

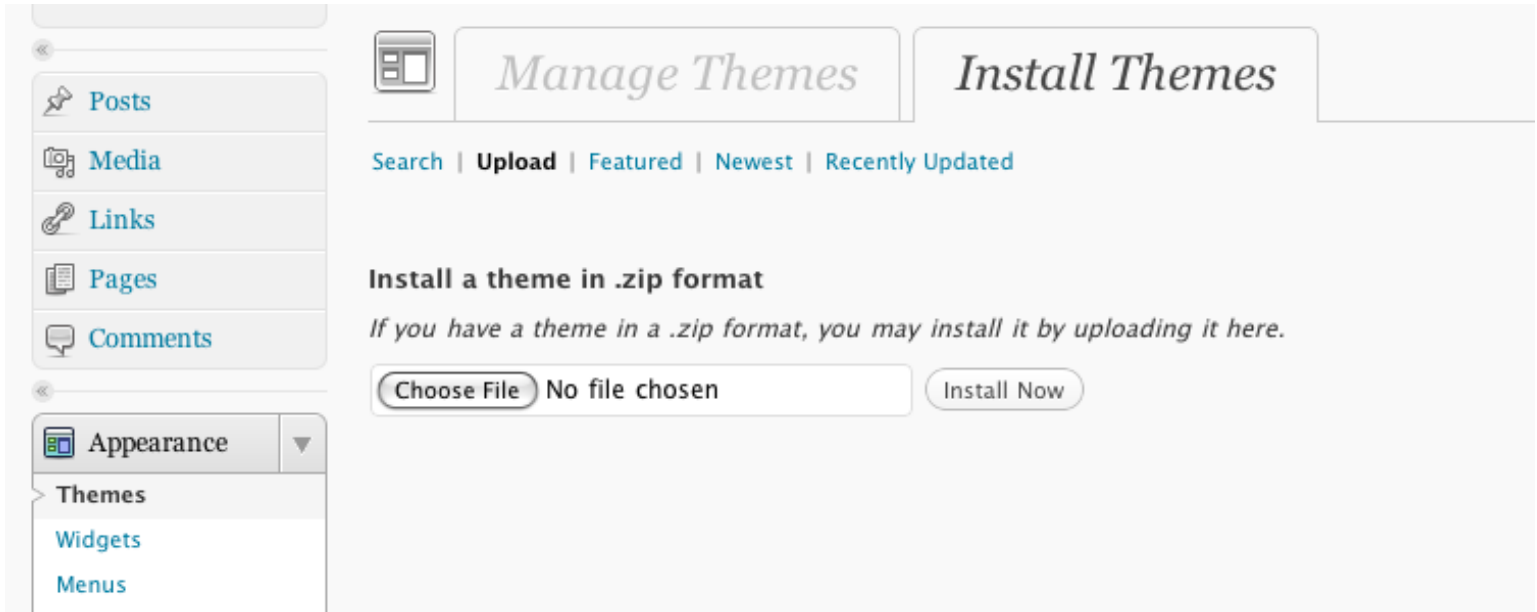
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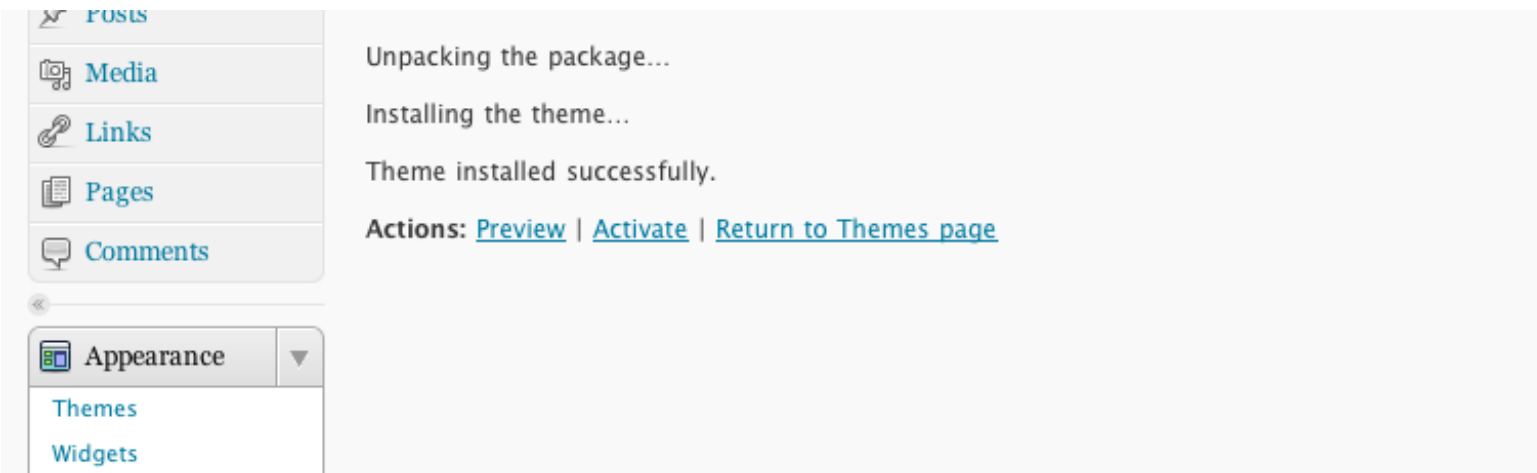
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# Installing and Activating the Theme

In your WordPress admin under the “Appearance” tab, select “Themes”. Then click on the “Install Themes” tab at the top of the page. Next, select the “Upload” option. Browse to and select your Work theme .zip file and press the “Install Now” button.



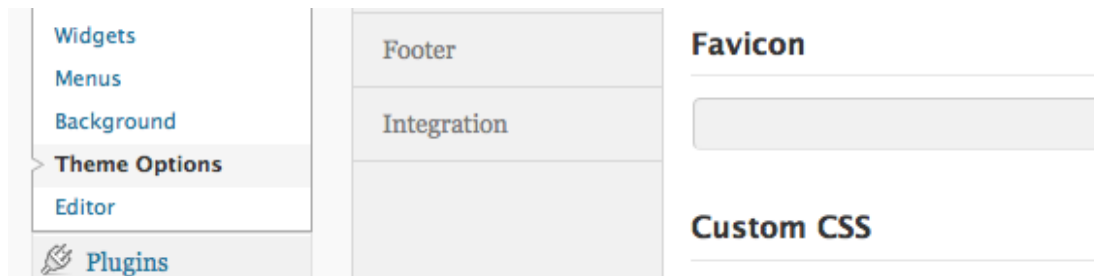
After the theme .zip file has finished uploading, you should be presented with three options. Select the “Activate” option.



# Theme Options

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In your WordPress admin, click on the “Theme Options” under the “Appearance” tab located in the left menu. Here you can configure a number of options to tailor the theme to fit your needs.



## General

**Logo:** Upload your own personal logo. If no logo is uploaded, your website’s name will be displayed in plain text.

**Custom CSS:** Add your own custom styles.

**Footer Text:** Edit the footer text. Add your own copyright info, links, etc.

## Appearance

**Color:** Select color scheme. Set custom colors for links.

## Integration

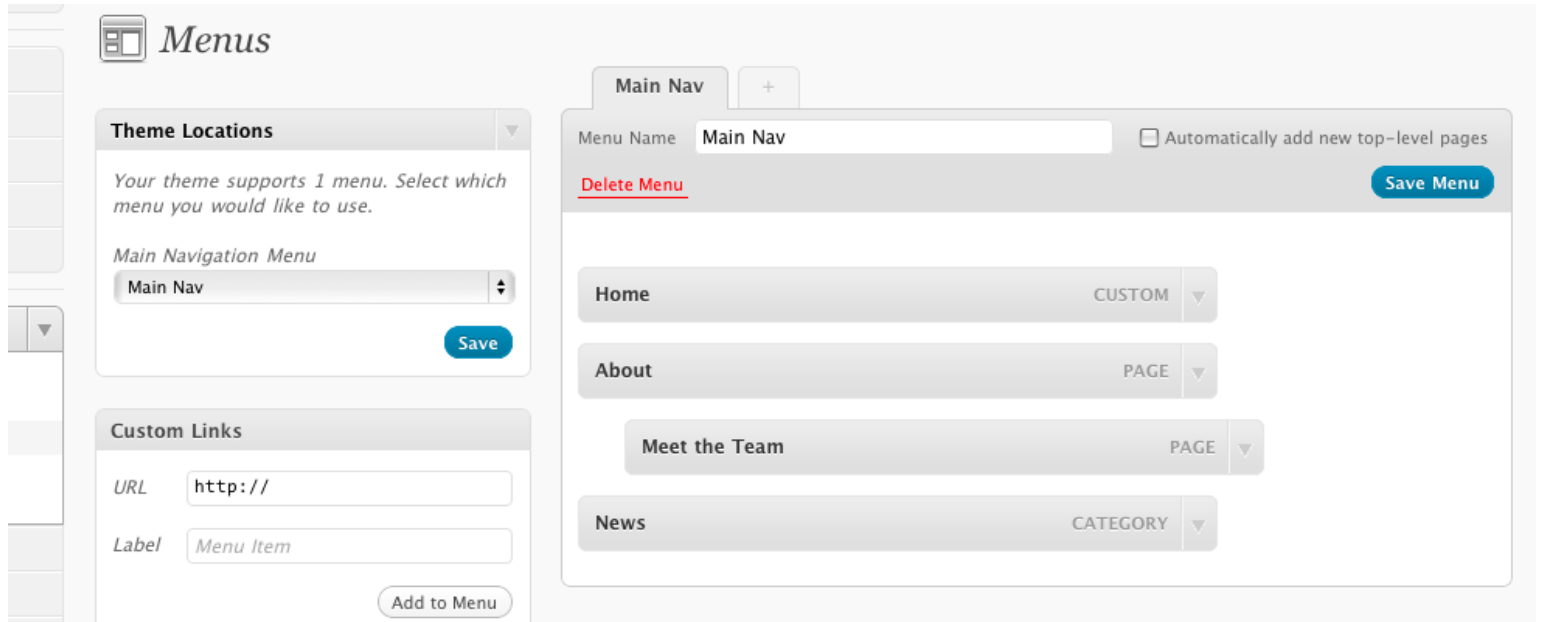
**Analytics:** Enter your custom analytics code. (e.g. Google Analytics).

## Home Page

Here you can control the home page gallery layout, change slideshow settings, and enter a message to be displayed above the gallery.

# Creating the Main Menu

In your WordPress admin, click on “Menus”, which is located under the “Appearance” tab on the left. Start by creating a new menu in the panel on the right. Once the new menu is created you can add pages, categories, and custom links from the panels on the left. You can then re-order and create submenus by dragging the menu items. When you’re finished, click the “Save Menu” button.



The screenshot shows the WordPress 'Menus' administration interface. On the left, there are two panels: 'Theme Locations' and 'Custom Links'. The 'Theme Locations' panel shows 'Main Navigation Menu' selected with 'Main Nav' as the location, and a 'Save' button. The 'Custom Links' panel has input fields for 'URL' (http://) and 'Label' (Menu Item), with an 'Add to Menu' button. On the right, the 'Main Nav' menu editor is active. It shows the menu name 'Main Nav' and a checkbox for 'Automatically add new top-level pages'. Below this, there are four menu items: 'Home' (CUSTOM), 'About' (PAGE), 'Meet the Team' (PAGE), and 'News' (CATEGORY). A 'Delete Menu' link and a 'Save Menu' button are also visible.

**Theme Locations**

Your theme supports 1 menu. Select which menu you would like to use.

Main Navigation Menu

Main Nav

Save

**Custom Links**

URL

Label

Add to Menu

**Main Nav**

Menu Name   Automatically add new top-level pages

[Delete Menu](#) [Save Menu](#)

Home CUSTOM

About PAGE

Meet the Team PAGE

News CATEGORY

## Adding Widgets

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This theme has a sidebar in which you can place widgets. To add widgets, click on “Widgets” under the “Appearance” tab in your WordPress admin. Click and drag a widget to one of the boxes on the right. Then set your options for that widget.

### Custom Widgets

**Work Twitter:** Display your most recent tweets.

## Setting Up a Blog

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To set up your blog, select "Categories" under "Posts" in the left menu. Create a category for your "Blog" or whatever you decide to name it. If you plan on having subcategories, create those and assign "Blog" as the parent for each. Now go to your menu editor under Appearance in the left menu, and add the "Blog" category to your menu. Save the menu.

Now when you create posts, just assign them to the appropriate subcategory.

# Building Your Portfolio

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## Use Pages to Display Your Work (mini tutorial)

A page can do two things in this theme: it can show an individual work or it can show a gallery of subpages. Let's start by creating a gallery page. Follow these steps:

1. Create a new page. Name it something meaningful to categorize its subpages. For example, "Macro".
2. In the "Page Attributes" box found in the right sidebar, choose one of the "Subpage Gallery" templates. This will allow the page to display its subpages.
3. Publish the page.

Now let's create a page to display an individual work. In this example, one of our macro photographs.

1. Create a new page. Give it a name and enter some content. This can be an image, text and image, or multiple images. It's up to you.
2. In the "Page Attributes" box found in the right sidebar, select a parent page. For this example, we select the "Macro" page we set up in the previous steps.
3. In the "Featured Image" box found in the right sidebar, select and upload an image. Then click "Use as featured image". For best results, your image should be **930px x 400px**. This image will be used in the home page slideshow and on gallery pages as a thumbnail.
4. Publish the page.

Now, when you visit the "Macro" page, you should see a thumbnail of the page we just created. Just repeat these steps to build out your portfolio.

## Include Page in Home Page Slideshow and Gallery

When creating a new page, you will notice a box labeled "Work Options". Here you can choose to include this page in the home page slideshow, include it in the home page gallery, or set description text that can be displayed in the galleries.

If your page is going to be used as a gallery to display subpages, you can also enable descriptions to be shown with each thumbnail.

## Work Options

### Include in Slideshow

Check this box to include this in the slideshow.

### Include in Home Page Gallery

Check this box to show this on the home page.

### Show Subpage Descriptions

Check this box if you're using one of the gallery templates for this page and want descriptions to be shown for each subpage.

### Description

Suspendisse commodo hendrerit risus, id porta ante viverra in. Phasellus sodales cursus velit et placerat. Nullam posuere,

## Gallery Page Templates

As mentioned above, there are several page templates included in this theme that can be used to display subpages as galleries. You have the option to choose one column, two column, three column, or four column. You can choose a page template from the box in the right column labeled "Page Attributes".

## Using Button Shortcodes

You can add buttons to the content of any page, post, or widget using the following shortcode:

```
[button url="http://themetrust.com/work/" target="_blank" label="Learn More"]
```

The button shortcode takes 3 parameters: url, target, and label.