Cornish Cottages Theme User Guide

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# **Introduction**

Welcome to the Cornish Cottages Theme setup and user guide. This will contain all the information you need to get your WordPress website up and running with our tailored holiday theme. Instructions on how to edit and add elements to the website whilst using the theme is also available, allowing you to modify the theme to your preference, ensuring the best end user experience.

# **Installing the Theme**

This section will contain detailed instructions and imagery to help you get the Cornish Cottages Theme installed and activated on your WordPress instance.

## **Installing Theme File -** *Mandatory*

1. Login and Navigate to your WordPress Admin Dashboard.

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1. Within the left side pane of the dashboard, select the Appearance > Themes option.

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1. Within the Themes section, select the “Add New Theme” button at the top of the page.

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1. In the newly opened screen, select “Upload Theme” at the top of the page.

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1. Select Browse and upload the Cornish Cottages theme file you have downloaded, then press “Install Now”.

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1. The theme will then install. Once installation is complete, an “Activate” button will appear below the installation text. Please press it to continue.

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1. The theme file is now installed and ready to use.

## **Installing Plugins** – *Mandatory*

1. From the main admin dashboard, use the left side bar to navigate to Plugins > Add New Plugin.

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1. Then from the Add Plugins page, select the Upload Plugin button at the top of the page.

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1. There is a selection of plugins that require uploading including:
   1. Advanced Custom Fields (Custom Input System)
   2. Site Reviews (Reviews Manager)
   3. Smart Slider 3 (Image Slider Manager)
   4. White Label CMS (Custom Interface)
   5. WPForms Lite (Form Manager)
   6. Smushit (Image Compressor)

These are all present in their respective .zip folders.

Please upload these using the upload button that will appear on screen, then pressing “Install Now”.

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1. After pressing Install, once finished, selected the “Activate” button at the bottom of the page.

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1. Repeat the process for all plugin packages, until completed.
2. Your plugins are now installed and ready for configuration with the theme.

## Installing Theme Package **–** Recommended

1. After installing the theme and plugins navigate back to your admin dashboard.
2. Within the left side pane of the dashboard, select the Tools > Import option.

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1. Then locate the WordPress option and the new page and press “Install”.

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1. Afterwards, press the “Run Importer” button, that will replace the Install button.

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1. On the import page, upload the Cornish Cottages template package XML file to the browse option.

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1. Then press “Upload File and Import” and wait for the package to install.

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1. When prompted, change the author account to your own Admin Account, check the “Download and import file attachments” box and select Submit.

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1. You have now finished uploading the template content and plugin configurations.

NOTE: If you did not upload the plugins beforehand, you will see multiple errors.

## **Configuring Site Navigation Bar –** *Recommended*

1. From the Admin Dashboard, navigate to Appearance > Menus.

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1. Then select Manage Locations, from the top bar.

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1. On the Manage Locations menu, select “Menu 1” from the Main Menu dropdown list.

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1. Once you have pressed Save Changes, the main menu navigation bar will be set.

## **Configuring WPForms –** *Recommended*

1. From your main admin dashboard, navigate to WPForms > Tools.

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1. Within the tools menu, select the “WPForms Import” and “Choose a File”, selecting the WP-ImportFile from the plugins download.

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1. Once uploaded, select the import button and your WPForms will be reconfigured correctly.  
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2. Then navigate to the respective page and add the WPForm using the WYSIWYG Block Builder, selecting the relevant form.  
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# **Updating Website Content**

This part of the document assumes that you have installed the Theme Package.  
All customisation fields are edited through Advanced Custom Fields.

1. From the admin dashboard navigate to Pages > All Pages.

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1. Then select the page you want to edit and click Edit.

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1. Inside the editor, you will be able to view all custom fields that are editable on the website, you can then edit these to your liking.

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1. Once you have edited the fields you require, press Update in the top right corner of the page, to publish your changes.

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# **Creating New Webpages**

## Default Page

1. From the Admin Dashboard, navigate to Pages > Add New Page.

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1. Once directed to the new page you can edit it to your liking, adding a title and selecting the template you want to use. Once a template is selected, the relevant ACFs will appear to edit.

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1. Once you are finished with the changes, press the publish button in the top right corner of the page to allow it to be discoverable.

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## New Property Page

* You can follow the steps from before, simply selecting the Property Template Page to bring up the relevant Custom Fields for the new property. Once the template is selected, it will automatically be added to the properties page for listing.

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* The “Sample Property” pages are to be used as templates to help show what a property listing should look like fulfilled, but can be deleted as necessary.

# Modifying WordPress Forms

This assumes that you have completed the setup for WordPress forms.

1. From the Administrator Dashboard, select WPForms > All Forms.

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1. On the WPForms screen, select the form you want to edit and select the “Edit” button.

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## Adding and Editing Elements

* You can add and edit elements using the WPForms WYSIWYG editor that appears, using the block builder present.
* Clicking on an element will bring up its respective information available for editing.
* Dragging an element onto the screen will add it to the form.

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## Changing Form Submission Notifications

* On the left-hand side, select Settings > Notifications or Settings > Confirmations

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* Within these sections you will be able to edit all information including:
  + Recipient of Confirmation / Notification
  + Header of Message
  + Sender of Message
  + Message Contents
* These can all be filled using “Smart Tags” to pull in data from the form submission.

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* Once finished you can select the “Save” button, in the top right of the page, to finalise all changes.

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# Modifying Image Slider

1. Navigate to Smart Slider, down the lefthand side navigation bar.

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1. Hover over the “Home Page Slider” and select “Edit”.

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1. Once inside the slider settings, here you can change all the information you want. Including animations, font size and most importantly adding slides.

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## Adding Image

1. Click on “Add Slide” at the top of the edit page.

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1. Click on “Image” in the new drop-down menu.

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1. Upload an Image from your Image library. If you need to add more images, you can select the “Upload Files” tab at the top.

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1. Once selected, press “Select” in the bottom right of the page, and the image will be added to the image slider.

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