



# Consulting Theme Documentation

Also available [Online manual](#) and [Video tutorials](#).

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## Getting Started

### Introduction

The Consulting WordPress Theme is a theme designed for Business and Finance Consulting firms. It has post types that have been specially designed for Consulting firms and many other built-in features that will help you set up your website quickly.

Some of the features of the Consulting Theme include:

- 18 Custom Layouts including Portfolio and Events post types
- 8 Language files included: English, German, French, Italian, Portuguese, Spanish, Russian, Persian/Arabic
- 9 Custom Templates including 3 Service Page templates, 2 Case Study templates, 2 Blog & News layout templates, and 2 Team Page templates
- Ability to display event details on your website.
- Ability to display appointments on your website.
- Templates include custom pie charts, graphs and progress bars
- Built with SASS – the most stable and powerful professional grade CSS extension language
- Compatible with Firefox, Safari, Chrome, and IE10+
- Ability to mark multi-locations on Google Maps
- Ability to add Revolution Slider to pages
- Bootstrap-based Responsive Layouts
- Ability to have a Background image for your website
- Ability to use any of 700+ Google Fonts
- Visual Composer drag & drop page builder
- WooCommerce compatibility
- Custom SVG and FontAwesome icons
- One-click demo content import
- Ability to embed Audio / Video on pages
- Four predefined color skins
- Ability to add details of Staff
- Retina Ready
- SEO ready

## System Requirements

To install the Consulting Theme you must have a working version of WordPress already installed. For information regarding the installing of the WordPress platform, please see the WordPress Codex at [http://codex.wordpress.org/Installing\\_WordPress](http://codex.wordpress.org/Installing_WordPress).

## Installing the Theme

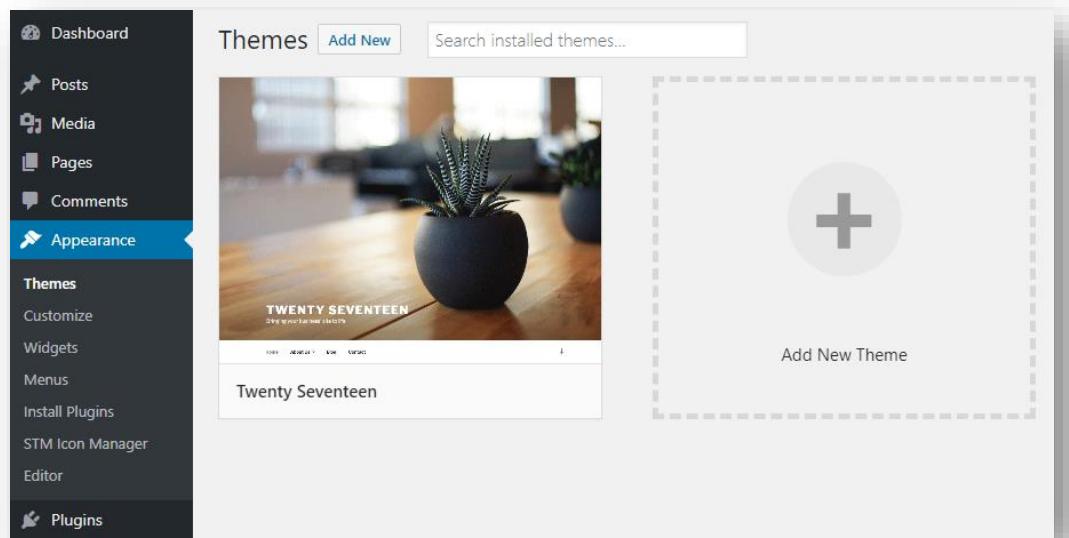
You can install the theme just as you would install any other WordPress Theme.

**Note:** In order to install a theme, you would need to login to your WordPress admin area with Administrator rights.

**Tip:** If you wish, you can view a video of the Installation process at  
<https://youtu.be/WkZnOS1ZDFM>

### To install the theme:

1. In the WordPress Dashboard, click on **Appearance > Themes** to open the Themes screen.

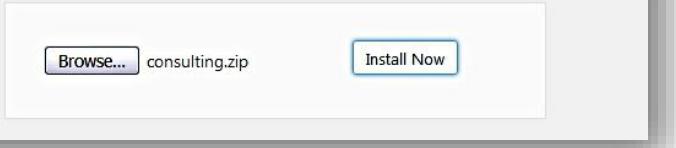


2. Click on the **Add New** button to open the Add Themes screen.
3. Click on the **Upload Theme** button and upload the zipped theme file you have received from StyleMix Themes.

**Note:** Depending on the speed of your Internet connection, it may take some time to upload the zip file.

4. Once the file is uploaded click on the **Install Now** button to install the theme.

If you have a theme in a .zip format, you may install it by uploading it here.



**Note:** If you have trouble installing the theme, please see the next section: *What to do if the theme installation fails.*

5. Once the theme is installed, you need to activate the theme to enable the Consulting Theme demos and theme auto update feature.

Click on **Activate** to activate the theme. You will then have to generate a token.

### Steps for activating the theme:

- 1) Click on the **Generate a Personal Token** link. A new window will open that takes you to the Envato Account sign-in page.
- 2) **Sign in** using the credentials of the same account you used to purchase the Consulting theme.
- 3) **Enter a name** for the token. (This name is to identify this token anytime later.)
- 4) **Select the following checkboxes from the Permissions Needed section:**
  - \* View Your Envato Account Username,
  - \* Download Your Purchased Items,
  - \* Verify Purchases You've Made, and
  - \* List Purchases You've Made.
- 5) Select the checkbox to **agree** to the terms and conditions and then click on the **Create Token** button.
- 6) A new page will load with a token in a box. **Select the token text** and copy it to the clipboard by pressing **Ctrl+C** on your keyboard.

The screenshot shows a form for generating a personal token. At the top, there's a field labeled 'Token name' with the value 'StylemixThemes'. Below it is a placeholder text: 'Pick something cool, short and catchy!'. Under the heading 'Permissions needed', several checkboxes are listed, each with a checked or unchecked status. The checked items are: 'View and search Envato sites', 'Download your purchased items', 'List purchases you've made', and 'Verify purchases you've made'. The unchecked items include: 'View your Envato Account username', 'View your email address', 'View your account profile details', 'View your account financial history', 'View your items' sales history', 'Verify purchases of your items', 'View your purchases of the app creator's items', 'View your public and private collections', 'View your statement transactions', 'View the total number of subscribed users to Envato Market', and 'Shows the total number of items available on Envato Market'. At the bottom of the form is a checkbox labeled 'I have read, understood and agree to the Terms and Conditions.' followed by a large green 'Create Token' button.

**Token name**

StylemixThemes

Pick something cool, short and catchy!

**Permissions needed**

View and search Envato sites

View your Envato Account username

View your email address

View your account profile details

View your account financial history

Download your purchased items

View your items' sales history

Verify purchases of your items

List purchases you've made

Verify purchases you've made

View your purchases of the app creator's items

View your public and private collections

View your statement transactions

View the total number of subscribed users to Envato Market

Shows the total number of items available on Envato Market

I have read, understood and agree to the [Terms and Conditions](#).

**Create Token**

The screenshot shows the Consulting theme dashboard. On the left, a sidebar menu lists various options like Dashboard, Consulting, Support, Plugins, Demo import, System status, Posts, Media, Pages, Comments, Services, Vacancies, Staff, Works, Testimonials, VC Sidebars, Contact, WooCommerce, Products, Appearance, Plugins, Users, Tools, and Visual Composer. The main content area has a header "Welcome to Consulting" with a "3.5" rating icon. Below it is a message about theme updates and a link to a quick tour. A navigation bar at the top includes links for PRODUCT REGISTRATION, SUPPORT, PLUGINS, INSTALL DEMOS, SYSTEM STATUS, and THEME OPTIONS. The "PRODUCT REGISTRATION" tab is active. A purple callout box points to a text input field with the instruction: "Paste the generated token here." To the right of the input field is a key icon and a blue "SUBMIT" button.

Thank you for choosing Consulting! Please register your purchase to get automatic theme updates, import Consulting demos and install premium plugins. Read below for additional information. We hope you enjoy it! [Watch Our Quick Guided Tour!](#)

Paste the generated token here.

**SUBMIT**

### Instructions For Generating A Token

1. Click on this [Generate A Personal Token](#) link. **IMPORTANT:** You must be logged into the same ThemeForest account that purchased Consulting. If you are logged in already, look in the top menu bar to ensure it is the right account. If you are not logged in, you will be directed to login then directed back to the Create A Token Page.
2. Enter a name for your token, then check the boxes for [View Your Envato Account Username](#), [Download Your Purchased Items](#), [Verify Purchases You've Made](#) and [List Purchases You've Made](#) from the permissions needed section. Check the box to agree to the terms and conditions, then click the [Create Token](#) button.
3. A new page will load with a token number in a box. Copy the token number then come back to this registration page and paste it into the field below and click the [Submit](#) button.
4. You will see a green check mark for success, or a failure message if something went wrong. If it failed, please make sure you followed the steps above correctly.

6. Paste the token in the provided box and click on the **Submit** button.

If activation is successful, you will see a green check mark.

## What to do if the theme installation fails

If the import stalls and fails to respond after a few minutes, or if WordPress gives you an error message, you are suffering from PHP configuration limits that are set too low to complete the process. You should contact your hosting provider and ask them to increase those limits to a minimum as follows:

- max\_execution\_time 600
- memory\_limit 128M
- post\_max\_size 32M
- upload\_max\_filesize 32M

You can verify your PHP configuration limits by installing a simple plugin found here:

<http://wordpress.org/extend/plugins/wordpress-php-info>. You can also check your PHP error logs to see the exact error being returned.

## Viewing System Status

You can also view some of your WordPress system settings by going to the Consulting Theme System Status page. (Click on **Consulting > System Status** in the WordPress menu.) This page will provide information about your WordPress environment and your server environment.

The screenshot shows a dashboard with a navigation bar at the top: PRODUCT REGISTRATION, SUPPORT, PLUGINS, INSTALL DEMOS, and SYSTEM STATUS (which is highlighted). Below the navigation is a table divided into two sections: "WordPress Environment" and "Server Environment".

**WordPress Environment:**

Home URL:	[?]	http://manuals.stylemix.biz
Site URL:	[?]	http://manuals.stylemix.biz
WP Version:	[?]	4.6.1
WP Multisite:	[?]	-
WP Memory Limit:	[?]	256 MB
WP Debug Mode:	[?]	<input checked="" type="checkbox"/>
Language:	[?]	en_US

**Server Environment:**

Server Info:	[?]	Apache/2.4.23 (Unix) OpenSSL/1.0.2-fips mod_bwlimited/1.4
PHP Version:	[?]	5.6.28
PHP Post Max Size:	[?]	40 MB
PHP Time Limit:	[?]	30 - We recommend setting max execution time to at least 180. To import classic demo content, 300 seconds of max execution time is required. See: Increasing max execution time to PHP

Any items that require your attention will be highlighted in yellow.

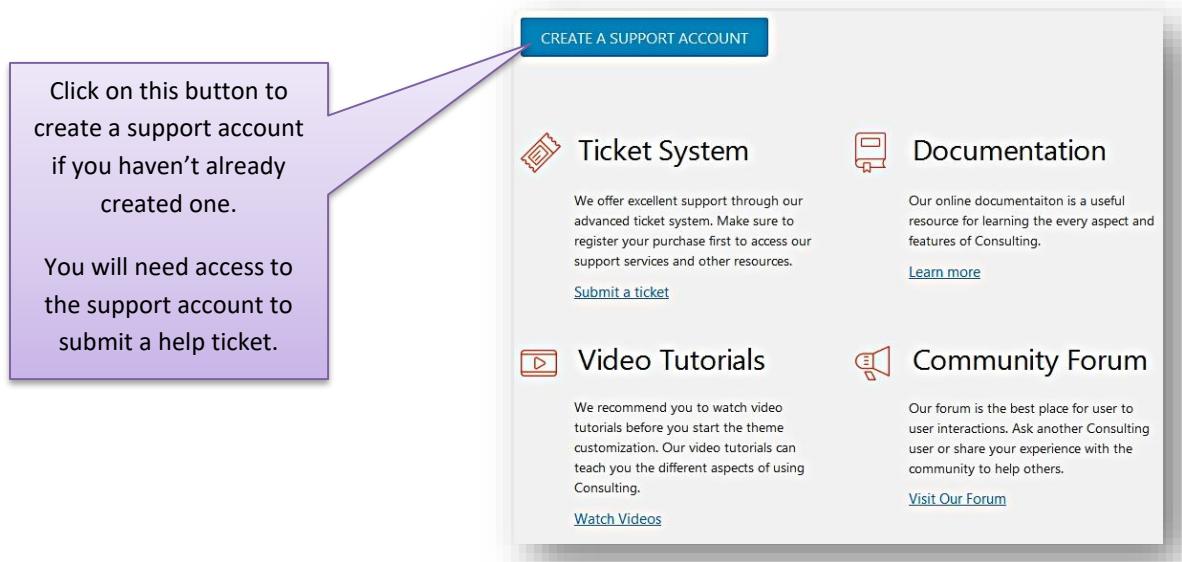
## Getting Help

Your Consulting Theme comes with six months of free support.

In case you are facing problems with using the Consulting Theme, you can get help in the following ways:

- Read our online documentation.
- Watch online video tutorials to learn how to customize the theme.
- Visit our Community Forum.
- Submit a Help Ticket.

Click on **Consulting > Support** in the WordPress menu to access the Support page.



**Note:** You can also get extended support through subscriptions via ThemeForest.

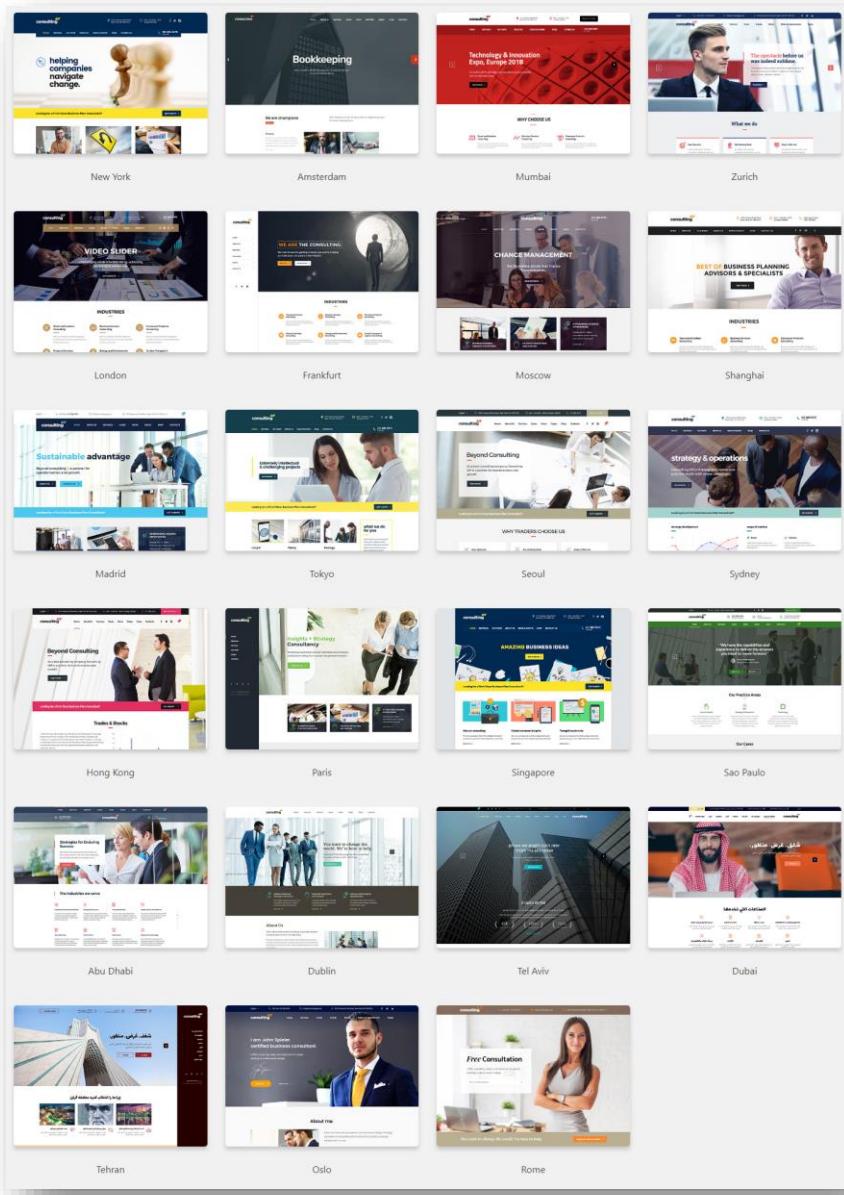
## Importing the Demo Content

Don't know where to start on building up your site? We have created an option for you to recreate our theme demo site with just one click.

**Tip:** Before importing the demo content, you can check out the various demos at <http://consulting.stylemixthemes.com/landing/>. You can see the different demos and decide on which one suits your firm the best.

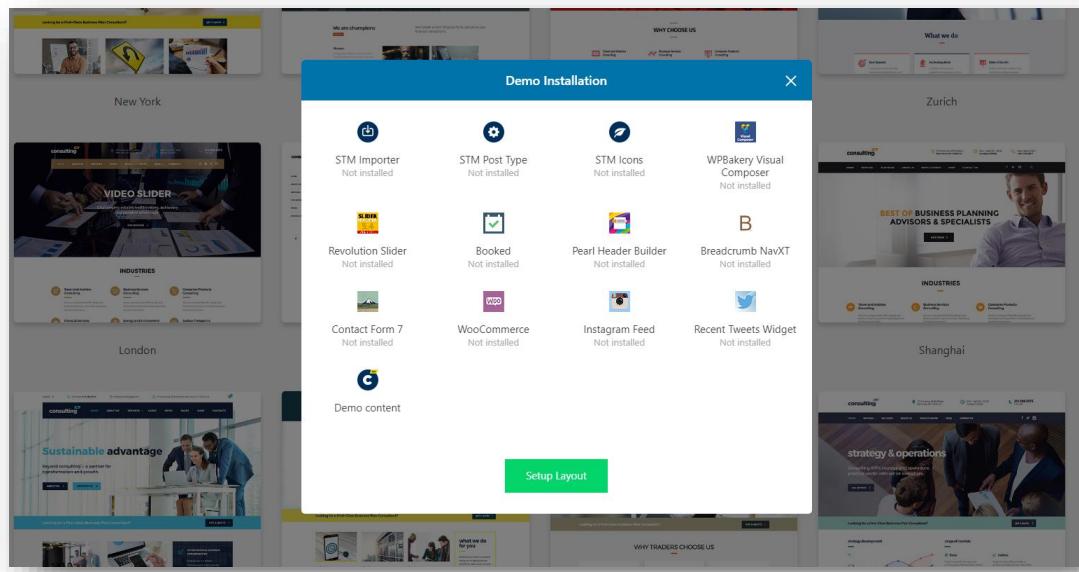
### To import the demo content:

1. Click on **Consulting > Demo Import** in the WordPress menu.

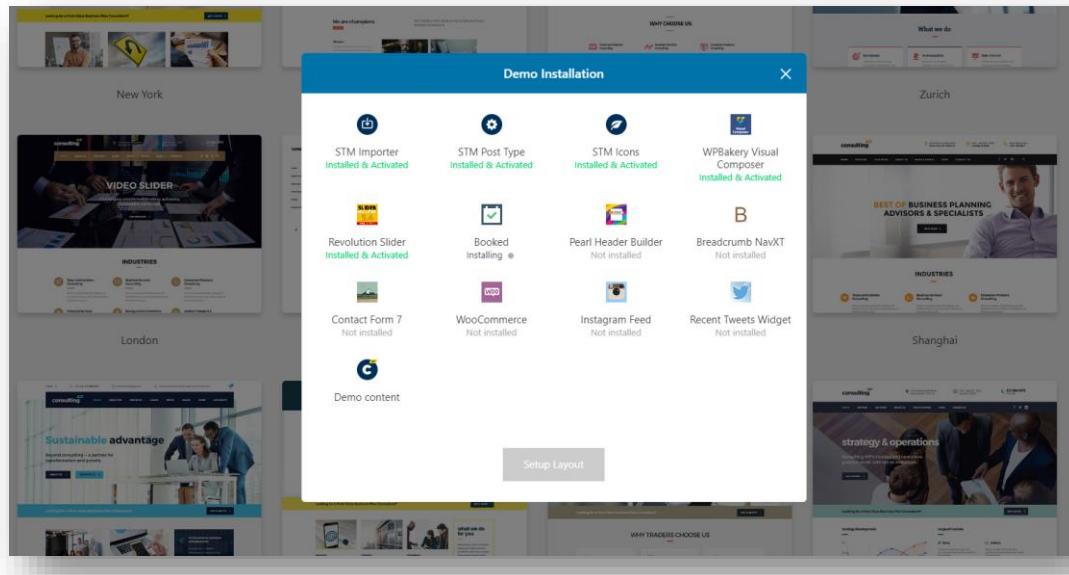


**Tip:** You can use the demo content as a starting point for your website and modify the content to suit your needs. In that case, select the demo layout that is most appropriate for your website.

Each demo layout requires a number of plugins to function properly. Fortunately, StyleMix Themes has made it easy for you to install the plugins and they will be installed automatically during demo setup proceed. In order to start the import proceed, click on the **Setup layout** button.



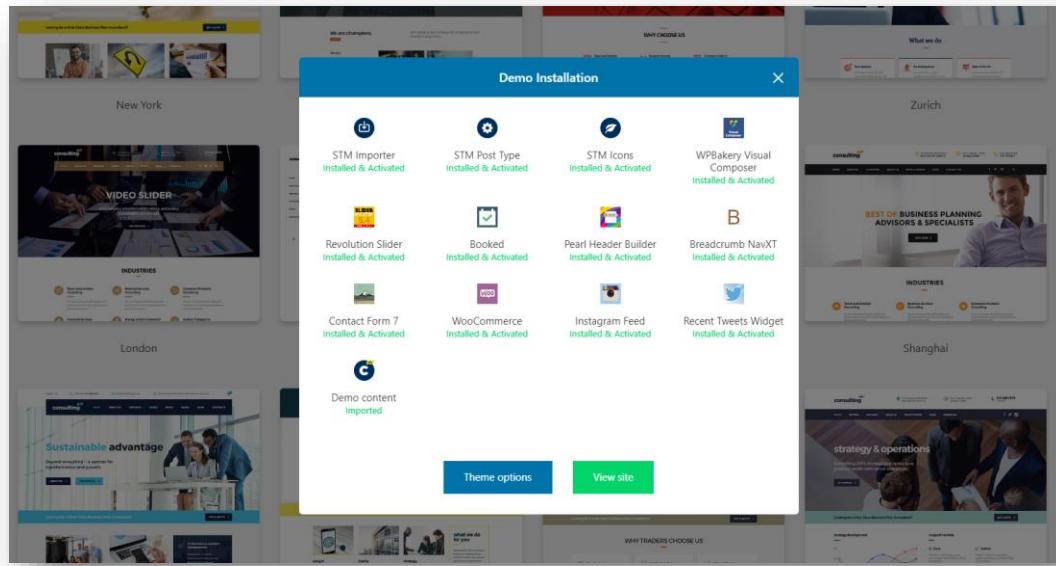
**Note:** Depending on the speed of your Internet connection, it may take some time to install all the plugins and import the demo content.



**Note:** If the import fails or stalls, please try to **reload the page** and click on **Setup layout** button once again or see the previous section: *What to do if the theme installation fails.*

Note: All the plugins which are not free come under our EXTENDED License, so you don't need to pay for their license to use them. Some of them might have messages requiring activation, but they are already activated on our side. No purchase code needed. When using them under our license you will need to wait for the plugin updates in our regular theme updates. If you want to be able to auto update them from wp-admin, you will need to buy your own personal license for that. However, we always include the latest versions of the plugins in every update of the theme.

Setup Layout feature installs all required plugins, imports the chosen demo layout and widgets. After finishing the proceed you can visit your site front page in order to see all ready features ☺



**Tip:** If you want to start from scratch after viewing the demo content, you can remove the demo content using the **Reset WP** plugin (<https://wordpress.org/plugins/reset-wp/>). This plugin resets the WordPress database back to its defaults. It will delete all customizations and content, but it does not modify files; it only resets the database. Please see the above link for more details.

## ***Important Features of the Consulting WordPress Theme***

This section describes some noteworthy features of this theme.

### **Bootstrap Framework**

The Consulting Theme uses the Bootstrap framework, so you can have a layout grid of up to 12 columns to design your pages. Further, each widget has its own maximum and minimum widths, so you have the flexibility of adjusting the widths of the widgets depending on the layout of the pages.

### **Plugins Installed with the Theme**

As mentioned before, the Consulting Theme requires a number of plugins to function properly. The following table gives you a brief description of each of the plugins:

Plugin	Required/Optional	How it helps you...
AddToAny Share Buttons	Recommended	Allows you to share your posts and pages on 100+ sharing and social media sites including Facebook, Twitter, Pinterest, Google, WhatsApp, LinkedIn, Tumblr, and Reddit.
Booked Appointments	Recommended	Allows you to easily add appointment booking capabilities to your website.
Breadcrumb NavXT	Required	Allows you to set up breadcrumb navigation on the pages showing the visitors the path to their current location on your website.
Contact Form 7	Recommended	Allows you to easily design and add forms to your website.
Custom Icons by StyleMix Themes	Required	These are custom icons that are required for the proper functioning of the theme.

Plugin	Required/Optional	How it helps you...
Force Regenerate Thumbnails	Recommended	Deletes all existing thumbnails and forces the regeneration of thumbnails.
Instagram Feed	Recommended	Allows you to customize and display Instagram Feeds on your website.
MailChimp for WordPress Lite	Recommended	Helps you add subscribers to your MailChimp lists using various methods. You can create good looking opt-in forms or integrate MailChimp with other forms on your site.
Recent Tweets Widget	Recommended	Allows you to display Tweets from Twitter on your pages or posts.
Slider Revolution	Required	Helps to display image sliders or carousels on your web pages. Useful for picture galleries, introductions, etc. Has many slider options for varied purposes.
STM Importer	Required	Imports the Demo pages.
STM Post Type	Required	Provides different post types.
TinyMCE Advanced	Recommended	Enhances the normal page/post editor that comes with WordPress.
WooCommerce	Recommended	Helps you set up your online store to sell things on your website.
WPBakery Visual Composer	Required	Helps you build pages quickly and easily with an intuitive drag-and-drop interface.

**Note:** We provide extra plugins with **EXTENDED** licenses and include latest updates to every version of the themes. The plugins will be updated whenever you upgrade your theme.

## Types of Posts

The Consulting Theme comes with many built-in types of posts that are useful for business, finance, or Consulting firms. The following table lists the various types of posts available:

Type	Used for...
Events	Displaying details of events being held in your organization.
Portfolio	Displaying a portfolio or collection of images and/or videos.
Products	Displaying details of products offered by your organization.
Services	Displaying details of services offered by your firm.
Staff	Displaying information about the people working in your firm.
Testimonials	Displaying testimonials from satisfied customers or clients.

Type	Used for...
Vacancies	Displaying details of job vacancies at your organization.
Works	Displaying information about the different types of job works undertaken by your organization.

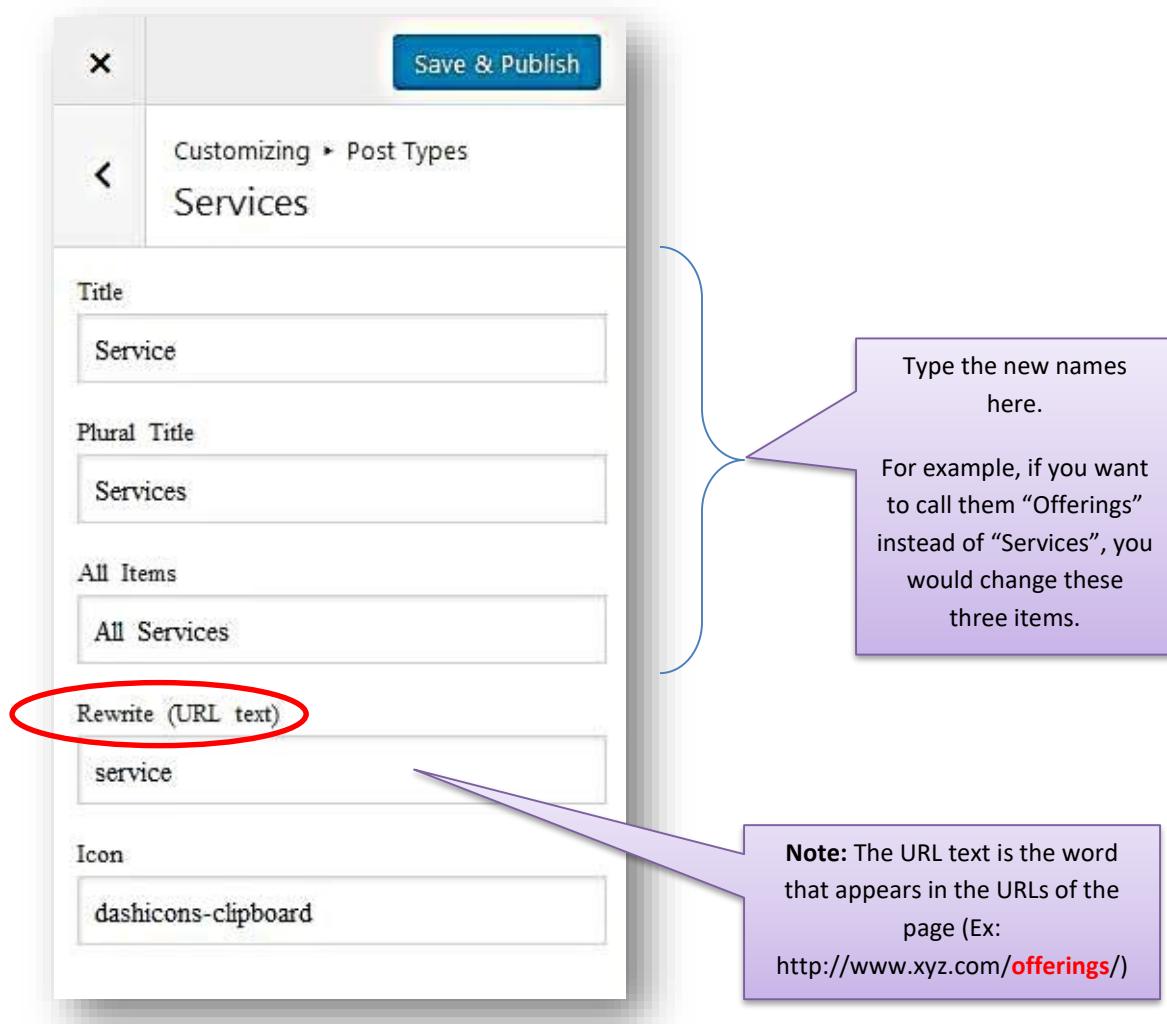
### ***Changing the Title of Custom Post Types***

If you want, you can change the title of the following custom post types:

- Services
- Vacancies
- Staff
- Works
- Testimonials

**To change the title of the above-mentioned custom post type:**

1. Click on **Appearance > Customize** in the WordPress menu.
2. In the Customize menu, select **Post Types** and then select the custom post type you want to edit.



3. After making the changes click on the **Save & Publish** button at the top of the page.

**Note:** If you change any of the **STM Post Type** names, you will need to regenerate the Wordpress *Permalinks*. To do this:

Click on **Settings > Permalinks** in the WordPress menu to open the Permalink Settings page. At the bottom of the page, click on the **Save Changes** button. WordPress will regenerate the permalinks using the new names you have given.

## Setting Up your Website

Once the Consulting Theme is installed, you will now have to customize the theme to suit your needs. The following are some of the tasks you need to complete to customize the theme:

- Set up headers, footers, and sidebars for your website.
- Type in the address and other information about your organization.
- Design and add widgets to your website.
- Set up the menus of the website.
- Change the main language of the site (if your main language is not English).

**Tip:** If you have imported the demo content, remove it first before customizing the theme using the **Reset WP** plugin (<https://wordpress.org/plugins/reset-wp/>). This plugin resets the WordPress database back to its defaults. It will delete all customizations and content, but it does not modify files; it only resets the database. Please see the above link for more details.

Alternatively, instead of removing the demo content, you can use it as a starting point for your website and modify the content to suit your needs.

## Customizing the Theme

You can perform general customization of the Consulting Theme by going to **Appearance > Customize** (just as you would normally do for any other theme). Here, you can set up the following:

- General site settings such as specifying which is the home page or front page; specifying the site title, tagline, logo and site icon; etc.
- Menus
- Widgets
- Links to your Social Network sites such as Facebook, Google+, Twitter, YouTube, Instagram etc.
- Header and Footer for your pages.
- General Page Settings such as the background image for the home page; font settings for the headings and body text of your pages; and the layout or structure of certain pages such as the archive and shop pages.

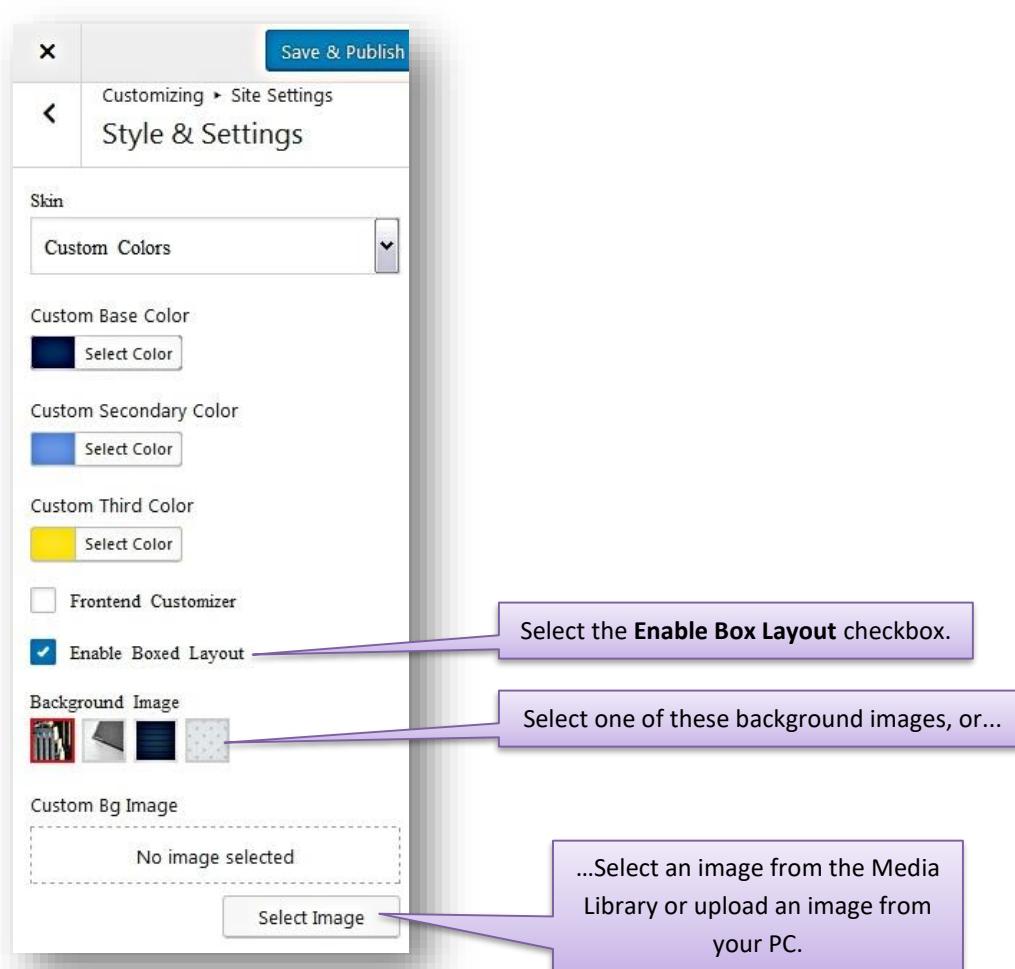
- Custom CSS code to further customize the formatting of the various areas of the website.

## Setting Up a Background Image for the Website

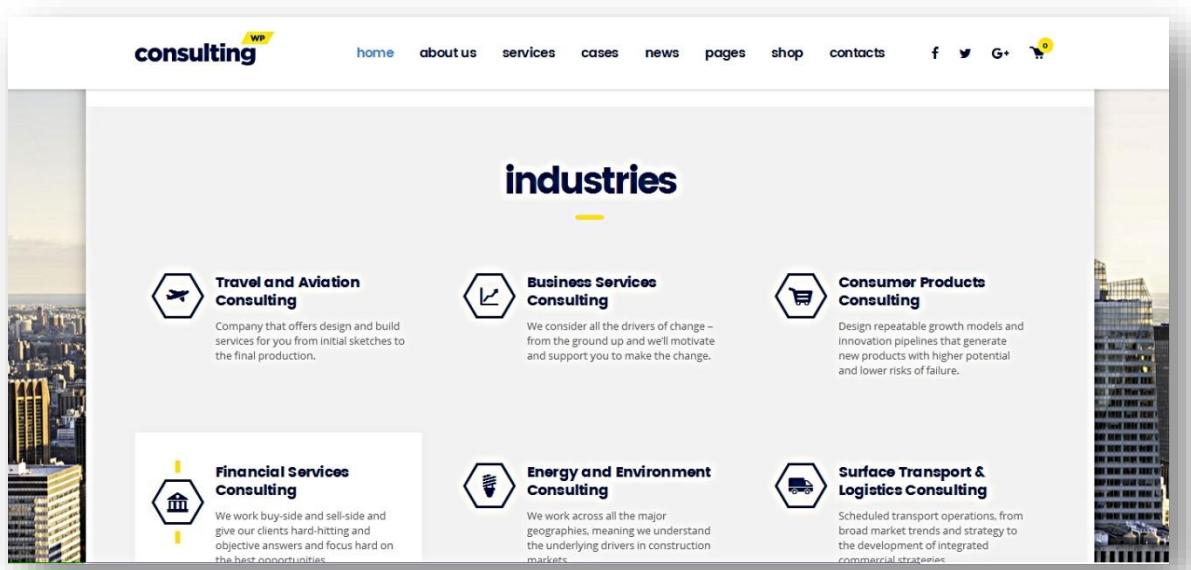
With the Consulting theme, you can have a fixed background image for your website to create a good-looking effect.

**To specify a background image:**

1. Click on **Appearance > Customize > Site Settings > Style & Settings** in the WordPress menu.



2. Click on the **Save & Publish** button to save your settings.



## Setting Up the Header

You can customize the look-and-feel of the header. You can also control what items appear in the header area of your pages.

To set up or customize the header of your web pages:

1. Click on **Appearance > Customize > Header** in the WordPress menu.

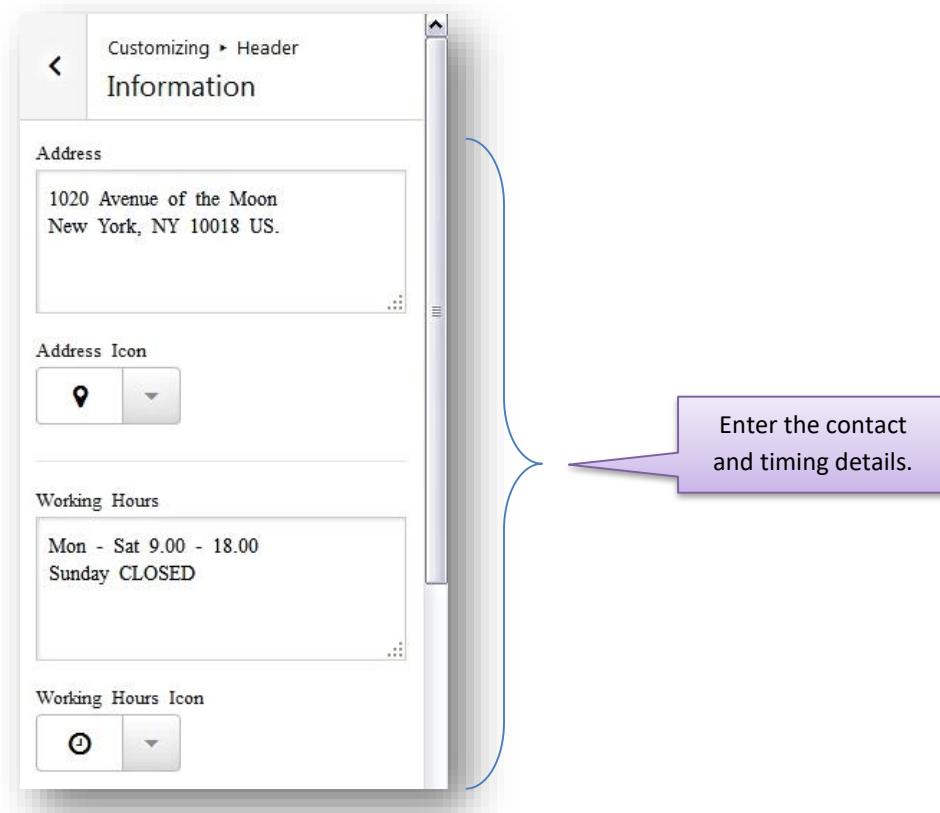


## Displaying Office Information in the Header

You can set up the Consulting theme to display your office timings and contact details in the header.

### To display the office details in the header:

1. Click on **Appearance > Customize > Header > Information** in the WordPress menu.



2. Click on the **Save & Publish** button to save your changes.
3. Reload your web page.

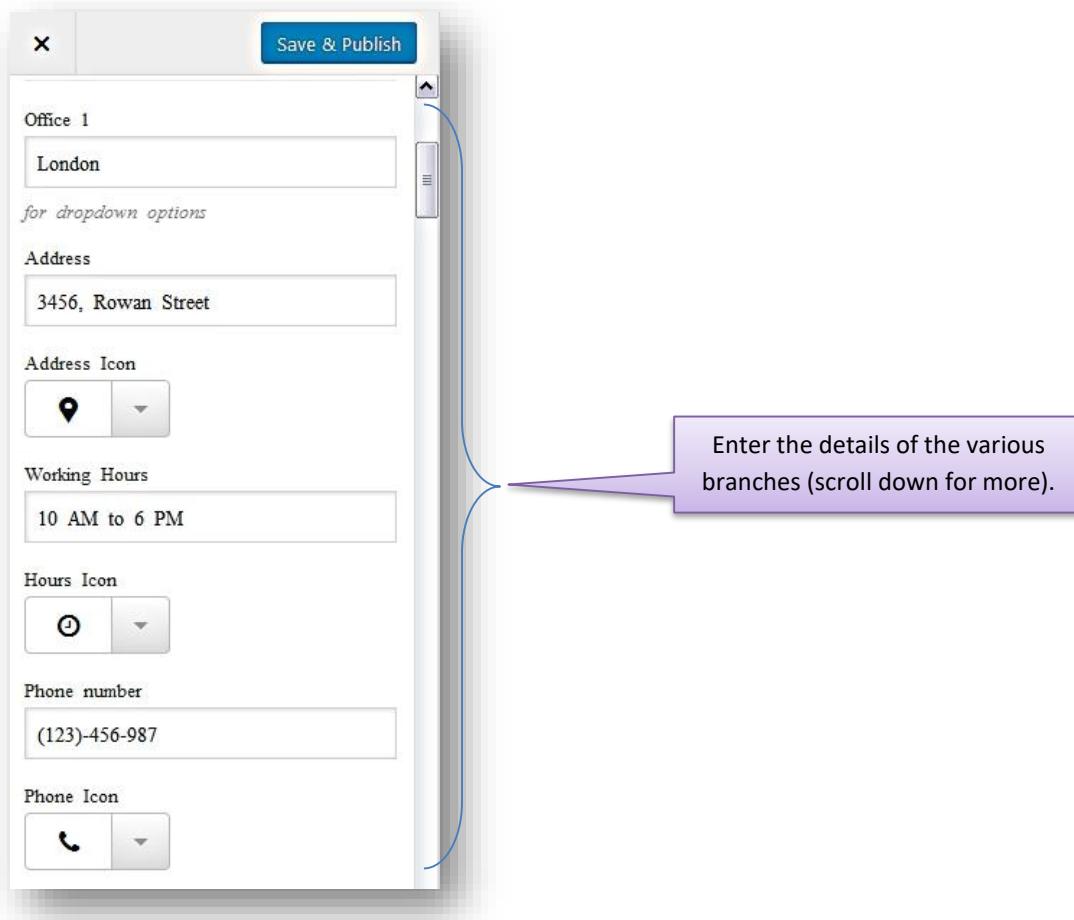
**Tip:** If the contact and timing details don't appear in the header, you will have to change the header style in the **Appearance > Customize > Header > Header Appearance** screen.

## Displaying Details of Branch Locations in the Top Bar

You can also display the contact details and timings of up to 10 branches in the Top bar of your website.

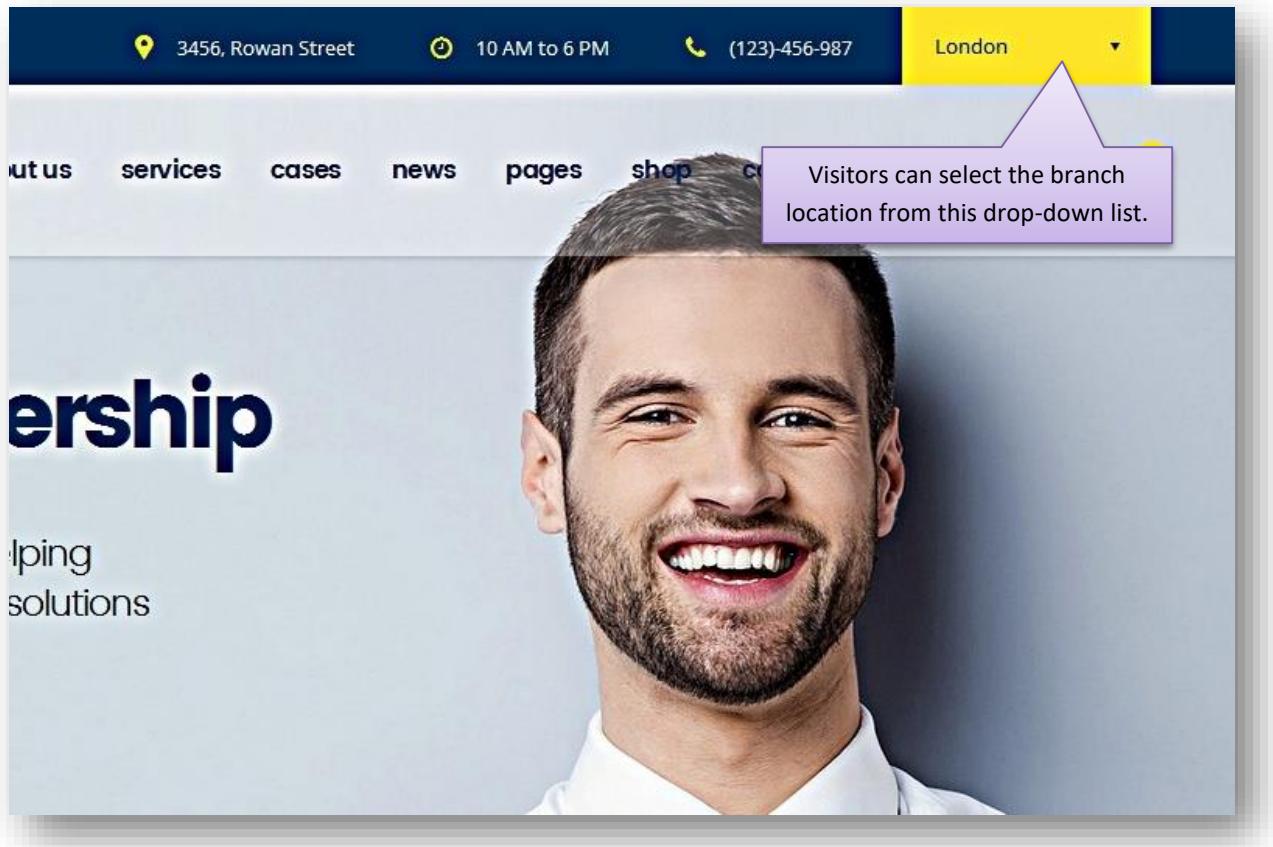
**To display the details of your branches in the Top bar:**

1. Click on **Appearance > Customize > Header > Top Bar** in the WordPress menu.



2. Click on the **Save & Publish** button to save your changes.

3. The details will now appear on the top of your web pages.

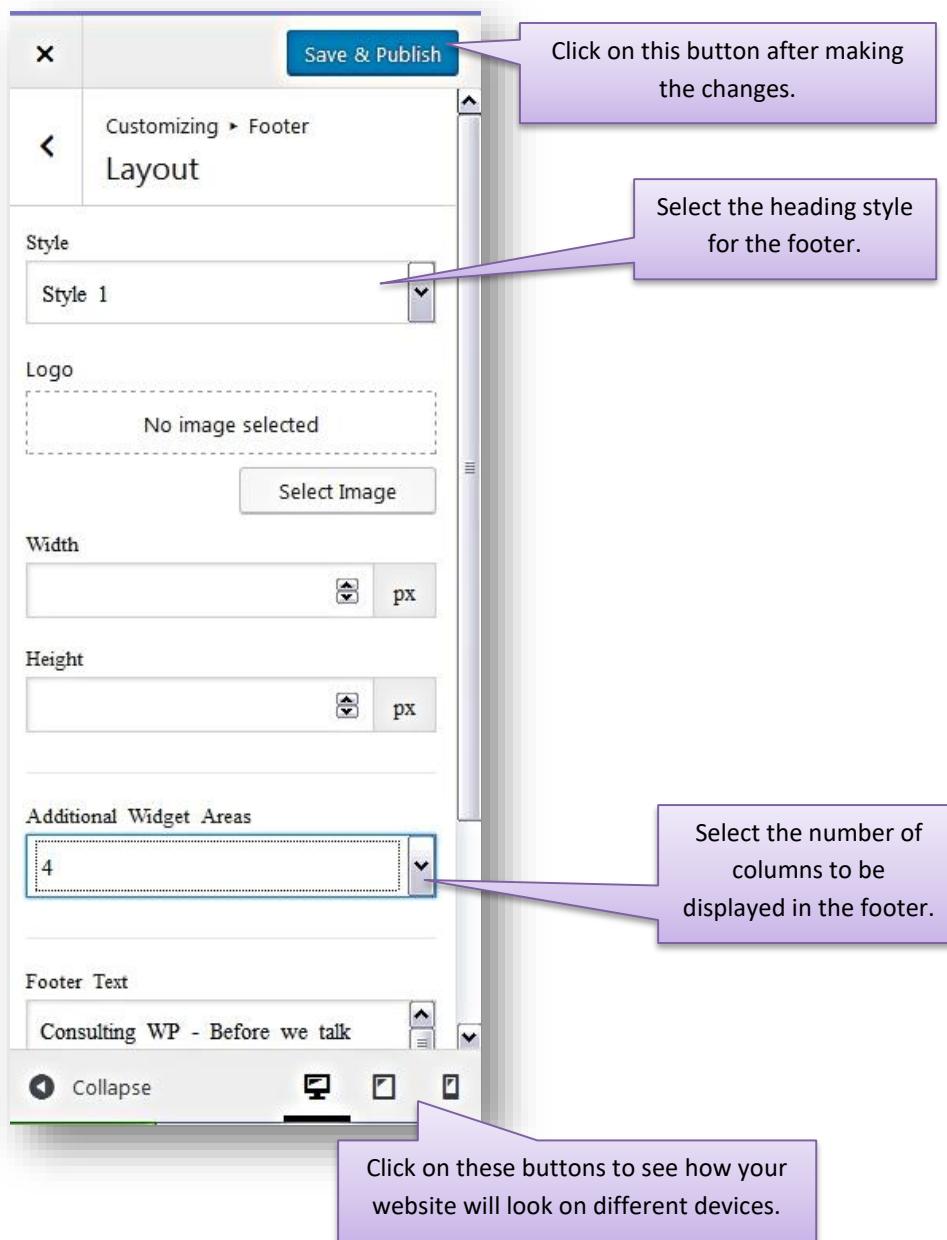


## ***Setting Up the Footer***

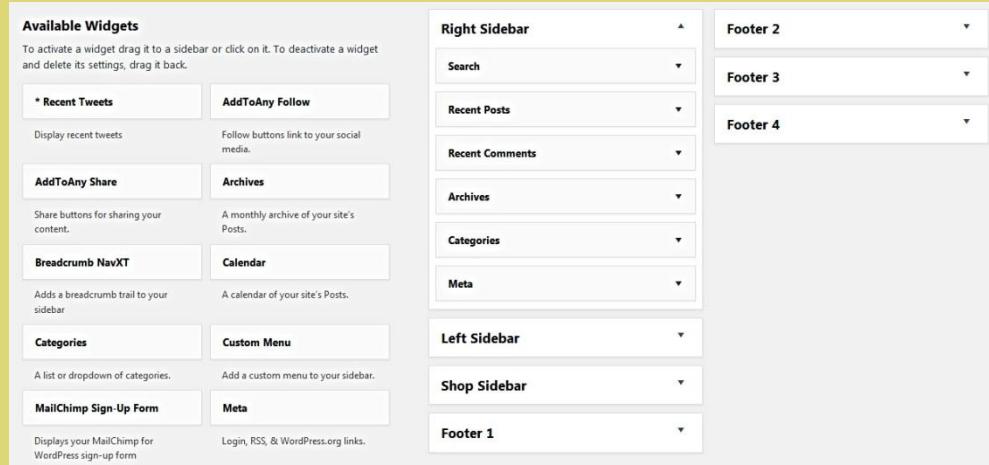
You can customize the look-and-feel of the Footer. You can have up to four footers on your pages/posts. You can control what items appear in the footer area of your pages. You can also select between two heading styles for the footer and write the copyright message to be displayed on the website.

**To set up or customize the footer of your web pages:**

1. Click on **Appearance > Customize > Footer** in the WordPress menu.
2. Click on **Layout** to customize the layout of the footer, or click on **Footer Socials** to specify which social icons should appear in the footer.



**Note:** If you want to have multiple footers, you can specify what information should be shown in the different footers by going to **Appearance > Widgets** and dragging widgets into the different Footer areas.



## Setting Up Sidebars

The Consulting Theme has two sidebars, left and right. These sidebars can be selected for archives as well as single pages or posts. You can create additional sidebars using Visual Composer widgets or elements. These additional sidebars can then be added to individual pages or posts.

### To set up the sidebars:

1. Click on **Appearance > Customize > Archive Pages** (or **Shop Pages**) in the WordPress menu.

Customizing  
Archive Pages

Layout

Grid View

List View

Sidebar Type

Wordpress Sidebars

VC Sidebars

Wordpress Sidebar

Right Sidebar

VC Sidebar

VC Right Blog Sidebar

Sidebar - Position

Click on this button after making the changes.

Select whether to show WordPress sidebars or your custom VC sidebars on the Archive (or Shop) Pages.

Depending on what you have selected for **Sidebar Type**, select the sidebar to be displayed from one of these two drop-down lists.

**Note:** If using the default WordPress sidebars, you can add widgets to the sidebar by going to **Appearance > Widgets** and dragging widgets onto the sidebars.

#### To set up sidebars on individual pages or posts:

1. While creating or editing the page or post, add a **Widgetised Sidebar** or an **STM Sidebar** Visual Composer element to the page.

**Note:** You may first have to add an extra column for the sidebar by clicking on the  button.

The screenshot shows the Visual Composer editor interface. At the top, there's a title bar with the text "Within the construction industry as their overdraft" and a permalink link. Below the title bar are two tabs: "CLASSIC MODE" and "FRONTEND EDITOR". The main area is titled "Visual Composer" and contains a toolbar with icons for adding rows, columns, and other elements. A "Custom" element is selected, showing a preview of a "Custom Heading" with the text "Text: This is custom heading element". To the right, there's a sidebar labeled "STM Sidebar" which contains a "Details" section. The bottom of the editor shows a preview of the page content: "The new wordpress theme called Consulting WP has been lauded by critics for its presentation. The theme is made by Style Mix Themes, who have been key players in the theme industry for a long time."

**Note:** Use the **Widgetised Sidebar** element if you want to add one of your predefined *widgets* to the column, and use the **STM Sidebar** element if you want to add one of your predefined *sidebars* to the column.

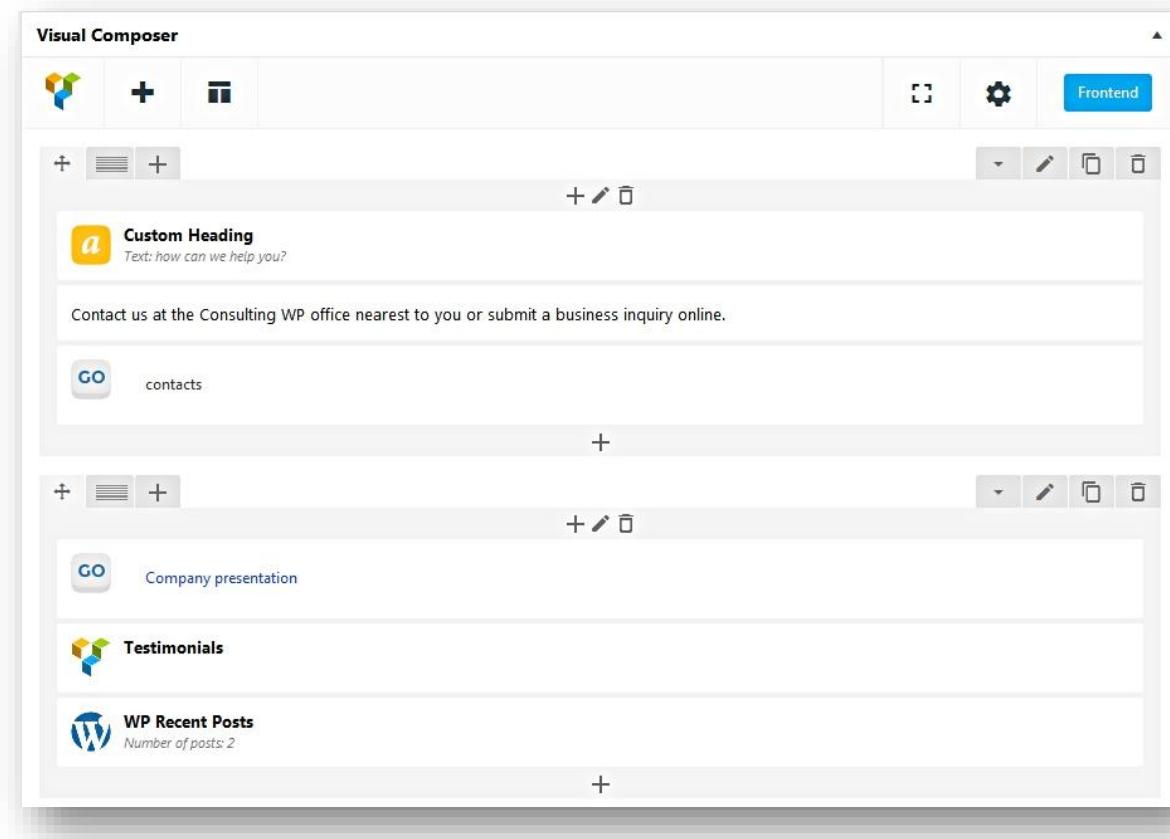
**Tip:** See *Appendix A: Using the WPBakery Visual Composer Plugin to Set Up the Pages* for more information on using the Visual Composer.

## Creating Additional Sidebars

In addition to the left and right sidebars, you can create your own sidebars using Visual Composer widgets or elements. You can then add these sidebars to individual pages or posts.

**To create additional sidebars:**

1. Click on **VC Sidebars > Add New** in the WordPress menu.
2. Design the sidebar as you would design any other page. You can also add sections to the sidebar using Visual Composer Elements and Widgets, if required.



**Note:** Once you have created the sidebars, you can add these sidebars to any of your pages or posts. See *Setting Up Sidebars* for more details.

## Adding Menus to your Website

The Consulting Theme supports up to four menus. You can have a menu at the top of your website pages and up to three menus in the sidebars. In addition to the above locations, you can also add one of the four menus to any page you want using the Visual Composer Custom Menu widget.

## Setting Up the Standard Menus

As mentioned above, your theme allows you to have a menu at the top of your website pages and up to three menus in the sidebars.

**To set up the Standard Menus:**

1. Click on **Appearance >Customize > Menus** in the WordPress menu to open the Menus page.
2. You can now set up the menus as you would do for any other WordPress theme.

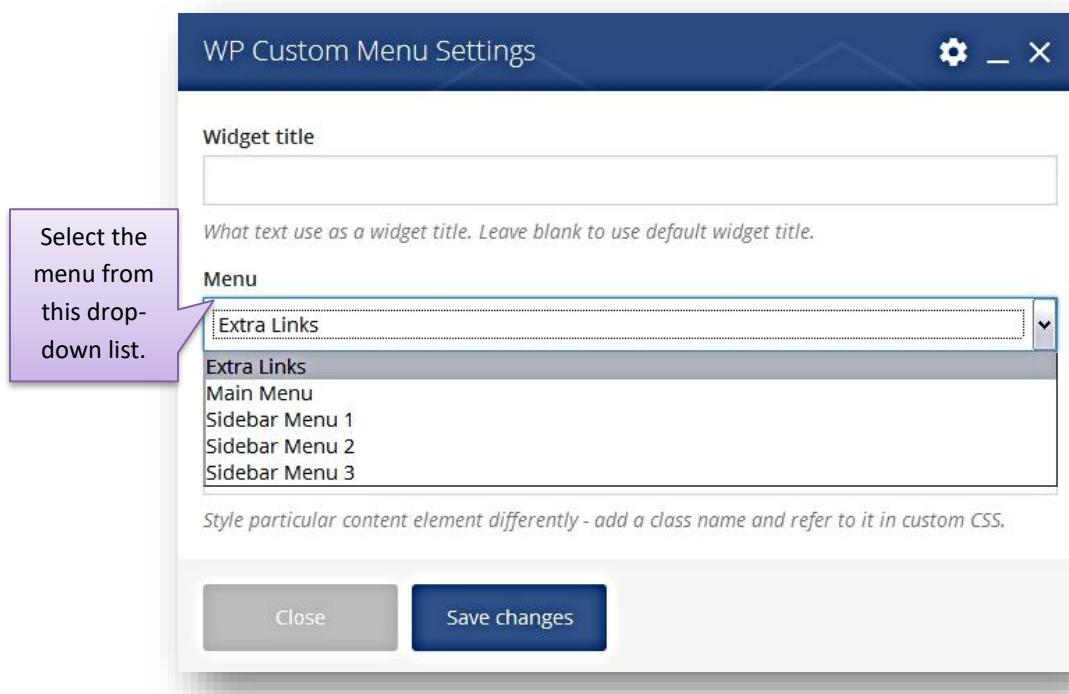
## Adding Menus to a Page

Your theme also allows you to add menus to display on certain pages.

### To add Menus to a Page:

1. When designing a page, add the **WP Custom Menu** Visual Composer widget to the page.

**Tip:** See *Appendix A: Using the WPBakery Visual Composer Plugin to Set Up the Pages* for more information on using the Visual Composer.



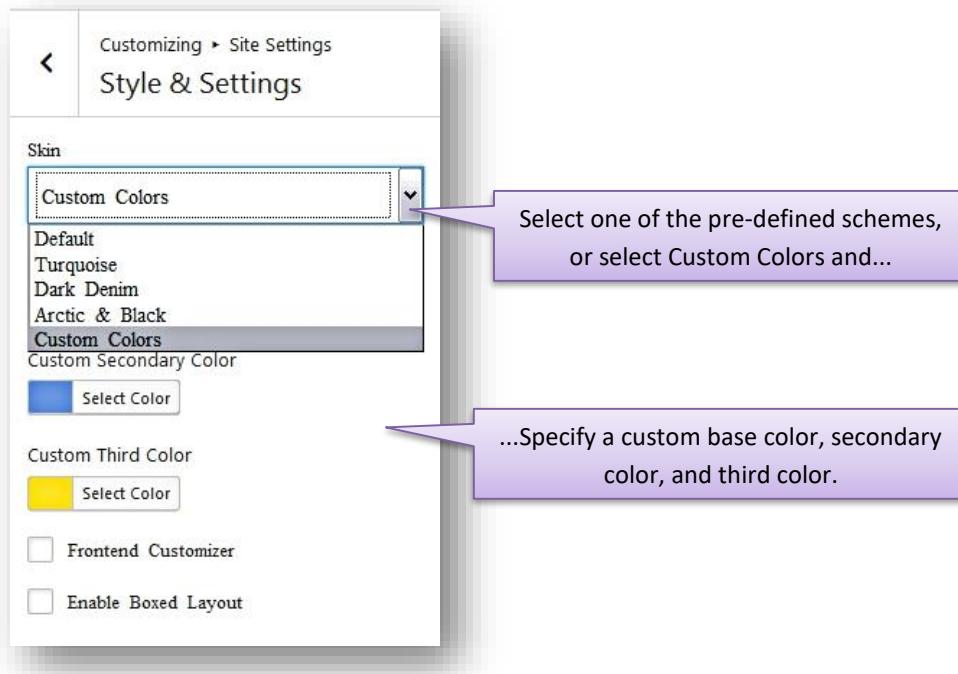
2. Finally, click on the **Publish** or **Update** button to save the changes you have made to the page.

## Setting the General Color Scheme for your Website

With the Consulting theme you can specify a basic color scheme for your website. You can select from between three pre-defined schemes or create your own custom scheme by defining a base color, a secondary color and a third color.

### To specify the Color Scheme:

1. Click on **Appearance > Customize > Site Settings > Style & Settings** in the WordPress menu.



2. Click on the **Save & Publish** button to save your settings.

## Adding Custom Icons

The Consulting theme comes with a set of icons that you can use on your pages. If you want, you can use your own set of icons using specially generated icons.

### To add your own set of custom icons:

1. Design your icons and save them as .SVG files.

2. Convert the .SVG files to a font set (.zip file) by visiting <https://icomoon.io/app/>
3. Click on **Appearance > STM Icon Manager** to open the Icon Fonts Manager page and upload the font set .zip file by clicking on the **Upload New Icons** button.

**Note:** You can use these icons in the header (**Appearance > Customize > Header**).

You can also add these icons to any page or post by inserting a Visual Composer **Icon** or **Icon Box** element to the page or post.

## *Localizing or Changing the Language of the Theme*

If you are using the Consulting Theme in a non-English speaking country, you can change the language of the theme so that the wp-admin area will be in the language of your choice.

You can change your site's main language via **Settings > General > Site Language**. This will change all your WordPress related prompts to the selected language, but you will still have to localize the theme related options and screens.

It's easy to localize your site using the [Loco Translate](#) plugin. (You can see a related tutorial in the following page: <https://localise.biz/help/wordpress/translate-plugin/beginners>.)

Another way is to add your translations using the [PoEdit](#) platform. Basically, you need to create a .po file that contains the translations and PoEdit will generate a .mo file for you. You then need to upload the .mo file to your theme's language folder (..wp-content/themes/theme-folder/languages/).

**Note:** Before adding translations for static strings, you need to rename the language files correctly according your site's language. The theme language files are located in the ..wp-content/themes/theme-folder/languages/ folder. You can find a list of language codes at [WordPress in your Language](#). As an example, the language code for English is en\_EN, so you would save the translated files as en\_EN.po and en\_EN.mo.

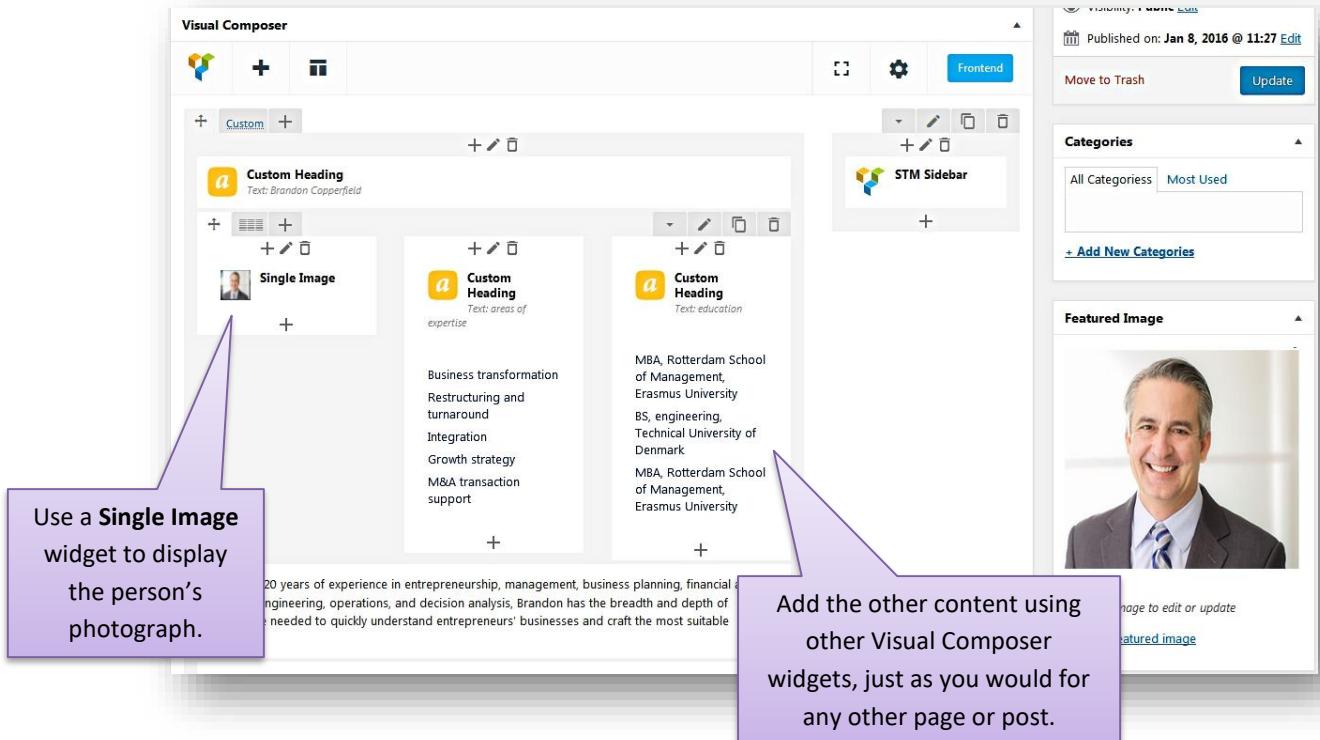
**Note:** The Consulting Theme comes with many custom post types. You will need to change the names of these custom post types to the language of your choice. See [Changing the Title of Custom Post Types](#) for more information.

## Adding Staff Details

The Consulting Theme has got a custom Staff post type for adding the details of your staff. Using the Staff post type you can easily add additional information like the Position, Social links and E-mail ID, and other contact details of your staff members. You can also add Staff Categories to differentiate between people working in different departments.

### To add staff details:

1. Click on **Staff > Add New** in the WordPress menu.



2. Use the **Information** panel (at the bottom of the page) to add the position and contact details of the staff member.

The screenshot shows a modal window titled "Information". It contains a list of fields for entering staff details, each with a label and a corresponding input field:

Information	
Department	Founder & CEO
Address	131 Bain Street  New Yo
Phone	+1 628 123 4000
Skype	#
Email	brandon@consulting.com
Facebook	#
Twitter	#
Google+	#
Linkedin	#

**Note:** Once you have entered the details of all your staff, you can display this information on other pages using the **Staff List** widget. You can display the list of members using a list view, a grid view, or a Carousel.

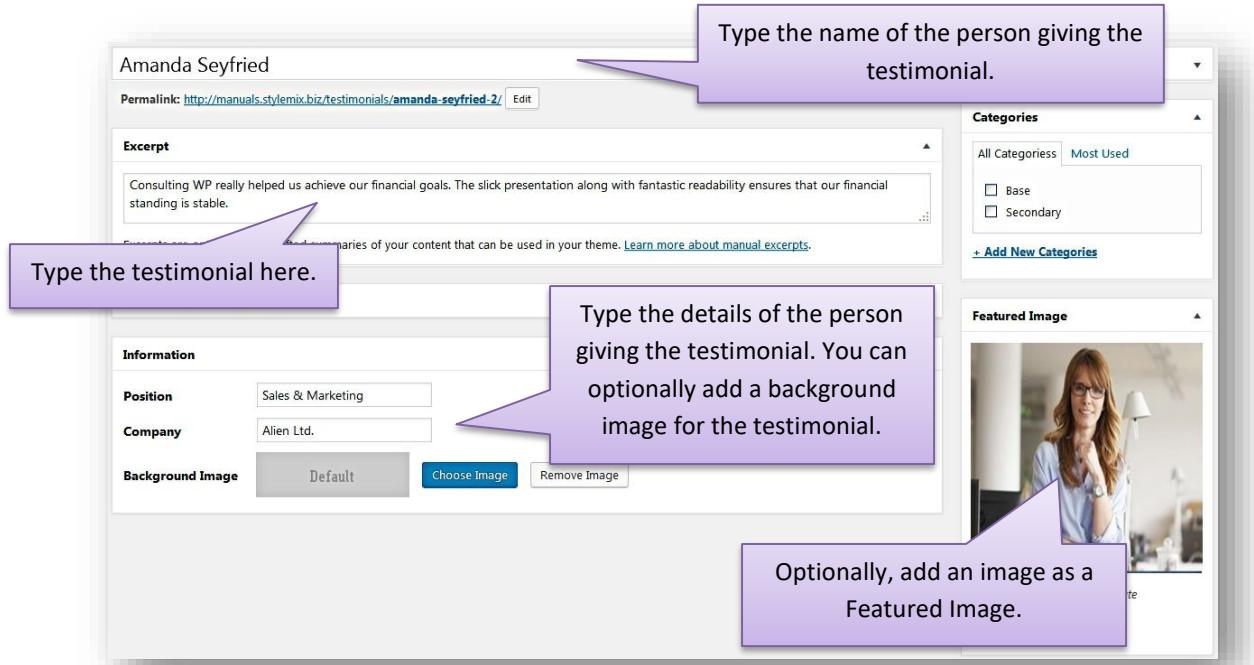
## Adding Testimonials

Testimonials are important for strengthening the credibility of your organization.

You can easily add Testimonials using a custom post type of Testimonials. You can also define categories for the testimonials and display testimonials of different categories on different pages.

### To add Testimonial posts:

1. Click on **Testimonials > Add New** in the WordPress menu.



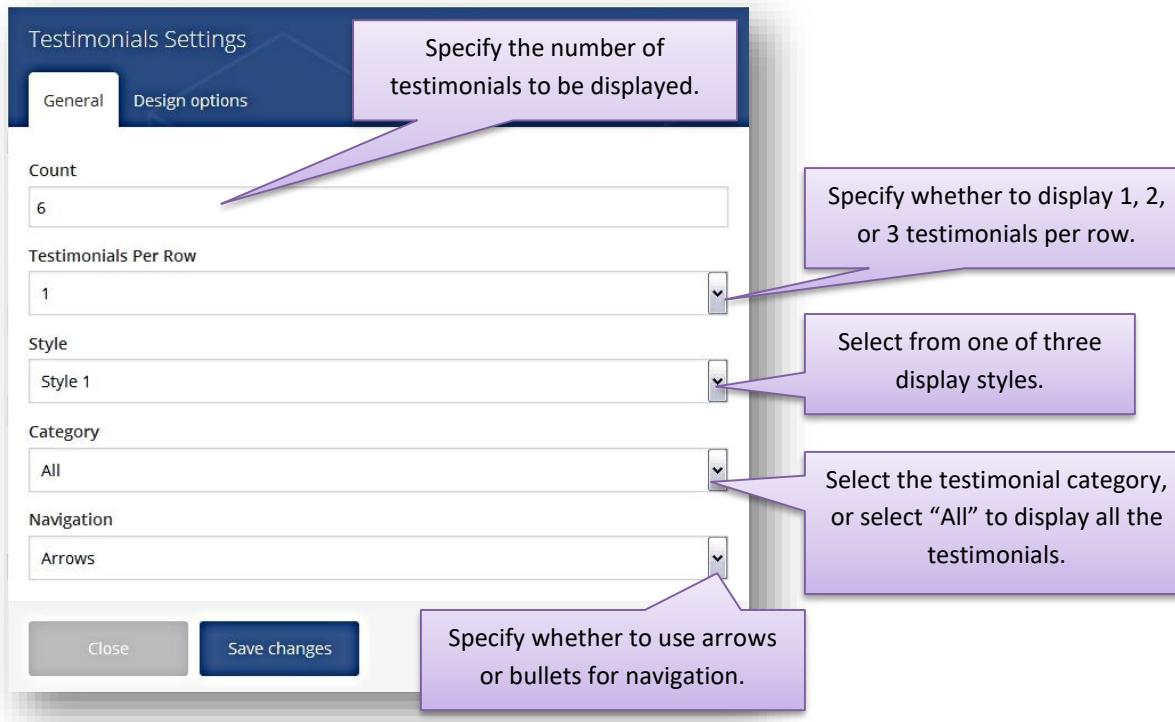
## Displaying Testimonials on Other Pages or Posts

Once you have created the Testimonial posts, you can display them all over the site, by just inserting a Visual Composer Testimonials or Testimonials Carousel element.

To display the testimonials on the website:

1. Add the **Visual Composer Testimonials** or the **Visual Composer Testimonials Carousel** element on any page or post where you want to display the testimonials.

**Tip:** See *Appendix A: Using the WPBakery Visual Composer Plugin to Set Up the Pages* for more information on using the Visual Composer.



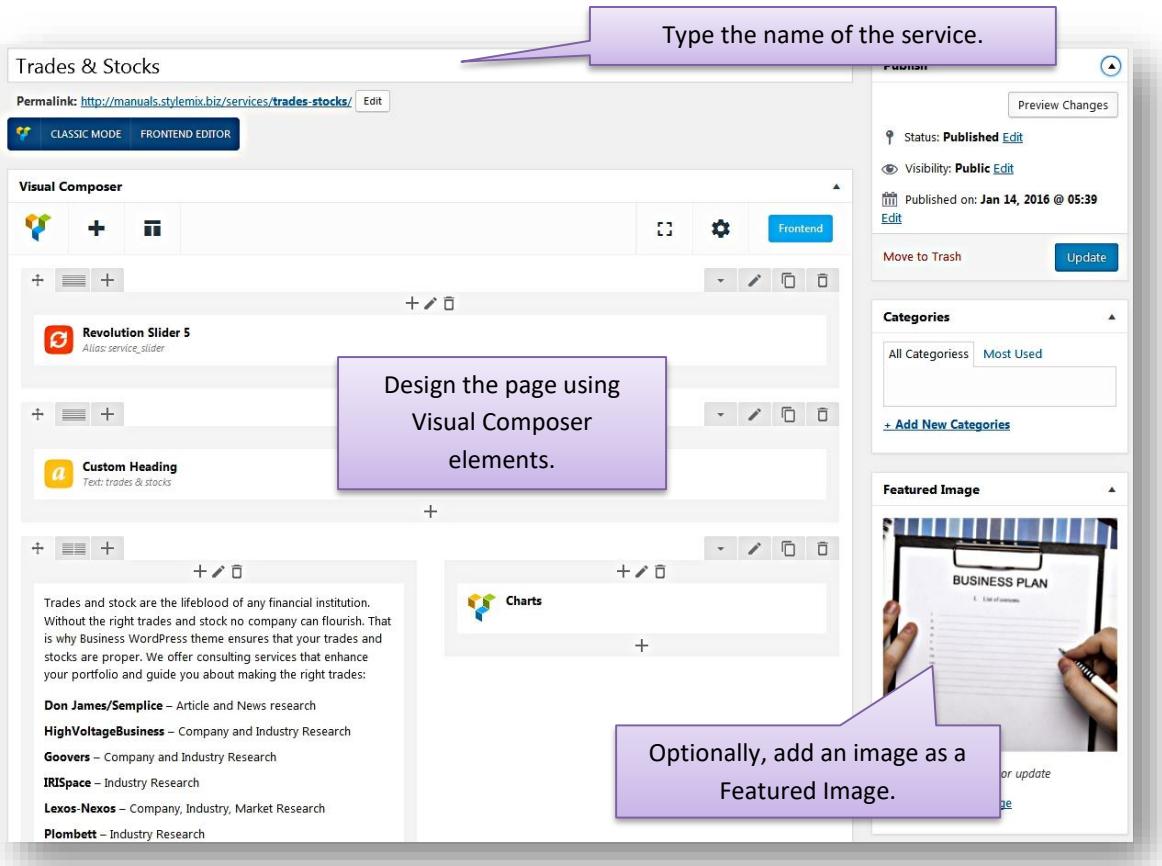
**Tip:** If using the **Carousel** element, you must specify the number of testimonials to display (in the Carousel settings page), or else the Carousel will not display.

## Adding Details of Services Offered

You can use the custom Services post type to add details of services offered by your firm.

### To add Service posts:

1. Click on **Services > Add New** in the WordPress menu.



2. You can optionally add the cost of the service in the Information panel.

Information	
Label	<input type="text"/>
Cost	<input type="text"/>

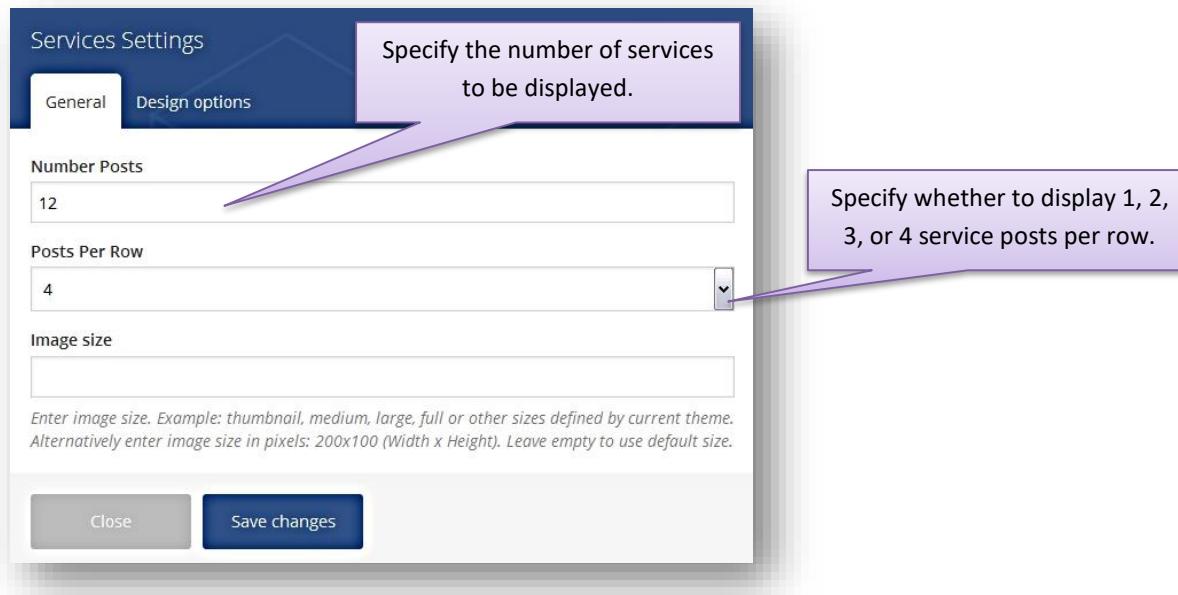
## Displaying the Service Details

Once you have created the Service posts, you can display them anywhere on the site by just inserting a Visual Composer Services or Services With Tabs element.

To display the services details on the website:

1. Add the **Visual Composer Services** or the **Visual Composer Services With Tabs** element on any page or post where you want to display the service details.

**Tip:** See *Appendix A: Using the WPBakery Visual Composer Plugin to Set Up the Pages* for more information on using the Visual Composer.



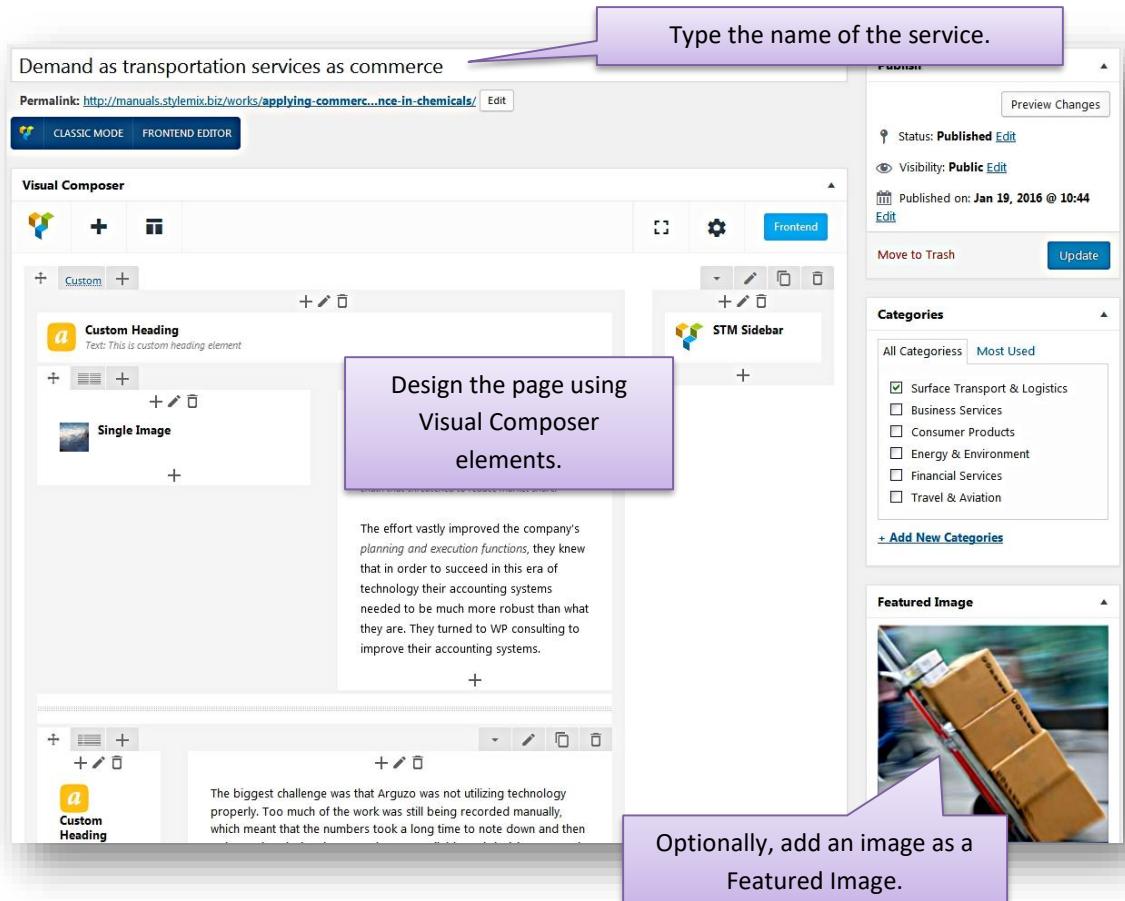
**Note:** If you use the **Services With Tabs** element, each service category you have defined will appear in a separate tab.

## Adding Details of Past Work

You can use the custom Works post type to add details of past work completed by your firm. You can also define categories and display works of different categories on different pages.

### To add Works posts:

1. Click on **Works > Add New** in the WordPress menu.



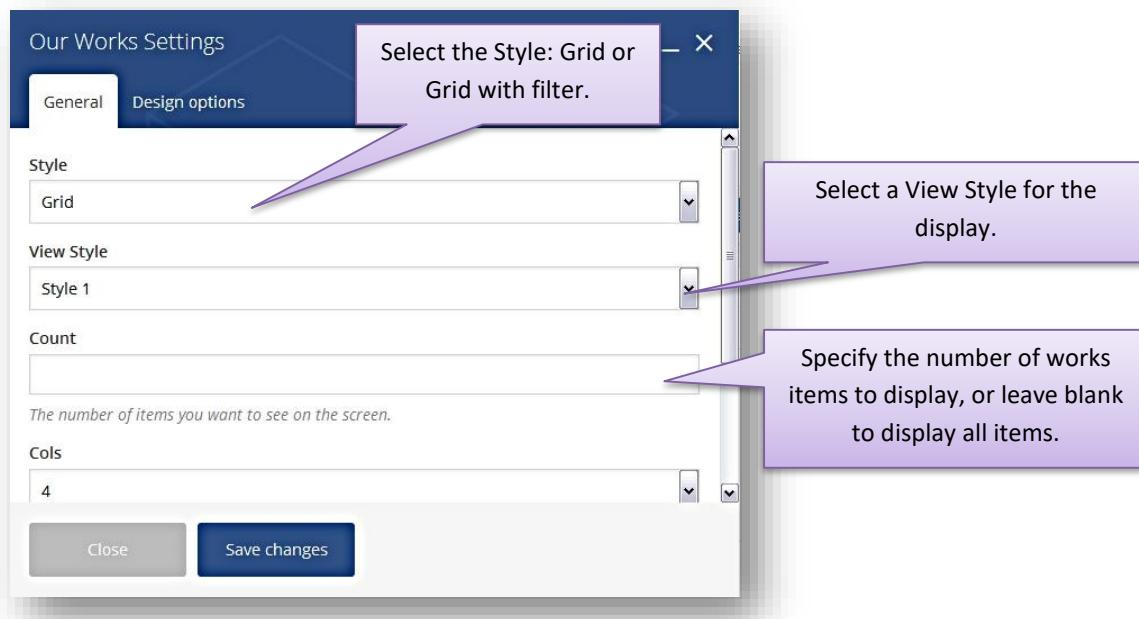
## Displaying the Works Details

Once you have created the Works posts, you can display them anywhere on the site by just inserting a Visual Composer Our Works element.

**To display the works details on the website:**

1. Add the **Visual Composer Our Works** element on any page or post where you want to display the service details.

**Tip:** See *Appendix A: Using the WPBakery Visual Composer Plugin to Set Up the Pages* for more information on using the Visual Composer.



**Note:** Use the Grid with filter style to display items of only a particular category.

## Adding Vacancy Details

You can use the custom Vacancy post type to add details of job vacancies in your firm. You can also define categories and display vacancies of different categories on different pages.

### To add Vacancy posts:

1. Click on **Vacancies > Add New** in the WordPress menu.

Type a name for the vacancy entry.

Add an **About Vacancy** element to display the main details about the vacancy. (See below)

Design the page using Visual Composer elements.

Add a **Vacancy Bottom** element to display a panel with social sharing buttons to allow people to share the vacancy details in their social sharing accounts.

2. Add details such as the Department, Location, Educational Qualifications, and the Compensation or Pay Package, and Contact Number in the **Information** panel.

Information	
Department	Project Management
Location	Brooklyn, NY, US
Education	Master's Degree
Compensation	22K per annum
Contact Us Link	#

If you include an **About Vacancy** element in your page, the information you enter in the Information panel will be displayed in the About Vacancy area of the page.



## Displaying a List of Job Vacancies

Once you have created the Vacancy posts, you can display them anywhere on the site by just inserting the Visual Composer Vacancies element.

### To display the list of job vacancies on the website:

1. Add the **Visual Composer Vacancies** element on any page or post where you want to display the service details.

**Tip:** See *Appendix A: Using the WPBakery Visual Composer Plugin to Set Up the Pages* for more information on using the Visual Composer.

The element needs no other input, though you can format the element to your required style. When you view the page, the list of job vacancies will be displayed.

job posting title ▾	location ▾	department ▾	date ^
Deputy Principal Construction Manager	Brooklyn, NY, US	Project Management	January 8, 2016
Senior Industrial Planner	Oak Ridge, TN, US	Civil Construction	January 8, 2016
Senior Programme Manager	Houston, TX, US	Project Management	January 8, 2016
Deputy Principal Construction Manager	Toronto, Ontario, CA	Project Management	January 8, 2016
Programme Engineering Manager	Richland, WA, US	Project Management	January 7, 2016

## Adding One or More Portfolios

If you have photos or videos connected with your projects, events, or services, you can display them in a portfolio on your website. It's quite easy to do this with the Consulting theme. You can add one or more portfolios of images and videos to your website.

### Setting up Portfolio Categories

If you plan on uploading many portfolios to your website, it is a good idea to first create portfolio categories. This will help you segregate the portfolios based on their category, and display portfolios of just a particular category, if required.

**To set up portfolio categories:**

1. Click on **Portfolio > Categories** in the WordPress menu.
2. Create categories just as you would create normal categories in WordPress.

The screenshot shows the 'Categories' screen in the WordPress admin area. On the left, there is a form titled 'Add New Categories' with fields for 'Name' (containing 'Advanced Analytics'), 'Slug' (containing 'advanced-analytics'), 'Parent' (set to 'None'), and 'Description'. Below the form is a note: 'The description is not prominent by default; however, some themes may show it.' At the bottom of the form is a blue 'Add New Categories' button. On the right, there is a table listing three existing categories: 'Advanced Analytics' (slug: advanced-analytics, count: 2), 'Financial Services' (slug: financial-services, count: 3), and 'Surface Transport & Logistics' (slug: surface-transport-logistics, count: 3). The table has columns for 'Name', 'Description', 'Slug', and 'Count'. There are also 'Bulk Actions' and 'Apply' buttons at the top of the table.

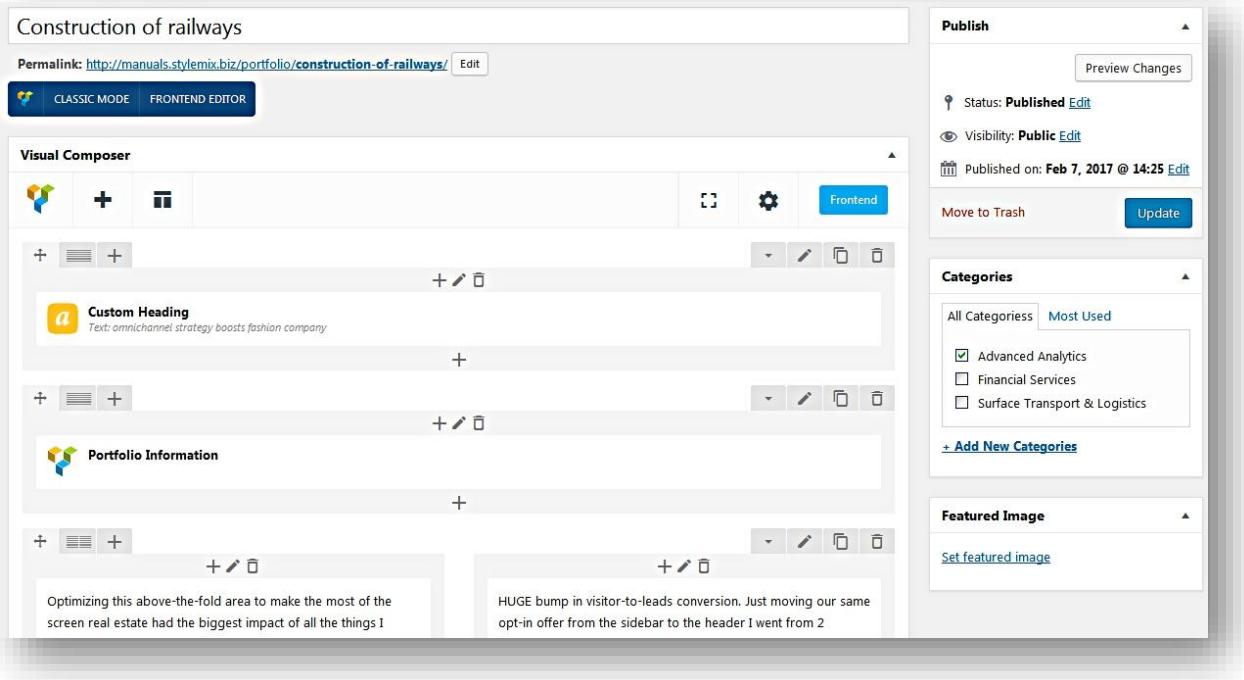
Name	Description	Slug	Count
Advanced Analytics		advanced-analytics	2
Financial Services		financial-services	3
Surface Transport & Logistics		surface-transport-logistics	3

## Creating Portfolio Pages

You need to create a portfolio page to display your photos and videos.

To create a portfolio page:

1. Click on **Portfolio > Add New** in the WordPress menu.



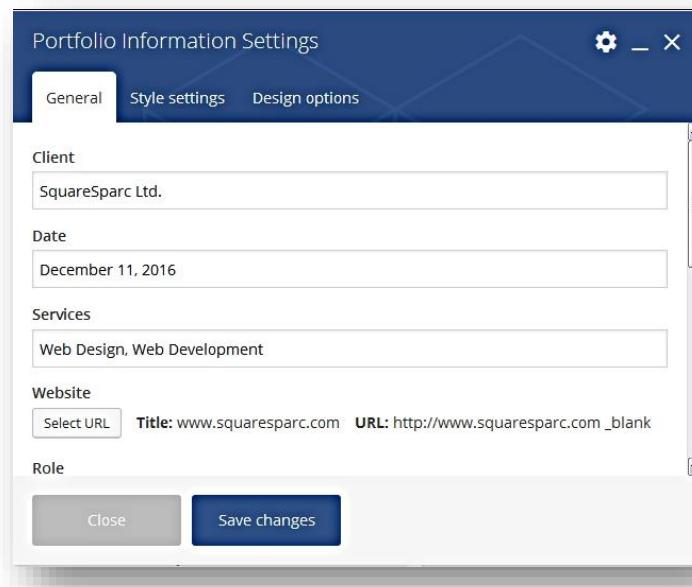
2. Create the portfolio page just as you would create any other page.

**Tip:** See Appendix A: *Using the WPBakery Visual Composer Plugin to Set Up the Pages* for more information on using the Visual Composer.

### 3. You can insert a Portfolio

#### Information Visual

Composer element to display information about the portfolio such as the name of the **client**, the **date** of the event/project, the **service** category, the **website URL** if any, and links to your social media pages.



Home > Portfolio > Advanced Analytics > Construction of railways

## construction of railways

### Portfolio Information

CLIENT  
SquareSparc Ltd.

DATE  
December 11, 2016

SERVICES  
Web Design, Web Development

WEBSITE  
[www.squaresparc.com](http://www.squaresparc.com)

Optimizing this above-the-fold area to make the most of the screen real estate had the biggest impact of all the things I tested. Switching my opt-in box from the sidebar on the right to the header area just below my logo and navigation was a

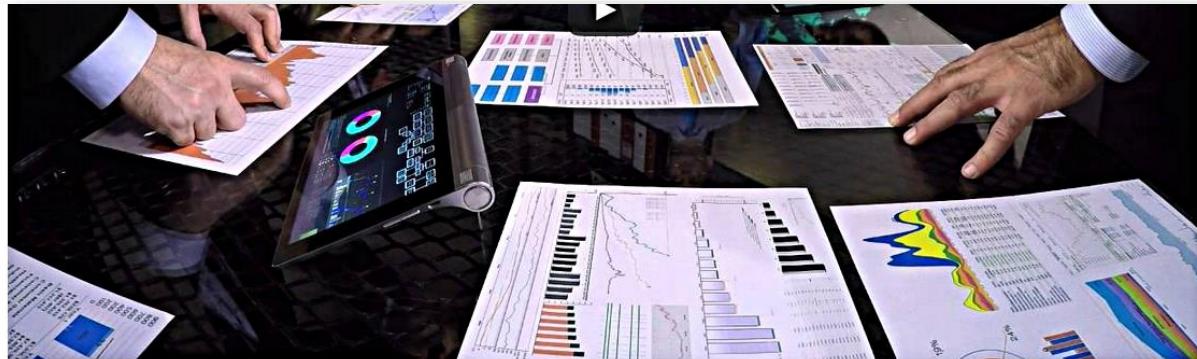
HUGE bump in visitor-to-leads conversion. Just moving our same opt-in offer from the sidebar to the header I went from 2 percent of visitors becoming subscribers to 5 percent.



- Add images to the portfolio using **Single Image**, **Image Gallery**, or **Image Carousel** elements. When adding images, you can specify whether to display single images or a many images in a grid, or you can have scrolling images with slider buttons. You can also select from a number of CSS "entry" animations that can be used when the images appear in the browser

window.

**Tip:** If you have more than one portfolio, you can include a **Portfolio Post Pagination** element at the bottom of your portfolio page to provide a means of navigation between the portfolios. The theme provides three styles for the Portfolio Navigation buttons—Previous/Next buttons, Buttons with the title of the previous/next portfolio, or a grid button which links to a page showing all the portfolios in a grid.



[◀ previous](#)

[Portfolio](#)

[next ▶](#)

## Displaying the Portfolio

To display the portfolios you can either add the individual portfolio pages to your menu, or you can create a special portfolio page to display all your portfolios (or portfolios of a particular category).

### To display the portfolios:

1. Click on **Pages > Add New** in the WordPress menu
2. Add a **Portfolio** Visual Composer element to the page.

The screenshot shows the Visual Composer interface on the left and the 'Portfolio Settings' modal on the right. The Visual Composer has a sidebar with 'Portfolio' and 'Call to Action' items. The 'Portfolio' item is selected. The 'Portfolio Settings' modal has tabs for 'General' and 'Design options'. The 'General' tab is active, showing a dropdown for 'Category' set to 'All', a 'Number Posts' input set to '7', and a checked 'Show Load More Button' option. A purple callout points to the 'Category' dropdown with the text: 'Choose whether to display all portfolios or portfolios of only a particular category.' Another purple callout points to the 'Number Posts' input with the text: 'How many portfolios to display at a time.'

Permalink: <http://manuals.stylemix.biz/portfolio-grid/> Edit

CLASSIC MODE FRONTEND EDITOR

Visual Composer

Portfolio

Call to Action

Heading: Looking for a First-Class Business Plan Consultant?

Portfolio Settings

General Design options

Category All

Number Posts 7

Show Load More Button  Yes

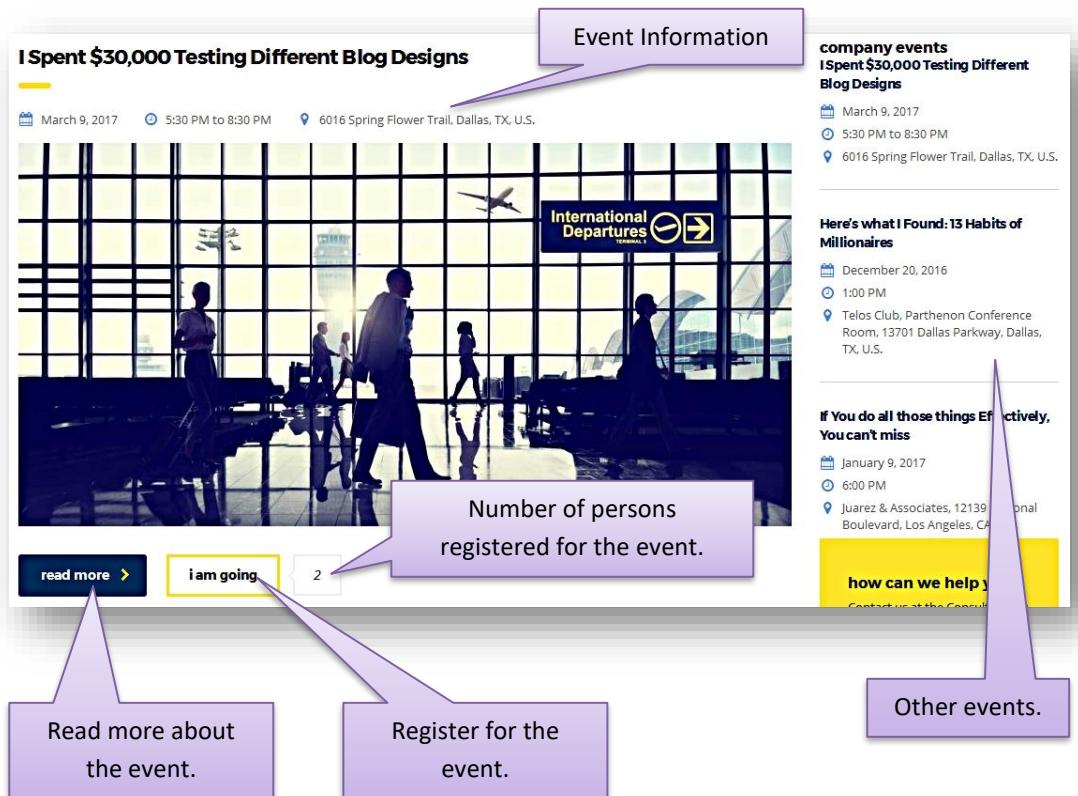
Close Save changes

## Adding Details of Events

If your organization holds many events during the year such as conferences, meetings, etc., you can easily add information about these events on your website. You can also categorize these events. People who view the information on your website can directly join the event right from the event description page itself.

With the Consulting theme, you can display event details in three different ways:

Classic View



Modern  
View

## events modern

**I Spent \$30,000 Testing Different Blog Designs** **VP Sales and Marketing**  
**Ashley Hardy** March 9, 2017 6016 Spring Flower Trail, Dallas, TX, U.S.

**Here's what I Found: 13 Habits of Millionaires** **Founder & CEO**  
**Brandon Copperfield** December 20, 2016 Telos Club, Parthenon Conference Room, 13701 Dallas Parkway, Dallas, TX, U.S.

**If You do all those things Effectively, You can't miss** **Chief Finance Officer**  
**Clark Roberts** January 9, 2017 Juarez & Associates, 12139 National Boulevard, Los Angeles, CA, U.S.

Click on a title to read more about an event and register for it.

Event Information.

Grid  
View

## events grid

**I Spent \$30,000 Testing Different Blog Designs** March 9, 2017 5:30 PM to 8:30 PM 6016 Spring Flower Trail, Dallas, TX, U.S.

**Here's what I Found: 13 Habits of Millionaires** December 20, 2016 1:00 PM Telos Club, Parthenon Conference Room, 13701 Dallas Parkway, Dallas, TX, U.S.

**If You do all those things Effectively, You can't miss** January 9, 2017 6:00 PM Juarez & Associates, 12139 National Boulevard, Los Angeles, CA, U.S.

Click on a title to read more about an event and register for it.

Event Information.

## Setting up Event Categories

Before uploading details of events to your website, it is a good idea to first create event categories. This will help you segregate the events based on their category, and display events of just a particular category, if required.

### To set up event categories:

1. Click on **Events > Categories** in the WordPress menu.
2. Create categories just as you would create normal categories in WordPress.

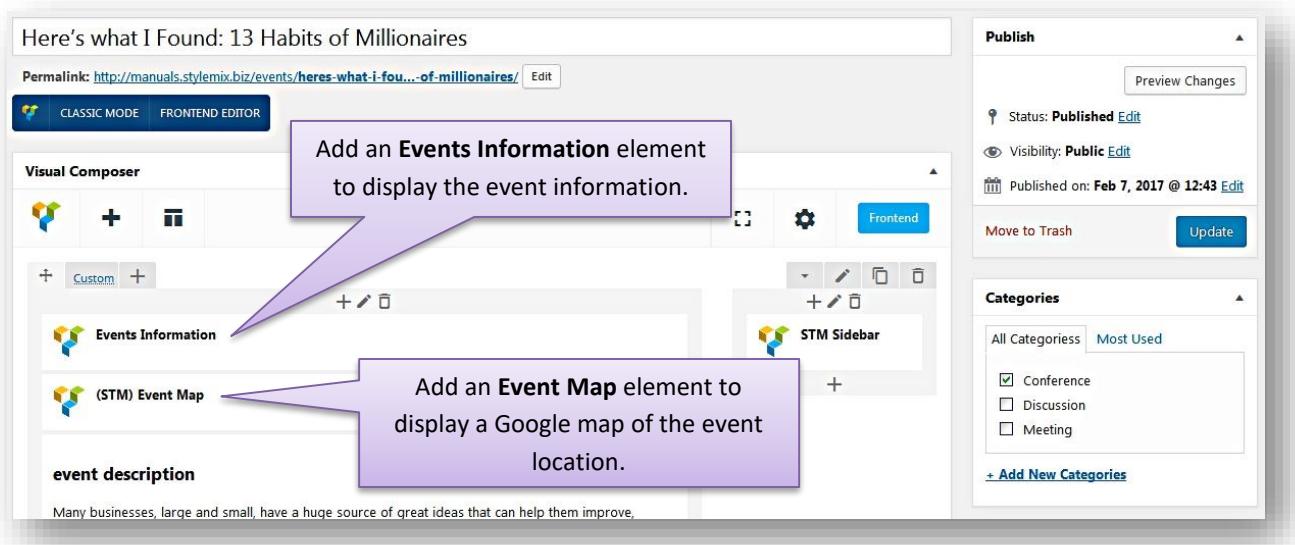
Name	Description	Slug	Count
Discussion		discussion	0
Conference		conf	0
Meeting		meeting	0

## Creating an Event Post

Once you have defined your event categories, you can create Event posts with details of the events.

### To create an Event post:

1. Click on **Events > Add New** in the WordPress menu.



2. Create the event post as you would create any other post or page.

**Tip:** See Appendix A: *Using the WPBakery Visual Composer Plugin to Set Up the Pages* for more information on using the Visual Composer.

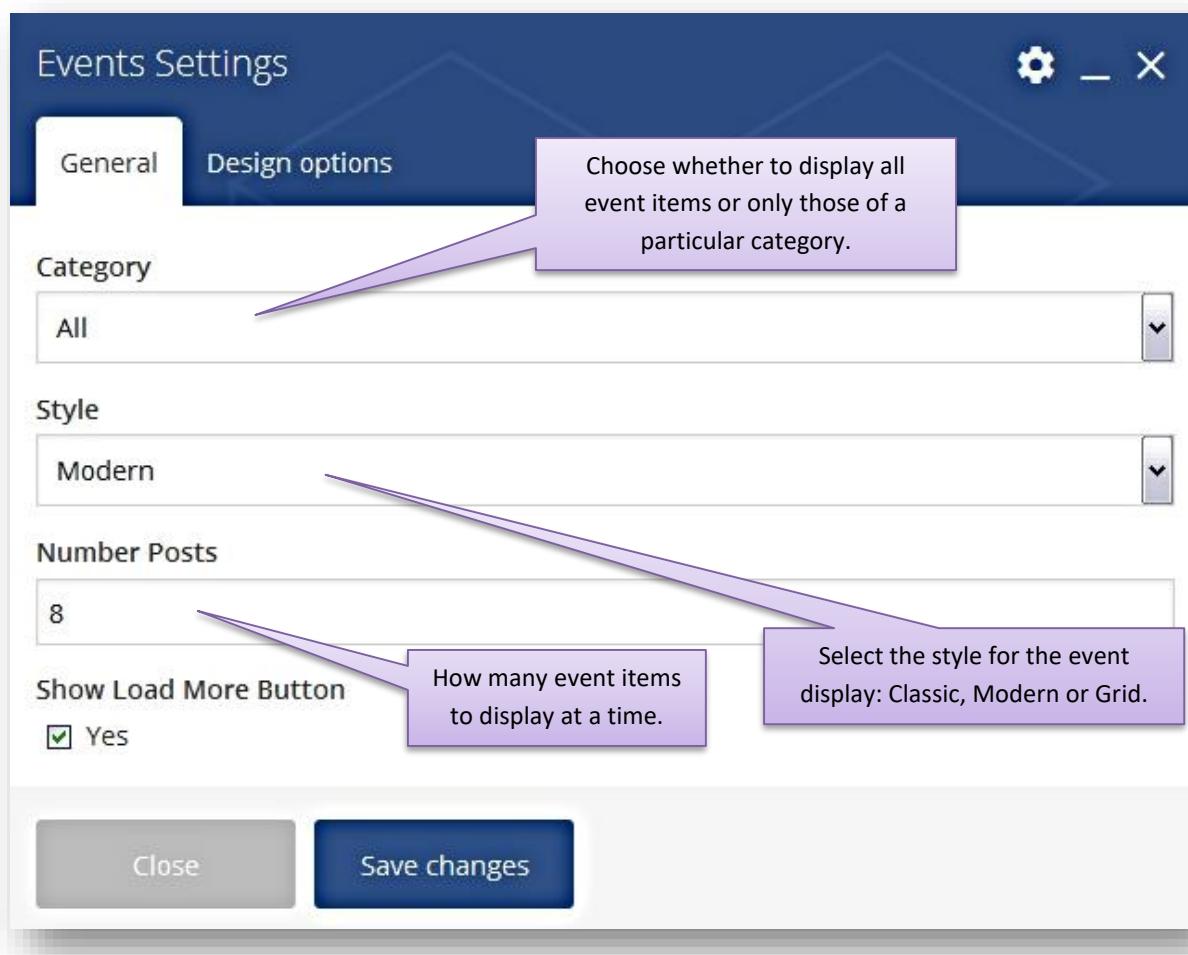
3. Add an **Events Form Box** element to display a registration form so visitors can register for the event.
  
4. Specify the details of the event such as the starting and ending date and times, venue, location, max participants, etc. in the **Information** panel at the bottom of the page.

**Information**

<b>Speaker</b>	<input type="button" value="None"/> None <input type="button" value="Clark Roberts"/> Clark Roberts <input type="button" value="Ashley Hardy"/> Ashley Hardy <input type="button" value="Dennis Norris"/> Dennis Norris <input type="button" value="Gina Kennedy"/> Gina Kennedy <input type="button" value="Fernando Torres"/> Fernando Torres	<input type="button" value="Brandon Copperfield"/> Brandon Copperfield
<b>Max Participants:</b>	<input type="text" value="100"/>	
<b>Date - Start:</b>	<input type="text" value="December 20, 2016"/>	
<b>Date - End:</b>	<input type="text" value="January 15, 2018"/>	
<b>Time - Text:</b>	<input type="text"/>	
<b>Time - Start:</b>	<input type="text" value="1:00 PM"/>	
<b>Time - End:</b>	<input type="text"/>	
<b>Venue:</b>	<input type="text" value="Telos Club, Parthenon Conference Room, 13701 Dallas Parkway, Dallas, TX, U.S."/>	
<b>Latitude:</b>	<input type="text" value="32.935348"/>	
<b>Longitude:</b>	<input type="text" value="-96.822841"/>	
<b>Telephone:</b>	<input type="text" value="212 497 5686"/>	

## *Displaying the Event Pages*

Once you have created your events posts, you can display the details on any page or post by adding the **(STM) Events** Visual Composer element to the page or post. You can then specify the settings for the element as can be seen in the following screenshot.



## Viewing Details of all Persons Joining an Event

When viewers submit the **Join event** form, the details are added to the **Members** page in the WordPress admin area.

**To view details of persons joining an event:**

1. Click on **Events > Members** in the WordPress menu to view the list of persons joining the events.

Each person's name will appear in a separate row.

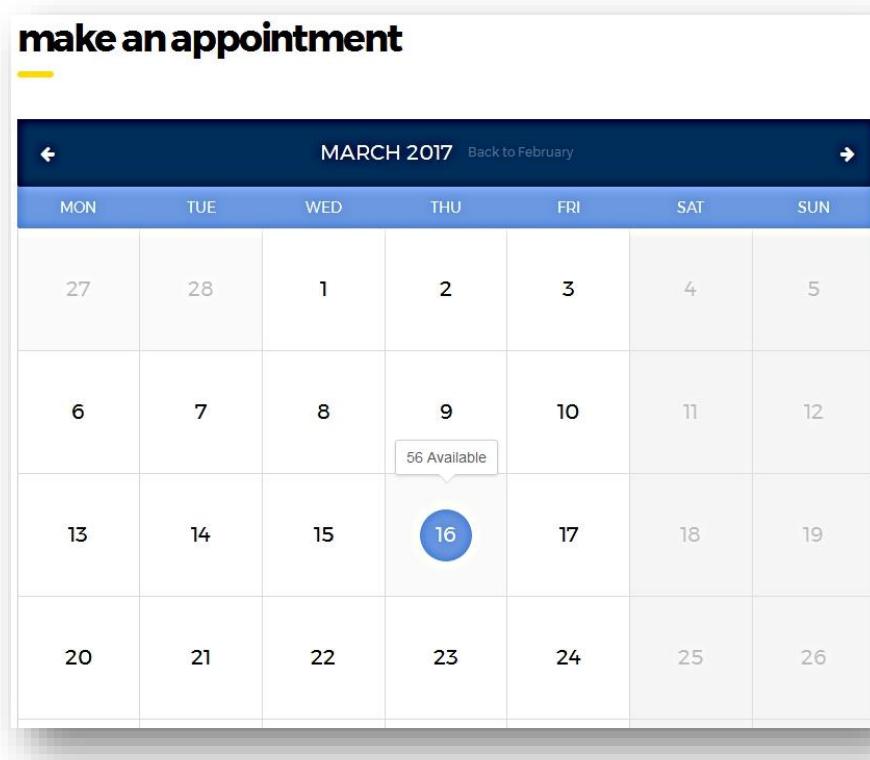
A screenshot of a web-based application interface for managing events. At the top, there are buttons for 'All (1)' and 'Published (1)'. Below these are 'Bulk Actions' and 'Apply' buttons, followed by dropdown menus for 'All dates' and 'Filter'. A search bar on the right contains the placeholder 'Search Members' with a count of '1 item'. The main area displays a single event entry with a title 'New request for event – Communicate with Your Employees, Motivate them, and Reward them'. To the right of the title are columns for 'Date' (labeled 'Date') and 'Published' (labeled 'Published 1 min ago'). Below the event entry are 'Bulk Actions' and 'Apply' buttons. A purple callout box with a diagonal arrow points from the text 'Click on the title to view the details of the person joining the event.' to the event title.

The details will be visible in the **Contact Info** panel at the bottom of the page.

A screenshot of a 'Contact Info' panel. It contains five fields with the following values:  
Name: Michael Jefferson  
Email: mj123@gmail.com  
Phone: 123456789  
Company: MJ Associates  
Member ID: 1100

## Adding an Appointment Calendar

The Consulting theme allows you to provide an appointment booking facility for visitors to your website. Visitors can view your appointment calendar, select a date, select a time slot, and book an appointment by entering their name and email id.



**Note:** The appointment feature is dependent on your website's date/time settings (given in **Settings > General**), specifically the **Time Zone**, **Date Format**, **Time Format**, and **Week Starts On** settings. So make sure these items have been set properly before you start setting up your appointment calendars.

## Setting Up your Appointment Calendar

Before you can put up an appointment calendar on your website, you need to first set up the calendar.

**To set up an appointment calendar:**

1. Click on **Appointments > Settings** in the WordPress menu to open the Appointment Settings page.
2. The Settings page provides lots of settings that allow you to customize the Appointment feature, including:
  - The color settings of the calendar;
  - Whether to directly approve the bookings or to send the bookings to a pending list for further approval;
  - Appointment cancellation limits;
  - The content of the emails to be sent when an appointment is booked, approved, or cancelled; when a new user registers for an appointment; and a reminder message to be sent when the appointment time is near;
  - Default and Custom Timeslots for appointments; and
  - Custom Fields for the User Registration form.

**Note:** The Consulting Theme's Appointment feature makes use of Boxy Studio's Booked plugin. You can find detailed instructions of setting up the plugin at <https://boxystudio.ticksy.com/article/7827/>

## *Setting Up Additional Calendars*

In addition to the default appointment calendar, you can create additional calendars if you wish (say, for different departments in your organization).

**To set up additional calendars:**

1. Click on **Appointments > Calendars** in the WordPress menu.

The screenshot shows the 'Add New Custom Calendar' form on the left and a list of existing custom calendars on the right.

**Add New Custom Calendar Form:**

- Name:** Human Resources Manager
- Slug:** hrm
- Description:** (Empty text area)
- Assign this calendar to:** Default (checkbox checked)
- Add New Custom Calendar** button

**Custom Calendars List Table:**

Bulk Actions	Name	Description	Slug	Count
<input type="checkbox"/>	<b>Production Manager</b>		prod-mgr	0
<input type="checkbox"/>	<b>Book an Appointment with the Sales Manager</b>		apt-sm	0
<input type="checkbox"/>	Name	Description	Slug	Count

Annotations with arrows point from the 'Name' field to a purple box containing the text 'Type a name and a slug for the calendar.' and from the 'Default' checkbox to another purple box containing the text 'Optionally, assign the calendar to an employee. The selected employee will receive all the bookings.'

- Click on **Appointments > Settings to open the Settings page** and click on the **</> Shortcodes** tab to view the shortcode for your custom calendar.

Note down the shortcode for the calendar as you will need the code for displaying the calendar on your website.

The screenshot shows the 'Appointment Settings' page with the 'Shortcodes' tab selected.

**Display the Default Calendar:**  
[booked-calendar]

**Display a Custom Calendar:**  
**Book an Appointment with the Sales Manager:** [booked-calendar calendar=76]  
**Human Resources Manager:** [booked-calendar calendar=78]  
**Production Manager:** [booked-calendar calendar=77]

## Displaying the Appointment Calendar on your Website

Once you have set up your appointment calendar (and, optionally, created custom calendars), you can display the calendar(s) on your website so that visitors can book appointments.

### To display an appointment calendar:

1. Create a new page or a post.
2. Add a [booked-calendar] tag to the page.

**Note:** The [booked-calendar] shortcode displays the default calendar. If, however, you want to display one of your custom calendars, add the shortcode of that calendar (e.g., [booked-calendar calendar=77]).

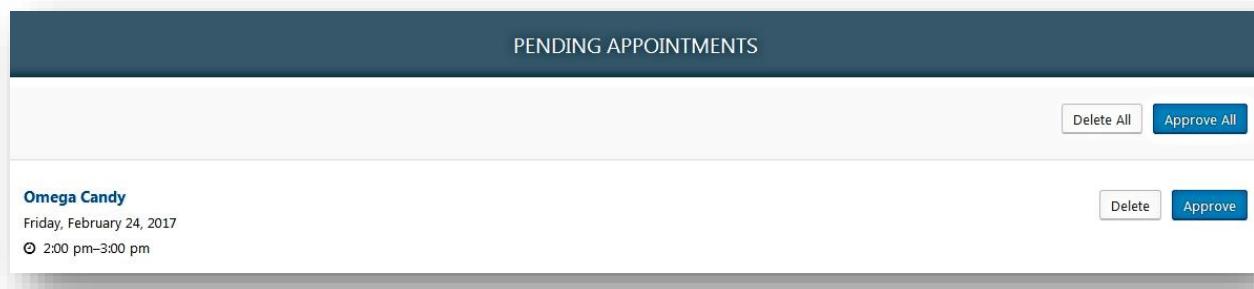
**Tip:** You can even display appointment calendars in your sidebar. To display a small calendar in your sidebar, add a size="small" attribute to the shortcode for the calendar. For example, to display the default appointment calendar in a sidebar, add [booked-calendar size="small"] to a widget in the sidebar.

## Confirming or Deleting Appointment Bookings

Once your visitors book appointments, you will receive the bookings in the Pending page and an email will be sent to the person to whom the calendar has been assigned.

### To confirm or delete an appointment:

1. Click on **Appointments > Pending** in the WordPress menu to see a list of all pending appointments.



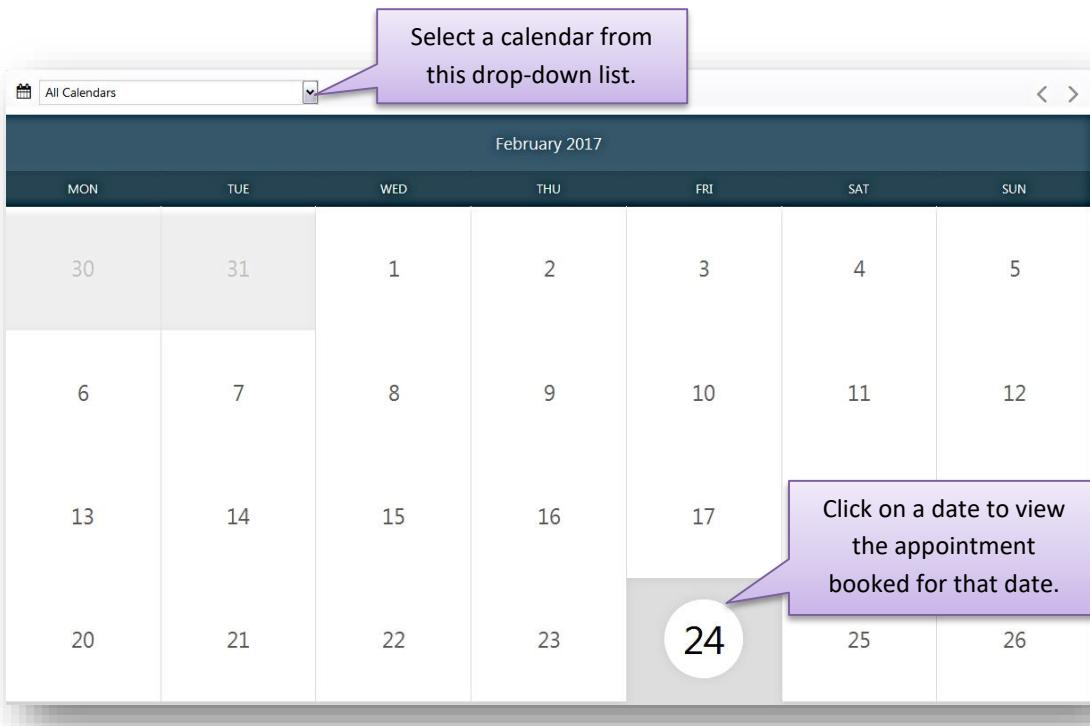
- Click on the **Delete** or **Approve** button to either delete or confirm the appointment, respectively.

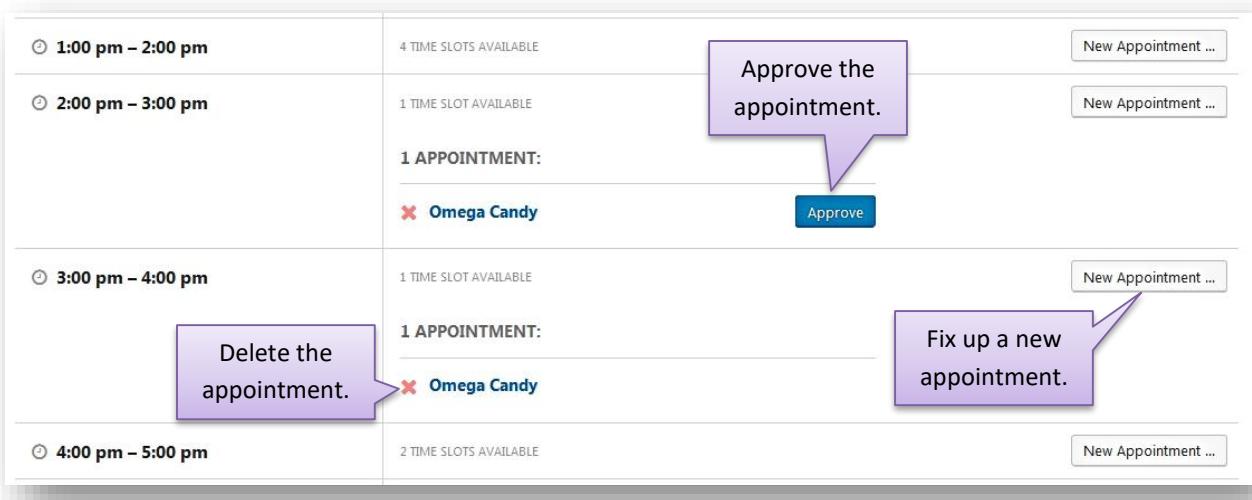
## ***Viewing a List of Appointments for the Day***

On any day, you can view the list of appointments by logging into the WordPress admin area. You can also approve unapproved appointments, delete appointments, and/or fix a new appointment for a customer.

### **To view the list of appointments:**

- Click on **Appointments** in the WordPress menu.





**Tip:** After viewing the appointments, click once again on the date to hide the list of appointments.

## Adding Other Content

Other than the special types of content covered in the previous sections of this manual, you can also add regular content to your website as normal pages and posts. You can create your pages using Classic mode or the Visual Composer Backend or Frontend Editors.

**Tip:** See *Appendix A: Using the WPBakery Visual Composer Plugin to Set Up the Pages* for more information on using the Visual Composer.

### *Additional Options for Pages and Posts*

The following additional options are available while adding pages and posts:

1. You can add sliders to the page (if you have set up sliders using the Revolution Slider plugin).
2. You can change the formatting of the page title area (for a particular page) using the **Page setup** panel.

## Miscellaneous Features

The Consulting Theme also supports blogs. You can set up a custom blog page. You can also have custom sidebars on the blog.

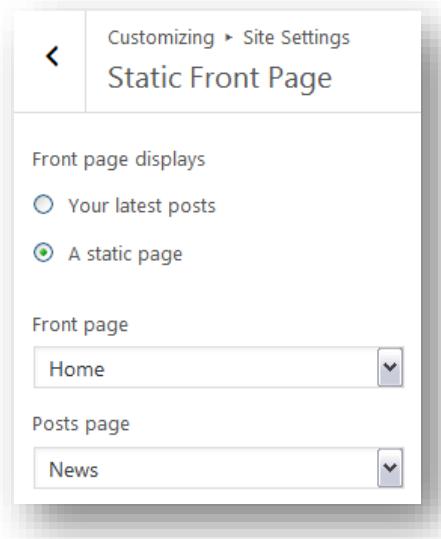
The Consulting Theme is also compatible with the WooCommerce plugin, so you can have an e-commerce shop on your website.

### ***Adding a Blog to your Website***

You can also have a regular blog on your website where you (or anyone with admin/author rights) can put up posts.

**Note:** Blog posts can be published from the WordPress admin area. Only someone with admin or author rights can put up blog posts.

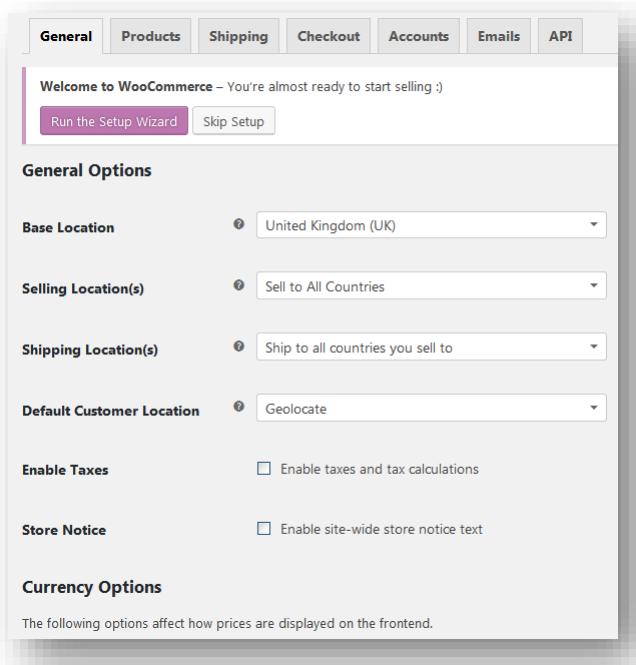
You can assign any page you create as the start page of your blog by clicking on **Appearance > Customize > Site Settings > Static Front Page** and selecting the page in the **Posts page** drop-down list.



## Incorporating a WooCommerce Shop in your Website

WooCommerce is the most popular e-commerce plugin for WordPress. Now you can have a shop with all e-commerce features on your WordPress site.

Before you start adding products, please go through the WooCommerce plugin settings and specify everything you need for your shop.



Please see <https://docs.woothemes.com/documentation/plugins/woocommerce/getting-started/> for more details on setting up a shop using the WooCommerce plugin.

## Updating the theme

We will periodically provide updates of your theme. These updates are essential if you want to have a bug-free website as we give new features and improvements to the theme over time. Some of these updates might be needed in order to make the theme compatible with newer versions of WordPress.

**Note:** There is no risk of losing your settings and pages when you update the theme. However, any modifications you have made to the core theme files will be lost, so you should back up those files before you update the theme.

**Tip:** After upgrading the theme, you can update extra plugins via **Appearance > Install Plugins**.

There are three ways of updating our WordPress themes to newer versions:

- Updating via the WordPress Admin Panel (using Dashboard > Updates)
- Update via the WordPress Admin Panel (using an extra plugin)
- Updating via FTP

### ***Updating via the WordPress Admin Panel (using Dashboard > Updates)***

The easiest way of updating the theme is via **Dashboard > Updates**. When an update is available for your theme, you will get a notification in your WordPress Dashboard and you can update your theme by clicking on **Dashboard > Updates** and updating the theme (just as you would update any other installed theme).

**Note:** You will need the token key you had generated when you had originally installed the theme. You will find this under the **Settings > API Keys** section of your profile on Themeforest.

**Tip:** After upgrading the theme, you can update extra plugins via **Appearance > Install Plugins**.

## ***Updating via the WordPress Admin Panel (using an Extra Plugin)***

For this method you should first install the Easy Theme and Plugin Upgrades plugin (<http://wordpress.org/plugins/easy-theme-and-plugin-upgrades/>) This plugin will update your theme when you upload the theme.zip file.

Once you have installed the Easy Theme and Plugin Upgrades plugin:

1. Download the theme file update from ThemeForest.
2. Extract the **consulting.zip** file from the downloaded theme file.
3. In the WordPress dashboard, click on **Appearance > Themes > Add New > Upload Theme > Browse...**
4. Select the **consulting.zip** file that you extracted in step 2 and click on **Install Now**.

**Tip:** After upgrading the theme, you can update extra plugins via **Appearance > Install Plugins**.

## ***Updating via FTP***

Another way of updating your theme is via FTP.

Extract the contents of the **consulting.zip** file (which you will find inside the theme update file you have downloaded from Themeforest). The contents will be extracted to a folder called consulting\ and to subfolders within the consulting folder.

**Tip:** Make sure your unzipping software does not create any extra directory with the same name nested within the **consulting\** folder. In other words, make sure you extract the files to **consulting\** and not **consulting\consulting\**.

Using an FTP program, upload the **consulting\** folder (and its subfolders) to **/wp-content/themes/** on your web server.

**Note:** The FTP program will give a warning that the **consulting\** folder already exists. Choose **Replace All**.

**Tip:** After upgrading the theme, you can update extra plugins via **Consulting > Plugins**.

**Final Tip:** Whichever method you use to update your theme, clear your browser cache after each update if you notice anything off. Old theme files can sometimes persist in your local cache and make you think something's wrong.

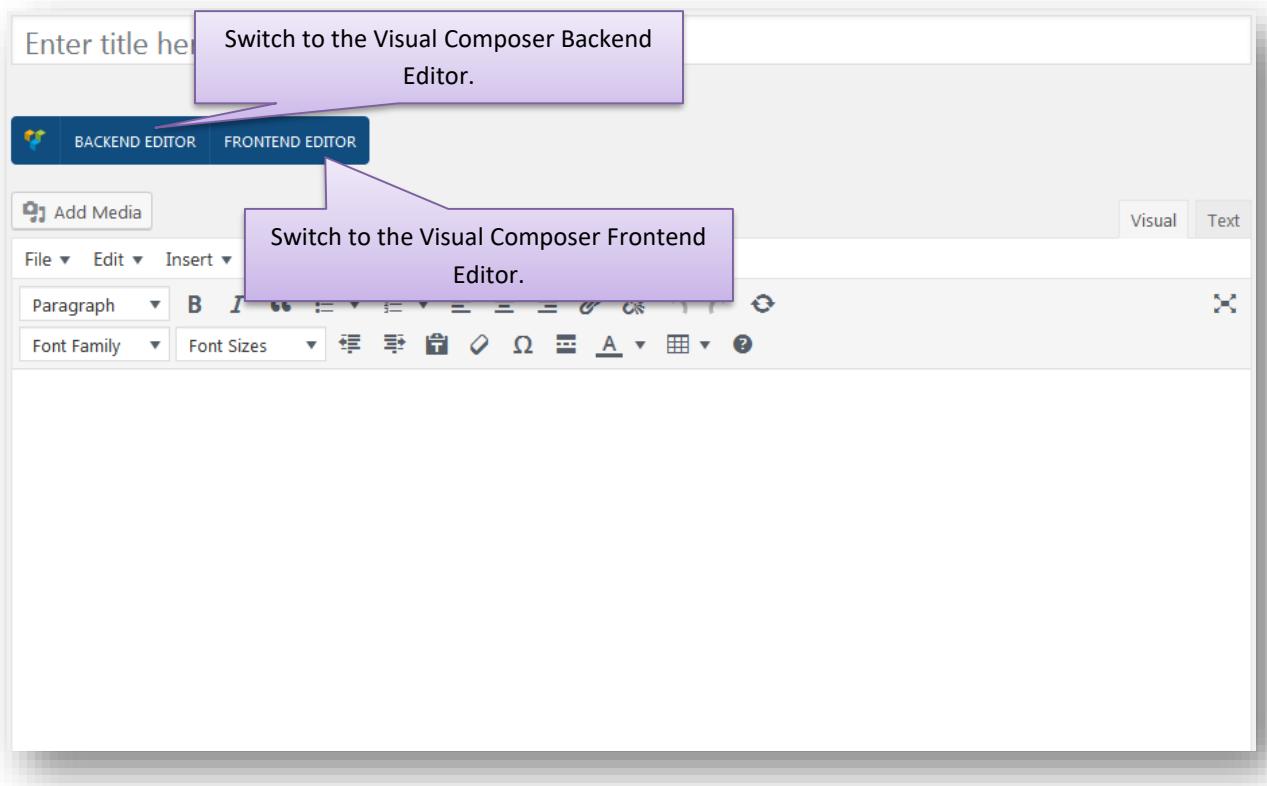
## Appendix A: Using the WPBakery Visual Composer Plugin to Set Up the Pages

Your Consulting Theme incorporates the WPBakery Visual Composer plugin that helps you build pages quickly and easily with an intuitive drag-and-drop interface.

**Note:** This appendix gives you a brief overview of using the WPBakery Visual Composer to create your pages. Please see [http://codecanyon.net/item/visual-composer-page-builder-for-wordpress/full\\_screen\\_preview/242431](http://codecanyon.net/item/visual-composer-page-builder-for-wordpress/full_screen_preview/242431) to view a short manual on how to use the Visual Composer, or <http://vc.wpbakery.com/video-tutorials/> to see some tutorial videos.

**Tip:** Click on **Visual Composer > General Settings** in the WordPress menu to set up or control the functioning of the Visual Composer plugin.

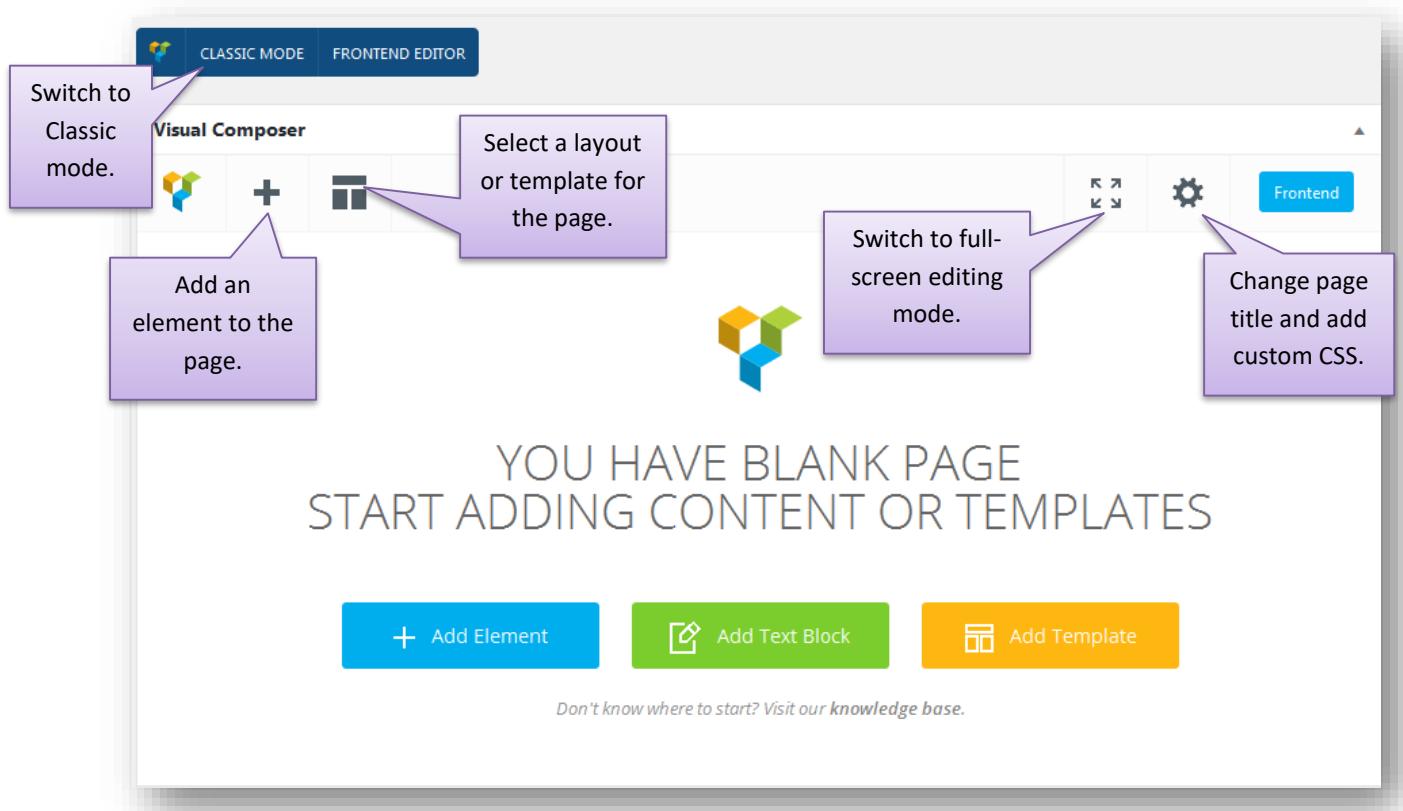
You can control whether the Visual Composer plugin should be enabled or not for different types of pages and posts in the Visual Composer Settings pages. If the Visual Composer is disabled, you will see the WordPress **Classic Editor** with buttons to switch to the Visual Composer (as in the following image):



As can be seen in the above image, the Visual Composer can work in two modes: as a Backend editor, or as a Frontend editor.

## Working with the Backend Editor

Click on the Backend Editor button to switch to the Backend mode.



To add an element to the page, click on the **Add Element** button and select an element or widget from Visual Composer's vast array of elements or widgets.

Click on these tabs to view elements of a particular category.

The screenshot shows the Elementor interface with the 'Add Element' button at the top left. Below it is a navigation bar with tabs: All, Content, Social, Structure, WordPress Widgets, WooCommerce, STM, STM Post Partials, STM Vacancy Partials, and an ellipsis (...). A red box highlights the 'Content' tab and its sub-tabs. A purple callout points to the tabs with the text 'Click on these tabs to view elements of a particular category.' Another purple callout points to a specific element in the grid with the text 'Click on any item to add it to the page.'

Contact Form 7 Place Contact Form7	Row Place content elements inside the row	Text Block A block of text with WYSIWYG editor	Section Group multiple rows in section	Icon Eye catching icons from libraries	Separator Horizontal separator line
Separator with Text Horizontal separator line with heading	Message Box Notification box	Facebook Like Facebook "Like" button	Tweetmeme Button Tweet button	Google+ Button Recommend on Google	Pinterest Pinterest button
FAQ Toggle element for Q&A block	Single Image Simple image with CSS animation	Image Gallery Responsive image gallery	Image Carousel Animated carousel with images	Tabs Tabbed content	Tour Vertical tabbed content
Accordion Collapsible content panels	Pageable Container Pageable content container	Custom Heading Text with Google fonts	Button Eye catching button	Call to Action Catch visitors attention with CTA block	Widgetised Sidebar WordPress widgetised sidebar
Posts Slider Slider with WP Posts	Video Player Embed YouTube/Vimeo player	Google Maps Map block	Raw HTML Output raw HTML code on your page	Raw JS Output raw JavaScript code on your page	Flickr Widget Image feed from Flickr account
Progress Bar Animated progress bar	Pie Chart Animated pie chart	Round Chart Pie and Doughnut charts	Line Chart Line and Bar charts	Empty Space Blank space with custom height	Post Grid Posts, pages or custom posts in grid
Media Grid Media grid from Media Library	Post Masonry Grid Posts, pages or custom posts in masonry grid	Masonry Media Grid Masonry media grid from Media Library	Revolution Slider Place Revolution slider	Cart Displays the cart contents	Checkout Displays the checkout

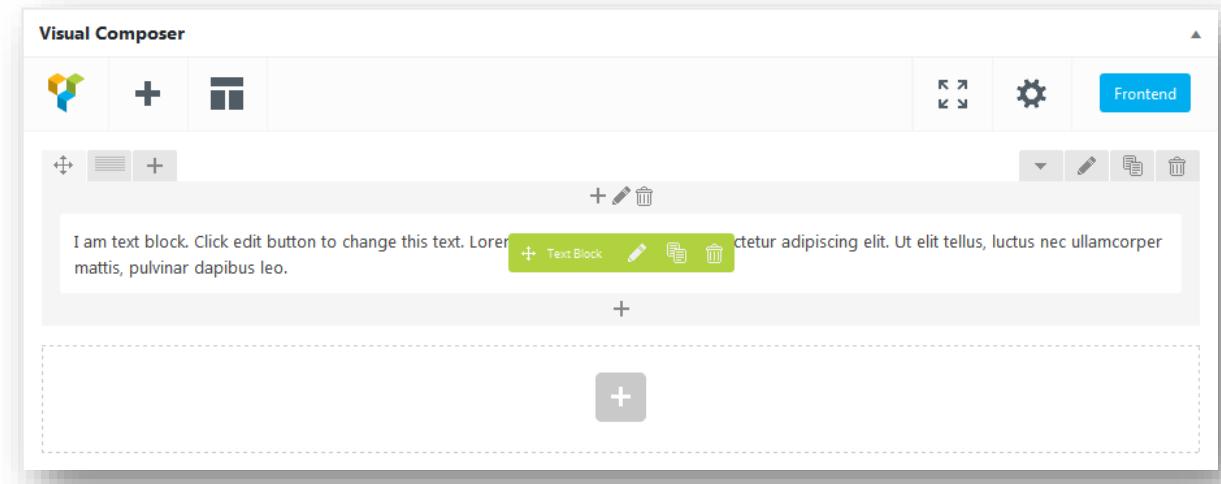
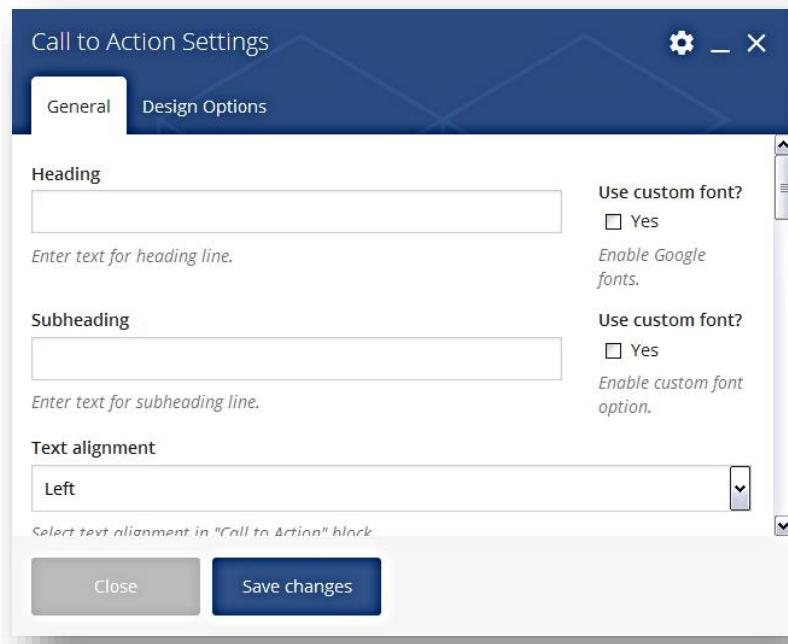
Click on any item to add it to the page.

**Note:** You will find all the Consulting Theme related elements or widgets in the **STM**, **STM Post Partials**, **STM Vacancy Partials**, and **STM Staff Partials** tabs.

For some of the elements you may have to specify additional details or settings.

The element will be added to your page and formatted according to your settings.

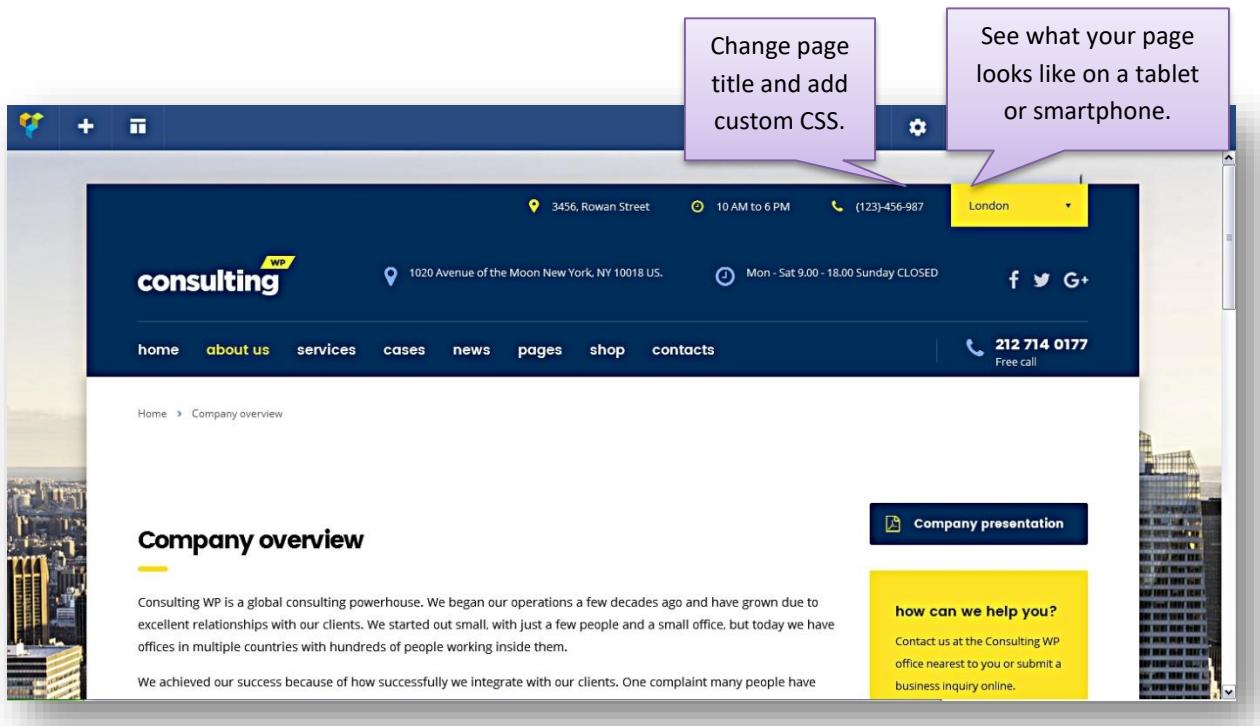
To make changes to any added element, hover the mouse pointer over the element. You will see icons that allow you to move, edit, copy or delete the item.



**Tip:** As you add elements with the Visual Composer, use the **Preview** button to see what your page will look like.

## Working with the Frontend Editor

The Backend Editor shows you the “blocks” that make up your page, but does not show you what your page actually looks like. Alternatively, you can work with the Frontend Editor to see what the actual page looks like as you create/edit it.



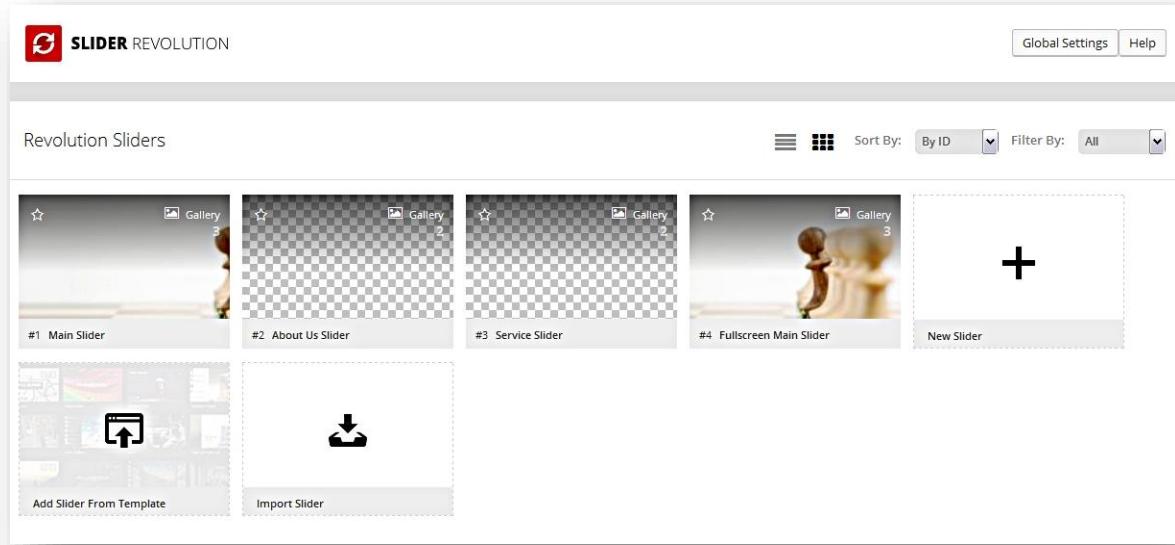
**Note:** This was just a brief overview of using the WPBakery Visual Composer to create your pages. Please see [http://codecanyon.net/item/visual-composer-page-builder-for-wordpress/full\\_screen\\_preview/242431](http://codecanyon.net/item/visual-composer-page-builder-for-wordpress/full_screen_preview/242431) to view a short manual on how to use the Visual Composer, or <http://vc.wpbakery.com/video-tutorials/> to see some tutorial videos.

## Appendix B: Using the Revolution Slider

Your Consulting Theme incorporates the Revolution Slider plugin that allows you to display a series of images or other content on your web pages as a slider or carousel. This is useful for picture galleries, introductions, etc.

**Note:** This appendix gives you a brief overview of using the Revolution Slider. Please see <http://www.themepunch.com/revslider-doc/slider-revolution-documentation/> for more detailed instructions.

Before you can add a slider to a page/post, you first have to create the slider. Click on **Slider Revolution** in the WordPress menu to access the Sliders page.



You can create a new slider from scratch or you can use a free or paid template.

Once the slider has been created, you can add it to your pages/posts in one of the following ways:

- In the page/post editor, add a shortcode `[rev_slider alias="xxx"]` (where “xxx” is the name of the slider), or using the Classic Editor, click on the  button and select a slider to insert it at your cursor location.
- In the Widgets screen (**Appearance > Widgets**), drag the “Revolution Slider” widget to a sidebar.
- Using Visual Composer, add a **Revolution Slider** widget/element to the page/post.