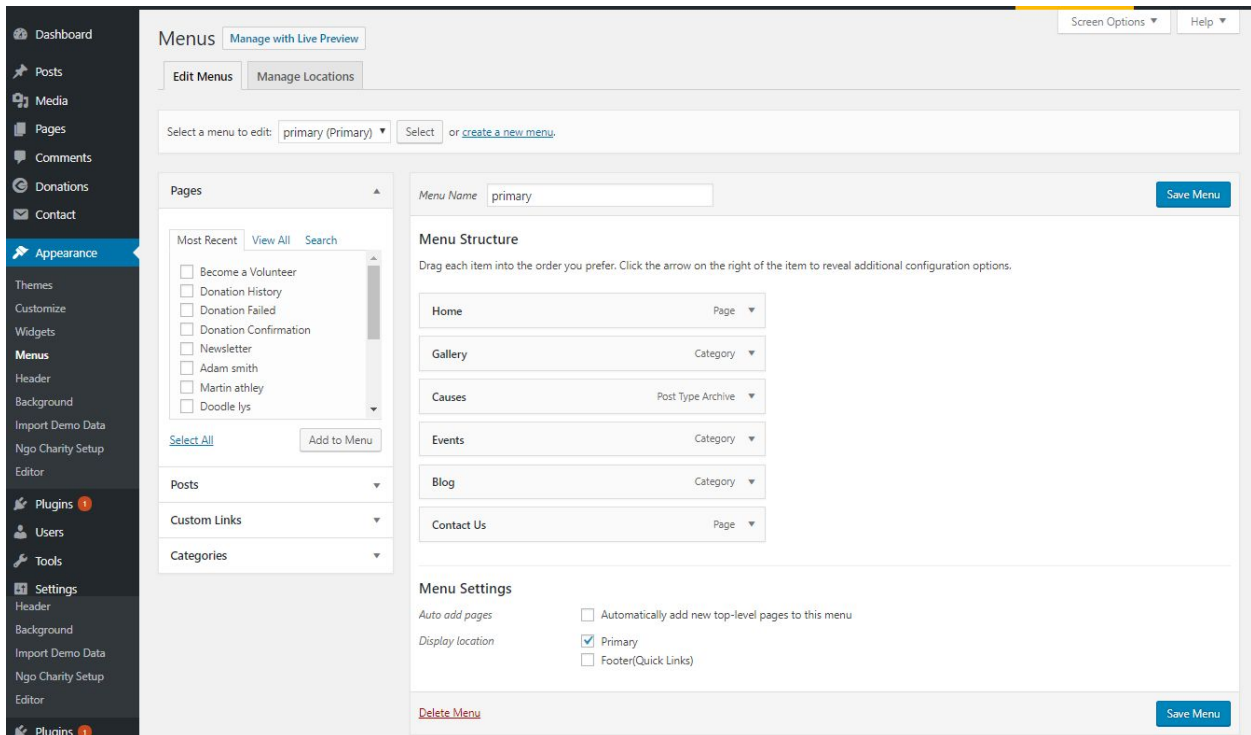
Message

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

- **Appearance=>Customize=>Menus=>Create New Menu**
- **Appearance => Menu**(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**

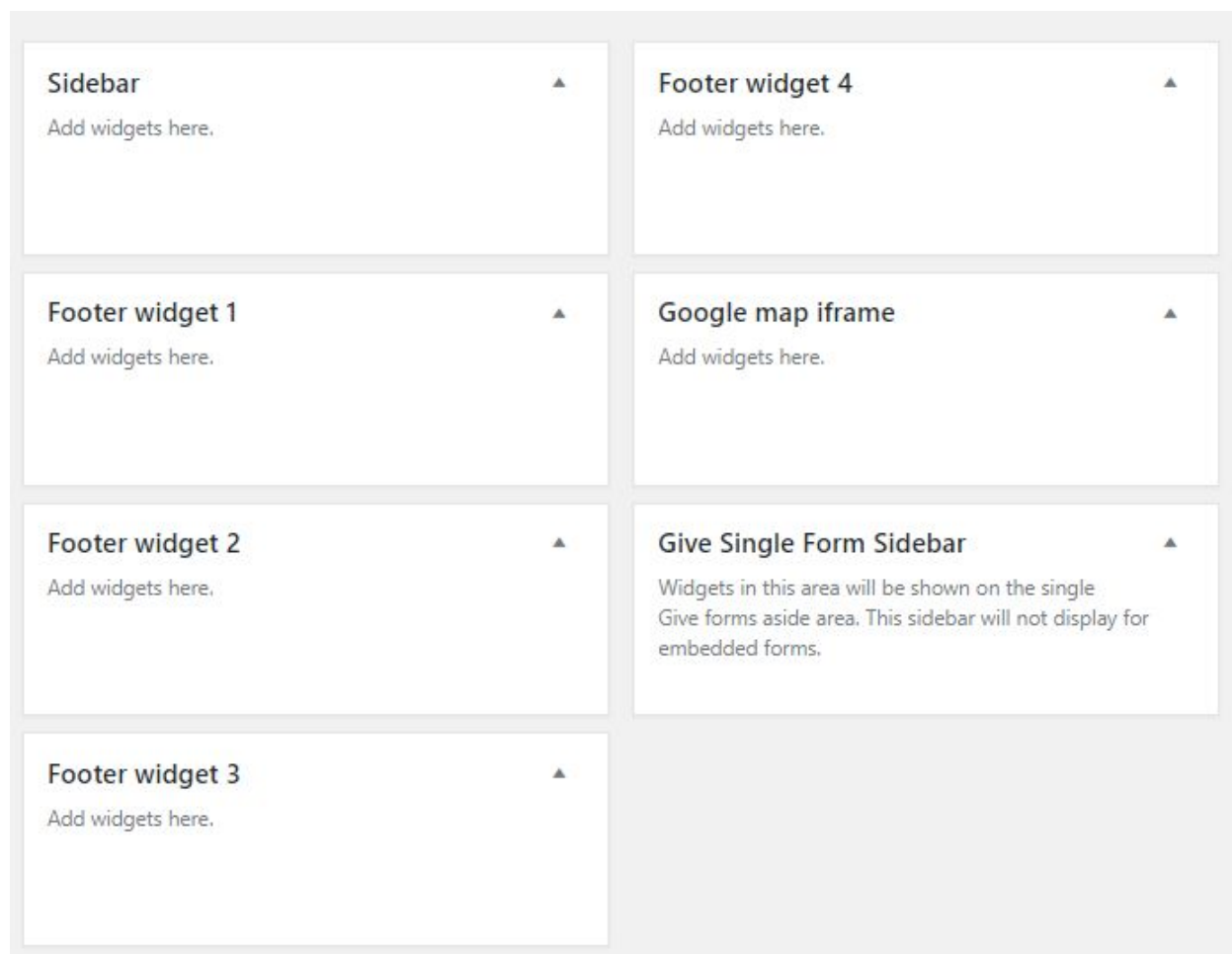


## 6 - How & where to place widgets on your website?

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** WordPress Theme.



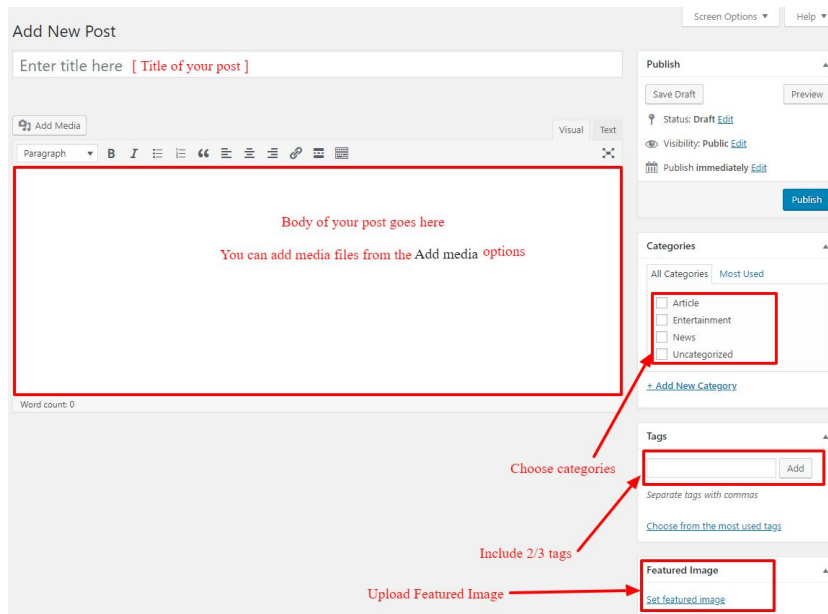
<b>Archives</b>	<b>Audio</b>
A monthly archive of your site's Posts.	Displays an audio player.
<b>Calendar</b>	<b>Categories</b>
A calendar of your site's Posts.	A list or dropdown of categories.
<b>Custom HTML</b>	<b>Gallery</b>
Arbitrary HTML code.	Displays an image gallery.
<b>Image</b>	<b>Meta</b>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



## 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**, 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.

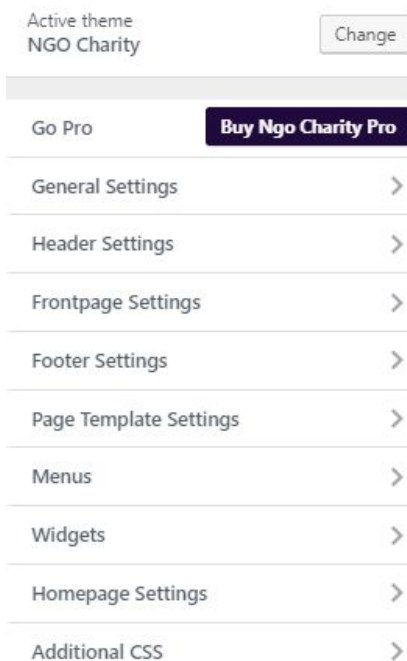
To upload a logo and display/hide the site title and tagline, you can navigate to **Appearance => Customize => General Settings => Site Identity** and apply your changes based on your personal.



## 9- How to adjust options & layout?

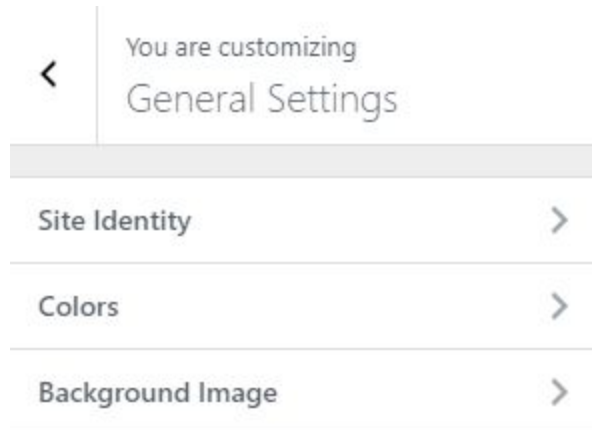
After you have carefully followed the previous steps, you have successfully completed the basic configuration of the theme. You can now further customize and manage the appearance of your website via the extensive options panel of **NGO Charity**.

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



## 9.1 - 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.

### 9.1.1 Site Identity

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

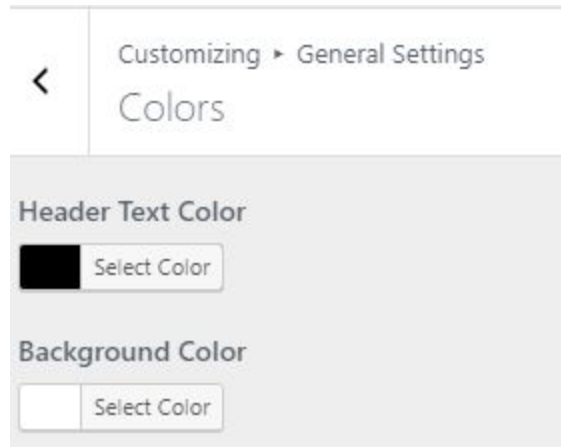
### 9.1.2 Colors

This theme gives you only two color options.

- Header Text Color
- Background Color

To setting colors of theme, Go to Dashboard

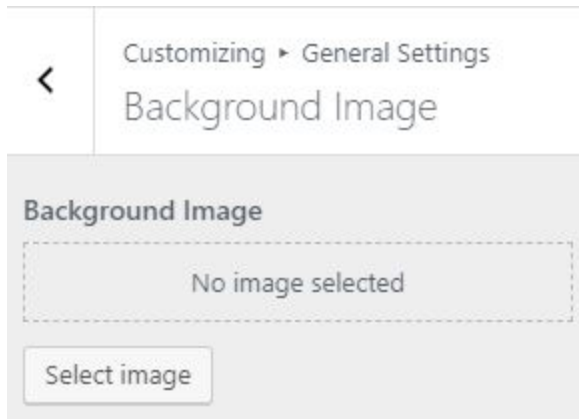
- **Appearance => Customize => General Settings => Colors**



### 9.1.3 Background Image

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

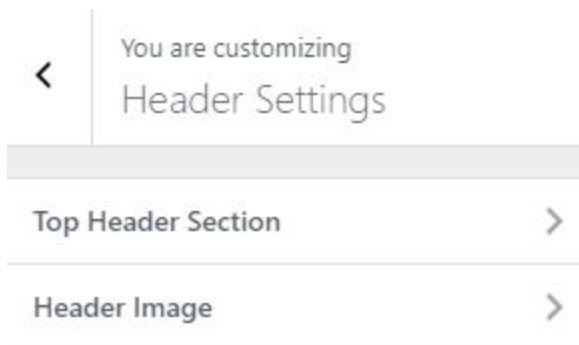
- Go to **Dashboard , Appearance => Customize => General Settings => Background Image**



- Finally, click on publish button.

## 9.2 - 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.

### 9.2.1 Top Header Section

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

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

Customizing ▸ Header Settings  
Top Header Section

Managed the content display at top header section.

Enable/Disable top header

Login Page URL

Register Page URL

Top Header Contact items

(123) 456 7890
Font Awesome Icon <input type="text" value="fa fa-phone"/>
Location Title <input type="text" value="(123) 456 7890"/>
<a href="#">Remove</a>

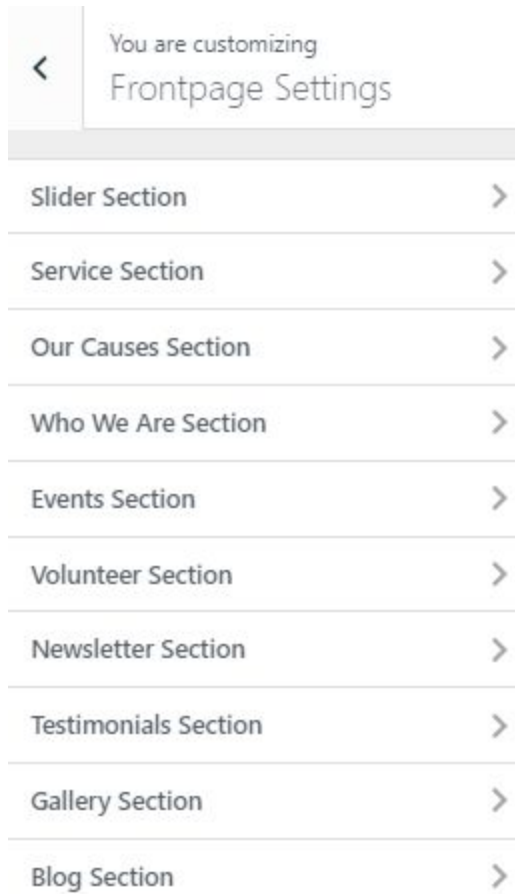
- Finally, click on publish button.

### 9.2.2 Header Image

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

## 9.3 - Frontpage Settings

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



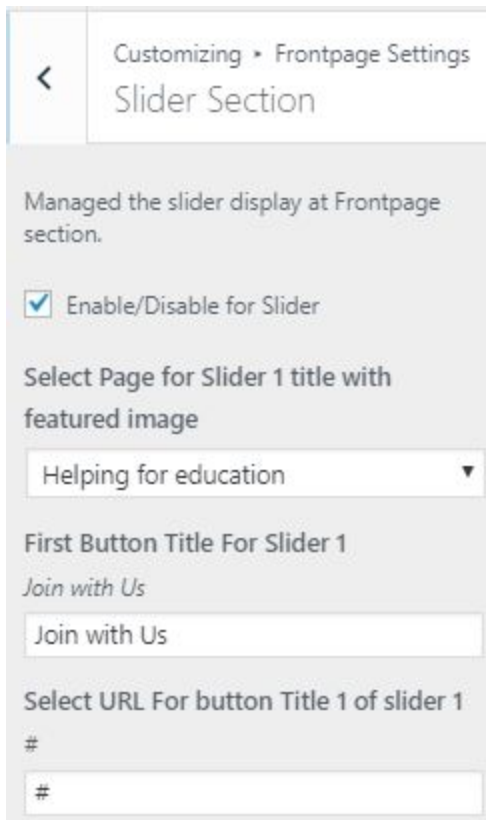
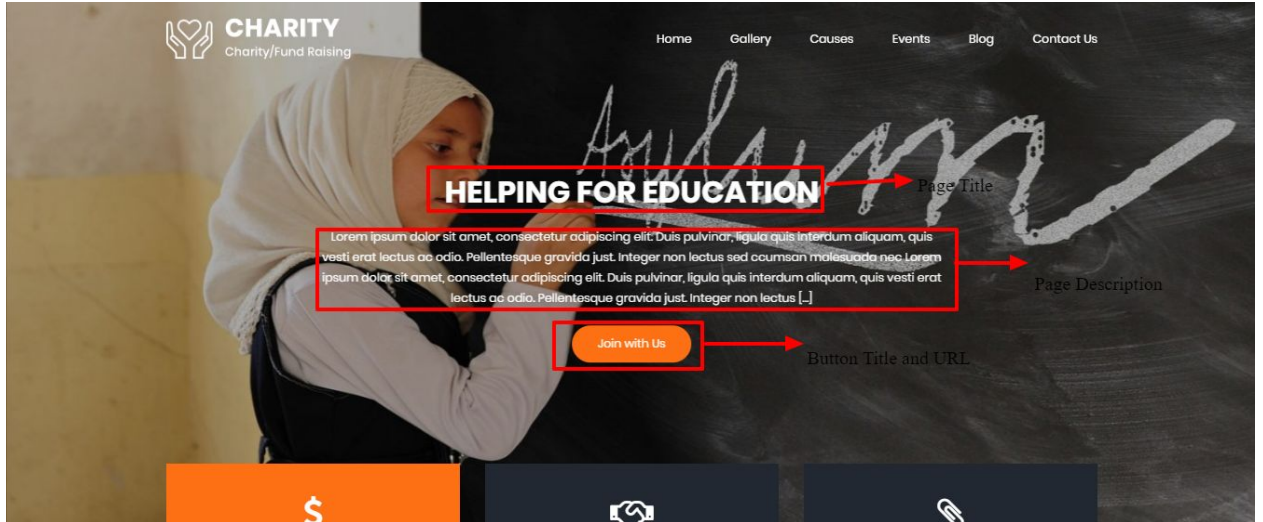
To Setting this options, follow these steps:-

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

### 9.3.1 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.

### 9.3.2 Service Section

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

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





Customizing > Frontpage Settings  
Service Section

Managed the Service display at Frontpage section.

Enable/Disable for service

Select Page for Service 1  
Make a Donation

Select icon For Service 1  
Use font awesome icon: Eg:fa fa-usd. [See more here](#)  
fa fa-usd

Select Page for Service 2  
Become a Volunteer

Select icon For Service 2  
Use font awesome icon: Eg:fa fa-handshake-o. [See more here](#)  
fa fa-handshake-o

Select Page for Service 3  
Join Us

Select icon For Service 3  
Use font awesome icon: Eg:fa fa-paperclip. [See more here](#)  
fa fa-paperclip


- Finally, click on publish button.

### 9.3.3 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**

## OUR CAUSES




75%

**POVERTY DONATION**

Raised: \$3,000.00 **Goal: \$4,000.00**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis pulvinar, ligula quis interdum aliquam, leo velit imperdiet

[Donate Now!](#)




57%

**NEW BOOKS FOR CHILDREN**

Raised: \$2,000.00 **Goal: \$3,500.00**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis pulvinar, ligula quis interdum aliquam, leo velit imperdiet

[Donate Now!](#)



63.3%

**GOOD EDUCATION**

Raised: \$1,900.00 **Goal: \$3,000.00**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis pulvinar, ligula quis interdum aliquam, leo velit imperdiet

[Donate Now!](#)

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

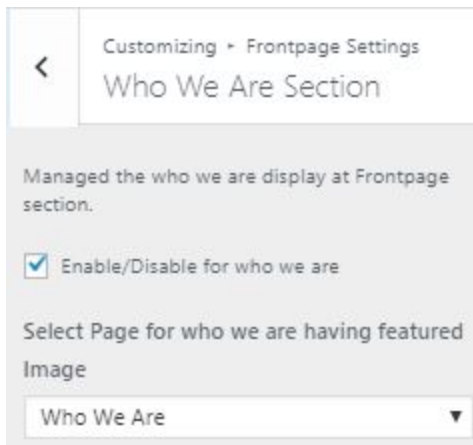
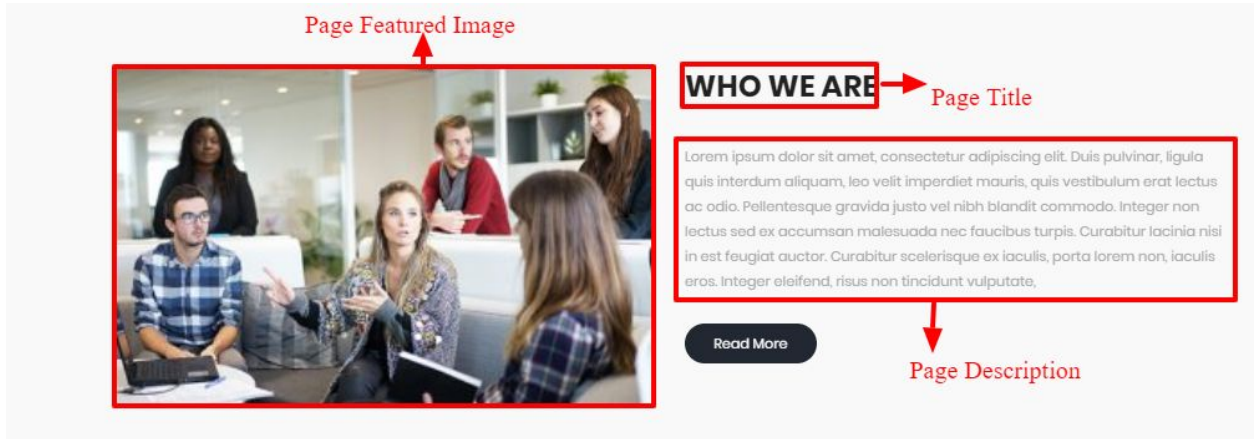
[Go to Give form Page](#) click here

- Finally, click on publish button.

### 9.3.4 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.

### 9.3.5 Events Section

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

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



Customizing > Frontpage Settings  
Events Section

Managed the Events display at Frontpage section.

Enable/Disable for Events

Events Heading  
Our Events

Select Category for Events  
Events

Number of event to Show in Front Page  
input 3,4,5,6,7,8,9,10  
4

- Finally, click on publish button.

### 9.3.6 Volunteer Section

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

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



Customizing > Frontpage Settings  
Volunteer Section

Managed the Volunteer display at Frontpage section.

Enable/Disable for Volunteer

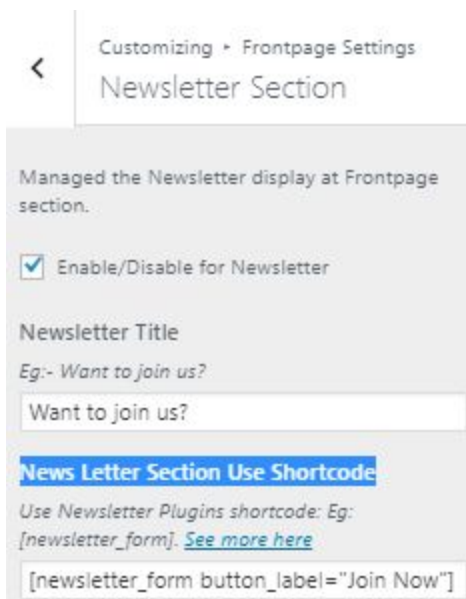
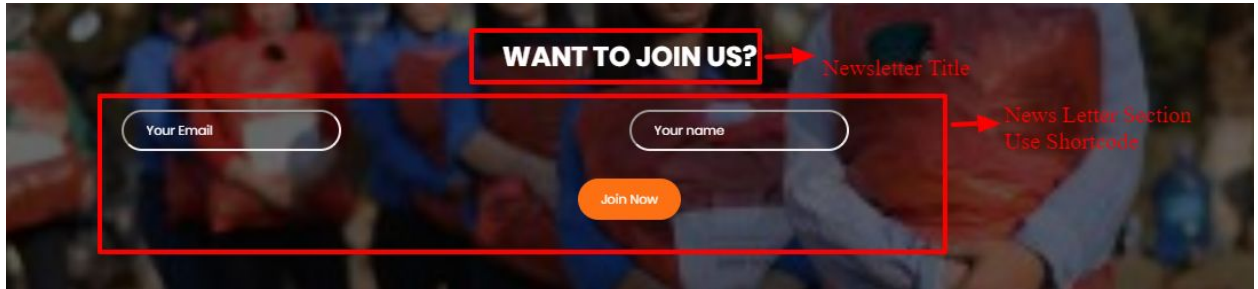
Select Page for Volunteer  
Become A Proud Volunteer

- Finally, click on publish button.

### 9.3.7 Newsletter Section

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

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

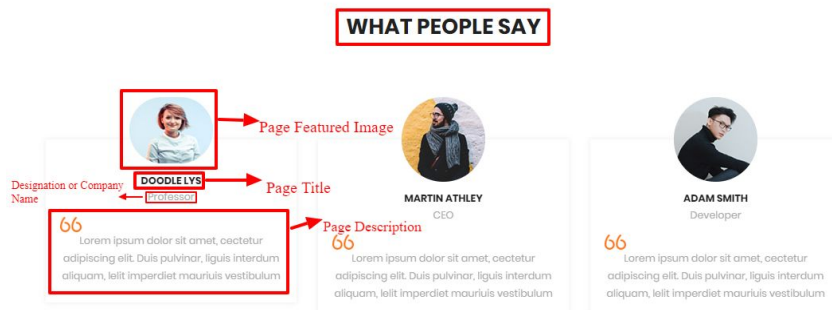


- Finally, click on publish button.

### 9.3.8 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

Select Testimonial Page 1  
Doodle lys

Select Designation or Company Name 1  
*Position like Developer, CEO MD*  
Professor

Select Testimonial Page 2  
Martin athley

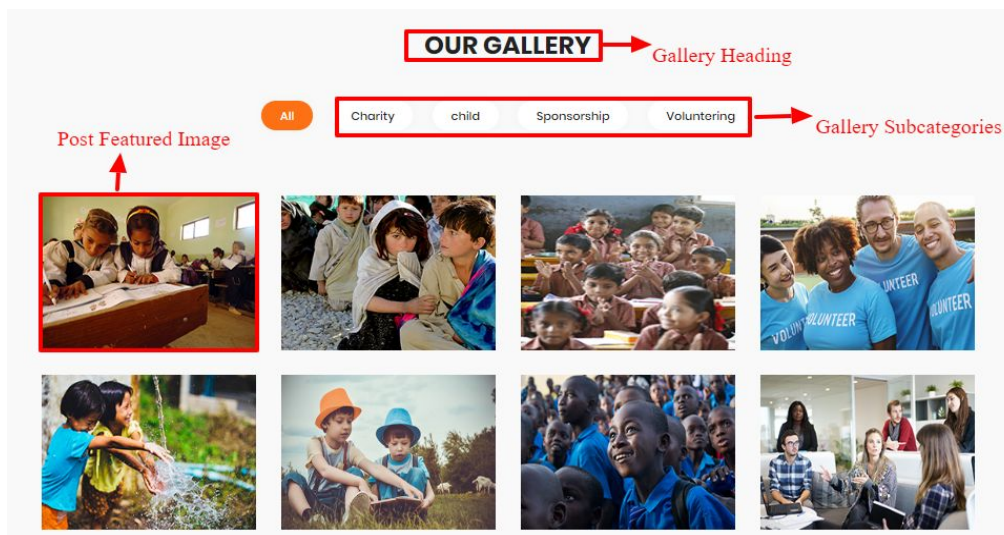
Select Designation or Company Name 2  
*Position like Developer, CEO MD*  
CEO

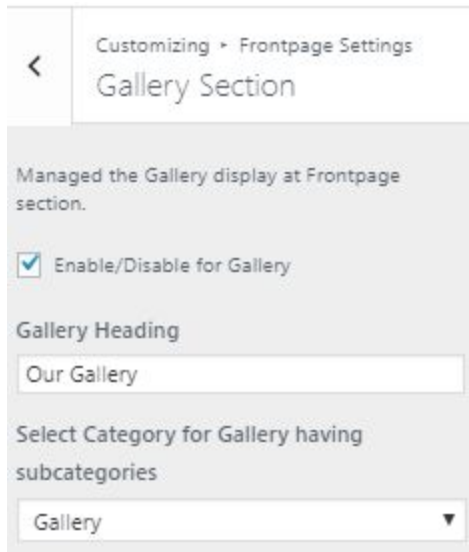
- Finally, click on publish button.

### 9.3.9 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.

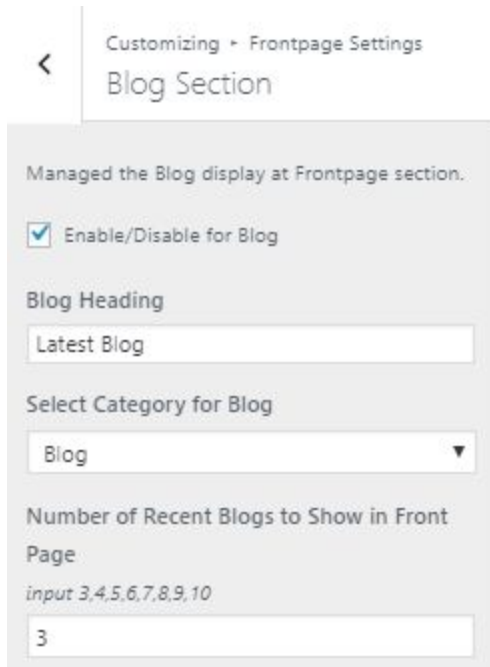
### 9.3.10 Blog Section

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

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



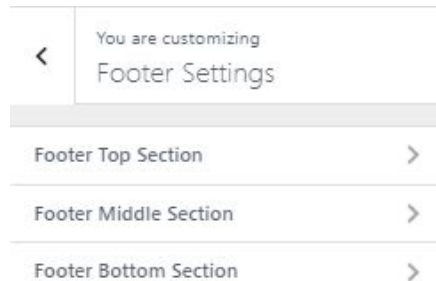




- Finally, click on publish button.

## 9.4 - Footer Settings

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



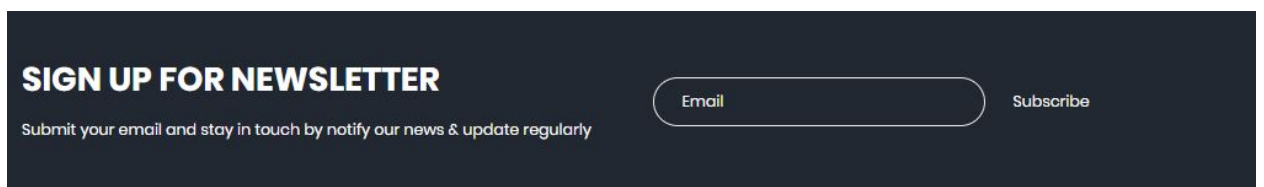
To Setting this options, follow these steps:-

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

### 9.4.1 Footer Top Section

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

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



Customizing > Footer Settings

### Footer Top Section

Managed the content display at Footer Top section.

Enable/Disable for Footer Top Newsletter

Newsletter Title  
*Eg:- Sign Up For newsletter*

Newsletter Description  
*Eg:- Submit your email and stay in touch by notify our news & update regularly*

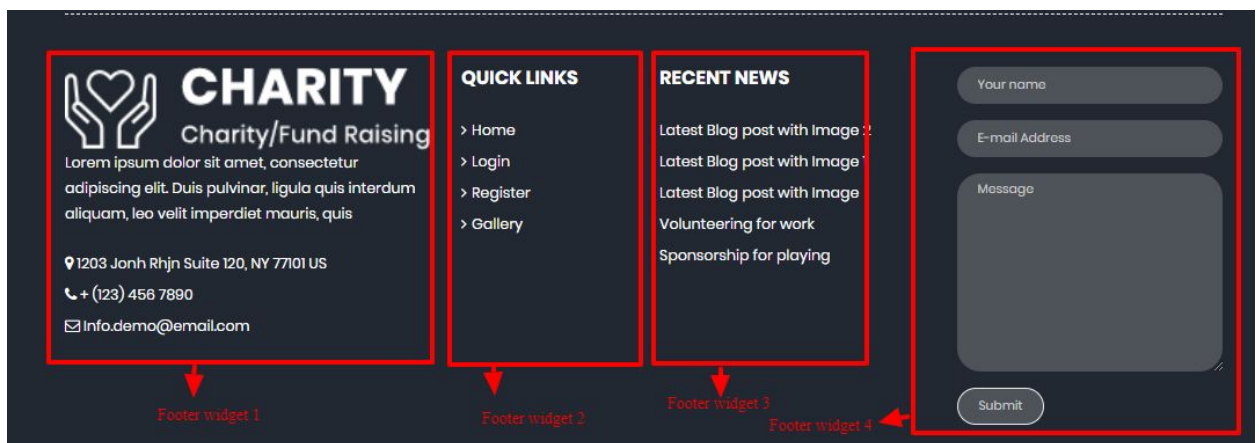
Use Shortcode for newsletter form  
 Use Newsletter Plugins shortcode: Eg: `[newsletter_form type="minimal"]`. [See more here](#)

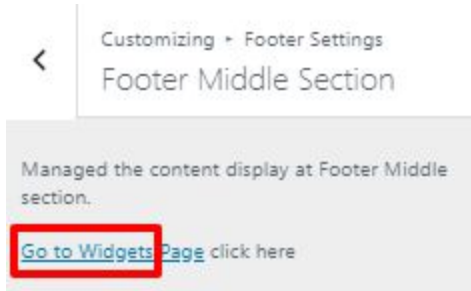
- Finally, click on publish button.

## 9.4.2 Footer Middle Section

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

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



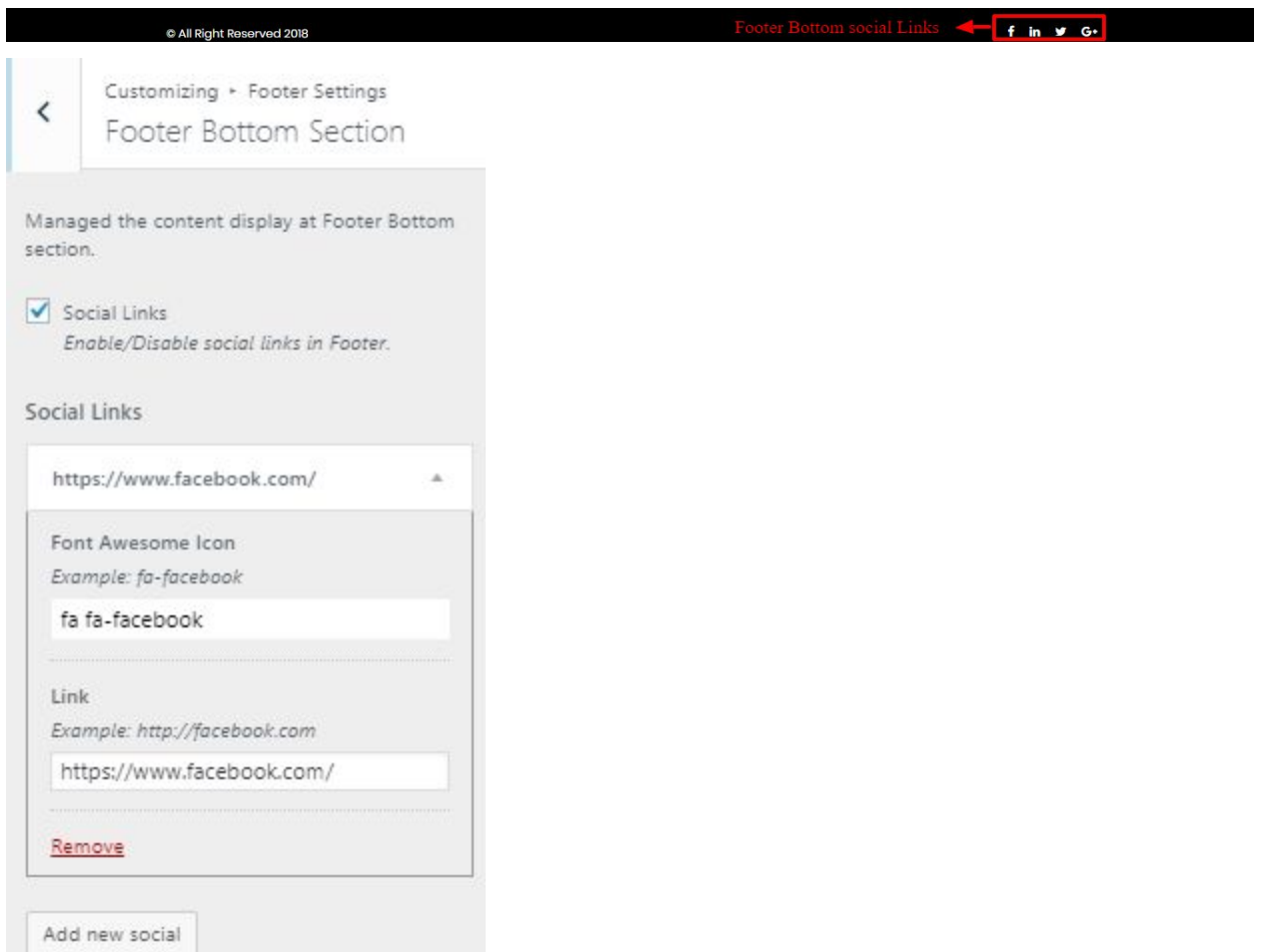


- Finally, click on publish button.

### 9.4.3 Footer Bottom Section

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

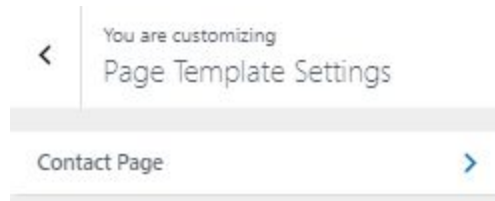
- Go to **Dashboard** , **Appearance** => **Customize** => **Footer Settings** => **Footer Bottom Section**



- Finally, click on publish button.

### 9.5 - Page Template Settings

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



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

### 9.5.1 Contact Page

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

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

Managed the content display at contact page.

Type Phone Number  
Eg:- (+123) 456 7890

Type Email Address  
Eg:- info.demo@email.com

Type Main Address  
Eg:- 40 Barla Street 133/2 New York City, US

Type Get in touch Heading  
Eg:- Get in touch

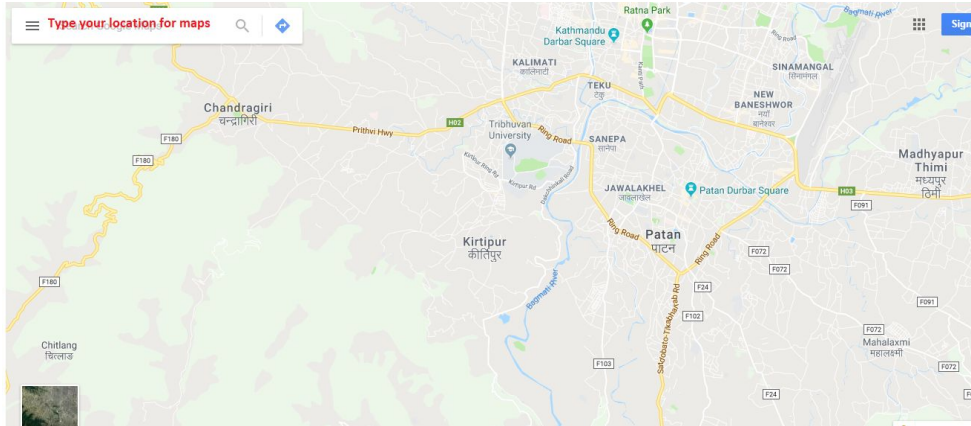
Contact Form Section Use Shortcode  
eg [contact-form-7 id="108" title="Contact form 1"]

- Finally, click on publish button.

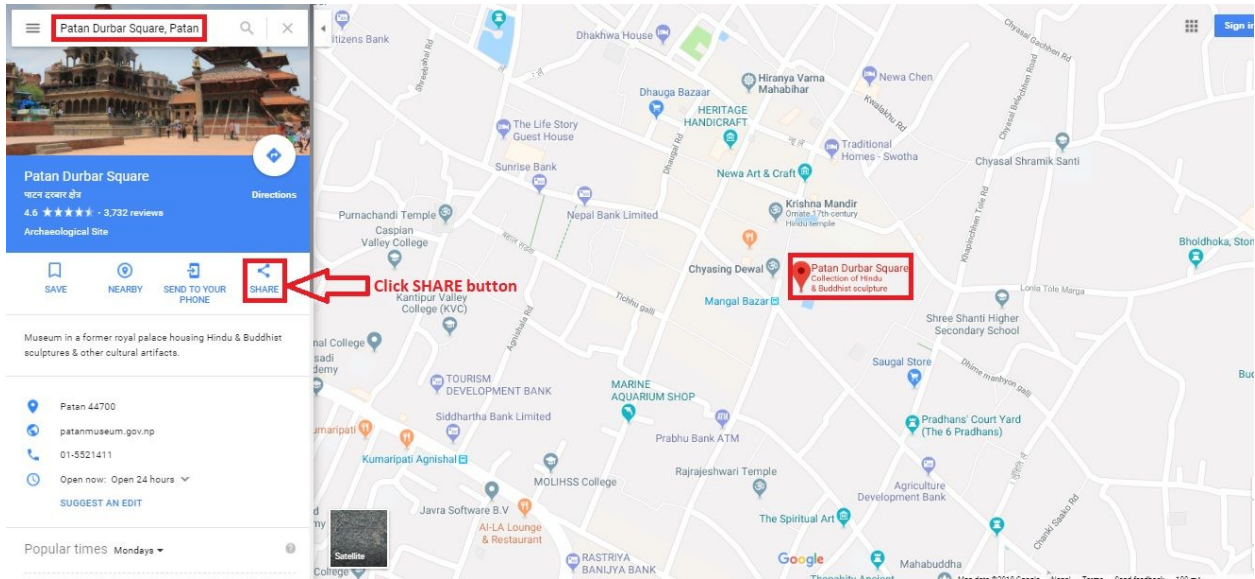
## 10- How to add google map in contact page?

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

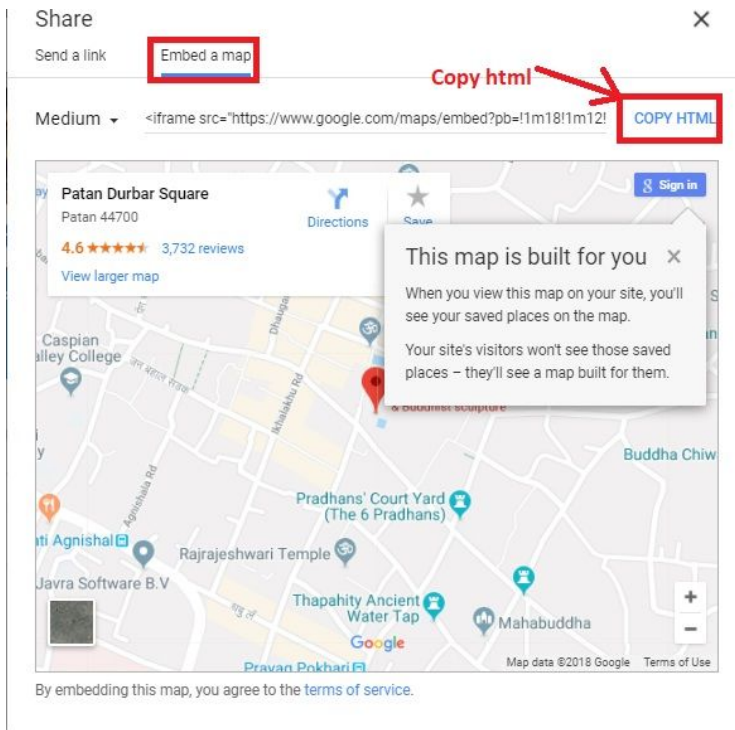
- I. Go to <https://www.google.com/maps>.
- II. Type address on search bar



- III. Click on **SHARE** button.

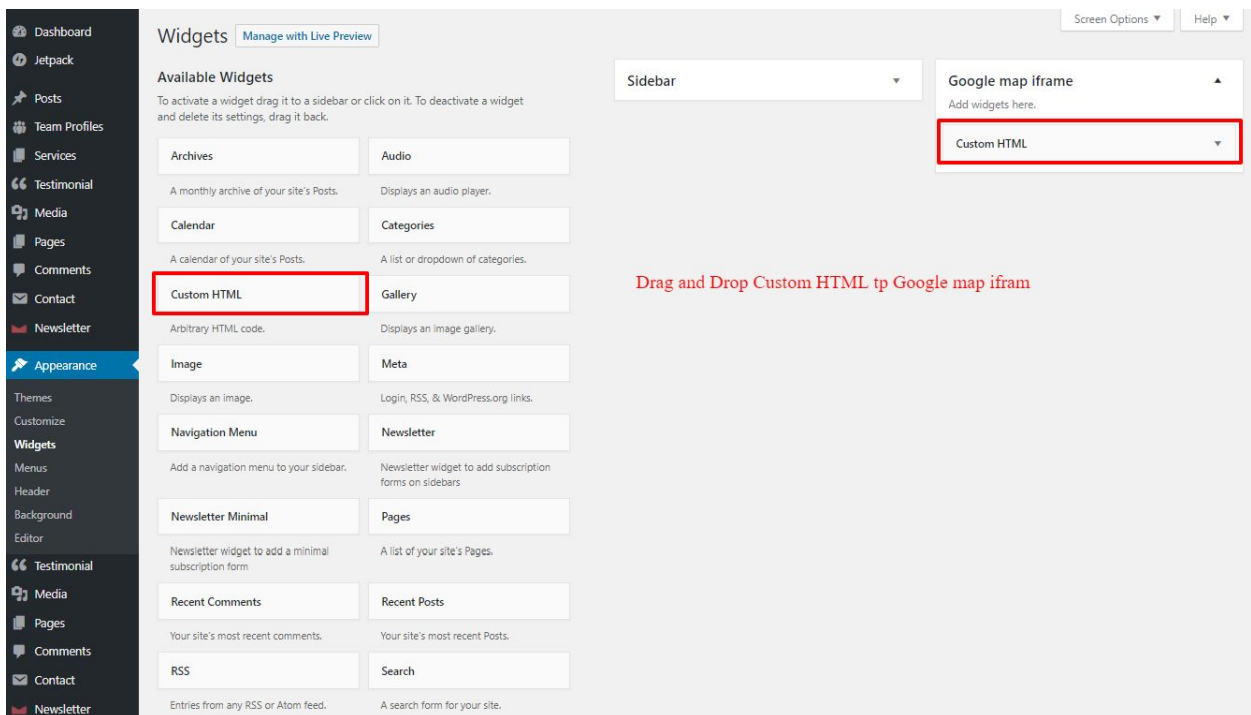


- IV. Copy html on click Copy HTML.



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](#)

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