

General Cheat Sheet

These cheat sheets are designed to help you organize the information you need during the process of setting up the Citizen Press theme so that you're not constantly going back and forth between WordPress screens trying to gather this info. You don't *have* to use these sheets, but they can make your Citizen Press configuration life easier! **Tip: This is an interactive PDF, so you can type your answers directly into this document using Acrobat Reader.**

Category Names & IDs – *What are your most important categories? Ones you might want to show in your Newsboxes, News Ticker, etc? List their names and IDs in this box. Don't worry about organization now; just make a list so you can refer to it later. You might also want to list the IDs of categories you DON'T want to include anywhere, as well. To find the ID of a category, hover your mouse on top of a category's name on the WordPress Category manager. Then look at the URL that appears in the status bar at the bottom of your browser. You will see a long URL, near the end of it will be &cat_ID=. The number after &cat_ID is the category's ID.*

Grid Settings – *Write down the name of the grid configuration you're using (i.e. 12-60-20-960, etc). Also write down the max number of grid units for your reference (it'll be either 9, 10, 12 or 14 depending on the configuration you're using).*

Grid Configuration In Use: _____

Maximum Number of Grid Units: _____

Front Page Cheat Sheet (index.php)

Auxiliary Bar Col 1 Grid units: ____ <i>All sections drop-down; date; login/logout</i>	Auxiliary Bar Col 2 Grid units: ____ <i>Setup Aux Bar Menu in the WP Menu Manager</i>	
Masthead Col 1 Grid units: ____ <i>Site logo</i>	Masthead Col 2 Grid units: ____ <i>Show ads or arbitrary HTML</i>	
Main Nav (configure in WordPress Menu Manager). <i>This is a full-width row.</i>		
1. Breaking News Banner (will appear here if you turn it on in the <i>Front Page</i> tab) 2. News Ticker (will appear here if you turn it on in the <i>Front Page</i> tab). <i>List IDs of Categories to include in News Ticker: _____</i> <i>(This is a full-width row)</i>		
Tier 1, Col 1 Grid units: ____ List Templatebits: 1. _____ 2. _____ 3. _____	Tier 1, Col 2 Grid units: ____ List Templatebits: 1. _____ 2. _____ 3. _____	Tier 1, Col 3 Grid units: ____ List Templatebits: 1. _____ 2. _____ 3. _____
Tier 2, Col 1 Grid units: ____ List Templatebits: 1. _____ 2. _____ 3. _____	Tier 2, Col 2 Grid units: ____ List Templatebits: 1. _____ 2. _____ 3. _____	Tier 2, Col 3 Grid units: ____ List Templatebits: 1. _____ 2. _____ 3. _____
Tier 3, Col 1 Grid units: ____ List Templatebits: 1. _____ 2. _____ 3. _____		Tier 3, Col 2 Grid units: ____ List Templatebits: 1. _____ 2. _____ 3. _____
Horizontal Sidebar (will appear here if you turn it on in the <i>Front Page</i> tab). <i>Full-width row.</i>		
Section Index Menus (will appear here if you turn it on in the <i>Section Index</i> tab. Configure in WordPress Menu Manager). <i>This is a full-width row.</i>		
Footer Menu (configure in WordPress Menu Manager). <i>This is a full-width row.</i>		
Copyright (configure in the <i>Footer</i> tab). <i>This is a full-width row.</i>		

Newsbox Cheat Sheet

Refer to the categories and IDs you wrote down in the “General Cheat Sheet” as you fill this out.
Each newsbox is a templatebit which you can place along with sidebars in any location that accepts templatebits.

Newsbox	Newsbox Title	More Stories Title	Primary Category	IDs of Categories to EXCLUDE	IDs of Additional Categories to INCLUDE
	# of Stories to show	# of More Stories to show			
Top Story	NOT APPLICABLE	More Title:		NOT APPLICABLE	NOT APPLICABLE
	# Stories:	# More Stories:			
Vertical Newsbox 1 (vnewsbox-1)	Title:	More Title:			
	#Stories:	# More Stories:			
Vertical Newsbox 2 (vnewsbox-2)	Title:	More Title:			
	# Stories:	# More Stories:			
Vertical Newsbox 3 (vnewsbox-3)	Title:	More Title:			
	# Stories:	# More Stories:			
Horizontal Newsbox 1 (hnewsbox-1)	Title:	More Title:			
	# Stories:	# More Stories:			
Horizontal Newsbox 2 (hnewsbox-2)	Title:	More Title:			
	# Stories:	# More Stories:			
Horizontal Newsbox 3 (hnewsbox-3)	Title:	More Title:			
	# Stories:	# More Stories:			
Latest News	Title:	NOT APPLICABLE	NOT APPLICABLE		
	# Stories:				

Archive Pages Cheat Sheet (For all archive pages)

Grayed-out elements are common to all pages by default. Refer to the Front Page cheat sheet to make notes on their settings.

Auxiliary Bar	
Masthead	
Main Nav	
Breadcrumb Trail (Toggle display in the <i>Global</i> tab)	
Archive Col 1 Grid units: _____ This is where the archive section content appears.	Archive Col 2 Grid units: _____ Showing <i>Archives</i> sidebar? (Y or N) _____ List Templatebits (appear after Archives sidebar): 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____
Section Index	
Footer Menu	
Copyright	

Single Posts/Single Content Cheat Sheet (single.php)

Grayed-out elements are common to all pages by default. Refer to the Front Page cheat sheet to make notes on their settings.

Auxiliary Bar	
Masthead	
Main Nav	
Breadcrumbs Trail (Toggle display in the <i>Global</i> tab)	
Single Posts Col 1 Grid units: ____ This is where the single post content appears.	Single Posts Col 2 Grid units: ____ Showing <i>Posts</i> sidebar? (Y or N) ____ List Templatebits (appear after Posts sidebar): 1. ____ 2. ____ 3. ____ 4. ____ 5. ____ 6. ____
Section Index	
Footer Menu	
Copyright	

Page Cheat Sheet (page.php)

Grayed-out elements are common to all pages by default. Refer to the Front Page cheat sheet to make notes on their settings.

Auxiliary Bar	
Masthead	
Main Nav	
Breadcrumb Trail (Toggle display in the <i>Global</i> tab)	
Page Col 1 Grid units: ____ This is where the Page content appears.	Page Col 2 Grid units: ____ Showing <i>Pages</i> sidebar? (Y or N) ____ List Templatebits (appear after Pages sidebar): 1. ____ 2. ____ 3. ____ 4. ____ 5. ____ 6. ____
Section Index	
Footer Menu	
Copyright	