

Label WordPress Theme

By Paul Winslow - www.pau1winslow.com

This document is your step-by-step guide to installing the theme on WordPress, smoothly managing your content and customising the design. Enjoy! :)

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1. Installing The Theme

1.1 Installing WordPress

The “Getting Started” steps of the official WordPress codex will give you all the information you need for downloading and installing your copy of WordPress. You’ll notice the “Quick Start” steps underneath the “WordPress for Beginners” heading here:

http://codex.wordpress.org/Getting_Started_with_WordPress

1.2 FTP the theme folder to your server

With WordPress successfully installed on your server, you’re ready to install the theme. The first method - which requires that you’re familiar with FTP clients - is to upload the theme folder to your web server.

Using an FTP client to access your web server, unzip the theme folder and upload it to the

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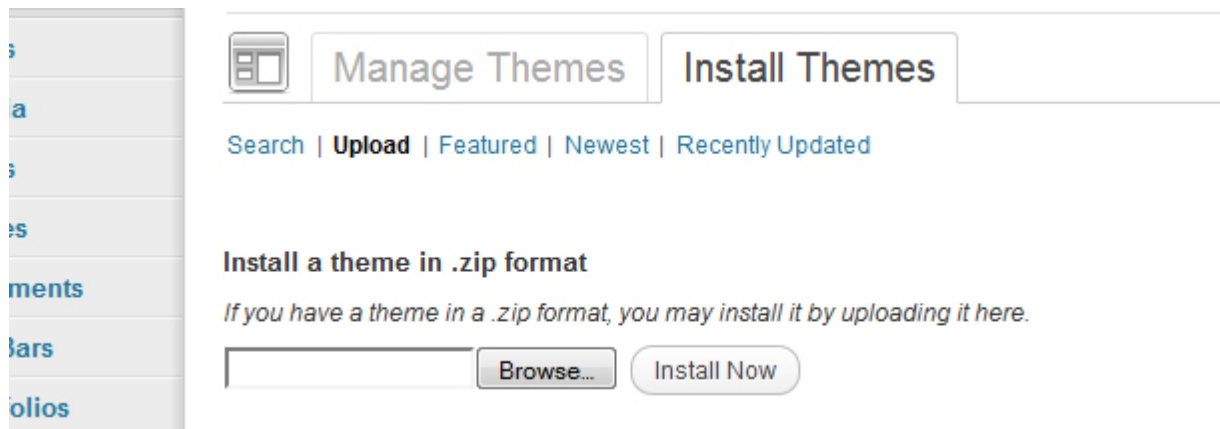
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wp-content/themes/ directory provided by WordPress. When the upload process is finished you'll then be able to activate the theme in the Appearance > Themes section of your admin dashboard.

1.3 Install the theme in your WordPress dashboard

The second method is simply to install the theme in your WordPress dashboard - and is the method I would recommend simply because it's easy.

Go to Appearance > Themes and click the "Install Themes" tab at the top of the page. Click "Upload" just underneath the tabs. From here you'll be able to browse your computer for the .zip theme folder before clicking the "Upload Now" button. When the installation process is finished you'll then be able to activate the theme in Appearance > Themes.



2. Getting Started

2.1 Creating your pages & using page templates

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To get started we'll cover creating your site's pages and learn about page templates in WordPress. Go to Pages > Add New in your dashboard to create your first page. Give your new page a title of "Home", and then turn your attention to the *Page Attributes* box underneath your "Publish" button.

Using the *Template* drop-down you can assign one of the theme's page templates - here you'll want to give your page the *Homepage* template. Hit *Publish* to create your page, and then go back to Pages > Add New to repeat these steps for the rest of your site's pages.

So what are page templates?

Page templates in WordPress are dependant on the theme you're using. They are page-type-specific layouts that are built-in to the theme by the theme developer for specialist pages (Homepage, Contact, Portfolio, etc) These require more detailed & specific content than a standard text page. Page templates in WordPress are very useful tools for allowing users of themes to create detailed page-types in seconds.

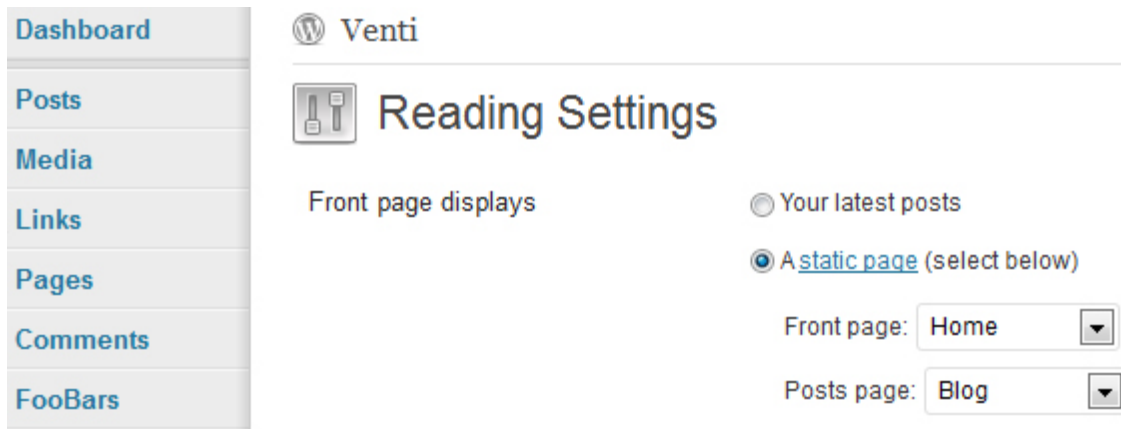
2.2. Setting front-page display

Your WordPress site, by default, will display your posts page as your front page - that being the first page you see when you visit your site. You'll want to tell WordPress to instead display your "Home" page using the *Homepage* template that you just created.

Go to Settings > Reading in your dashboard. The first option you'll see is called *Front page displays* with *Your latest posts* checked. Change this by checking the *static page* option and then choosing your Home page from the drop-down. You'll want to choose your "Blog" or "News" page (which you would have created in 2.1) from the posts page drop-down.

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Dashboard

Posts

Media

Links

Pages

Comments

FooBars

Venti

Reading Settings

Front page displays

Your latest posts

A [static page](#) (select below)

Front page:

Posts page:

2.3 Creating your navigation menu

Your site navigation, by default, will display all pages that you've created. The WordPress menu system, however, will allow you to choose exactly which pages to display in your navigation and in whichever order you choose.

Go to Appearance > Menus in your dashboard. Create your first menu by giving it a name in the *menu name* field and hitting "Create Menu". You'll then be able to add items to your menu from the boxes on the left. You can add your created pages, pages with custom links and even post categories. Drag-and-drop your pages into the order you'd like them to be displayed and then click "Save Menu" when you're done. The final step you'll need to take is to select your new menu from the *Primary Navigation* drop-down in the *Theme Locations* box and click "Save".

3. Theme Options

3.1 Upload your logo

Go to Appearance > Theme Options in your dashboard. Under the *General Settings* tab

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you'll see the first option allows you to upload your logo. Click the "Upload" button to open up the WordPress media manager in which you can browse your computer for your logo file (transparent .png file recommended) and when the upload process is finished, scroll down to the bottom of the pop-up window and click "Use this image".

3.3 Setting your homepage pitch

Click the *Homepage Settings* tab in Appearance > Theme Options. The second option is a textarea for entering your homepage elevator pitch. This is a one-to-two sentence summary of your brand, business or services to welcome your users.

3.4 Setting your footer copy

Under the *General Settings* tab in Appearance > Theme Options is an option called "Footer Copy" - third option down. In the footer of your site is a copyright mark with the name of your site and the current year, and the text entered into this field is what follows.

3.5 Style options & choosing your colours

Go to *Style Settings* in Appearance > Theme Options. The first option is for choosing your site's colours - here you can change your colour skin at any time simply by checking one of the colours and clicking "Save Options" at the bottom of the page.

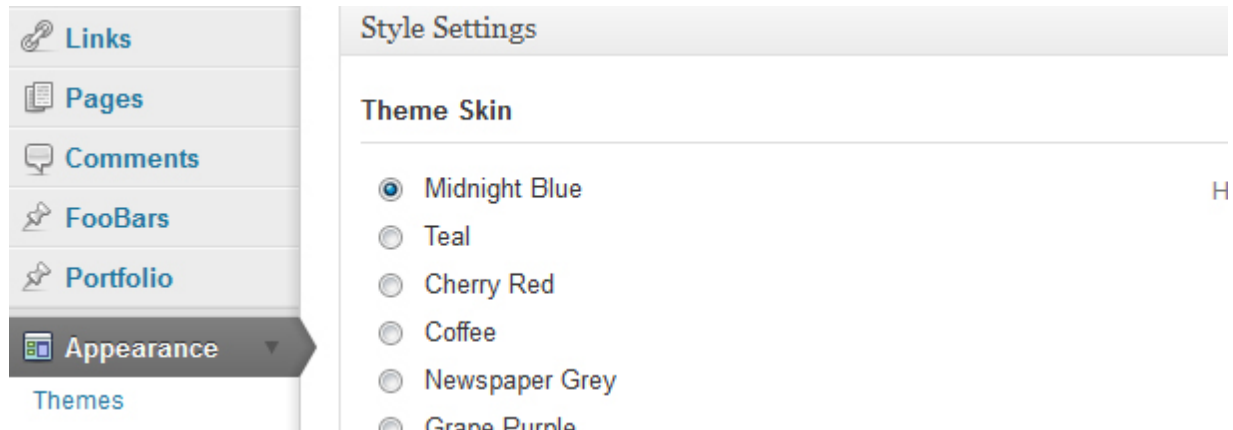
The two options below allow you to change the colour of your site's links - both normal and hover states. Click the box with the black border to open up the colour picker which you can use to choose an exact shade of colour. These can also be changed at any time.

The final option under the *Style Settings* tab is a textarea for entering custom CSS code. This textarea allows developers and brave users alike a simple, flexible way to customise the core of

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the theme's appearance without having to touch any of the raw code in the theme files.



3.6 Setting your email address

Under the *General Settings* tab in Appearance > Theme Options is an option called “Contact Email” - second option down. The email address entered here will be used by the contact form in the theme's *Contact* page template. This is how you will receive emails from your users.

4. Sidebars & Custom Widgets

4.1 Widget-ready areas

This theme uses 6 widget-ready areas for drag-and-drop content. Go to Appearance > Widgets in your dashboard where you'll be able to drag widget content into these areas of the theme.

Sidebar is used by the blog page as well as a few other page templates like archives, single posts and 404 errors.

Page Sidebar is, as the name suggests, used by standard text pages.

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The last 4 sidebars are for the 4 columns in the footer of the theme.

4.2 Custom widgets

This theme comes with 6 custom widgets that allow you to place your tweets, flickr photos and videos into your sidebars with ease. Custom widgets will show “PW -” before the title.

5. Portfolio & Blog Posts

5.1 Creating your portfolio projects

This theme provides you with a custom post-type for easily creating and managing your portfolio posts (called projects in your dashboard)

Go to Portfolio > Add New Project in your dashboard to create your first project. Enter a title for your project and then enter a short description in the main text area. You then have the option to organise your projects into categories using the *Project Categories* box underneath the “Publish” button. You’ll then want to attach an image to your project by clicking the *Use featured image* link underneath the *Project Categories* box. This will open the WordPress media manager window where you’ll be able to browse your computer for your project image. When the upload process is finished, scroll to the bottom of the window and make sure the correct image size is selected before clicking the *Use as featured image* button. You can then publish your project.

5.2 Creating your blog posts

For posting to your blog you can follow the same steps as above for creating your portfolio projects - only you’ll want to go to Posts > Add New in your dashboard.

6. Shortcodes

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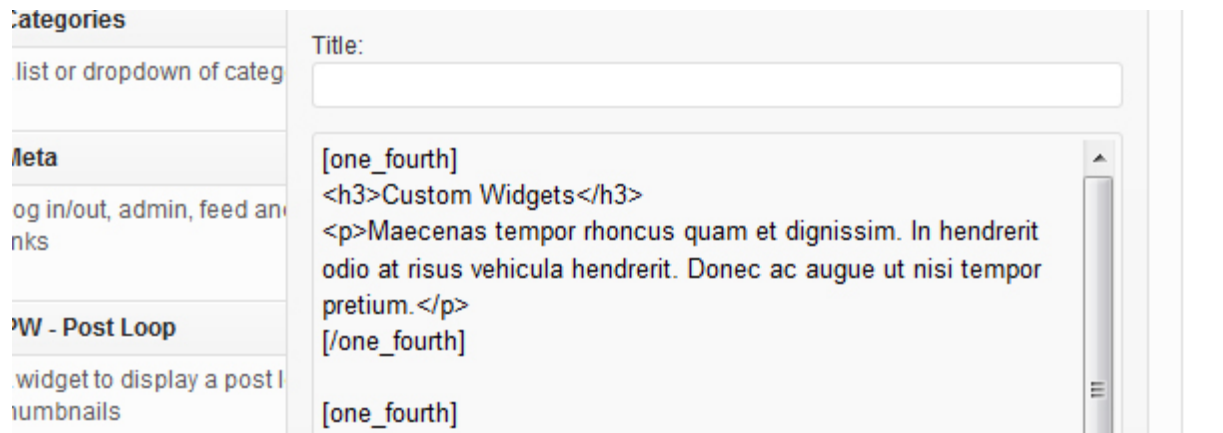
6.1 Grid layouts

This theme comes with column shortcodes that allow you to quickly and easily create multiple combinations of grid layouts for your pages. Using the *full-width* page template you can create your layout using the shortcodes - [one_half] all the way to [one_sixth] like this:

```
[one_third]
Your content..
[/one_third]
```

And the very last column in a single row will need to be used like this:

```
[one_third_last]
[/one_third_last]
```



7. Contact & Support

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This document is your step-by-step guide to installing and managing the theme and is designed to answer any questions you might have along the way. However, if you'd like to contact me for some further support feel free to throw me an email from my profile page and follow me on Twitter @pau1w