

IF THEME CONCEPT AND WARNINGS

Institut français WordPress theme was first developed for the instituts français wishing to obtain a website the simplest way and at lower cost.

It's designed initially for small structures, and for a "beginner" administrator profile. That is why, more than a typical WordPress theme, a certain number of features have been developed by default.

Below are the **essential points** which must be respected for the IF theme to function properly:

- A There must be **only one** user with the **ADMINISTRATOR** role.
- B To **one user** must correspond **one antenna**.

So if your institute is only composed of **a single antenna**, you only have **1 single user** (Administrator role).
If your institute is composed of **several antennas**, you have **1 primary user** (Administrator role), which corresponds to your main antenna, and **1 user per antenna** (Antenna role)

- C Each person how have to administer the site must connect with the account corresponding to the antenna to update. Whether to create or edit content.

- D **Installing plugins other than those provided by the theme is entirely your responsibility.**

- E Every antenna has a category of level 0, the highest level in the hierarchy of categories. This class is the parent class of all categories / sections of the antenna and must be named with the name of the corresponding antenna. It is this category that will be assigned to your users.

- F This document gives you all the needed informations to configure the IF's theme. Simply follow the directions for a successful installation.

- G Failure to observe the above-mentioned rules, does not guarantee the proper functioning of the theme. The errors encountered, if any, will be investigated and possibly solved, only after establishing a quote support your dependents. The provider missionner to do this entirely at your discretion.

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A. INSTALL 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:



Success!

WordPress has been installed. Were you expecting more steps? Sorry to disappoint.

Username admin

Password *Your chosen password.*

- 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:

1 - You'll find the theme here : <https://github.com/anou/iftheme>

2 - You'll find Plugins here : <https://github.com/anou/iftheme-docs>

① Theme's zip file contain folder: iftheme/

② Theme-docs'zip file contain a folder plugins/ with your needed plugins for the theme et two PDF files (IF-theme_base.pdf and IF-theme_base_EN.pdf)

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/>

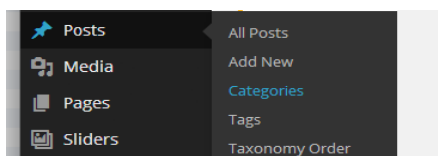
A Activate theme «Institut Français» via **Appearance > Themes** (/wp-admin/themes.php)

B In **Settings > General** (/wp-admin/options-general.php), fill the website **tagline** with the



name of your **country** (ex: France)

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



<input type="checkbox"/>	Name	Slug	Posts	Image
<input checked="" type="checkbox"/>	Uncategorized	Uncategorized	1	

> edit category “**Uncategorized**”

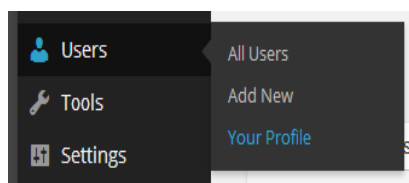
- **Name** : name of main town (ex : Paris)

- **Slug** : delete uncategorized. On submit, Wordpress will automatically create a new slug.

- **Parent** : None

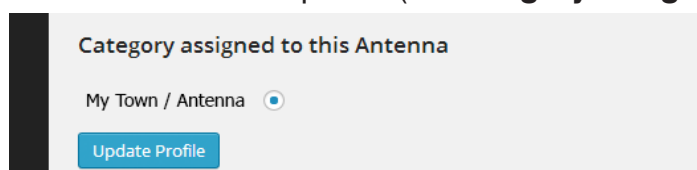
- Fields Description, Download an image, Display sub-catégorie & Display Posts are not useful for level 0 categories.

- Click “**Update**”

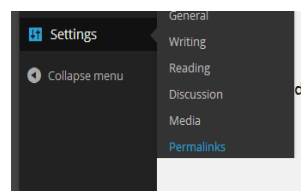


D Go to **Users > Your profile** (`/wp-admin/profile.php`):

- You can fill some additionnal 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 IMPORTANT : 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

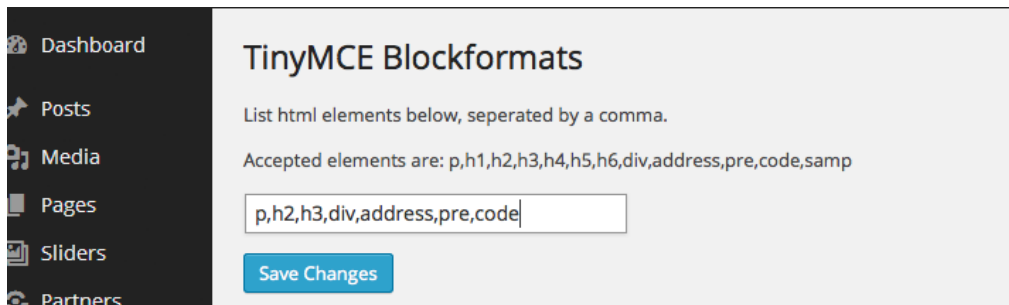
Then activate via **Plugins > Installed plugins** `/wp-admin/plugins.php`

- Breadcrumb NavXT
- Category Checklist Tree Limited
- Category Order and Taxonomy Terms Order
- *Category redirect* : **optionnel**
- Germanix URL
- GitHub Updater (permet d'être informé sur les mises à jour de l'IFthème)
- *Google Analytics for WordPress* : **only if you're using Google Analytics**
- *Lightbox Plus ColorBox* : **only if you're planing to make Advanced Gallery**
- *Responsive Video Embeds* : **only if you're planning to put videos on your site**
- Rich Text Tags, Categories, and Taxonomies
- TinyMCE Advanced et TinyMCE Blockformats : **see** : [Configuration TinyMCE](#)
- *Under Construction* : **In option. Scan access tu your site during his installation**
- *Widget Context Antenna* : **DO NOT ACTIVATE if you don't have an Antenna**
- WPML Multilingual CMS et WPML String Translation (*WPML Translation Management is in option. More Details here* : wpml.org)
- Wysija Newsletters

Configuration TinyMCE

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

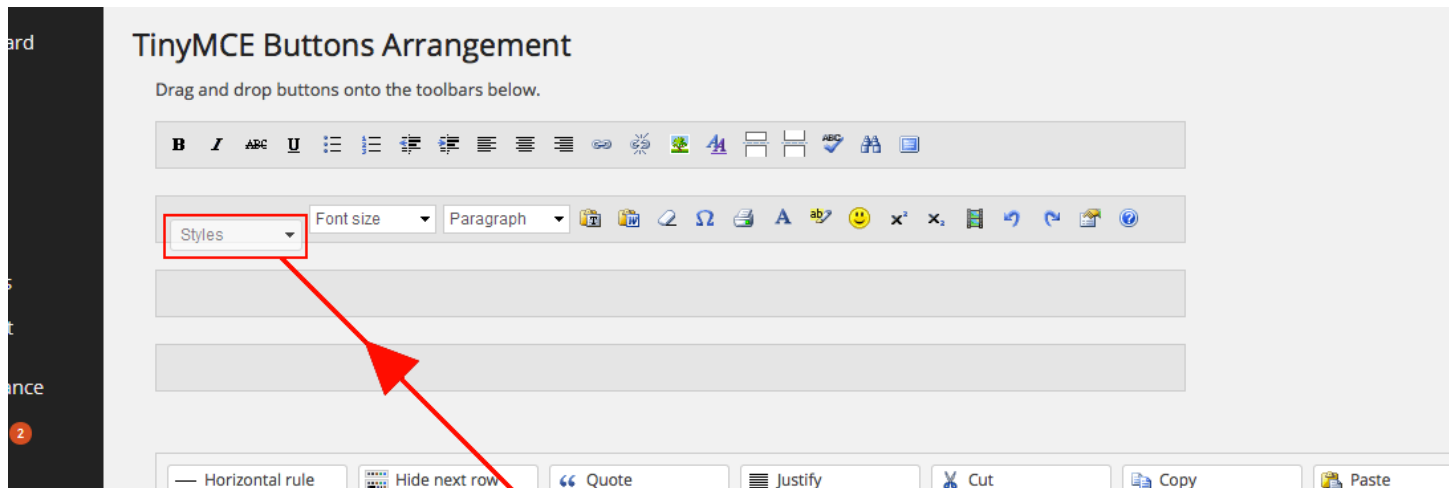
p,h2,h3,div,address,pre,code



Click on «Save Changes»

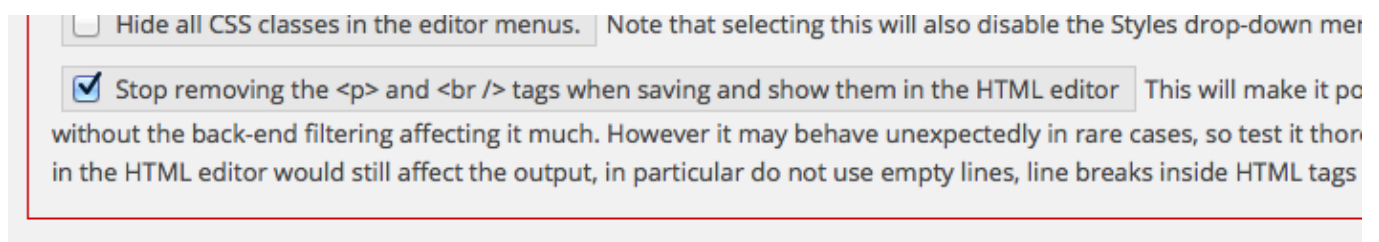
- **Settings > TinyMCE advanced** (*/wp-admin/options-general.php?page=tinymce-advanced*) :

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



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

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



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 (*Antenna's Town*)

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 (*Associated to his 0 level category.*)

For remember, there can be only one user by antenna ! You can make more at your own risk.

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

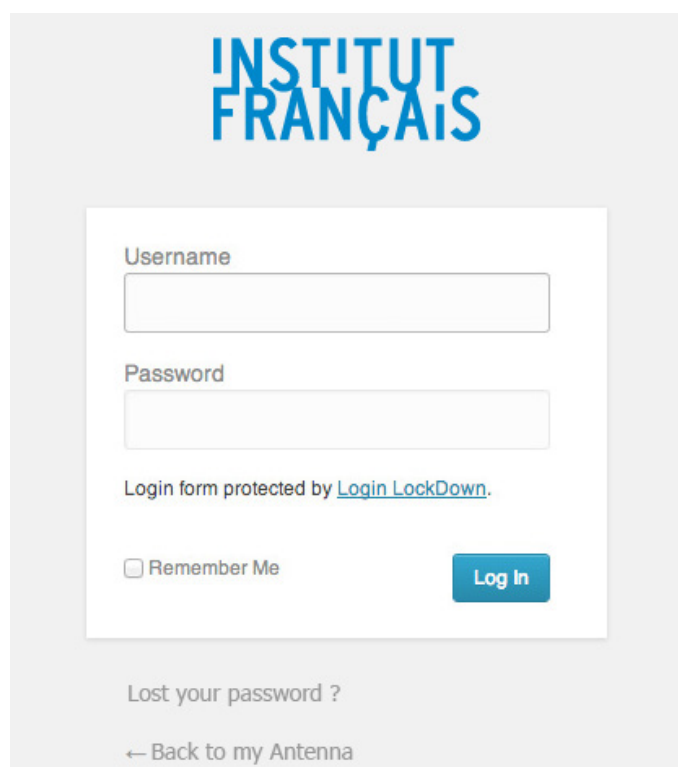
<http://www.your-site.ext/wp-admin/>

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 screenshot shows a login page for 'INSTITUT FRANÇAIS'. At the top is the logo. Below it is a white login form with a light gray border. The form contains a 'Username' label and a text input field, followed by a 'Password' label and a password input field. Below the password field is a line of text: 'Login form protected by [Login LockDown](#).' At the bottom left of the form is a checkbox labeled 'Remember Me'. At the bottom right is a blue 'Log In' button. Below the form, on the gray background, is the text 'Lost your password ?' and a link '← Back to my Antenna'.

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:

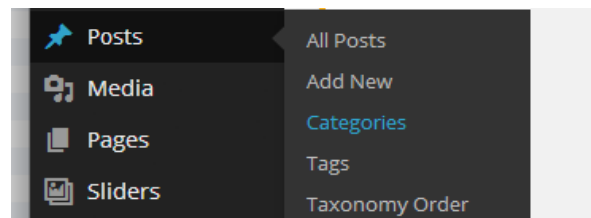
Posts > Categories (`/wp-admin/edit-tags.php?taxonomy=category`)

In this page:

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

Below “**Add New Category**”

- Fill category’s **Name**
- Leave Wordpress generate the **Slug** field.
- 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).

- Add a **Description**.

Description is your page main text.

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

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

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

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

- 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:

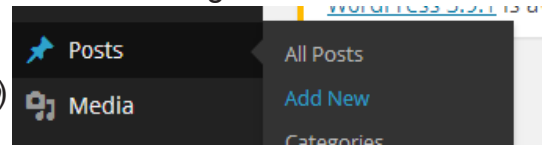
Posts > Taxonomy order (`/wp-admin/edit.php?page=to-interface-post`).

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

You can now create 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 right 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.

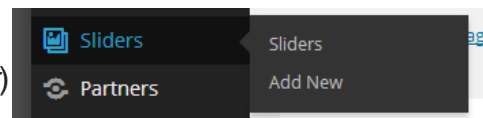
if not, you can alternatively:

- 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.

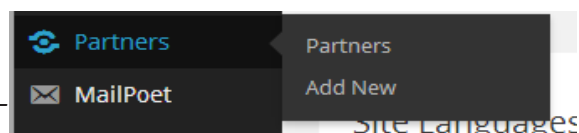
E At last click on "**Publish**" (or "Save Draft" to publish it later)

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)

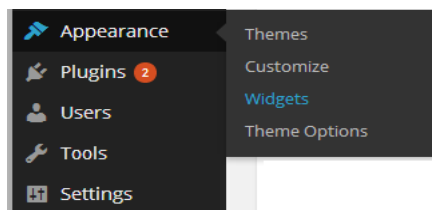


Same steps that Sliders for creation/edition of partners.

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

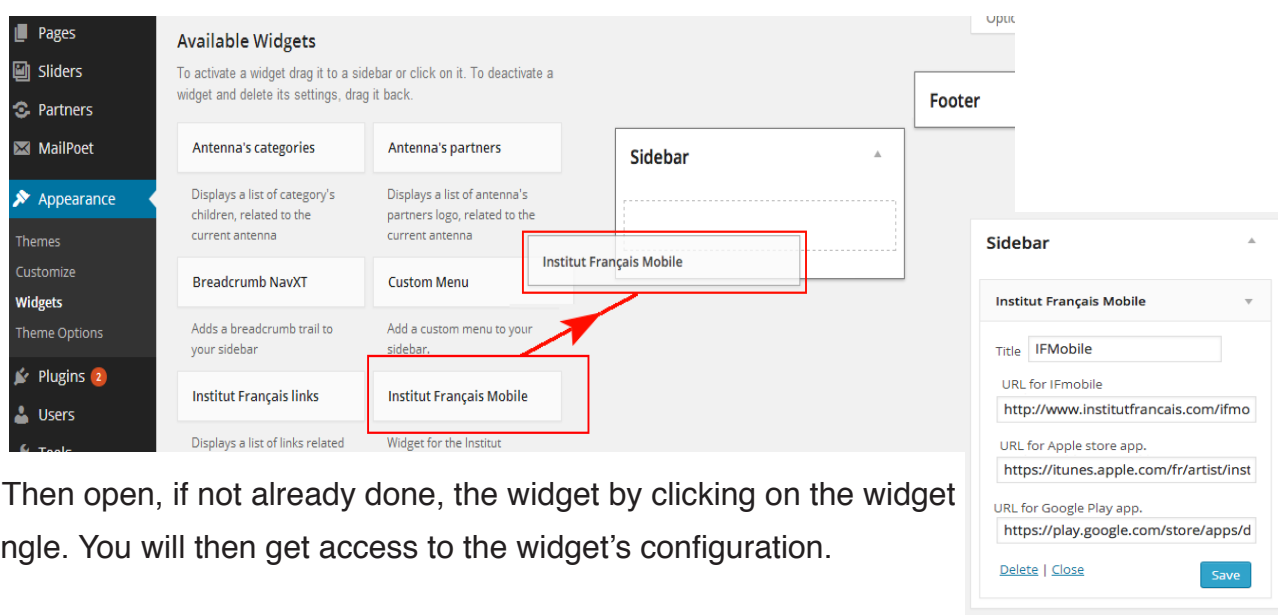
2. WIDGETS

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**”.

- Open your sidebar by clicking on the triangle at the right-hand side: ▼
- Drag&Drop the desired widget in your sidebar, e.g.: Antenna’s partners.



- Then open, if not already done, the widget by clicking on the widget triangle. You will then get access to the widget’s configuration.

Super-admin has those specials access:

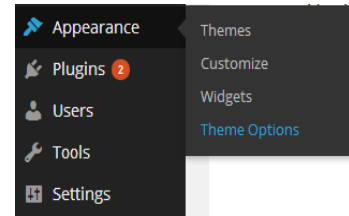
- Visibility options, if plugin is activated, for each widget configuration.
- To every antenna’s sidebar.
- The FOOTER sidebar. You can configure here, which widget(s) you want to display in the footer of your website. If you do not, default widgets will be displayed (Pages et Institut Français links).

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`).



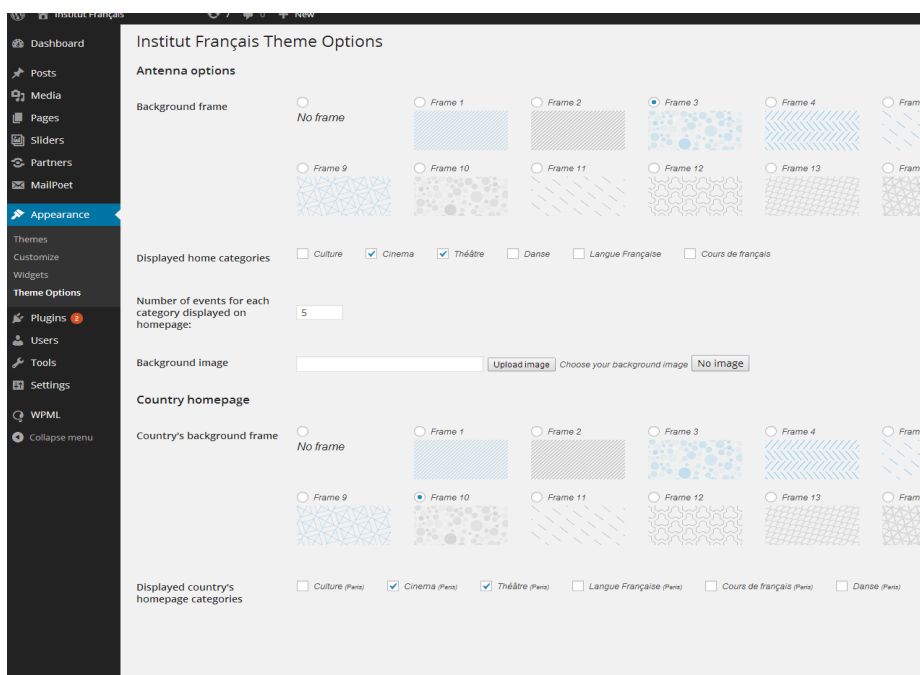
Theme options are dedicated to one Antenna.

! 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!



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.

If you’re in administration’s mode, you can configure more option in the « **More options** » menu like :

- **Show Pages Menu in the header**: Uncheck this one if you don’t want a scrolling menu on the right top corner of your website
- **Mailpoet Formulary**: **If you prefer the Mailpoet’s widget to the one in the Theme’s IF, uncheck this one.**
- **Social Network** : Put here your Facebook, Twitter, Google plus, IF TV, Youtube or Instagram URL here. Nota Bene : If you would like another Network, make us know.

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

4. PAGES

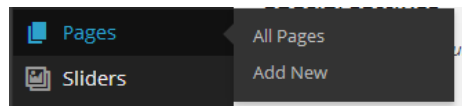
Go to: **Pages** (/wp-admin/edit.php?post_type=page)

Pages are common for all antennas and are meant to be used for more static content

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 select in header or in the listing of the footer (widget Pages).



like

To **create a page**:

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

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

- A Choose a language if needed.
- B Choose a parent page (or do not)
- C **Model** :the default model will be use to all the other one

2 Models in particualry are proposed

1 **IF Archives :**

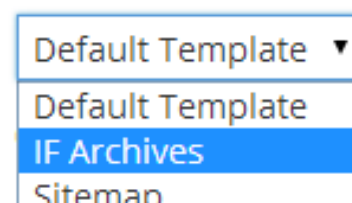
Use it to make a **Archives page**.

A link will be automatically create on bottom Events Lists

2 **Sitemap :**

Use it to make a Model page « **Sitemap** »

Template



- D Order is used to sort menu items against each other
- E Choose a **featured image**. Image that will be displayed on top of the page:
 - 1 In the opened pop-in, you can choose an image:
 - 1.a From computer
 - 1.b From Media Library (if you have already uploaded some images)
 - 1 Once selected, choose **Use as featured image** link and then close pop-in with the top right hand side cross.
- F 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.

5. 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

To translate some text, different solutions are available to you:

- For the theme's text (**administration**, **widgets** associate IF Theme User Interface), you'll have to:
 1. Use **default.pot's file of the theme** in **/iftheme/languages/ folder**
 2. Translate it with [Poedit](#)
 3. Save your translate files like this : **code_LANGUAGE.po** (ex : en_EN.po)
cf. [tutorial](#) and [codes](#).
 4. Put them in the `language/` folder in your Theme's IF. *Tanks to translate it to us then, like that we'll can integrate it in our next version.*
- For the Calendar thanks to write directly to David THOMAS via his mail anou@smol.org
- If you activated WPML String Translations plugin, you'll can use the menu WPML > String Translation ([/wp-admin/admin.php?page=wpml-string-translation/menu/string-translation.php](#)) to translate mostly every missing string in particularity Block Titles on the Sidebar.

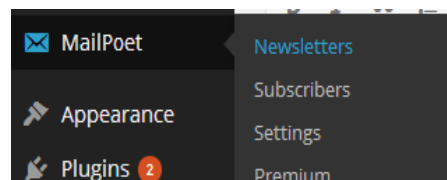
BE CAREFULL : Don't forget to check the box Translate Terminated hen you finished a translation, otherwise it won't be take in charge by WPML and won't appear on the website.

6. CREATE A NEWSLETTER

Go to: **Wysija**

(/wp-admin/admin.php?page=wysija_campaigns)

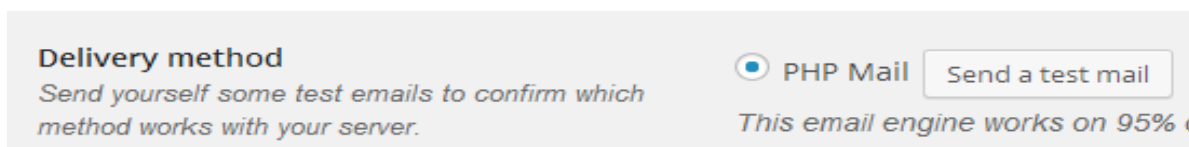
(again: you must have activated the corresponding plug-in)



! 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/>

More informations here : <http://support.mailpoet.com/knowledgebase/>

7. 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

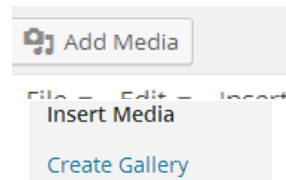
8. VARIOUS

Make a Gallery

1. In editing your page / section form, put the mouse (curser) to the desired location for the gallery.

2. Click «Add Media» (top left)

3. Click «Create Gallery» (top left)



4. Select images via the Media Library tab or Send files (put good titles and captions / copyright)

5. Click the Create button a new gallery

Create a new gallery

In this space you can: add images, change the order, add descriptions, etc ...

6. Settings in the gallery (top right):

- Link to media file (**Very important !**)
- Choose the number of columns (depending on aesthetics you want)

7. Click on «Insert gallery »

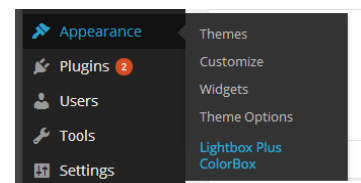
Insert gallery

Modify a gallery

1. Click on the gallery in the admin
2. Go small pictogram in the upper left (small camera)
3. It falls on the administration page of the gallery.

Open images in a gallery in a slideshow :

1. **Activate the plugin Lightbox More ColorBox**
2. Configure it for use in WordPress galleries



3. Test your gallery !

Use For WordPress
Galleries:



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.

Institut français's Team & Smol.