Briefcase Pro

A how-to guide and general information to help you get the most out of your new theme.

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First of all, a huge thanks for purchasing this theme, your trust is truly appreciated!

This document covers the installation and instruction of this theme and often reveals answers to common problems and issues - I encourage you to read this document thoroughly if you are experiencing any difficulties. If you have any questions that are beyond the scope of this document, feel free to write them in the dedicated support forum.

Briefcase Pro

BY ROCKABLE THEMES - WWW.ROCKABLETHEMES.COM
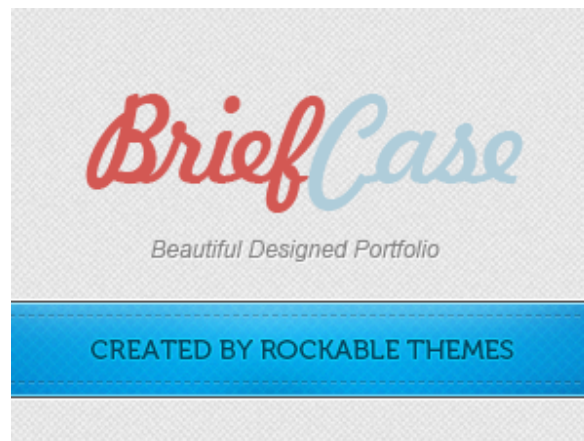
1. Getting Started

In order to install and use Euphoria Magazine theme you need a working version of WordPress already installed. For information regarding the installation of the WordPress platform, please see the WordPress Codex - http://codex.wordpress.org/Installing_WordPress

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1.1 Installation

When you are ready to install the theme, you must first upload the theme files and then activate the theme itself. The theme files can be uploaded in two ways:

- **FTP Upload:** Using your FTP program, upload the non-zipped theme folder into the /wp-content/themes/ folder on your server.

- **WordPress Upload:** Navigate to Appearance > Add New Themes > Upload. Go to browse, and select the zipped theme folder. Hit "Install Now" and the theme will be uploaded and installed.

Once the theme is uploaded, you need to activate it. Go to Appearance > Themes and activate Briefcase Pro theme.

1.2 Setting up the Home Page

Here you have two options to set up the home page: using Portfolio (posts from portfolio items - default) or Blog template.

1.3   Setting up the Blog

To set up the blog, you must create a new page, you can do so by navigating to **Pages > Add New**. You can give this page a title of **Blog** and don't include any content, just go to **Page Atributes** box and from **Template** select **Blog Template** and click **Publish** button

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1.4   Setting up the Portfolio

To set up the portfolio, you must create a new page, you can do so by navigating to **Pages > Add New**. You can give this page a title of **Portfolio** and don't include any content, just go to **Page Atributes** box and from **Template** select **Portfolio Template** and click **Publish** button.

1.5.1 Adding Portfolio Items

To add a new portfolio item navigate to **Portfolio > Add New,** complete all needed fields (title, text images e.t.c) and add the item in a category.
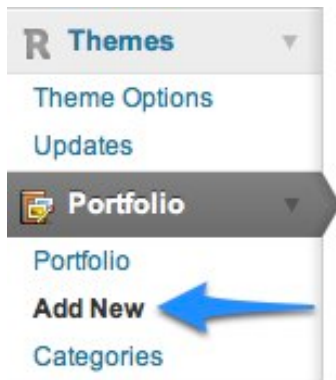
1.5.1 Adding Images (thumbnails)

You will need to upload various images to each portfolio item for it to display correctly. First, you must set a featured image - this will be used in the main portfolio section as the project's thumbnail.
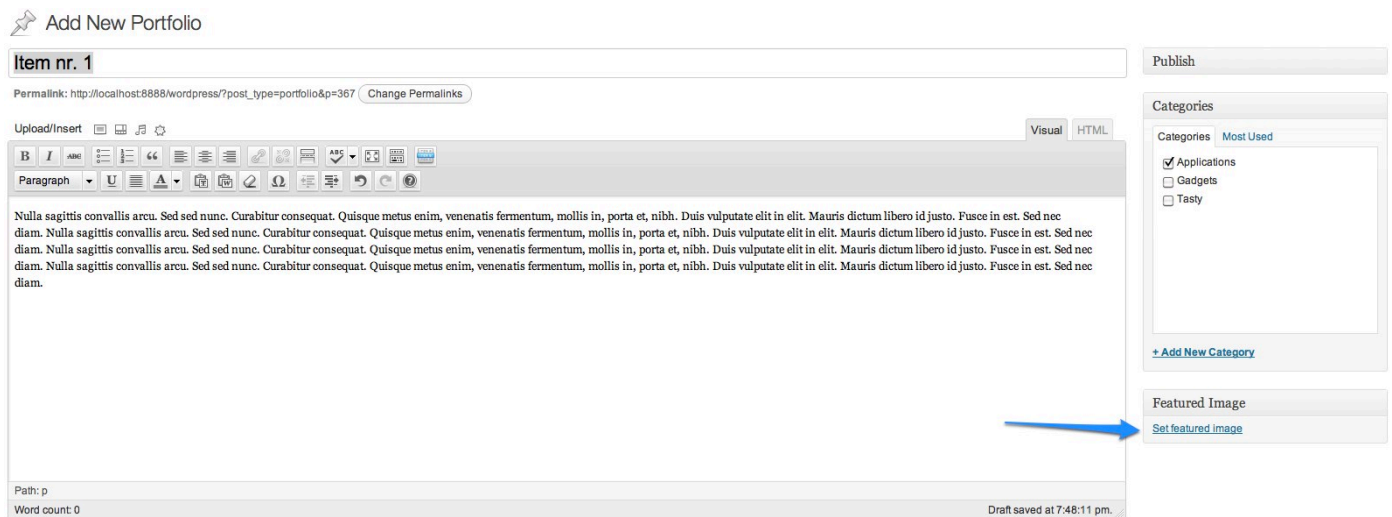
To add a featured image, click the **Set Featured Image** link, upload your image and choose **Use as Featured Image.**

1.5.1 Adding Portfolio Categories

If you wish to categorise your portfolio items, you can assign taxonomy. A taxonomy is similar to a post category and assigning them will make the portfolio section filterable by the end user. You can create new categories by navigating to **Portfolio > Categories** or they can be created from the portfolio item creation page.

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2 Theme Features

The theme comes packed with features that control the layout and extend the functionality of WordPress. This section will document those features and how to use them successfully.

2.1 Sliding Dashboard
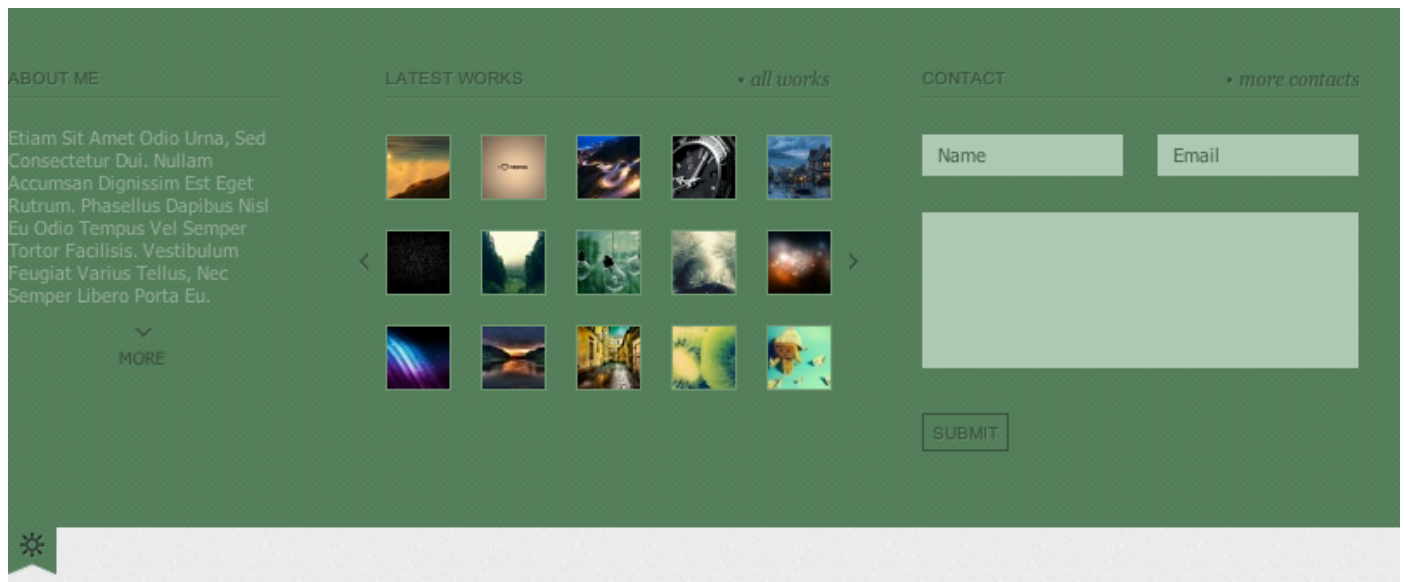
Sliding Panel is a cool feature of this theme – it gives you a quick access to to some useful data like an about section, a featured carousel with the latest portfolio items (or blog items) and a nice contact form.

Sliding Panel is enabled by default but you can deactivate it by going to **Theme Options** > **Sliding Panel** tab and press the **Show/Hide Sliding Panel** button.

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2.2   Custom Menus

If you are using version 3.0 of WordPress or higher, you can setup custom menus to configure your site's navigation. Briefcase Pro have a left widgetize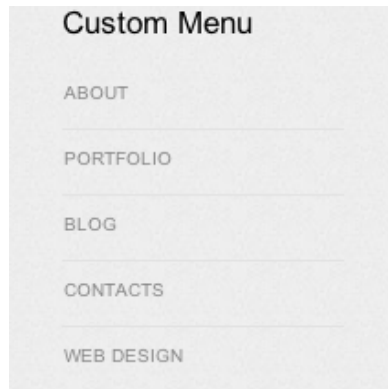d area. So you can easily set up the custom menu just by going in the **Appearance > Widgets** and drag and drop the Custom Menu widget in the Main Sidebar holder, save options.

2.2.1 Setting up the Custom Menu

To setup your custom menus, navigate to **Appearance > Menus**. Give your menu a name and build it up using the available widgets. You can add a variety of items including pages, categories, custom links. To extend the available widgets, click the screen options tab at the very top of the screen and configure your options. Once you have built and saved your menu, simply select the theme location using the widget on the left. Under "Primary Menu", select your custom menu from the dropdown list to use it as the site's main navigation.

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2.3   Theme Options – Admin Panel

Rockable Admin Panel is one of the most sophisticated admin panels ever, he has an awesome and user friendly interface that helps you to easily understand and use it's amazing functionality. It is divided into 9 groups of options: General, Styling, Sliding Panel, Homepage, Blog, Portfolio, Carousel, Analytics, and S.E.O.

2.3.1 General Options
In **General** tab you have the options to configure your site's setup.

2.3.2 Styling Options
Here you are able to change the **color scheme** of the site (4 available color schemes.

2.3.3 Sliding Panel Options
Here you have the options to show/hide the panel and set it up.

2.3.4 Homepage Options
Here you can control any options that relate to the homepage.

2.3.6 Portfolio Options
In Portfolio tab you have all needed options to keep your items nice organized.

2.3.7 CarouselOptions
Here you have all options to set up and configure the featured carousel.

2.3.8 Analytics Options
In this tab you can add your **Google Analytics** or **Mint** tracking code.

2.3.9 S.E.O. Options
In this tab you have a lot of options to seo optimize your site like : tittle tag structure, homepage meta, indexing settings, canonical tags and breadcrumbs.

2.4   Rockable Custom Widgets

The theme comes with 3 custom widgets that can be used to configure how your site displays content - they can be found under **Aparence** > **Widgets.**

2.4.1 *Custom Popular Posts Widget*
This widget allows you to display a list of popular posts (by comments) in the sidebar.

2.4.2 *Custom Twitter Stream Widget*
This widget allows you to configure and display your latest Twitter tweets.

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2.5 *Shortcodes*

Euphoria Magazine comes pre-packed with a collection of shortcodes allowing you to add styled content to your site by a simple clicking on several buttons.
Conveniently, the available shortcodes have been included in a one-click menu. When creating a page, post or portfolio page, click "Rockable Shortcode" icon to reveal a list of shortcodes. Choose the submenu tab for shortcode that you want to include and click "Insert" button.
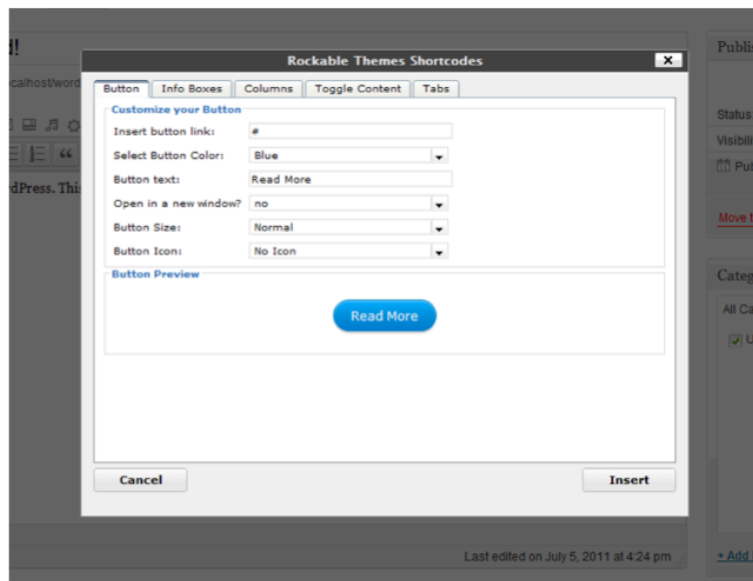

it, then start blogging!

2.5.1 Button Shortcodes

In order to add in your content button shortcodes, click the "Button" tab and choose from the options represented below. On account of your convenience everything you'll change will be represented immediately in the Preview section . When you're ready click "Insert" button and your shortcode is ready.

2.5.2 Info Boxes Shortcodes

To highlight important information, we have included "Info Boxes" tab. You can customize them as you like, just look at the preview section after each change made. You can choose between 7 colors, 8 icons and set the width according to your needs.
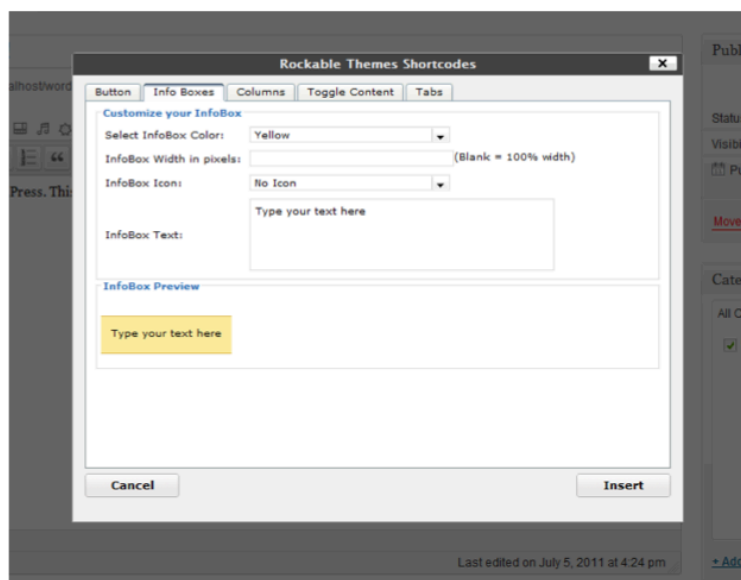
2.5.3 Column Shortcodes

The content can be split into multiple columns. Click the "Columns" tab and choose the number of columns you want your content to be split in, and click on the buttons that represent the division number of your column. For example: if you choose 3 columns, you can split your content in three 1/3 columns or one 1/3 column and one 2/3 column. If you made a mistake in process of working with this shortcode just click on the "Reset Columns" button and you can start from the beginning.
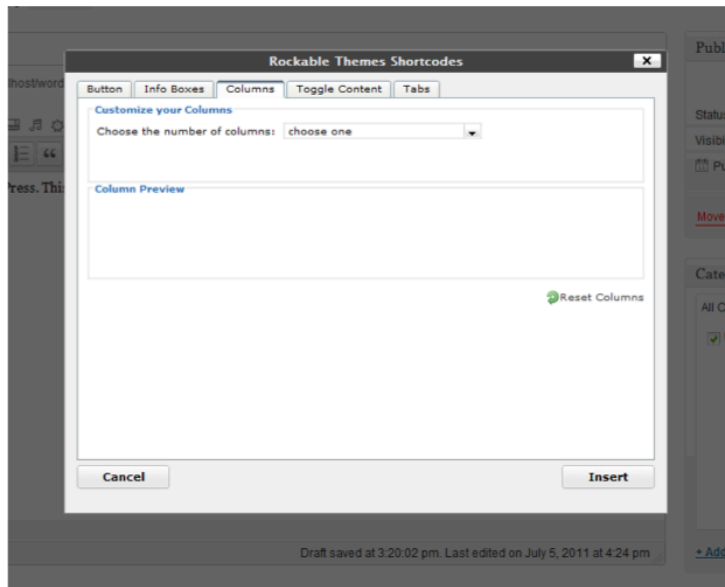

2.5.4 Toggle Content Shortcodes

As well as Info Boxes, Toggle Content Shortcodes is used to highlight your content but with one exception: the content can be hided and showed by mouse clicking on title. Click on a "Toggle Content" tab and choose form varieties of options represented below. As usual you can choose from 7 colors and couple of other options.
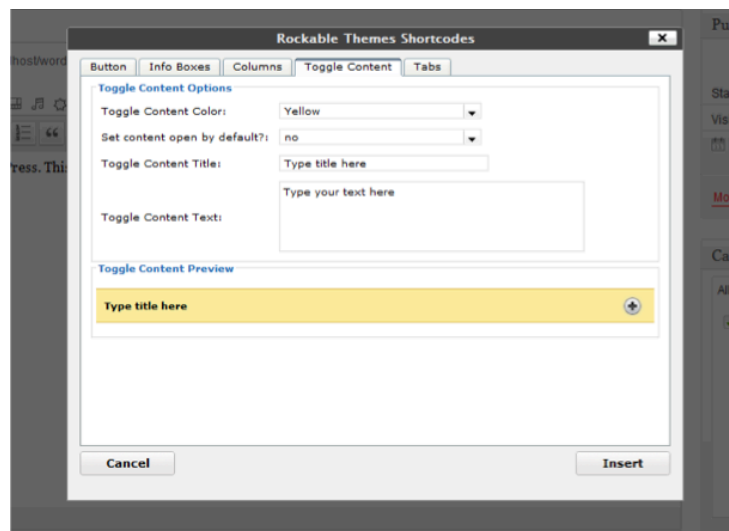
2.5.5 Tabbed Content Shortcodes

Using tabs can save you a lot of space. Click on a "Tabs" tab and add as many tabs as you want by clicking on "Add New Tab" button. If you want to delete one of your tabs just click on the red button situated on the right side of each of the tabs.
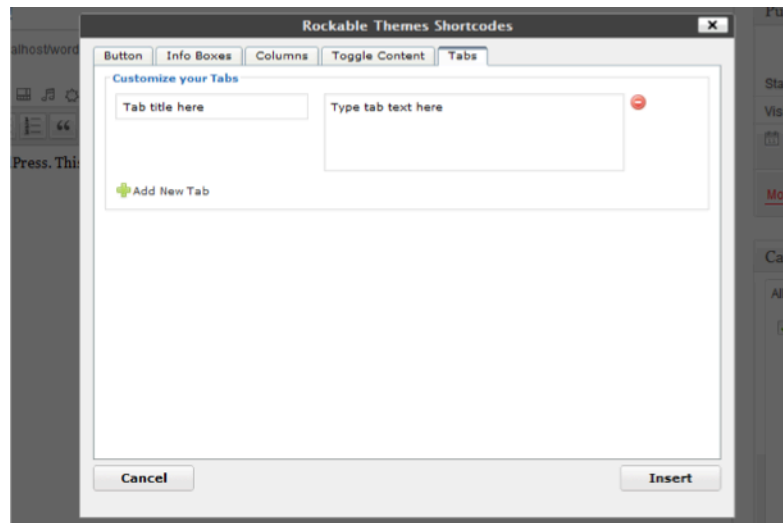
2.6   Custom Page Templates

The theme comes with a number of in built custom page templates. These templates can be used on individual pages to alter the display or functionality.

2.6.2 Custom Contact Page

The theme comes packed with a simple contact form. To use the form, simply create a page and use the **Contact Template .** The form will automatically insert below any page content. The form includes jQuery validation to enhance user experience and the recipient email can be configured from the theme options.

Again, thank you for purchasing this theme!

If you have any questions that are beyond the scope of this document,
feel free to write them in the dedicated support forum.