

## // Index of read me file

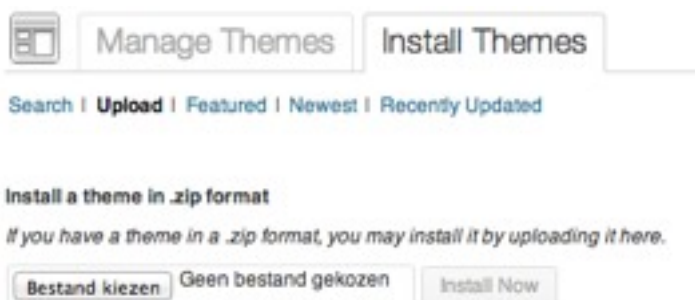
- 0. Installing the theme
- 1. Widget & page Setup
  - 1.1 Shortcodes plugin
  - 1.2 Contact form 7
  - 1.3 Setting a homepage
- 2. Menu Setup
- 3. Homepage settings
  - 3.1 Featured images
  - 3.2 Featured videos
  - 3.3 Full width text and image / video
  - 3.4 Change background color
  - 3.5 Change main text color
  - 3.6 Change header text color
  - 3.7 Change background image
  - 3.8 Insert google map
  - 3.9 Insert a slider (slideshow) item
  - 3.10 Only text item
  - 3.11 Using icons in your posts
- 4. The blog and its Custom post formats
  - 4.1 Image
  - 4.2 Gallery
  - 4.5 Video
  - 4.6 Aside
- 5. Using the custom elements of the plugin
  - 5.1 Standard use
  - 5.2 Font awesome icons
- 6. Customizer panel
  - 6.1 Change logo
  - 6.2 Change header text, image, button text and icons
  - 6.3 Change favicon
  - 6.4 Change header background image
  - 6.5 Change social buttons
  - 6.6 Change download buttons
  - 6.7 Subscribe form
- 7. Contacts & Credits

## // 0. Installing the theme

1. Download the theme from themeforest after purchase and unzip the file you just downloaded. You will see a zip file called "UploadApleyToWordpress".
2. Go to your wordpress installation and locate the "Appearance" -> "Themes" menu item in the sidebar of your WP admin panel. Click on it.



3. Click on "Install Themes" at the top of the screen.
4. Click on "Upload" in the top menu



5. Upload the zip file "UploadApleyToWordpress.zip"
6. It will take some time and after it has uploaded you can select activate now.

## // 1. Installing the widgets

This theme uses a self-made shortcode plugin. To get all functionalities seen on the live preview you need to install this plugin by following the next steps.

1. Download the theme from themeforest after purchase and open up the map "Widgets". You will see a readme file. This file will point you to the download locations of the plugins used in this theme (the shortcodes plugin is located within the widgets folder).



2. Go to your wordpress installation and locate the "Plugins" -> "Add new" menu item in the sidebar of your WP admin panel. Click on it.



3. Click on "Upload" in the top menu



4. Upload the zip files you downloaded from the links in the widgets readme file (You will have to repeat this step to upload all widgets used)

Using this widgets is as simple as going to "Appearance -> Widgets" and selecting them where you want to place them (e.g. footer 1, 2 or 3).

## // 1.1 Shortcodes plugin

1. Install the plugin as described in "01. Installing the widgets", the zip file "PlayneShortcodes.zip" is located in the 'widget' folder of the main download



2. Once installed you can use it in the "Appearance" -> "Widgets" tab on your left hand side
3. You can drag it into the footer if you want to display it
4. You can customize everything you'd like

## // 1.2 Contact form 7

1. go to "plugins" -> "add new"
2. Search for "Contact form 7" and install it.
3. You will then see a new tab called "Contact". Use it to make your own contact form and follow the instructions given.

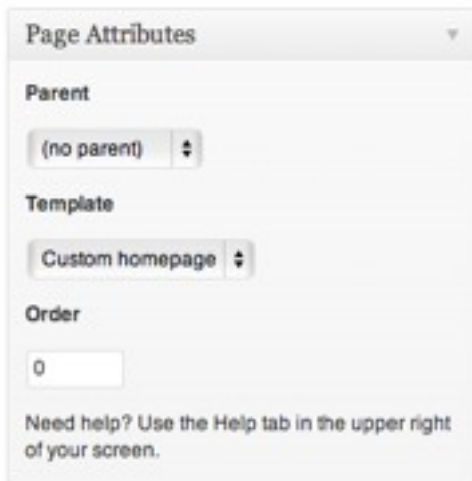
## // 1.3 Setting a homepage

To be able to use the special homepage items that come with this theme you will need to set a custom homepage.

1. Go to "Pages" and create a new page. Call it whatever you'd like



2. Under "Page attributes" select "Custom Homepage" under "Templates"



Page Attributes

Parent  
(no parent)

Template  
Custom homepage

Order  
0

Need help? Use the Help tab in the upper right of your screen.

3. Publish the page

4. Go to the “Settings” tab and select “Reading”



5. Under “Front page displays” select “A static page”.



Front page displays

☐ Your latest posts

☒ A static page (select below)

Front page: Sample page

Posts page: News

6. The front page should be a page you made in step 1

7. If you would like to have a blog page just select a posts page aswell. This page does not have to have a custom template

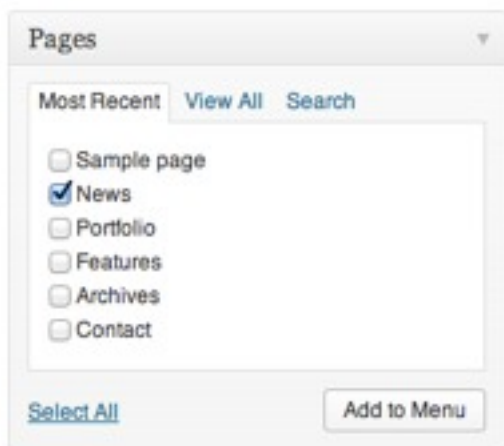
## // 2. Setting up the menu

You'll need to create a new menu for the header (or if you already have one you can just activate it) and a menu for the footer.

1. WordPress menus can be found under "Appearance" -> "Menus".

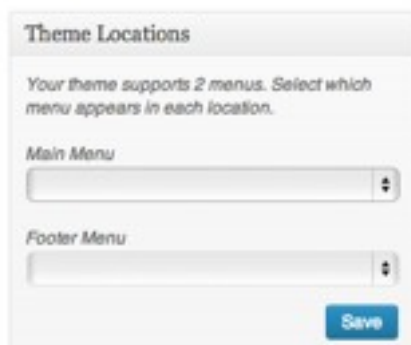


2. Now, on the left hand side, select the pages you would like to have added to the menu (If there aren't any pages you need to go to "Pages" in the WP admin panel and make some pages to be displayed inside the menu). You can then click "Add to Menu" and they will show up on the right side of the page. You can drag the pages around to arrange them the way you'd like.



4. Save the menu when finished.

NOTE: The header menu is the dropdown menu on top of the page. The footer menu is the menu located on the bottom of the page to the right.

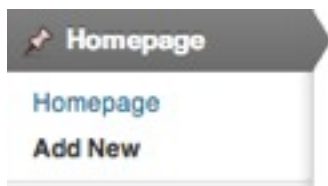


## // 3. Homepage items

This theme features a custom wordpress admin tab to insert the items on the homepage of your theme. Below is an explanation of how to use it properly.

### // 3.1 Featured images

1. Go to the "homepage" tab in your Wordpress admin panel and press "add new"

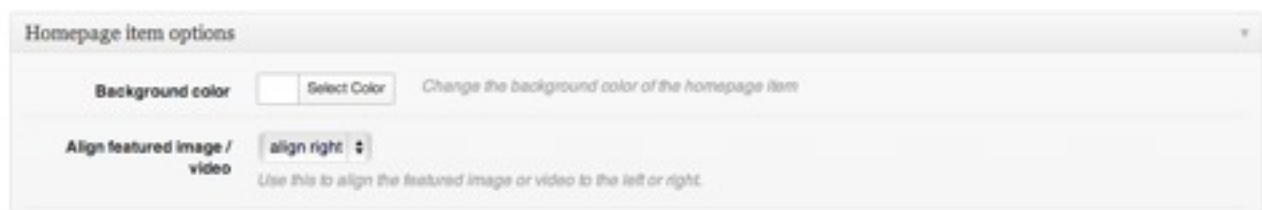


2. You will see a regular title and text field as a regular post. To the right you can set a "featured image".

3. Press "Set featured image"



4. Select the image you want to display.
5. Below is an area called "Homepage item options"
6. Here you can select the alignment of your featured image.



- Align right: align the image to the right.
- Align left: align the image to the left.
- full width: the image will center itself.

7. Press publish

### // 3.2 Featured videos

1. Go to the "homepage" tab in your Wordpress admin panel and press "add new"



2. You will see a regular title and text field as a regular post. At the bottom there will be an area called "custom fields".

NOTE: if this does not show press the button on top of your admin panel called "screen options" and check "custom fields"



3. Add a new custom field with the name: "video"

4. Add the url or iframe code of the video you want displayed inside the "value" box



5. The alignment of a video is handled the same way as the featured image by using the "Homepage item options"

6. Press publish

### // 3.3 Full width text and image / video

1. There is an area called "Homepage item options"

2. Here you can select the alignment of your featured image or video.





- Align right: align the image or video to the right.
- Align left: align the image or video to the left.
- full width: the image or video will center itself.

3. Press publish

### // 3.4 Change background color

1. There is an area called "Homepage item options"
2. Here you can select the background of your homepage item with a color picker.



3. Press publish

### // 3.5 Change main text color

1. There is an area called "Homepage item options"
2. Here you can select the color of your homepage item text with a color picker.



3. Press publish

### // 3.6 Change header text color

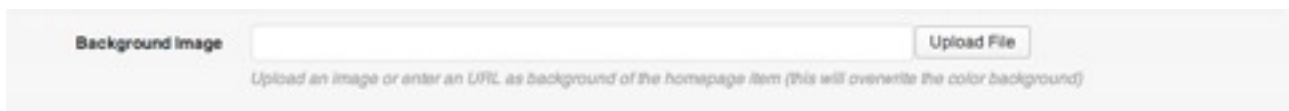
1. There is an area called "Homepage item options"
2. Here you can select the color of your homepage item text with a color picker.



3. Press publish

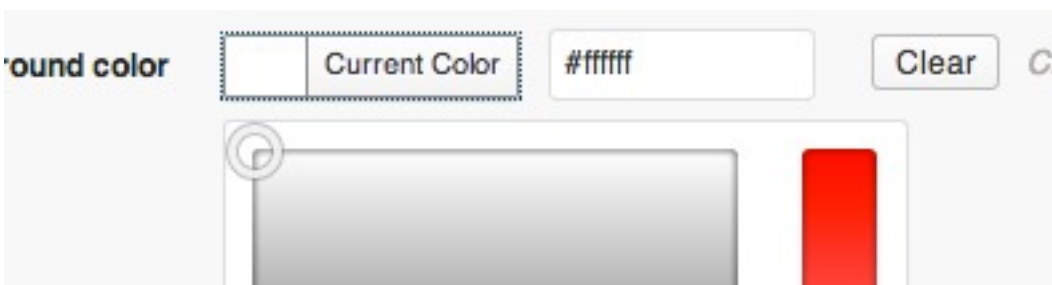
### // 3.7 Change background image

1. There is an area called "Homepage item options"
2. Here you can select the background image of your homepage item text with an uploader. (You can also enter a link)




3. Press publish

NOTE: If you already set a background color you first need to clear the background color before the background image will show up. Do this by pressing "clear".



4. To add an extra scroll effect choose yes under "Background scrolling effect"

**Background scrolling effect**  

*When scrolling the background will shift when this is checked*

NOTE: When only selecting a background image and nothing else you must set the height of the background to be displayed.

1. Go to “Background height” in the “Homepage item options” tab
2. Select the desired height in PIXELS. For example: 500px or 800px

**Background height**

*Give a height in pixels for the background image (example: 800px)*

3. Press publish

### // 3.8 Insert google map


1. There is an area called "Custom fields"
2. Make a new custom field and in the “name” field write “maps” without the “”.
3. in the “value” field fill in the iframe you got from maps.google.com

| Name | Value   |
|------|---|
| maps | <iframe width="425" height="450" frameborder="0" scrolling="no" marginheight="0" marginwidth="0" src="http://maps.google.be/?"> |

NOTE: you only need the <iframe></iframe> part. The things that come after that can be deleted.

### // 3.9 Insert a slider (slidesow) item

1. There is an area called “Homepage item options”
2. Look for the “Featured image slider” setting and set it to “yes”

**Featured image slider**  

*When activated you can upload your featured images and it will automatically turn into a slider*

3. Once you've done that go to the "featured image" tab in the right hand column



4. Upload all the images you'd like to be displayed as a slider item (the first one that is uploaded will display first, the second as the second slider item and so forth..)

### // 3.10 Only text item

1. If you only want to display text you need to set the align featured image / video to "full width"

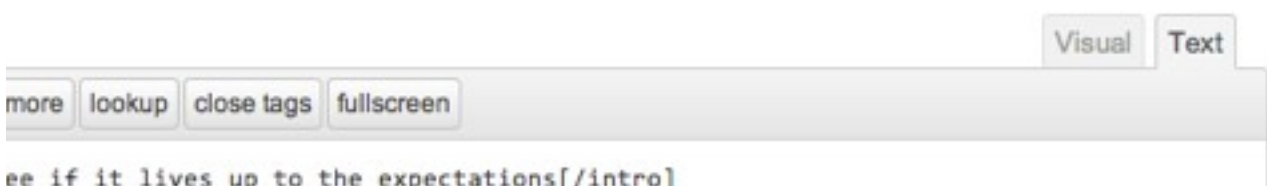


2. After that the post text will span the entire width of the homepage item

### // 3.11 Using icons in posts

This theme uses the fontawesome font to generate icons. To use a font simply follow the following steps:

1. Open up your post editor
2. Click on the tab "text"



3. insert the following code: `<i class="icon-">`

4. For example you can use `<i class="icon-mobile-phone"></i>`. To see the full list of available icons and how to spell them check out:

<http://fontawesome.github.io/Font-Awesome/>

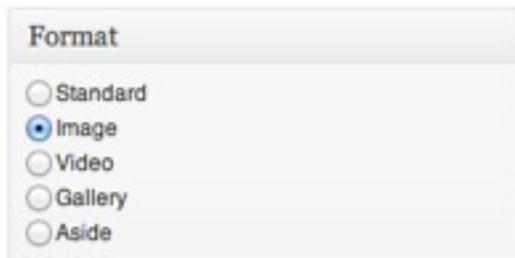
5. If you want to enlarge them use `<h2><i class="icon-mobile-phone"></i></h2>`

## // 4. Custom post formats

If you do not see the "Custom fields" table used in the following steps you should locate the "screen options" drop down menu inside the posts page. (it should be on top of your screen) and select "Custom fields" to make it appear.

### // 4.1 Image

1. Open up your post or make a new one
2. Go to the sidebar and locate the "Format" table in the right sidebar.
3. Here you need to select "Image"



4. Then locate the Featured Image table in the right sidebar.



5. Choose which image you want. The theme automatically makes sure it fits inside the content. (Width:720px)

6. Press "Use as featured image"

7. Publish post

## // 4.2 Gallery

1. Open up your post or make a new one

2. Go to the sidebar and locate the "Format" table.

3. Here you need to select "Gallery"



4. Then locate the Featured Image table.



5. Choose which image you want to be displayed first in the slideshow.
6. Repeat the previous step to keep adding slides (The first one selected is the first one shown, the second one selected the second etc..)
7. Publish post

### // 4.3 Video

1. Open up your post or make a new one
2. Go to the sidebar and locate the "Format" table.
3. Here you need to select "Video"



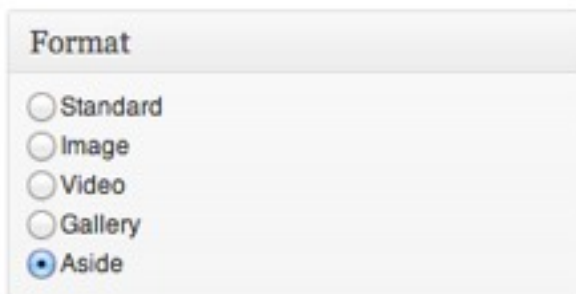
4. Then go to "Custom fields" below the post content editor.
5. Make a new custom field called "video" under "Name".
6. Fill in the url to the video you want to display under "Value".



7. Publish post.

## // 4.4 Aside

1. Open up your post or make a new one.
2. Go to the sidebar and locate the "format" table.
3. Here you need to select "Aside".



4. The title and content act like a normal standard post. You can also insert featured images.

5. Publish post.

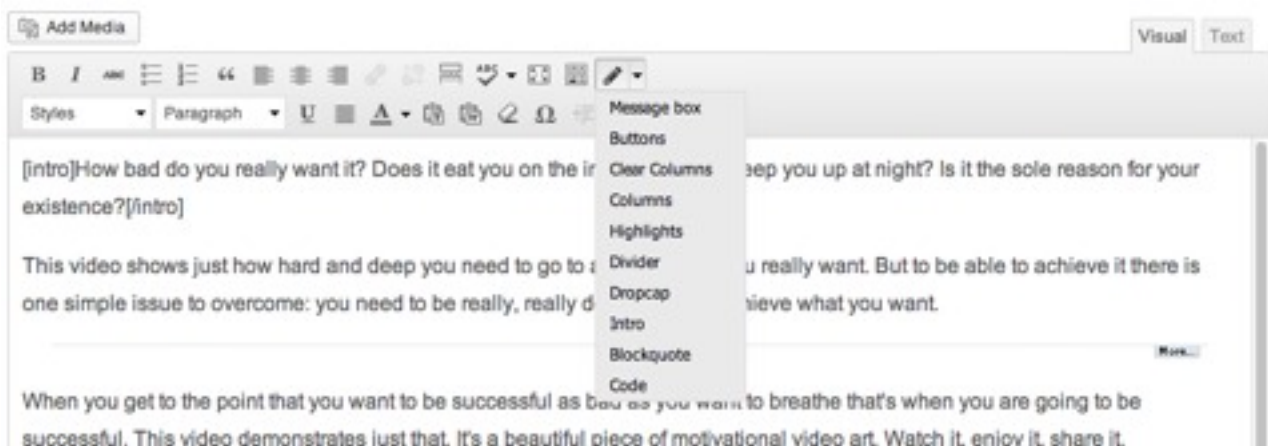
## // 05. Using the custom elements of the plugin

### // 5.1 Standard use

All the custom elements can be inserted straight from the post editor by using the shortcodes plugin (provided you have first installed this plugin following the step 1.2 Installing shortcode plugin).

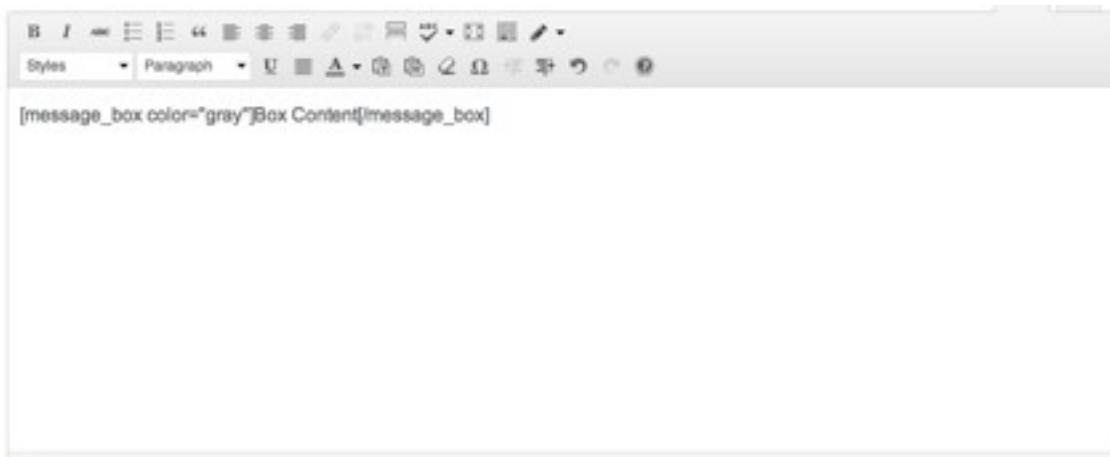
1. Go to your post (or make a new one)
2. Press the pencil icon in your editor bar above your text field





3. Click on the style you'd like (e.g. a button)

4. The shortcode will now appear in your text field like so: `[message_box color="gray"]Box Content[/message_box]`

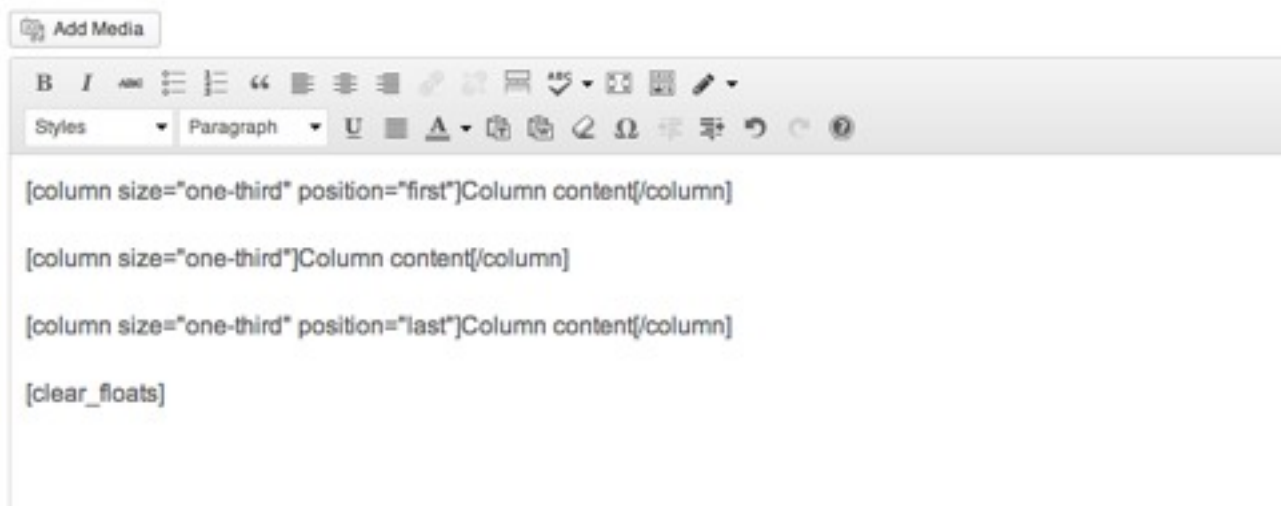


5. You can always change the `color=""` part. (Blue, green, yellow, red and gray)

6. Possible button colors: 1. normal, 2. dark, 3. light

7. Change the Content message in the text you want displayed

8. Columns can be inserted aswell. Make sure the first column always has `position="first"` and the last one has the `position="last"`.



## 9. Publish

### // 5.2 Font awesome icons

1. Font awesome was included in this template and you can also use it inside a post
2. You can find a lot of info on these icons here: <http://fontawesome.github.com/Font-Awesome/>
3. To insert an icon you just need to get this code: `<i class="icon-trash"></i>`. Be sure to enter this inside the "text" tab.



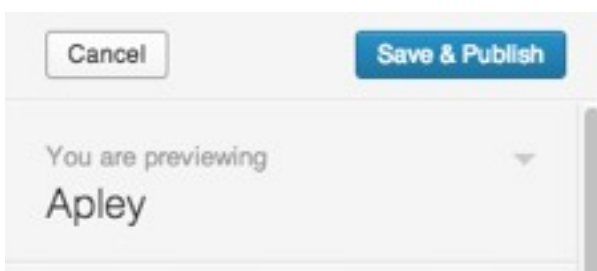
4. Replace "trash" with the icon you want e.g. comment, shopping-cart, info-sign (You can find a full list of these over at the link provided above or in the icon-list.txt file inside the documentation folder of this theme)

### // 06. Customizer panel

1. Go to your WP admin panel
2. Open up the appearance tab and look for: "Customize"



3. You will be redirected to a new window, to the left are the options, to the right is a live preview of your website
4. The changes you make will automatically appear in the preview area (But until you press Save & Publish it won't appear on your live website)
5. Select the options you want and press on the button "Save & Publish" on the top of the screen.



6. Press close and check out your website live

## // 6.1 Change logo

1. Click on the tab "Logo image"



2. Click on the upload box and upload your logo.

3. press "Save & publish"

## // 6.2 Change header text & buttons

1. Click on the tab "Header text & button"

2. The "intro text" is the text right underneath the logo

3. The "button text" is the text displayed inside the button

4. The "link button" is the link that will be opened on pressing the button

5. To change the header phone image go to the tab "Header phone image" and upload your phone image.



7. Press "Save & publish"

8. You can also change the icons of the buttons and / or hide the buttons as you'd like

**Download Button icon**

- ☐ Phone
- ☐ Tablet
- ☐ Computer
- ☐ Heart
- ☐ Dashboard
- ☐ Cloud
- ☐ Camera
- ☐ Star
- ☒ Beaker
- ☐ Coffee cup
- ☐ Gift
- ☐ Share arrow

☐ Hide download button

☐ Hide down button

**Down Button icon**

- ☐ Circle arrow
- ☐ Cloud arrow
- ☐ Double arrow
- ☐ Single arrow
- ☐ Caret arrow
- ☒ Hand arrow

## // 6.3 Change favicon

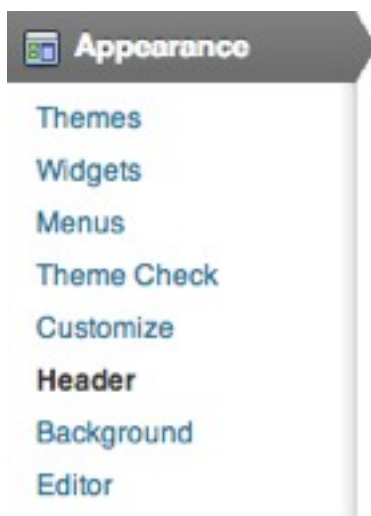
1. Click on the tab "Favicon image"



2. Upload your favicon image
3. Press "Save & publish"

## // 6.4 Change header background image

1. Go to your Wordpress admin panel.
2. Click the tab "appearance" and select "header"



3. Press upload



4. Select your background image

5. Select "Skip Cropping, Publish image as is"



6. Save

## // 6.5 Change social buttons

1. Go to your Wordpress admin panel.
2. Click the tab "appearance" and select "Customizer"
3. Click the tab "Footer social buttons"



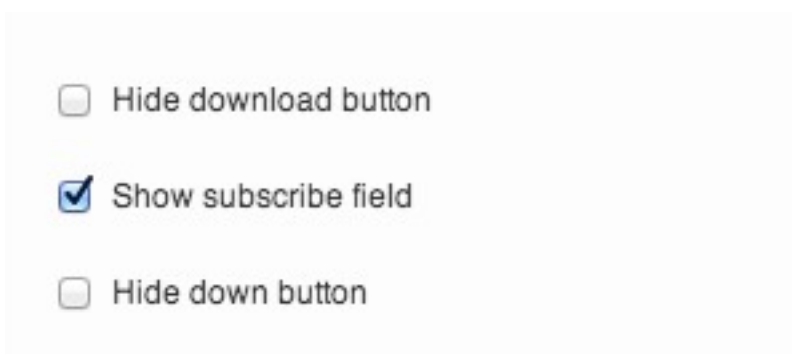
4. If you fill in the link the button will appear otherwise it won't show
5. Select "Save & publish"
6. Save

## // 6.6 Change header buttons

1. Select the tab "Header text & button"
2. You can change the text, button link and download button icon in this part.
3. You can also choose to hide the download button, down button or subscribe form all from within this panel
4. click "Save & publish"

## // 6.7 Subscribe form

1. Select the tab "Header text & button"

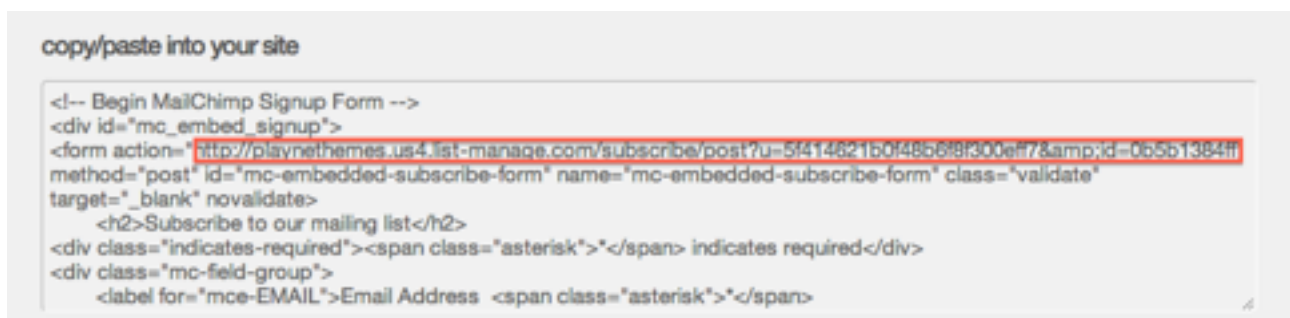


A screenshot of a settings panel with three checkboxes. The first checkbox is unchecked and labeled "Hide download button". The second checkbox is checked and labeled "Show subscribe field". The third checkbox is unchecked and labeled "Hide down button".

2. Or select the tab "Footer socials, button & subscribe)
3. check show subscribe field (this way the subscribe field will be shown) or when in the footer settings select hide subscribe field.
4. To make it work with your mailchimp follow this video tutorial:

<http://kb.mailchimp.com/article/how-can-i-add-my-signup-form-on-my-website>

5. Select the "naked form" option and check the "copy/paste into your site" code. Only copy `<form action=` the code here `>` as seen in the picture below:



A screenshot of a code block titled "copy/paste into your site". It contains HTML code for a MailChimp signup form. A red box highlights the `<form action="http://playnethemes.us4.list-manage.com/subscribe/post?u=541482160f48668f300ef7&amp;d=065b1384ff"` line. The code also includes a `method="post"` attribute and a `target="_blank" novalidate` attribute. Below the code, there is a heading "Subscribe to our mailing list" and a form field with a label "Email Address".

6. Copy that code and go to the customizer panel, "Footer socials, button & subscribe" and locate the "Mailchimp form action=" part.
7. Copy the code from step 5 in this box and press save & publish.



## // 07. Resources Used in this template & Contacts

Themeforest: <http://themeforest.net/user/playnethemes>

Mail: [support@playnethemes.com](mailto:support@playnethemes.com)

Resources used:

- jQuery: <http://jquery.com/>
- FlexSlider: <http://www.woothemes.com/flexslider/>
- Fitvids: <http://fitvidsjs.com/>
- Font Awesome: <http://fontawesome.github.com/Font-Awesome/>
- Mobile menu: <http://github.com/mambows/mobilemenu>

Many thanks to:

- Wordpress Codex: [http://codex.wordpress.org/TinyMCE\\_Custom\\_Buttons](http://codex.wordpress.org/TinyMCE_Custom_Buttons)
- Sitepoint: <http://www.sitepoint.com/wordpress-shortcodes-tutorial/>
- Tiny MCE: [http://www.tinymce.com/wiki.php/Creating\\_a\\_plugin](http://www.tinymce.com/wiki.php/Creating_a_plugin)
- WPtuts: <http://wp.tutsplus.com/tutorials/getting-started-with-wordpress-shortcodes/>
- Themeforest: <http://www.themeforest.net>