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### A. INSTALL WORDPRESS:

[http://codex.wordpress.org/Installing\\_WordPress](http://codex.wordpress.org/Installing_WordPress)

- A Create a database on your server
- B Download last version of wordpress (french version) : <http://www.wordpress-fr.net/>
- C Upload files of the wordpress/ folder at the root of your website.
- D Go there : <http://www.your-site.com/wp-admin/install.php>
- E Click on “Create a configuration file”
- F Be sure to have every useful information and click on “Let’s go!”
- G Once the required informations entered, click on “Submit”
- H Click on “Begin Installation”
- I Give a title to your website :
  - For example (highly recommended): Institut Français.
  - A super-admin login, a password, and a valid email.You are creating the super-admin user with the highest level of rights and permissions.  
Click on “Install”
- J Here’s what you should see then:



- K Click on “Connect”
- If ever step A-e goes wrong, follow the following steps:
- A Via FTP, duplicate the wp-config-sample.php file and rename it: wp-config.php
  - B Edit wp-config.php file with your database informations.
  - C Continue process at point A-i.

### B. INSTALL IF THEME:

IF theme zip file contains 2 folders :

- 1 iftheme/
- 2 plugins/

#### VIA FTP :

Install Institut Français's theme in wp-content/themes/  
by just uploading the iftheme/ folder in wp-content/themes/

NOTA BENE: All links in this document are of the type: <http://www.your-site.ext/link-url>. But we will not repeat <http://www.your-site.ext/> every time.

**GO TO WORDPRESS ADMIN:** <http://www.your-site.ext/wp-admin/>

- A Activate theme «Institut Français» via **Appearance > Themes** (</wp-admin/themes.php>)
- B In **Settings > General** (</wp-admin/options-general.php>), fill the website **tagline** with the name of your **country** (ex: France)



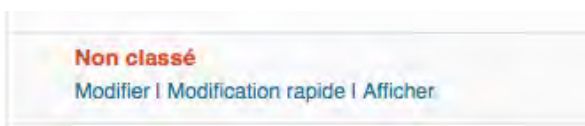
**Réglages généraux**

Titre du site

Slogan   
En quelques mots, décrivez la raison d'être de ce site.

Adresse web de WordPress (URL)

- C Go to **Posts > Categories** (</wp-admin/edit-tags.php?taxonomy=category>) :  
> edit category “Uncategorized”



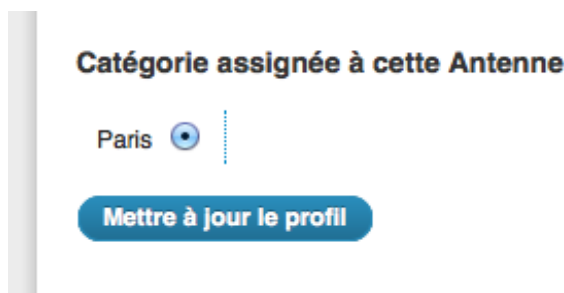
**Non classé**

[Modifier](#) | [Modification rapide](#) | [Afficher](#)

- **Name** : name of main town (ex : Paris)
- **Slug** : delete uncategorized. On submit, Wordpress will automatically create a new slug.
- **Parent** : None
- Fields Description, Download an image, Display sub-catégorie & Display Posts are not useful for level 0 categories.
- Click “**Update**”

**D** Go to **Users > Your profile** (*/wp-admin/profile.php*):

- You can fill some additional information on your admin profile
- You must assign a category (there should be only one at this step of configuration) to the admin profile (cf. **Category assigned to this Antenna.** )



**E** Configure permalinks (your urls) via **Settings > Permalinks** (*/wp-admin/options-permalink.php*) : **Custom Structure**: `/%category%/%postname%/`

## C. INSTALL PLUGINS:

Upload in `/wp-content/plugins/` on the server, all the plugins provided with the theme in the `plugins/` folder

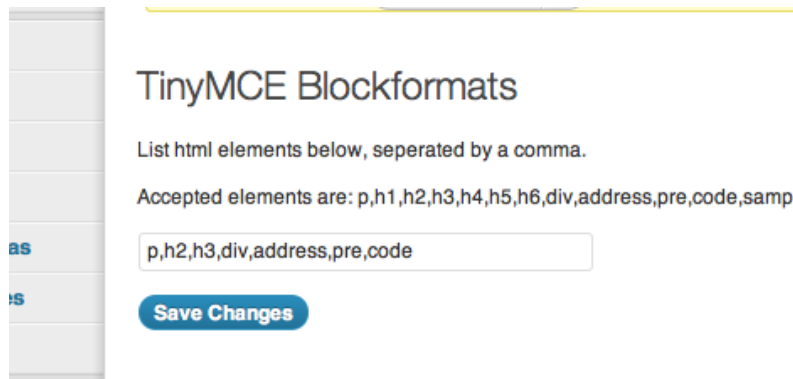
Then activate via **Plugins > Installed plugins** */wp-admin/plugins.php*

- Breadcrumb NavXT
- Category Checklist Tree Limited
- Category Order and Taxonomy Terms Order
- Germanix URL
- *Google Analytics for WordPress* : [only if you use Google Analytics](#)
- Responsive Video Embeds
- Rich Text Tags, Categories, and Taxonomies
- TinyMCE Advanced : [cf Configure TinyMCE](#)
- TinyMCE Blockformats : [cf Configure TinyMCE](#)
- Widget Context Antenna
- WPML Multilingual CMS
- Wysija Newsletters

### Configuration TinyMCE

- **Settings > TinyMCE Blockformats** (*/wp-admin/options-general.php?page=tinymceblockformats\_options*) : fill the field with these informations:

p,h2,h3,div,address,pre,code



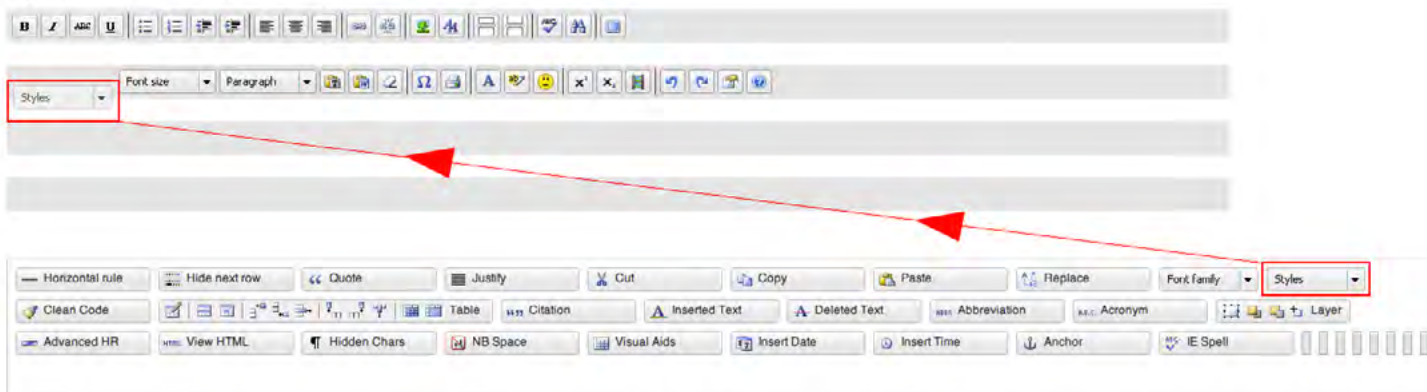
Click on «Save Changes»

- **Settings > TinyMCE advanced** (*/wp-admin/options-general.php?page=tinymce-advanced*) :

1 - Drag&Drop the select «Styles» from bottom block to upper block (2<sup>nd</sup> line)

#### TinyMCE Buttons Arrangement

Drag and drop buttons onto the toolbars below.



2 - Drag&Drop the select «Font size» from upper block to bottom block

3 - Check checkbox «Stop removing the <p> [...] <br /> tags»

- ☐ Hide all CSS classes in the editor menus. Note that selecting this will also disable the Styles drop-down menu.
- ☒ Stop removing the <p> and <br /> tags when saving and show them in the HTML editor This will make it possible to use more advance it thoroughly before enabling it permanently. Also line breaks in the HTML editor would still affect the output, in particular do not use empty l

Remove Settings

Save Changes

Click on «Save Changes»

### INSTITUT FRANÇAIS'S THEME

is configured to accept one to many local antennas. With the Basic Installation, you have installed your first antenna: the main one!

An antenna is composed of 2 essential elements:

#### 1 1 CATEGORY of level 0

levels are sorted like this: 0>1>2>...>n>n+1... where categories of level 1 are children of the level 0 category they're associated to... etc...

#### 2 1 USER

Next to antennas, the default tree structure is as follow:

- **ANTENNA'S MAIN MENU:** Composed by child-categories of level 0 category (Antenna). This menu is dedicated to an antenna. Each antenna has its own main menu and may create its own categories.
- **GENERAL MENU:** WordPress Pages. This menu is common to all antennas. Only the **super-admin** (user #1) can create/edit/delete pages.
- In case of a “**single antenna**” website, you have only one user (the super-admin) and only one level 0 category.
- In case of a “**multi-antennas**” website, you have several users (the super-admin + one or more «antenna» users) and one level 0 category for each user.  
In this case the super-admin has more rights than the other users.

To create a multi-antennas website, go to chapter:

[XX. CREATE A NEW ANTENNA](#)

**Nota Bene** : Dedicated informations for super-admin are preceded by a blue edging “”

### 0. ACCESS ADMINISTRATION INTERFACE

<http://www.your-site.ext/wp-admin/>

**NOTA BENE** : All links in this document are of the type:

<http://www.your-site.ext/link-url>

But we will not repeat <http://www.your-site.ext/> every time.

If you're not connected, you should see the following screen:

The image shows a login interface for 'INSTITUT FRANÇAIS'. At the top, the logo 'INSTITUT FRANÇAIS' is displayed in blue. Below it, there is a white box containing the login fields. The first field is labeled 'Identifiant' and is an empty text input. The second field is labeled 'Mot de passe' and is also an empty text input. Below these fields, there is a checkbox labeled 'Se souvenir de moi' and a blue button labeled 'Se connecter'. At the bottom of the white box, there is a link 'Mot de passe oublié ?' and a link '← Retour sur Institut Français'.

Connect with your Login / Password.

The paragraphs “[1. Content creation](#)”, “[2. widgets](#)” and “[3. Antenna's options](#)”, concern all antennas / users.

The next paragraphs, starting “[3.5 antenna super-admin options](#)”, are dedicated to the super-admin (main antenna) for “single” or “multi-antennas” website.

### 1. CONTENT CREATION

The IF Theme concept is based on **categories**. All the navigation is set via categories. Once all your categories created, you can add “posts/events” and assign to them the corresponding category(ies). Posts are Events for us.

So, to begin with, you have to create some: **CATEGORIES**

In WordPress admin UI, go to:

**Posts > Categories** (*/wp-admin/edit-tags.php?taxonomy=category*)

In this page:

- Left side allows you to create categories.
- Right side allows you to edit it.

Bellow “**Add New Category**”

- A** Fill category’s **Name**
- B** Leave Wordpress generate the **Slug** field.
- C** Select a **Parent**. **Mandatory!**

This configure at what level your category is located in your menu tree, **level 0** is necessarily **your antenna’s name** (e.g.: Paris).

- D** Add a **Description**.

Description is your page main text.

- E** **Upload an image** if needed. It will be displayed on top of your page.
- F** Check/Uncheck checkbox “**Display sub-categories**”

If checked, below description, will be displayed the list of category’s child-categories.

- G** Check/Uncheck checkbox “**Display Posts**”

If checked, this will display a list of Posts/Events linked to this category.

- H** Click on “**Add New Category**”

If you’re **super-admin**

If you have installed the plugin CATEGORY ORDER AND TAXONOMY TERMS ORDER you can/must sort categories with drag&drop action here:

**Posts > Taxonomy order** (*/wp-admin/edit.php?page=to-interface-post*).

Do not forget to click on “**Update**”. Good practice to do this often.



### You can now creat some: **POSTS / EVENTS**

Events are the dynamic content of your website. They are news, courses, rendez-vous, etc... They are time relative and can be associated with a registration / booking form.

In admin UI, go to: **Posts > Add** (/wp-admin/post-new.php)

#### You have to fill:

- Ⓐ the event **title**
- Ⓑ the event text (**description**)
- Ⓒ event information of **dates** (start & end) and **time**.

Note that Time is displayed only if end date is **empty or equal** to start date.

#### Ⓓ **Additional event Informations (mandatory):**

- Disciplines / Place / City (*by default its your antenna*) / Country
- *Get longitude and Latitude* > automatically fill longitude & latitude fields

#### Ⓔ **Booking informations:** the possibility to register/book this event:

- Check “Open booking”

if you want to display to registration/booking form at the bottom of your event.

- Fill the email to whom the reservations must be sent (**mandatory**)
- Optionally, you can write a text of introduction/explication (Details) concerning the booking to the event. If you do so, it will be displayed on the top of the booking form.

#### On the left side of the creation/edition post/event page:

- Ⓕ choose language if needed and if activated
- Ⓖ one, or more, category(ies) event.

**Nota Bene :** *you don't have to select your level 0 category (your antenna)*

- Ⓗ upload a “**featured image**”. It will display on the top of your event.
- Ⓘ At last click on “**Publish**” if you want to publish immediately your event.

#### if not, you can alternatively:

- Choose a future publication date and your event will be published at this date.
- Or just “**Save draft**” to publish it later.

### SLIDERS (HOMES PAGES)

In admin UI, go to:

**Sliders > Add new** (/wp-admin/post-new.php?post\_type=if\_slider)

Sliders are displayed on top of your home page. They are useful to push some event of your website, antenna or anything you want and are interested in.

**A** Fill the **title**.

Useful to manage your Sliders on the **Sliders page** (/wp-admin/edit.php?post\_type=if\_slider).

In case of a **multi-antennas** website and if you're super-admin (user 1), you can check the "Country slider" box to precise that this slider is for country homepage.

If you check this box more than once, the last slider created will be displayed.

**B** In fieldset "Slider images", Click on 

**C** Fill "Title / Description" et "URL link for the image" (optional)

**D** Upload an image via the "Upload image" button

Repeat steps **B**, **C** and **D** to add as many images than desired.

**E** At last click on "**Publish**" (or "Save Draft" to publish it later)

On your antenna's home page (or your "Country's" home page if selected) you will see your sliders slideshow displayed. If you create more than one slider for your antenna, only the last one will be displayed.

### PARTNERS

In admin UI, go to:

**Partners > Add new** (/wp-admin/edit.php?post\_type=if\_partner)


Same steps that Sliders for creation/edition of partners.

The display of a partners slideshow is possible only thru the activation of the corresponding **widget**.

### 2. WIDGETS

Go to: **Appearance > Widgets** (/wp-admin/widgets.php)

On the **left** side, you have all the available widgets that you can drag&drop on the **right** side of your “**sidebar**”.

- A Open your sidebar by clicking on the triangle at the right-hand side: 
- B Drag&Drop the desired widget in your sidebar, e.g.: Antenna’s partners.
- C Then open, if not already done, the widget by clicking on the widget triangle. You will then get access to the widget’s configuration.

E.g. antenna’s partners widget, you can:

- A Choose a title
- B Select which “partners” to display from the one(s) you’ve created previously.

Note that almost all widgets have configuration options.

If you want to keep a configured widget but not displayed on front side, you can drag&drop him in the “Inactive Widgets” zone. Just drag&drop him again in your sidebar if you want to display it again.

**Super-admin** has those specials access:

- Visibility options, if plugin is activated, for each widget configuration.
- To every antenna’s sidebar.
- The FOOTER sidebar. You can configure here, which widget(s) you want to display in the footer of your website. If you do not, default widgets will be displayed (Pages et Institut Français links).

And in case of **multi-antennas website**:

- Country sidebar. Widgets in country sidebar will be displayed in every antenna but below antenna’s proper widgets.
- Local antennas widget is by default displayed, with the 2 previously mentioned, in the footer

### 3. ANTENNA'S OPTIONS

Menu **Appearance > Theme Options** (*/wp-admin/themes.php?page=theme\_options*).


Theme options are dedicated to one Antenna.

**! IMPORTANT** To configure antenna's options, you must be logged with the corresponding antenna's account!

You can choose:

- **Background frame:** the image for the left and right sides of your antenna
- **Displayed home categories** : events categories to display on your antenna home page (NB: configurable only if you have already created some child categories)
- **Background image** : your antenna's background image.


**! ATTENTION** You must select "Full Size" before "Insert into post" or your image will be cropped on display!

 Options du thème Institut Français

**options d'Antenne**


Trame de fond

☐




Trame 1

☐




Trame 2

☐




Trame 3

☐




Trame 13

☐



Trame 14

☐




Trame 15

Catégories affichées sur la page d'accueil ☐ Arts visuels

Image de fond

Choisir l'image de fond

**Image actuelle**



### 3.5 ANTENNA SUPER-ADMIN OPTIONS

In case of a **multi-antennas website**, a “Country home page” section is displayed below “Antenna options” section.

There you can configure the following options:

- **Country’s background frame** : Country’ home page image for left and right sides.
- **Displayed country’s homepage categories** : events categories for each antenna to display on your country home page (NB: configurable only if your antennas have already created some child categories)
- **Country’s background image** : Home page “Country” background image.




You can also configure the following, in section

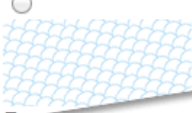
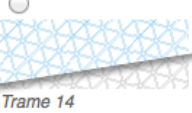
“**Social sites on the web**”, your Facebook, Twitter and Google plus URLs.

When you’re done, click on “**Save Changes**”

**Page d'accueil Pays**

Trame de fond du Pays





Catégories affichées sur la page d'accueil Pays

☐ test (Paris)
 ☐ Arts visuels yo (Paris)
 ☐ Arts visuels (Dubai)
 ☒ coui

Image de fond Pays

Choisir l'image de fond



Pas d'image

**Réseaux sociaux sur le net**

Dans cette section, vous pouvez configurer vos réseaux sociaux, pour que vos visiteurs vous trouvent sur la toile.

Page Facebook

Compte Twitter

Page Google Plus

### 4. LINKS

Go to: **Links** (*/wp-admin/link-manager.php*)

- Create a link category if needed
- Create links with the right category
- Go to widgets page to display your links in sidebar or footer with the widget “Links”.

### 5. PAGES

Go to: **Pages** (*/wp-admin/edit.php?post\_type=page*)

Pages are common for all antennas and are meant to be used for more static content like Credits, Legal Informations, About Institut Français page...etc...

In summary, generic contents and not time relative. And for your information, pages cannot be assigned one or more category(ies)

You can access pages via the menu selct in header or in the listing of the footer (widget Pages).

To **create a page**:

- Click on **Pages > Add New**
- Give it a title
- A text

On the right side of the edit form (administration sidebar) :

- Choose a language if needed.
- Choose a parent page (or do not)
- to create the Sitemap page, choose the template “**Sitemap**”
- Order is used to sort menu items against each other
- Choose a **featured image**. Image that will be displayed on top of the page:



- In the opened pop-in, you can choose an image:
  - From computer
  - From Media Library (if you have already uploaded some images)
- Once selected, choose **Use as featured image** link and then close pop-in with the top right hand side cross.

- Click on Publish to record and publish your page immediately. Like for Posts/Events you can choose a future post date or save as draft with “Save Draft” button.

### 6. CHOOSE YOUR LANGUAGES

If you've installed [WPML plug-in](#), go to: **WPML > Languages** (/wp-admin/admin.php?page=sitepress-multilingual-cms/menu/languages.php)

And follow instructions. :-)

More infos: <http://wpml.org/documentation/>

For updates of WPML, contact [team@smol.org](mailto:team@smol.org)

### 7. CREATE A NEWSLETTER

Go to: **Wysija** (/wp-admin/admin.php?page=wysija\_campaigns) (again: you must have activated the corresponding plug-in)

**! IMPORTANT** Only the super-admin (user 1) has the rights to configure/create/send newsletters and configure/create/edit mailing-lists for all antennas.

#### 2-3 important points:

① go to **Wysija > Paramètres > Méthode d'envoi** (/wp-admin/admin.php?page=wysija\_config) and do a test of email sending, to verify that your server is sending emails alright.

> **PHP Mail** "Envoyer un email de test"

② Then you must change the name of the default mailing list. Go to **Wysija > Abonnés > onglet Listes** (/wp-admin/admin.php?page=wysija\_subscribers&action=listes)

> modify the default mailing list name by the name of your antenna.

③ if you have **several antennas**, create **a list for each antenna** via **Wysija > Abonnés > tab Add a list** (/wp-admin/admin.php?page=wysija\_subscribers&action=addlist)

Then you can create newsletters via **Wysija > Newsletter** (/wp-admin/admin.php?page=wysija\_campaigns)

**Do not hesitate** to ask the wysija team, they are really reactive: <http://www.wysija.com/>

### 8. CREATE A NEW ANTENNA

#### 1 CREATE A NEW CATEGORY of level 0 > no parent

via **Posts > Categories** (*/wp-admin/edit-tags.php?taxonomy=category*)

- A **Name**: Antenna's City Name (**important! and mandatory!**)
- B Slug : Leave WordPress create one
- C **Parent** : none (**important!**)
- D The following fields have no consequences on level 0 category's page:
  - Description
  - Image
  - Box "Display sub-categories"
  - Box "Display Posts"
- E click on **"Add New Category"**  
and then she will appear on the right hand side table.

#### 2 CREATE A NEW USER

via **Users > Add New** (*/wp-admin/user-new.php*)

- A Fill the mandatory fields.
- B **Role** : assign role **"Antenne"** (**important!**)
- C Click on **"Add New User"**

Then in **Users** (*/wp-admin/users.php*), click on > **edit** the new user you've just created.

Bottom of his profile page, assign it the category (antenna) you want by checking the radio button of section **Category assigned to this Antenna**.

**! IMPORTANT** Normally, already assigned categories, are not displayed to avoid assigning the same category twice. If it happens, be sure to follow this rule:  
1 user == 1 category / antenna



## 9. CONGRATULATIONS

### **Congratulations!**

Do not hesitate to test and see what happens.

You can send warnings/error/bugs here:

### **// FORUM IF Thème**

Thanks to copy/paste the warnings/notices messages if you have any.

L'équipe de l'Institut Français & smol.