



Smarty Theme Documentation

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

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Getting Started

Introduction

The Smarty WordPress Theme is a theme designed keeping Educational Institutions in mind. It is the ultimate WordPress themes for Schools, Universities, Kindergartens and other educational institutions. It has many built-in features that will help you set up your website quickly.

Some of the features of the Smarty Theme include:

- Four predefined color skins
- Three footer layouts
- Ability to add teacher profiles and assign classes to teachers
- Ability to manage details of donations and events
- Manage your school's timetable
- 18 custom content types
- WooCommerce compatibility
- Responsive, full-width or boxed layout
- Drag & drop page builder
- SEO ready

System Requirements

To install the Smarty 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 https://codex.wordpress.org/Installing_WordPress.

Installing the Theme

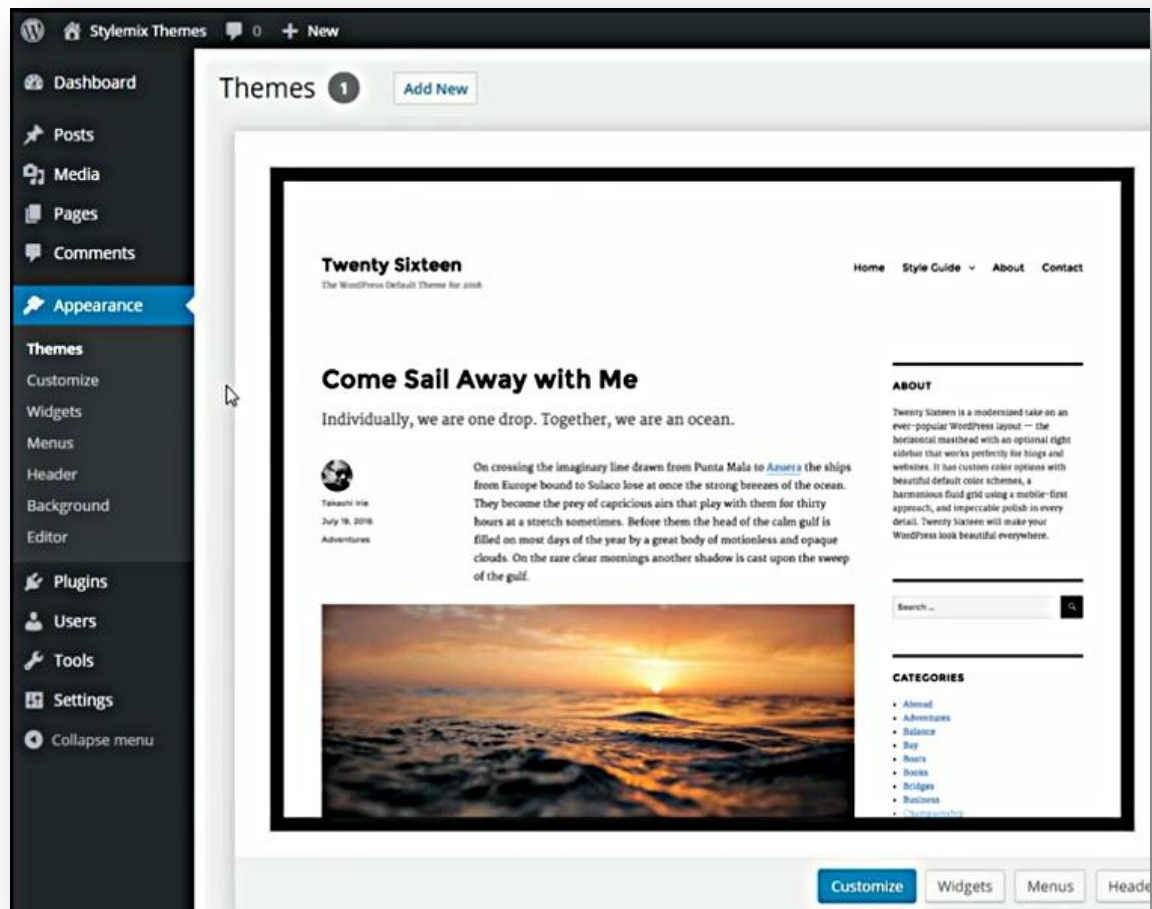
You can install the theme just as you would install any other WordPress Theme.

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

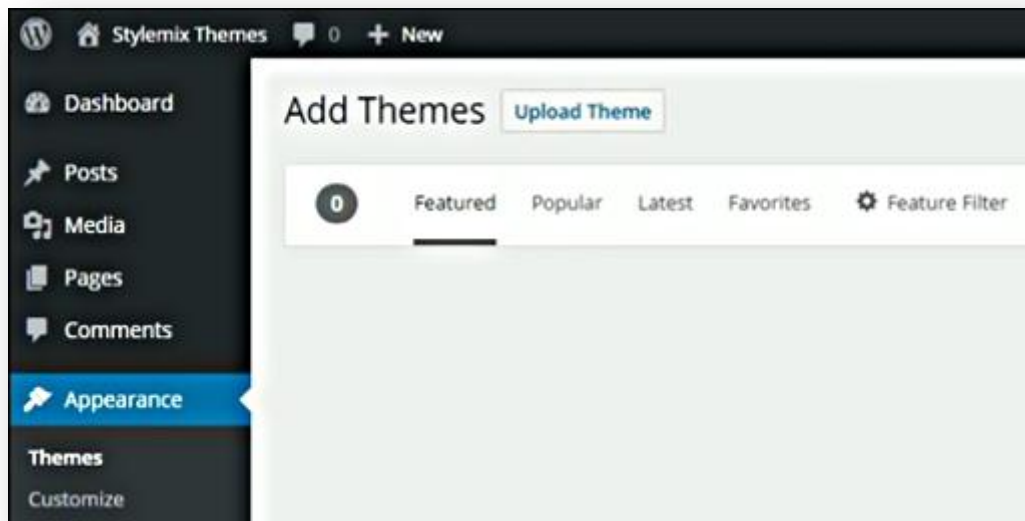
Tip: If you wish, you can view a video of the Installation process at <https://youtu.be/xiRvVGVV7RQ>

To install the theme:

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



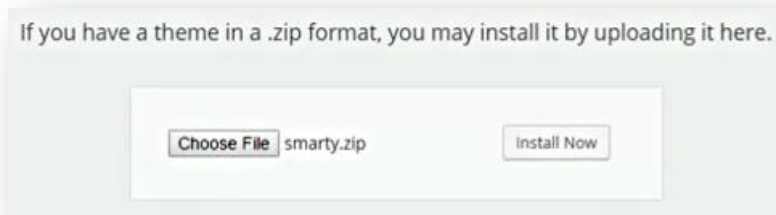
2. Click on the **Add New** button to open the Add Themes screen.



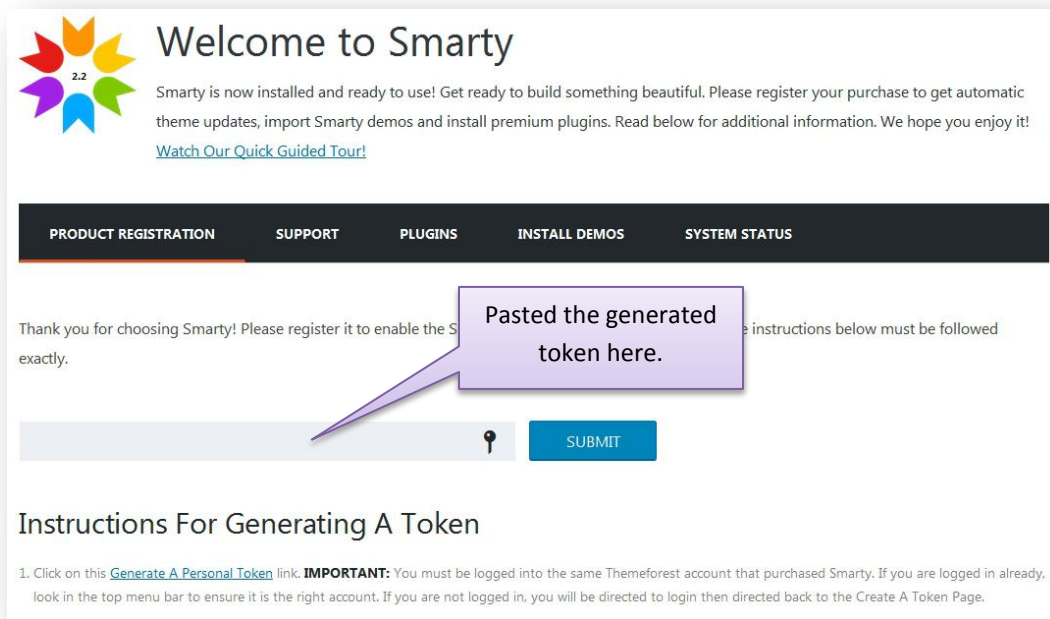
3. Click on the **Upload Theme** button and upload the zipped theme file you have received from StyleMix Themes.

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.



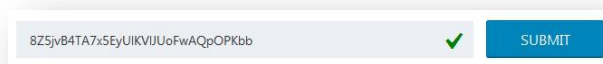
Note: If you have trouble installing the theme, please see the next section: *What to do if the theme installation fails.*



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

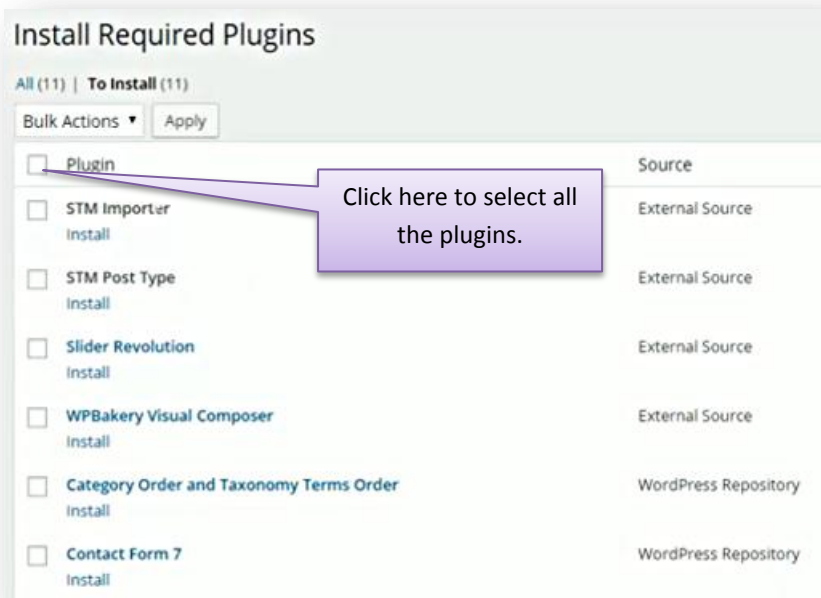
You will have to generate a token to activate the theme. Follow the instructions on the “Welcome to Smarty” page to generate the token. Paste the token in the provided box and click on the **Submit** button.

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



6. The Smarty theme requires a number of plugins to function properly. Fortunately, StyleMix Themes has made it easy for you to install the plugins. Click on **PLUGINS** in the Smarty theme menu.

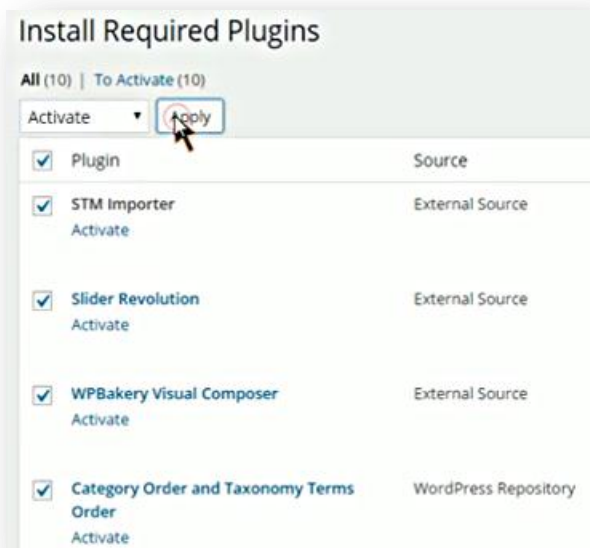
WordPress will display the list of required plugins.



7. Select all the plugins and then select “Install” from the **Bulk Actions** drop-down list and click on the **Apply** button. WordPress will install all the required plugins.

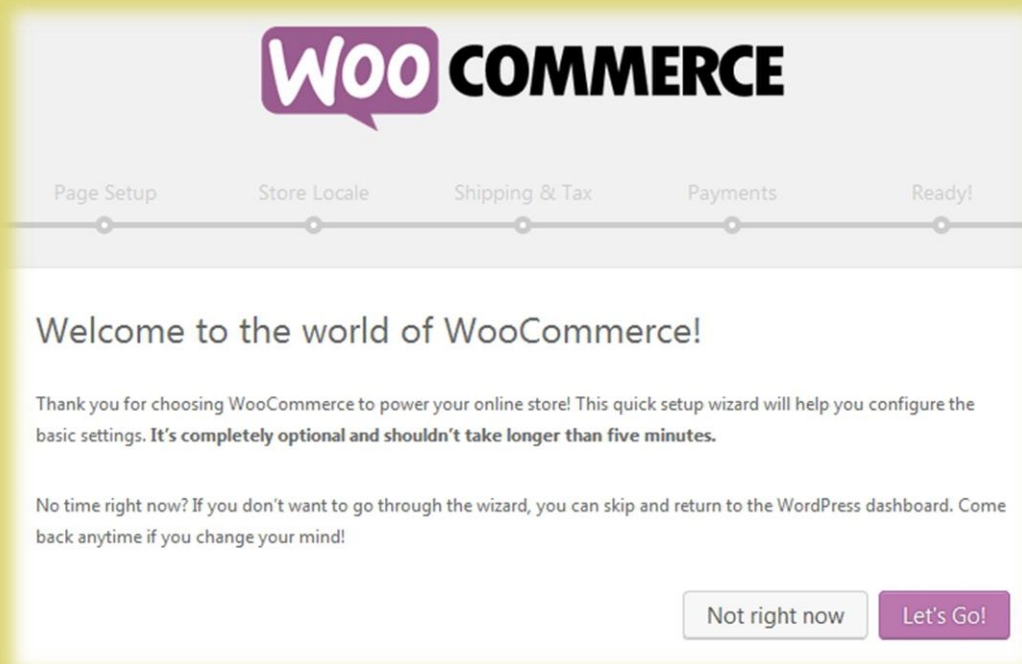
Note: Depending on the speed of your Internet connection, it may take some time to install all the plugins.

8. Once the plugins are installed, you need to activate all the plugins.
9. Select all the plugins, then select “Activate” from the **Bulk Actions** drop-down list and click on the **Apply** button. WordPress will activate all the plugins.



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.

Note: The WooCommerce setup wizard may automatically run after you activate the plugins.



Click on the **Let's Go** button to set up a WooCommerce online store, or click on the **Not right now** button if you don't want to set up WooCommerce at this time or if you don't want an online store for your website. You can always set it up later from the WordPress Dashboard.

Once the theme is installed, you will find a new **Smarty menu** in the WordPress dashboard. You can use this menu to access the different theme-related pages.

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:

<https://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 Smarty theme System Status page. (Click on **Smarty > System Status** in the WordPress menu.) This page will provide information about your WordPress environment and your server environment.

PRODUCT REGISTRATION		SUPPORT	PLUGINS	INSTALL DEMOS	SYSTEM STATUS
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:	[?]				
Language:	[?]	en_US			
Server Environment					
Server Info:	[?]	Apache/2.4.23 (Unix) OpenSSL/1.0.1e-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 to PHP			

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

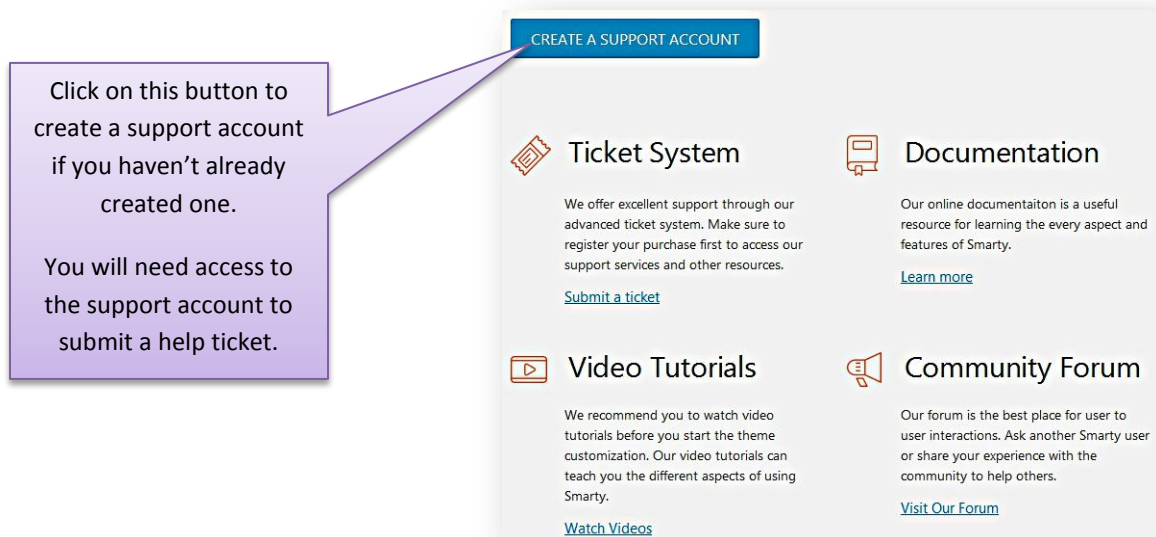
Getting Help

Your Smarty theme comes with six months of free support.

In case you are facing problems with using the Smarty 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 **Smarty > Support** in the WordPress menu to access the Support page.



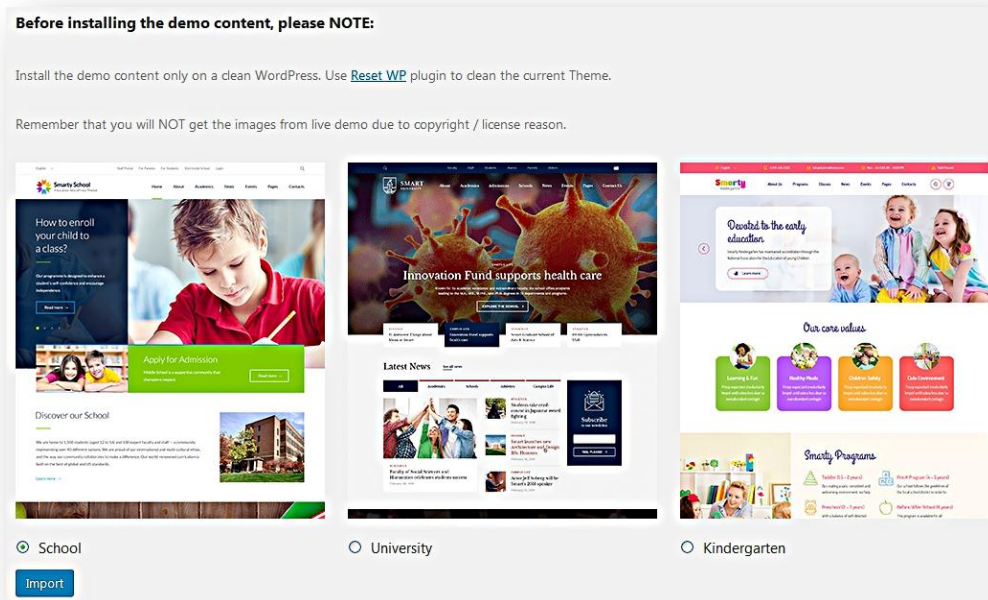
Note: You can also get extended support through subscriptions via ThemeForest.

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.

To import the demo content:

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



2. Select one of the demo layouts.

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.

3. Click on the **Import** button.

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

Note: Most of the images will be replaced with placeholder images because of licensing constraints. Also, the demo content doesn't include WP options and Widgets, so you will have to create them manually via **Appearance > Widgets**.

Note: If the import fails or stalls, please see the previous section: *What to do if the theme installation fails*.

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 Smarty WordPress Theme

This section describes some noteworthy features of this theme.

Bootstrap Framework

The Smarty 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 Smarty 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...
Breadcrumb NavXT	Recommended	Allows you to set up breadcrumb navigation on the pages showing the visitors the path to their current location on your website.
Category Order and Taxonomy Terms Order	Recommended	Allows you to set up taxonomy terms and categories hierarchically and reorder them using drag-and-drop (similar to how the Menus option works in WordPress).
Contact Form 7	Recommended	Allows you to easily design and add forms to your website.
Instagram Feed	Recommended	Allows you to display Instagram photos from any non-private Instagram accounts, either in a single feed or in multiple ones.
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.
Revolution Slider	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.
Timetable Responsive Schedule For WordPress	Recommended	Helps to create class timetables and event timetables.
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 Smarty theme comes with many built-in types of posts that are useful for a school or other educational institution. The following table lists the various types of posts available:

Type	Used for...
Achievements	Displaying achievements of your institution such as certifications that have been awarded to your organization.
Courses	Displaying information about the courses offered by your institution.
Donations	Setting up and displaying details of calls for donations.
Events	Setting up and displaying details of events (such as lectures or classes).
Footers	Designing footer elements for your pages.
Meal	Displaying meal menus and details.
Meetings	Displaying details of meetings. Allows you to describe the purpose of the meeting as well the date and time, etc.
Sidebars	Setting up sidebars which can then be added to your pages as widgets.
Teachers	Displaying information about the teachers in your institution.
Testimonials	Displaying testimonials from students.
Timetable Columns	Setting up the columns for your timetables.

Changing the Title of Custom Post Types

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

- Course
- Donation
- Meeting
- Teacher

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

1. Click on **Appearance > STM Post Types** in the WordPress menu.

The screenshot shows the 'Appearance' settings page for the Smarty Theme. The left sidebar contains a list of settings categories: Comments, Meeting, Sidebar, Footer, Donations, Courses, Media Gallery, Testimonials, Meal, Achievements, Teachers, Contact, WooCommerce, and Products. The 'Appearance' category is selected and highlighted in blue. Below it are 'Themes', 'Customize', and 'Widgets'. The main content area displays settings for various post types. The 'Courses' section is highlighted with a red circle around the 'rewrite (URL text)' field. A purple callout box points to the 'Courses' section, stating: 'Type the new names here. For example, if you want to call them "Subjects" instead of "Courses", you would change these three items.' Another purple callout box points to the 'rewrite (URL text)' field, stating: 'Note: The URL text is the word that appears in the URLs of the page (Ex: http://www.xyz.com/**courses**/)'. The settings for 'Courses' are: 'Courses' title (admin panel tab name) is 'Course', 'Courses' plural title is 'Courses', 'Courses' rewrite (URL text) is 'courses', and 'Courses Page' is 'About'. The settings for 'Donations' are: 'Donations' title (admin panel tab name) is 'Donation', 'Donations' plural title is 'Donations', 'Donations' rewrite (URL text) is 'donations', and 'Donations Page' is 'About'. The settings for 'Meeting' are: 'Meeting' title (admin panel tab name) is 'Meeting'.

Post Type	Title (admin panel tab name)	Plural Title	rewrite (URL text)	Page
Courses	Course	Courses	courses	About
Donations	Donation	Donations	donations	About
Meeting	Meeting			

2. After making the changes click on the **Save Settings** button at the bottom 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 Smarty 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.
- 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 Smarty 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 the home page or front page; site title, tagline, logo and icon; fonts used for the headings and text of the website; etc.
- Menus
- Widgets
- Links to your Social Network sites such as Facebook, Google+, Twitter, YouTube, Instagram and SoundCloud.
- Header and Footer for your pages.
- General Page Settings such as the spacing for page titles; background image for the 404 Error page; and the layout or structure of certain pages such as the blog page, donation page, event page, and shop pages.
- Footer

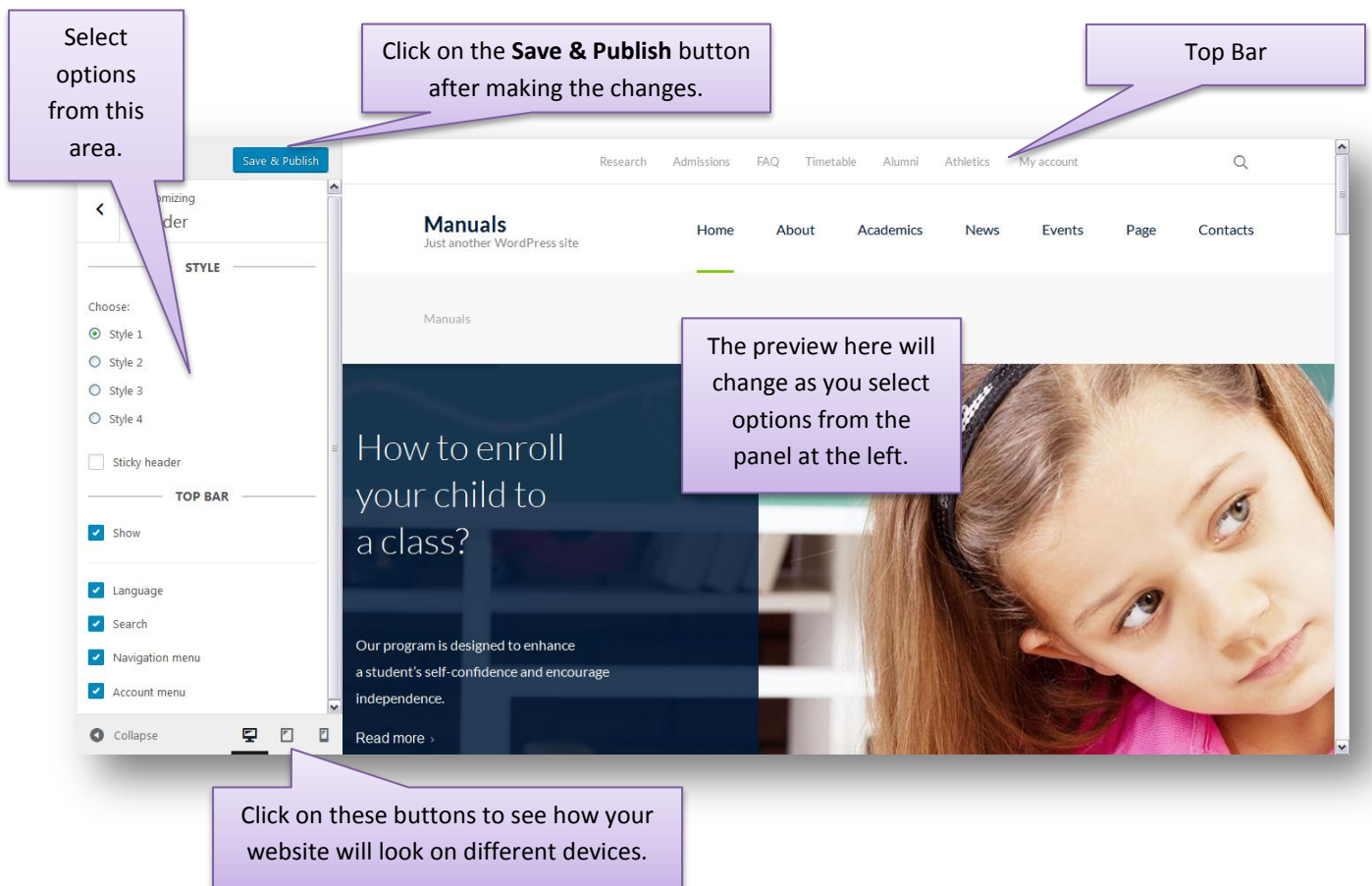
- Custom CSS code to further customize the formatting of the various areas of the website.

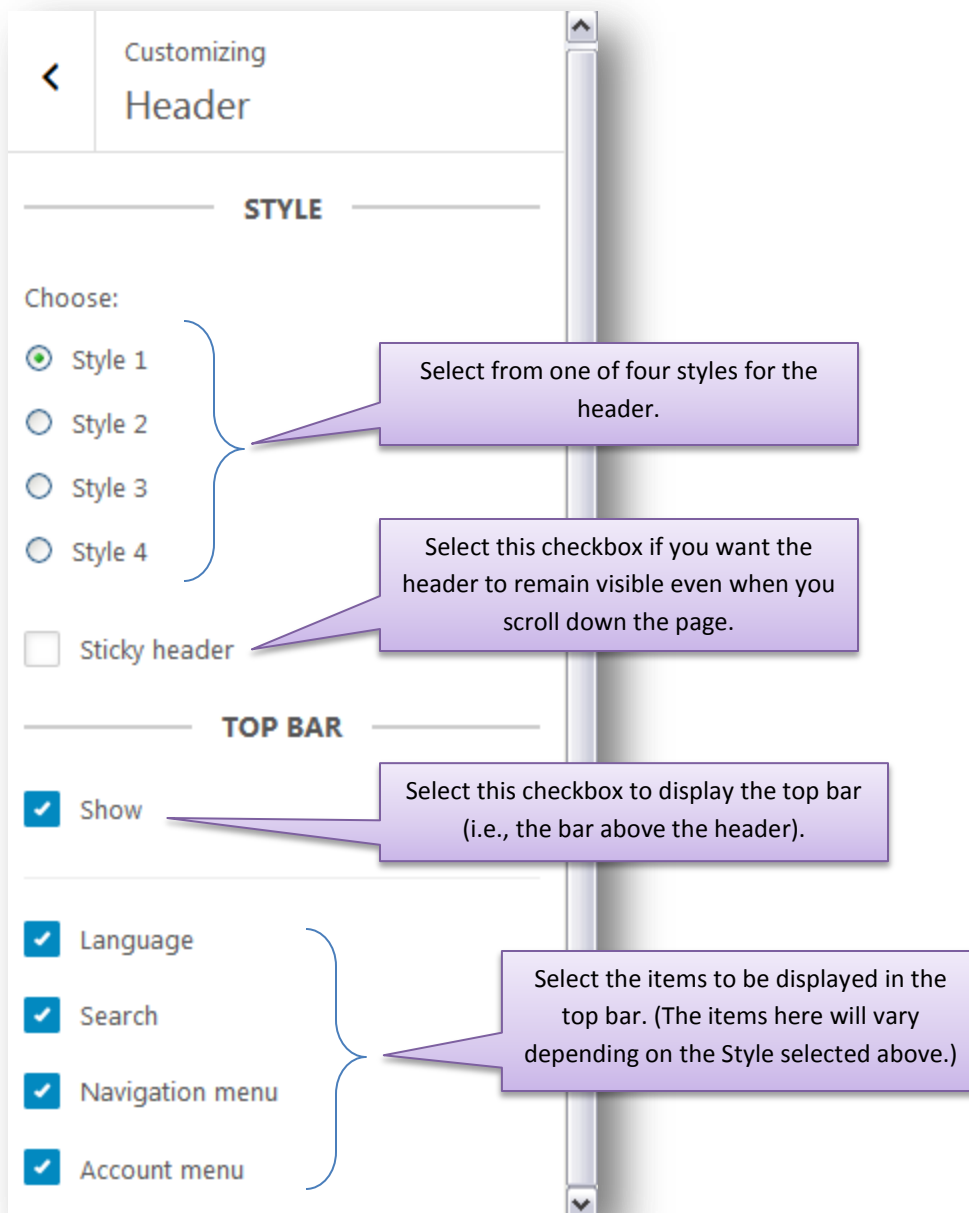
Setting Up the Header

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.





Setting Up the Footer

You can customize the look-and-feel of the Footer. You can control what items appear in the footer area of your pages. You can also set up additional footers that you can attach to some of your pages.

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.

The screenshot shows the WordPress Customizer interface for the 'Footer Layout' section. The panel is titled 'Customizing > Footer Layout'. At the top right is a blue 'Saved' button. Below the title is a 'Widget Areas - Columns' section with a dropdown menu set to '4'. Underneath is a 'Choose:' section with checkboxes for 'Facebook', 'Google plus', 'Twitter', 'YouTube', 'Instagram', and 'SoundCloud'. The 'Facebook', 'Google plus', and 'Twitter' checkboxes are checked. Below this is a 'Copyright' section with a text input field containing 'Copyright © Secondary School Theme by'. At the bottom of the panel are icons for 'Collapse', a desktop view, a tablet view, and a mobile view. Five callout boxes provide instructions: 1. 'Click on this button after making the changes.' points to the 'Saved' button. 2. 'Select the number of widget area columns you want in the footer.' points to the '4' in the 'Widget Areas - Columns' dropdown. 3. 'Select the Social Network buttons to be displayed in the footer. (Note: You need to specify the hyperlinks for the buttons in the Appearance > Customize > Social Networks page.)' points to the social network checkboxes. 4. 'Type the copyright message to be displayed in the footer.' points to the 'Copyright' text input field. 5. 'Click on these buttons to see how your website will look on different devices.' points to the desktop, tablet, and mobile view icons.

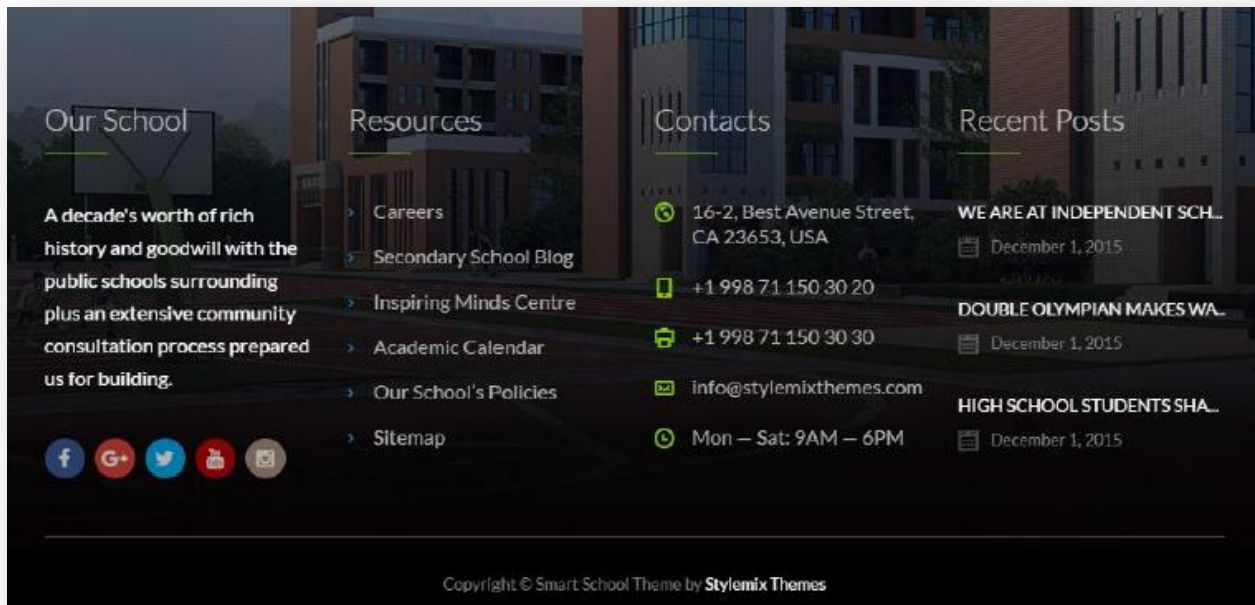
Click on this button after making the changes.

Select the number of widget area columns you want in the footer.

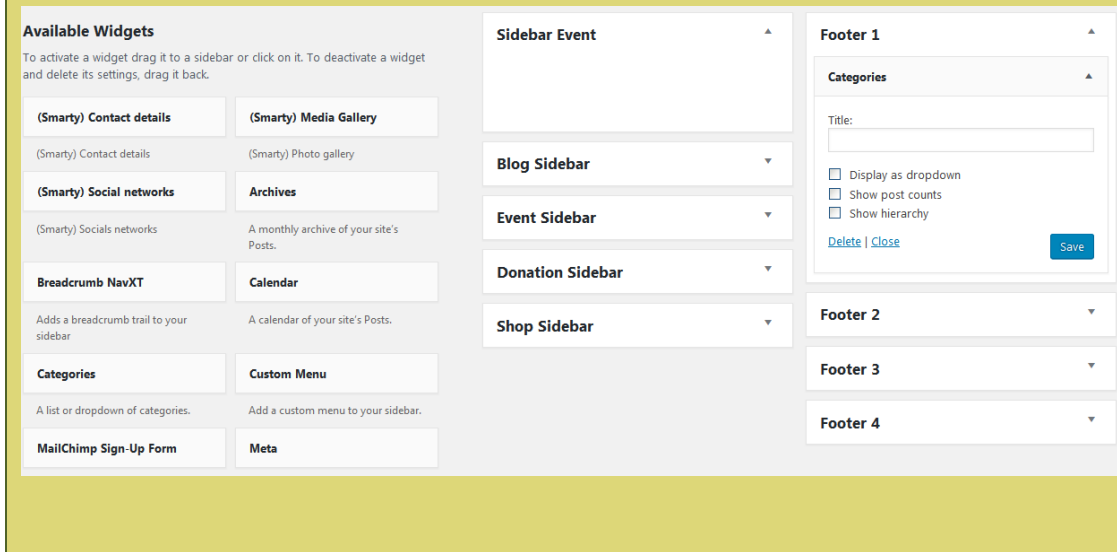
Select the Social Network buttons to be displayed in the footer. (Note: You need to specify the hyperlinks for the buttons in the **Appearance > Customize > Social Networks** page.)

Type the copyright message to be displayed in the footer.

Click on these buttons to see how your website will look on different devices.



Note: You can specify what information should be shown in the columns of the footer by going to **Appearance > Widgets** and dragging widgets into the different Footer areas.

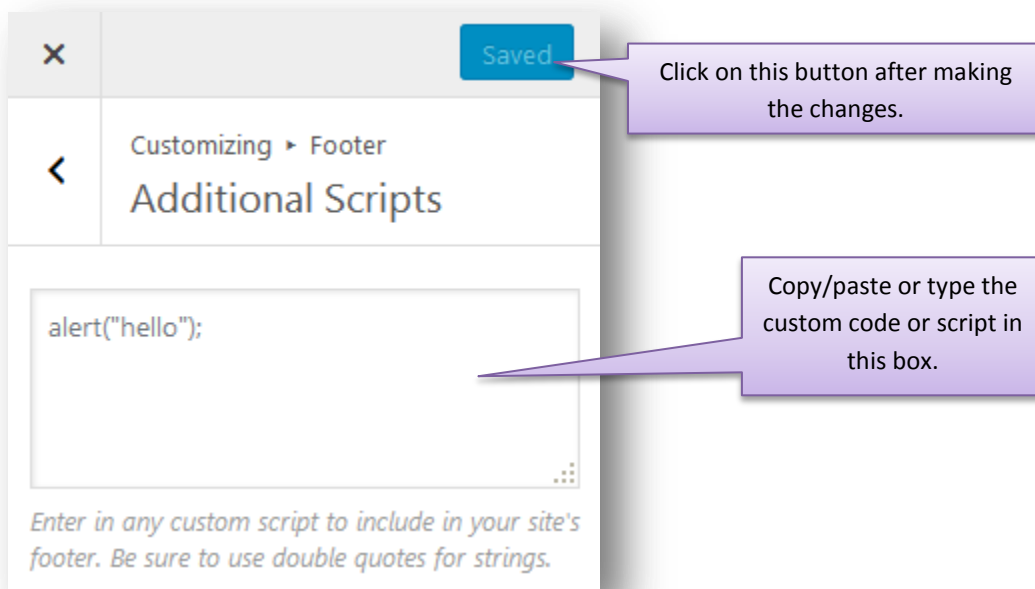


Adding Custom Code to the Footer

Sometimes, you may want to add special items (such as a visitor counter) in the footer that are added to the page using JavaScript or HTML.

To add custom code to the footer:

1. Click on **Appearance > Customize > Footer** in the WordPress menu.
2. Click on **Additional Scripts**.



Setting Up Additional Footers

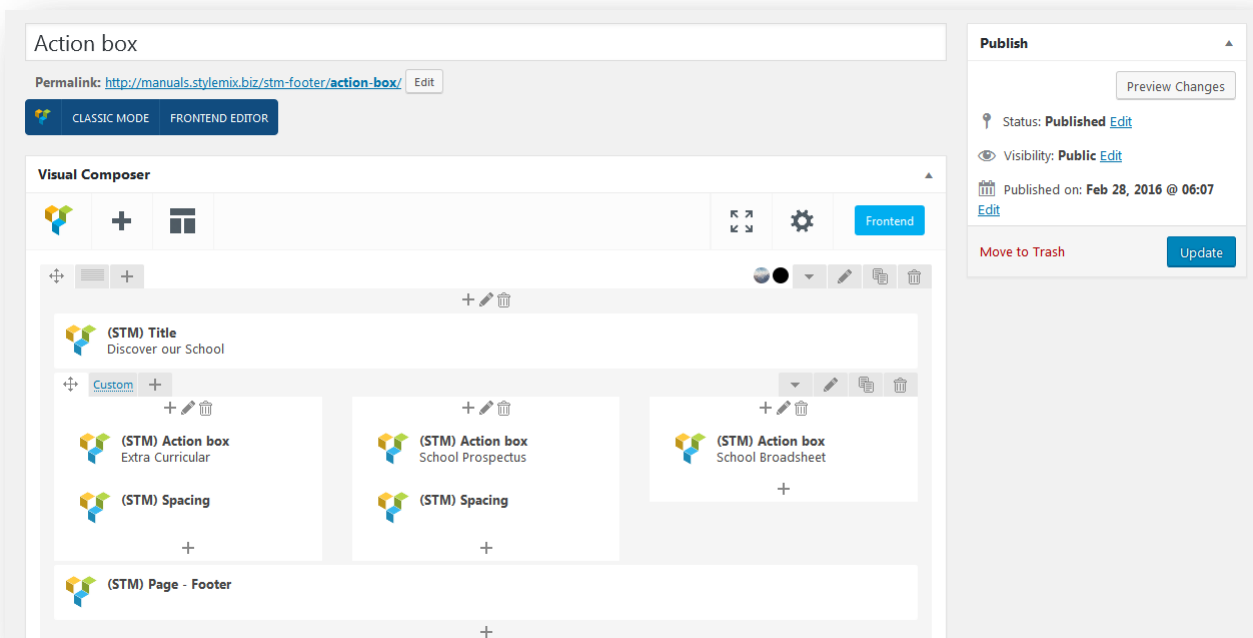
Other than the regular footer that appears at the bottom of each page, you can define additional footers which you can place on other pages.

Note: Though these are called “footers”, they are actually additional panels of content that can be displayed on specific pages. They are ideally used for content that you want repeated on some of the pages, but not all. These “footers” will be displayed at the bottom of the post/page, just above the regular page/post footer.

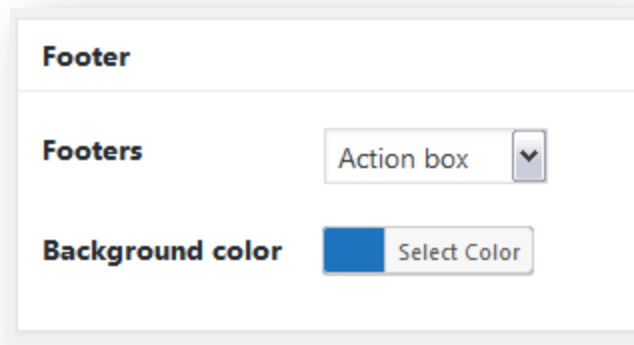
To set up additional footers:

1. Click on **Footer > Add New** in the WordPress menu and create the footer content in the same way as you create a normal page or post.

Tip: You can make use of the **Visual Composer** to design the footer. See *Appendix A: Using the WPBakery Visual Composer Plugin to Set Up the Pages* for more information on using the Visual Composer.



2. Once you have created the footer, you can add it to any page by selecting it from the **Footer** panel when designing or editing the page.



Setting Up Sidebars

The Smarty 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 be added to individual pages or posts.

To set up the sidebars:

1. Click on **Appearance > Customize > Page Settings > Layout** in the WordPress menu.

Click on this button after making the changes.


Select the position of the sidebar (Left/Right) from the **Sidebar Position** drop-down list.
Tip: Select **Hide** from the drop-down list if you don't want any sidebar to be displayed.

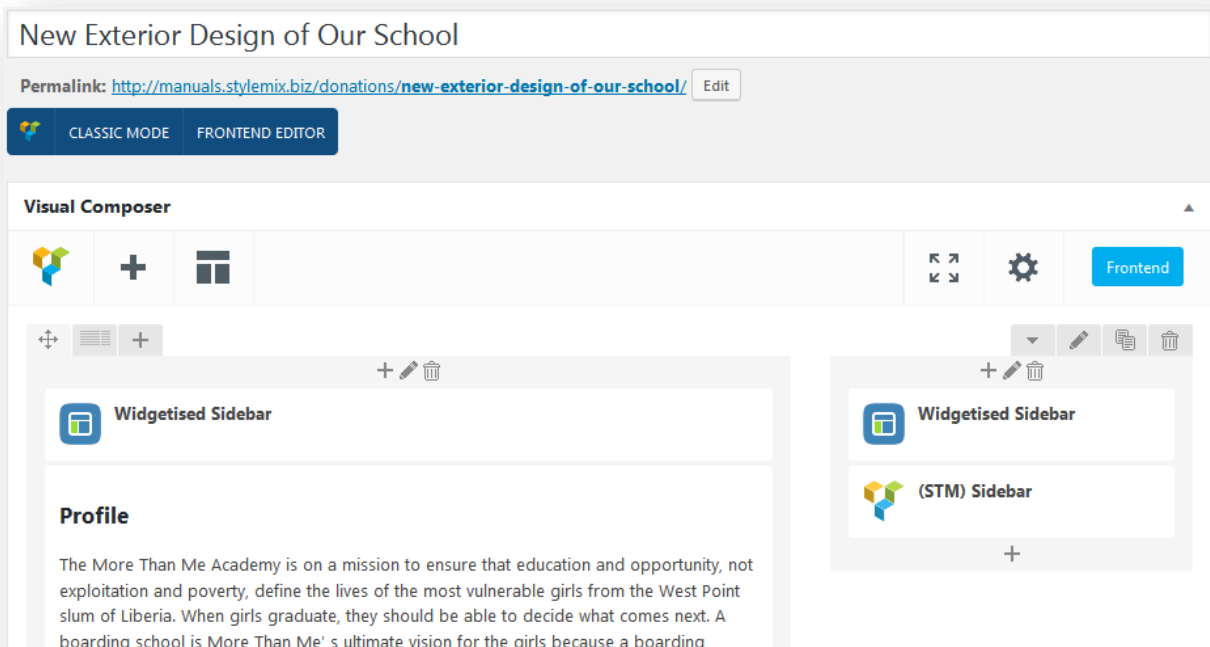
From the **Sidebar** drop-down list, select the name of the sidebar that you want to display on the page. You can select either the default WordPress sidebar or one of your custom sidebars.

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.



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.

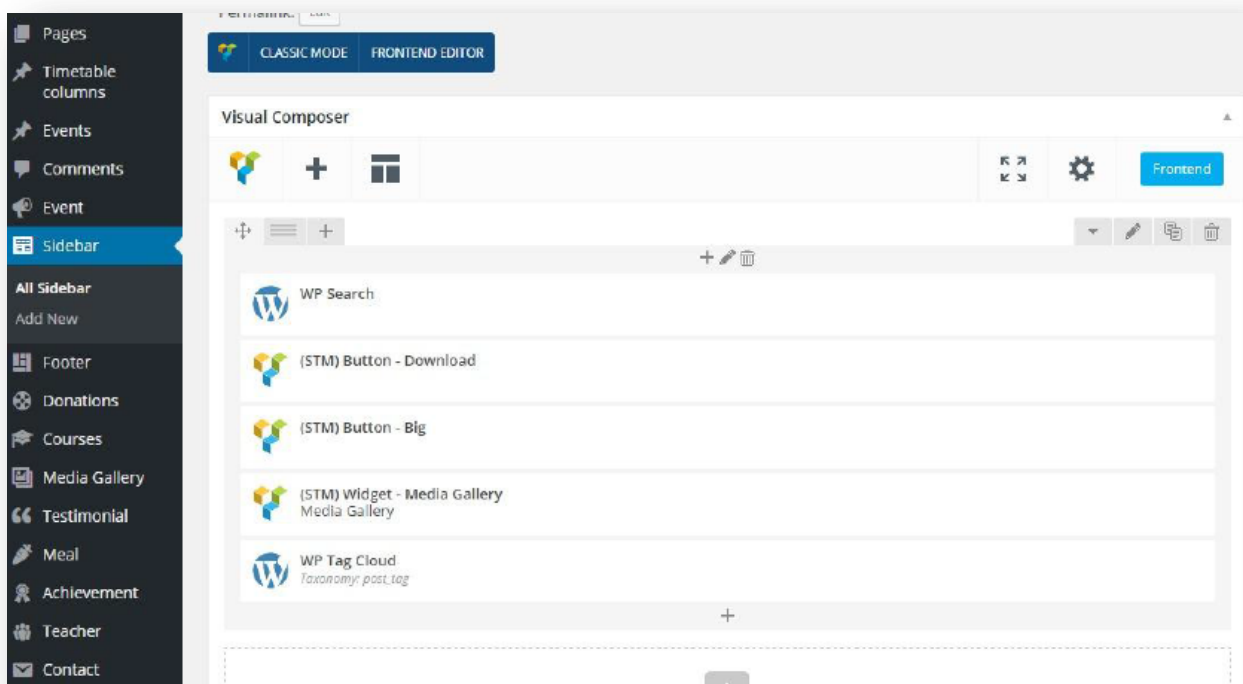
Tip: See *Appendix A: Using the WPBakery Visual Composer Plugin to Set Up the Pages* for more information on using the Visual Composer.

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 **Sidebar > 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 Smarty theme supports up to three menus. You can have:

- A menu on the top bar (above the page header area)
- A menu as part of the header itself
- A menu on the About page

In addition to the above, you can also create custom menus that you can place on 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 on the top bar and a second menu in the header area. You can also set up a menu on the About page.

To set up the Standard Menus:

1. Click on **Appearance > 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.

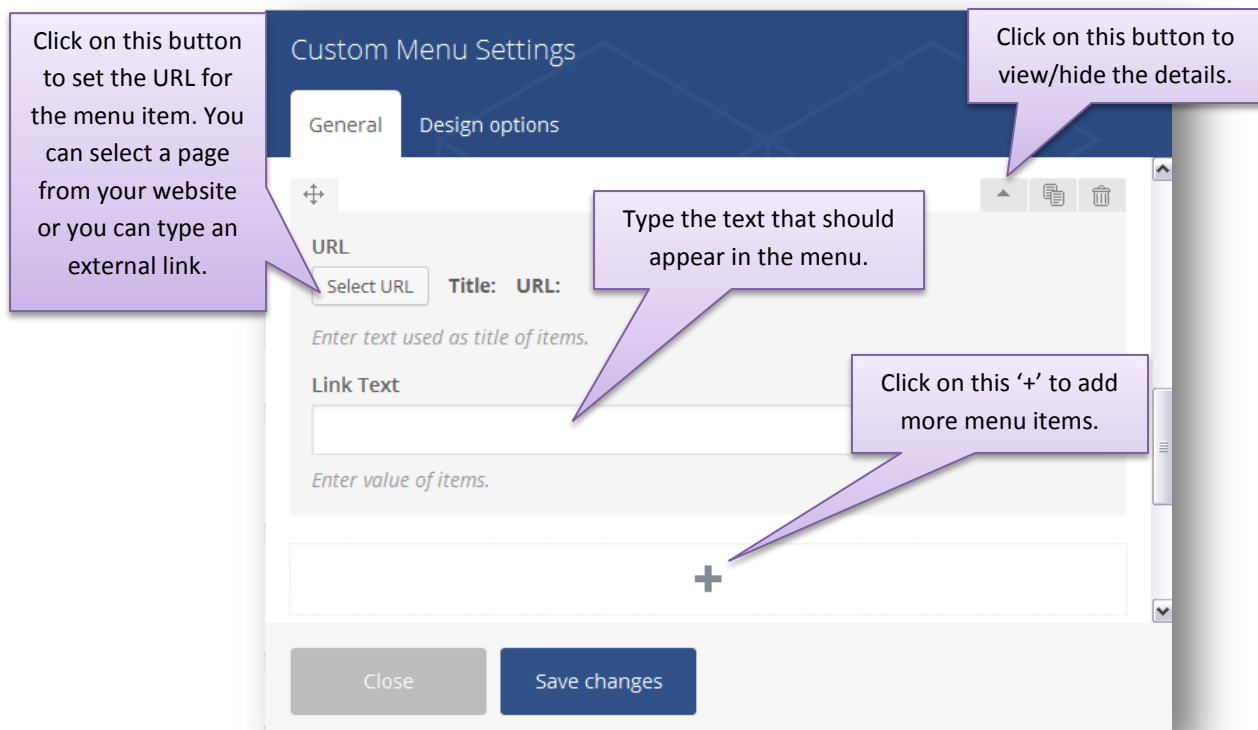
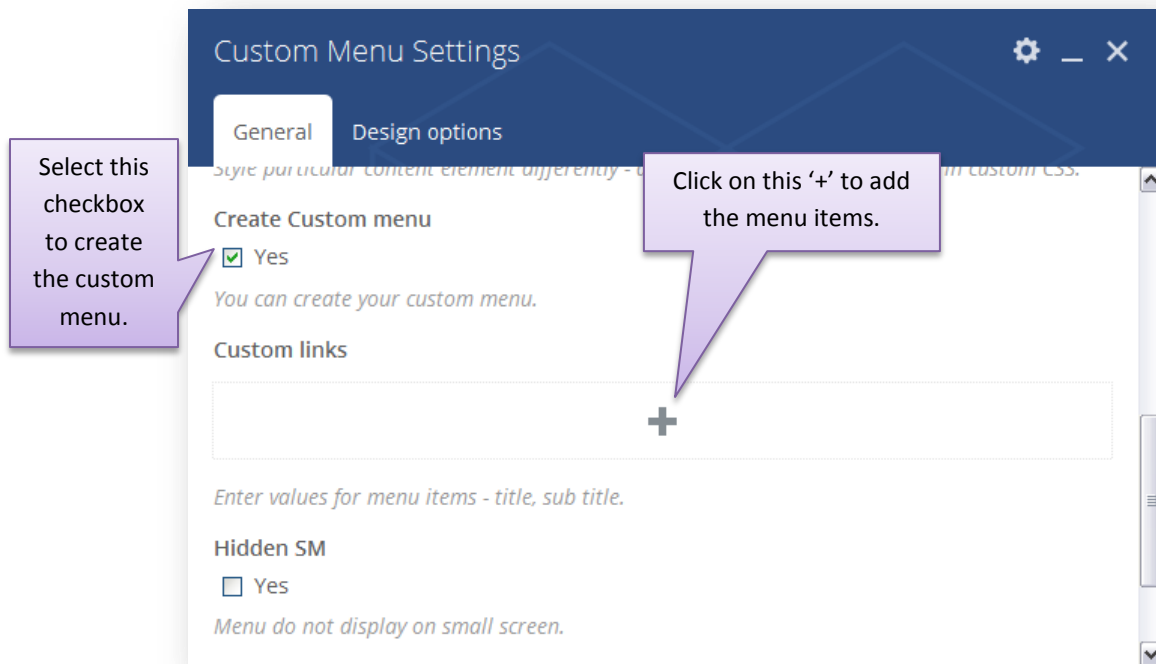
Creating Custom Menus

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

To create Custom Menus:

1. When designing a page, add the 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. After creating the menu items, click on the **Save changes** button to close the dialog box and return to the post/page editing screen.
3. Finally, click on the **Publish** or **Update** button to save the changes you have made to the page.

Localizing or Changing the Language of the Theme

If you are using the Smarty 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 contain 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: If you are using timetables in your website, you will need to change the names of the days in the timetables to your local language. See *Defining Timetable Columns* for more details.

Note: The Smarty theme comes with many custom post types. You can quite easily change these custom post type names to the language of your choice. See *Changing the Title of Custom Post Types* for more information.

Adding Teacher and Administrator Information

The Smarty theme has got a custom Teachers post type for adding the details of your teachers and administrators. Using the Teachers post type you can easily add additional information like the Position, Social links and E-mail ID of your teachers and administrators.

To add details of teachers and administrators:

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

The screenshot shows the WordPress Visual Composer editor for a 'Teachers' post type. The editor is titled 'Tom Goodman' and has tabs for 'CLASSIC MODE' and 'FRONTEND EDITOR'. The main content area is divided into several sections, each with a 'Visual Composer' header. The sections include:

- Single Image:** A widget for displaying the person's photograph. A callout points to it with the text: "Use a **Single Image** widget to display the person's photograph."
- (STM) Title:** A widget for displaying the person's name. A callout points to it with the text: "Use a **(STM) Title** widget to display the person's name."
- (STM) Teacher - Contact details:** A widget for displaying the person's contact details. A callout points to it with the text: "Use a **(STM) Teacher - Contact Details** widget to display the person's contact details."
- Featured Image:** A widget for displaying a featured image. A callout points to it with the text: "Add the other content using other Visual Composer widgets, just as you would for any other page or post."

The main content area also includes a 'Skills' section with a 'Biography' tab and a 'Send message' button. Below this, there is a list of achievements or awards, including '1. National Academy of Engineering' and '2. Fellow of the American Institute of Aeronautics and Astronautics'.

2. Use the **Details** panel to add the position and contact details of the teacher or administrator.

Details

Position

SOCIALS

Facebook

Twitter

Google plus

Instagram

E-Mail

Note: Once you have entered the details of all your teachers/administrators, you can display this information on other pages using the following widgets:

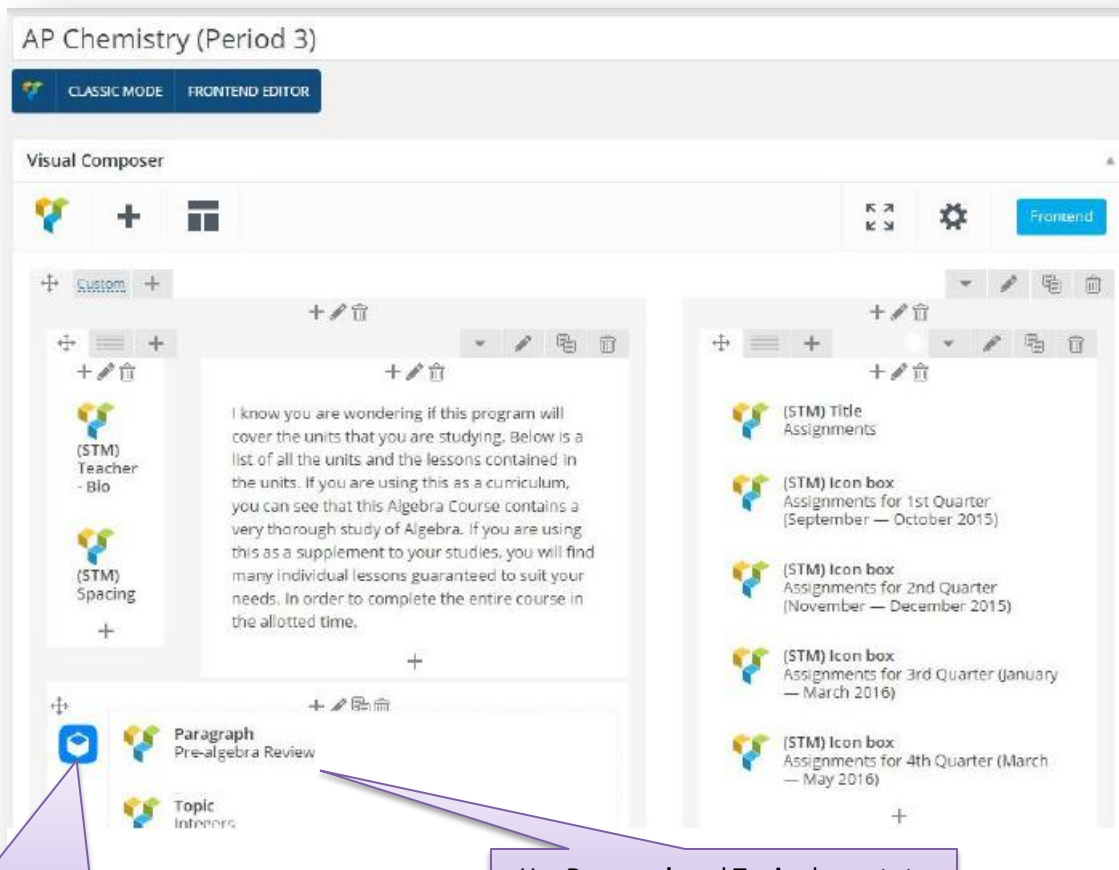
- (STM) Teachers - Grid
- (STM) Teacher - Contact details
- (STM) Teacher - Bio

Adding Course Details

The Smarty theme has got a custom Courses post type for adding the details of your courses. Using the Courses post type you can easily add information about a course and assign a teacher to the course.

To add details of a course:

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



Note: The **Paragraph** and **Topic** elements are part of the **(STM) Topics** widget, so click on the “+” symbol that is within the (STM) Topics panel to add these elements to the panel.

2. Use the **Details** panel to assign the course to a teacher.



Details	
Assignments	<input type="text" value="25"/>
Teacher	<input type="text" value="Oliver Sherwood"/>

Tip: Once you’ve added all the courses as different posts, you can display a list of courses on any page/post by adding the **(STM) Classes** element to the page/post.

Adding a Timetable

The Smarty Theme makes it easy for you to display one or more Timetables of “events” happening in your institution. There are many options to format and display the timetable in many ways. You can even display a timetable of “upcoming” events.

Note: Though this manual calls them “events”, you can actually use the Timetable feature to display a table of any date-based information. So, for example, you could display a timetable of events happening in the institution, or even a regular timetable showing the classes/lectures for different categories of students.

Defining Timetable Columns

Before you can display the timetables, you should first define the columns of the timetable. This is usually the days of the week. You need to create seven posts of the type “Timetable Columns” for the seven days of the week.

To define Timetable columns:

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

Type the name of the day.

Sunday

Permalink: <http://manuals.stylemix.biz/timetable-weekdays/sunday/> Edit

Revolution Slider Options

Choose Slide Template

default

Specify which day of the week it is. For example, here we have defined Sunday as the last day of the week.

Publish

Preview Changes

Status: **Published** Edit

Visibility: **Public** Edit

Published on: **Apr 18, 2013 @ 09:52** Edit

Move to Trash Update

Attributes

Order

7

2. Define the rest of the days in a similar way.

Tip: If you are using the theme on a non-English website, type the name of the day in the language of your choice.

Creating Timetable Events

As mentioned earlier, the timetable displays “events”. These events could be anything, such as seminars, competitions, etc. or they could even be “subjects” as in a regular timetable.

Tip: You have great flexibility while displaying your timetables. For example, you could assign categories for your events and have different timetables displaying different categories of events. Click on **Events > Categories** in the WordPress menu to define the categories for the events.

Tip in a Tip: Once you have defined categories, you can quickly change the order of the categories by using drag-and-drop if you click on **Events > Taxonomy Order** in the WordPress menu.

To create timetable events:

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

English

Permalink: <http://manuals.stylemix.biz/events/english/> Edit

Add Media

File Edit Insert View Format Table Tools

Paragraph B I “ ” List Link Unlink Undo Redo

Font Family Font Sizes

Publish

Preview Changes

Status: **Published** Edit

Visibility: **Public** Edit

Published on: **Apr 7, 2016 @ 10:58** Edit

Move to Trash Update

Categories

Categories Most Used

☒ 5th grade

☒ 6th grade

☒ 7th grade

☐ 8th grade

☐ 9th grade

2. Use the **Options** panel to define custom colors for the event. You can also specify a URL to a page to be displayed when the user clicks on this “event” in the timetable.

Options

Subtitle:

Timetable box background color: 00aaff Required when 'Timetable box hover color' isn't empty

Timetable box hover background color:

Timetable box text color: ffffff Required when 'Timetable box hover text color' isn't empty

Timetable box hover text color:

Timetable box hours text color: Required when 'Timetable box hover hours text color' isn't empty

Timetable box hover hours text color:

Timetable custom URL:

Disable timetable event URL: Yes

Specify custom colors for the event cell in the timetable.

Specify whether the event is clickable or not.

3. In the **Event** panel, enter the start and end time for the “event” and optionally a description. You can add multiple time or hour entries.

Event hours

Timetable column: Select the day of the "event".

Start hour: hh:mm Specify the start and end time.

End hour: hh:mm

Description 1: Type a description for the "event" (Optional).

Description 2: Type further information about the "event" (Optional).

Tooltip:

Category: Assign categories for the "event hours" (Optional). For example, you could assign a category of "Evening Classes" for all classes that are after 6 p.m.

Click on **Add** to add the event hour details. You can add multiple event hour details. For example, the English class may be on Mondays and also on Fridays.

4. Finally, click on the **Publish** button to save the entry.

Displaying the Timetable

Once you have defined all the "events" for a timetable, you can easily display the timetable anywhere on your website using a *timetable shortcode* such as the following one:

```
[tt_timetable event_category='1-st-grade,2-st-grade,7th-grade,8th-grade' filter_style='tabs' filter_kind='event_and_event_category']
```

The shortcode can be placed either in the main content of the page or in a sidebar or other content block.

Luckily, the Smarty Theme comes with a special shortcode generator to help you create the shortcode.

Setting Up Timetable Shortcodes

To display the timetable on your website, you need to insert a timetable shortcode on your page. The shortcode can simply be `[tt_timetable]` or it can be more complex such as the one shown above.

To create the shortcode for a timetable:

1. Click on **Settings > Timetable** in the WordPress menu to open the Timetable Shortcode Generator screen.

The screenshot shows the 'Main configuration' tab of the Timetable Shortcode Generator. It contains five sections for selecting items to display in the timetable:

- Events:** A list box containing 'Painting (id: 2391)', 'Programming (id: 2397)', 'Math & Geometry (id: 3192)', and 'Sport (id: 2395)'. A note says: 'Select the events that are to be displayed in timetable. Hold the CTRL key to select multiple items.'
- Event categories:** A list box containing '6th grade', '7th grade', '8th grade', and '9th grade'. A note says: 'Select the events categories that are to be displayed in timetable. Hold the CTRL key to select multiple items.'
- Hour categories:** An empty list box. A note says: 'Select the hour categories (if defined for existing event hours) for events that are to be displayed in timetable. Hold the CTRL key to select multiple items.'
- Columns:** A list box containing 'Monday (id: 2132)', 'Tuesday (id: 2377)', 'Wednesday (id: 2378)', and 'Thursday (id: 2379)'. A note says: 'Select the columns that are to be displayed in timetable. Hold the CTRL key to select multiple items.'
- Hour measure:** A dropdown menu set to 'Hour (1h)'. A note says: 'Choose hour measure for event hours.'

2. Select Events, Event Categories, Columns, etc. to display in the timetable.

Note: If you select items, only those “events” that match your selections will be displayed, but if you do not select any items, all the “events” will be displayed in the timetable.

3. Make other selections, as required, in the rest of the page.
4. Optionally, you can use the **Fonts**, **Colors**, and **Custom CSS** options (at the top of the page) to format the timetable.
5. The generated shortcode will be displayed at the top of the page.

Timetable Shortcode Generator

Choose shortcode id: ▼

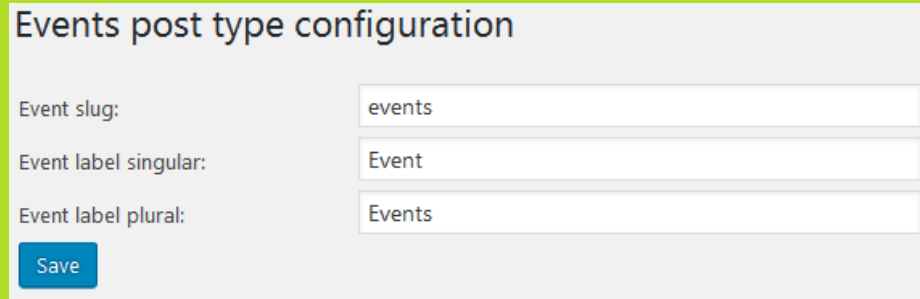
Or type new shortcode id * Unique identifier for timetable shortcode.

Copy to Clipboard Save

6. Click on the **Copy to Clipboard** button to copy the shortcode to the clipboard so as to allow you to paste it in the page where you want to display the timetable.

Note: In addition to copying to the clipboard, you can type a **unique id** for the shortcode and click on the **Save** button to save your definition so that you can use it as a base for future timetable definitions.

Tip: By default, timetable entries are called “events”. But you can change this to something more appropriate for your institution (such as “classes”) in the **Events post type configuration** section of the Timetable Shortcode Generator page.

A screenshot of a web form titled "Events post type configuration". The form has a light gray background and is set against a green backdrop. It contains three text input fields: "Event slug:" with the value "events", "Event label singular:" with the value "Event", and "Event label plural:" with the value "Events". A blue "Save" button is located at the bottom left of the form.

Events post type configuration	
Event slug:	<input type="text" value="events"/>
Event label singular:	<input type="text" value="Event"/>
Event label plural:	<input type="text" value="Events"/>
<input type="button" value="Save"/>	

Displaying Upcoming Events

In addition to the regular timetable, the Smarty Theme also has an **Upcoming Events** widget to allow you to display a scrolling list of upcoming events on your web page.

You can add this widget to any sidebar or footer of your web page. The widget allows you to display current events, the current day’s upcoming events, or all upcoming events.

Adding Meetings

An educational institution may have many events during the year such as competitions, youth festivals, annual day, etc. With the Smarty theme you can easily add information about these events on your website. You can also categorize these events.

Note: Since the theme uses “events” in timetables, these other types of events are called “meetings”.

Setting up Meeting Categories

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

To set up meeting categories:

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

Add New Categories

Name

The name is how it appears on your site.

Slug

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Parent

None

Description

The description is not prominent by default; however, some themes may show it.

Bulk Actions 2 items

<input type="checkbox"/>	Name	Description	Slug	Count
<input type="checkbox"/>	School Life		school-life	1
<input type="checkbox"/>	Athletics		athletics	4

Bulk Actions 2 items

<input type="checkbox"/>	Name	Description	Slug	Count
--------------------------	------	-------------	------	-------

Tip: To reorder the list of categories, click on **Meeting > Taxonomy Order** in the WordPress menu, to open the Taxonomy Order page. Here, you can re-order the categories by dragging them with the mouse.

Note: You can similarly create Meeting Tags by clicking on **Meeting > Tags** in the WordPress menu.

Creating a Meeting Post

Once you have defined your meeting categories, you can create Meeting posts with details of the meetings.

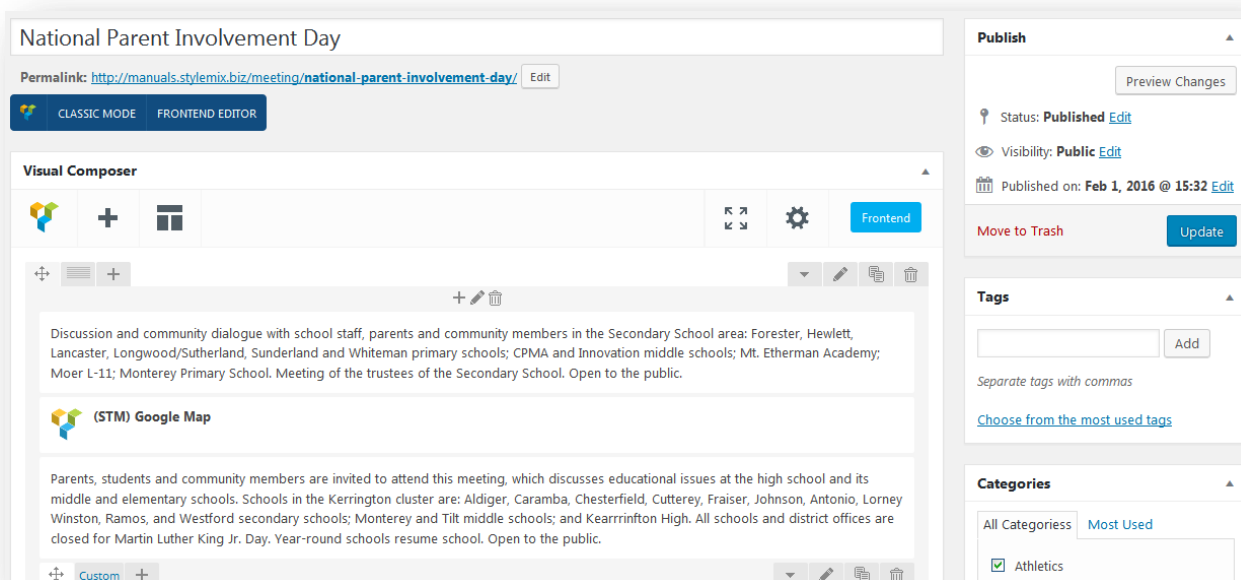
Note: The Smarty theme allows you to have a sidebar on your Meeting pages. The sidebar can be placed either to the left or the right of the page. You can also specify whether the sidebar should be a normal WordPress sidebar (which you can then customize from the **Appearance > Widgets** page), or one of your custom sidebars.

To specify the Meeting page sidebar settings:

1. Click on **Appearance > Customize > Page Settings > Layout**.
2. Adjust the settings in the **Event** section of the Layout panel.

To create a Meeting post:

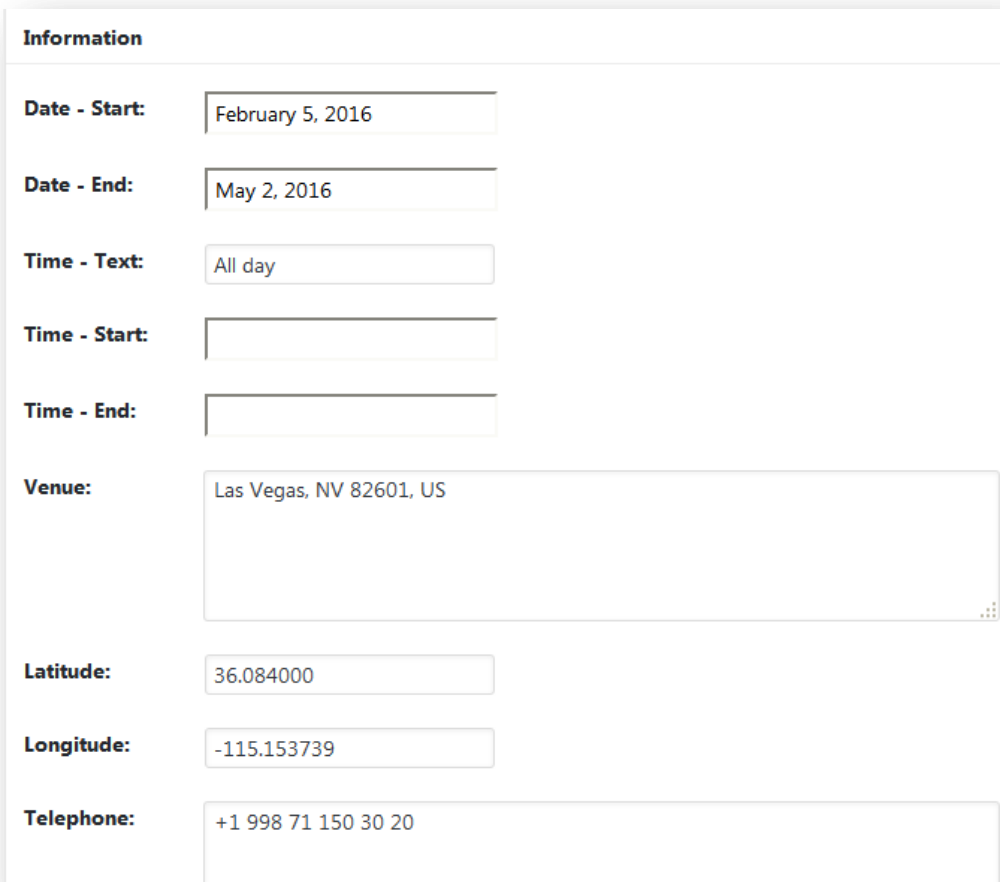
1. Click on **Meeting > Add New** in the WordPress menu.



2. Create the meeting 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.

- Specify the details of the meeting such as the date, starting and ending times, venue, location, e-mail, etc. in the **Information** panel at the bottom of the page.



The screenshot shows a form titled "Information" with the following fields and values:

Field	Value
Date - Start:	February 5, 2016
Date - End:	May 2, 2016
Time - Text:	All day
Time - Start:	
Time - End:	
Venue:	Las Vegas, NV 82601, US
Latitude:	36.084000
Longitude:	-115.153739
Telephone:	+1 998 71 150 30 20

Displaying Meeting Details on Other Pages

Once you have created your meeting 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.

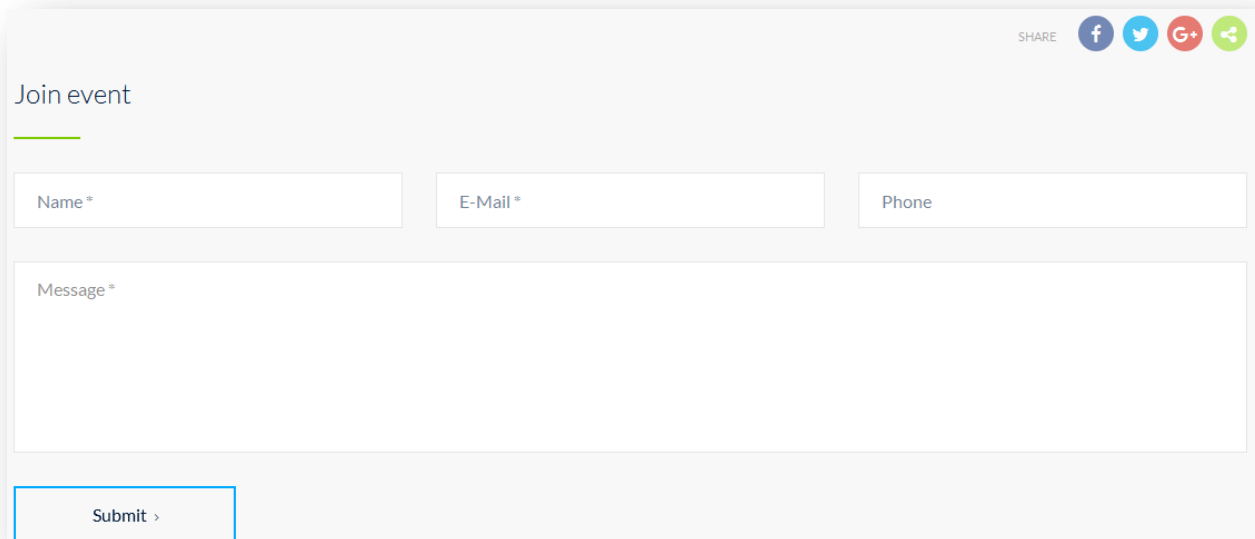
The screenshot shows the (STM) Events Settings dialog box. It has a dark blue header with the title '(STM) Events Settings' and window control icons (gear, minus, and close). Below the header are two tabs: 'General' (active) and 'Design options'. The 'General' tab contains the following fields:

- View:** A dropdown menu currently showing 'Grid'. A callout points to it with the text: 'Specify whether to display the events as a list or a grid.'
- Category:** A dropdown menu currently showing '-- Select --'. A callout points to it with the text: 'Select the category of the events to be displayed.'
- Events count:** An empty text input field. A callout points to it with the text: 'Specify how many events to display.'
- Events per page:** A label in a lighter font.
- Pagination:** A section with a checkbox labeled 'Yes'. A callout points to the checkbox with the text: 'If you select this checkbox only **Events count** number of events will be displayed on the page at one time and WordPress will display pagination buttons to facilitate moving between the pages.'

At the bottom of the dialog are two buttons: 'Close' (grey) and 'Save changes' (dark blue).

Joining the Meeting

Meeting pages have a **Join event** form that is displayed at the bottom of the Meeting page.

A screenshot of a web form titled "Join event". In the top right corner, there is a "SHARE" label followed by four social media icons: Facebook, Twitter, Google+, and a generic share icon. The form contains three input fields: "Name *" (required), "E-Mail *" (required), and "Phone". Below these is a large text area labeled "Message *". At the bottom left of the form is a "Submit >" button.

Viewers can join the meeting by filling and submitting the form.

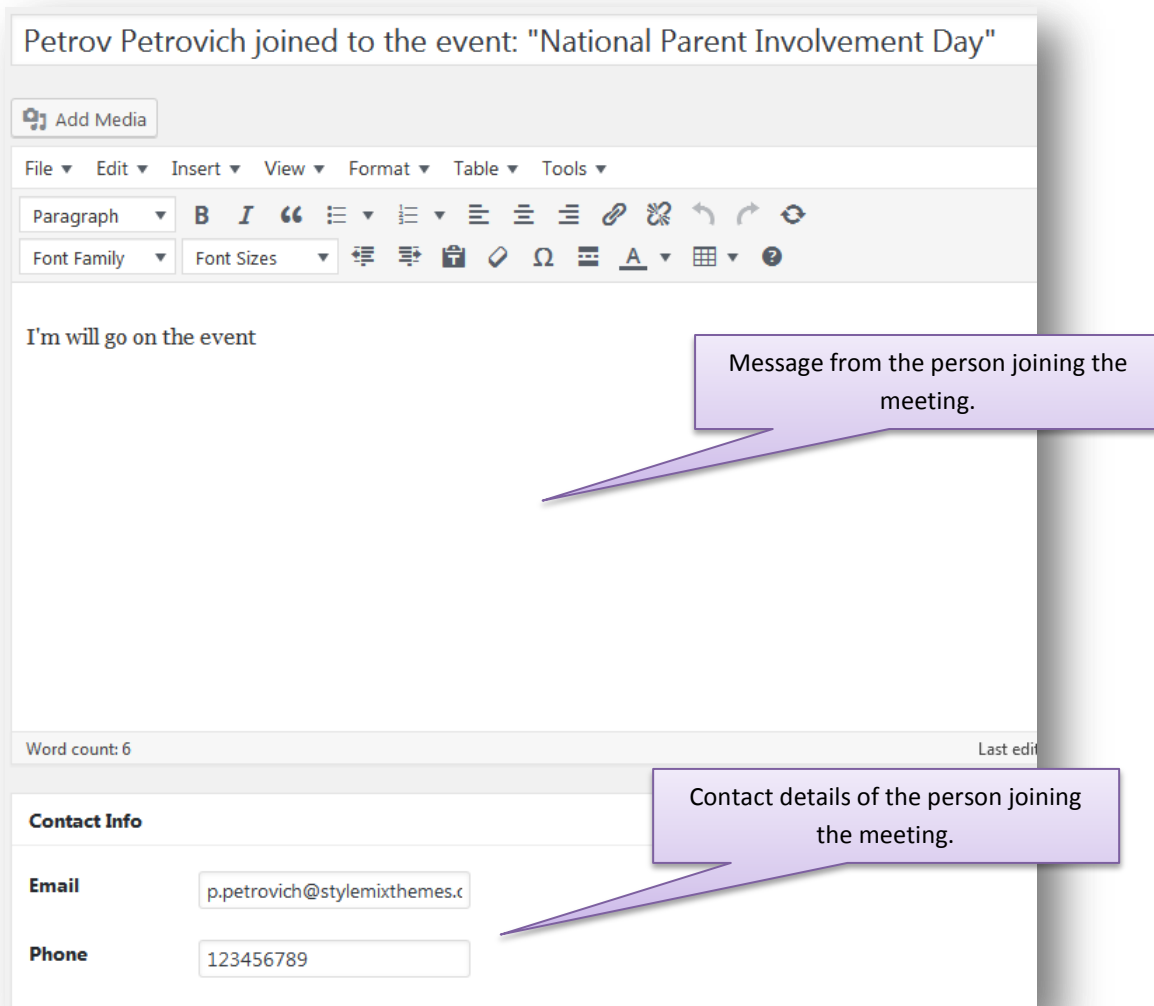
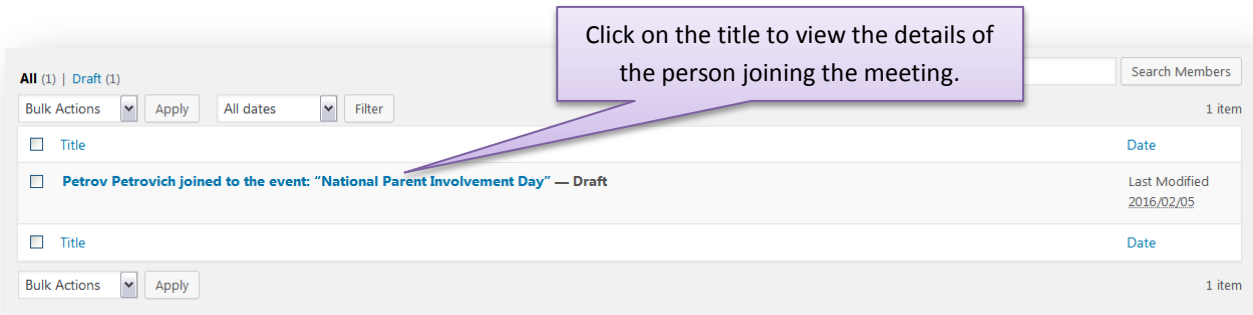
Viewing Details of all Persons Joining a Meeting

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 a meeting:

1. Click on **Meeting > All Members** in the WordPress menu to view the list of persons joining the meeting.

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



Adding Media Galleries

You can easily set up multiple media galleries using the Smarty theme. You can create galleries of images, videos or audio files and display them on your pages using Visual Composer elements.

Creating a Media Gallery Entry

To create a media gallery you need to first add the media using Media Gallery posts.

To add media for your media galleries:


1. Click on **Media Gallery > Add New** in the WordPress menu.
2. Add a name or title for the media.
3. Provide the details of the media in the **Details** panel.

The screenshot shows a form for adding a media gallery item. It includes fields for Type, Description, Image, Link, Embed code, and a Featured checkbox. Callouts provide instructions for each field.

Details

Type: Video Specify whether it's an audio, video or image file.

Description: Seventy percent of School students receive some form of financial aid. A Secondary School education is more affordable than a state school for 90% of American families.

Image:  For an image file, you can choose an already uploaded file from the WordPress Media Library or you can upload the file from your PC.

Link: For audio or video files, you can provide the link to the file, or paste the embed code for the file.

Embed code:

Featured: ☒ Select this checkbox to mark the item as a featured item.

Tip: If you assign categories to your media gallery items, you can then display different categories of items in different galleries. Click on **Media Gallery > Categories** in the WordPress menu to define the categories.

Tip in a Tip: Once you have defined categories, you can quickly change the order of the categories by using drag-and-drop if you click on **Media Gallery > Taxonomy Order** in the WordPress menu.

Displaying the Media Gallery

Once you've added/uploaded the media gallery items, you can display the gallery on any page or post by using (STM) Media Gallery Visual Composer elements.

To display a media gallery:

1. Depending on your requirements add one of the following Visual Composer elements to your page:
 - **Gallery** – for a general gallery
 - **(STM) Media Gallery** – for a gallery with titles and where you can select the gallery format.
 - **(STM) Media Gallery - Audio** – for a gallery of only audio files with titles and where you can select the gallery format.
 - **(STM) Media Gallery - Video** – for a gallery of only video files with titles and where you can select the gallery format.

Adding Meals Menus

If your institution provides meals to the students you can display meal menus on your website. Meal menus are similar to timetables, but they display information about the available meals. The Smarty theme has provisions to display attractive meal menus using the Meal post type. You can also upload a picture and a brief description of the meal.

Specifying Days and Meal Times

Before creating a meal menu, you first need to set up the days and meal timings.

To set up the meal days and times:

1. Click on **Meal > Weekdays** in the WordPress menu to open the **Add New Weekdays** screen. Here, you can define the days of the week just as you set up normal WordPress categories.

Add New Weekdays

Name

The name is how it appears on your site.

Slug

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Parent
None

Description

The description is not prominent by default; however, some themes may show it.

<input type="checkbox"/> Name	Description	Slug
<input type="checkbox"/> Monday		monday
<input type="checkbox"/> Tuesday		tuesday
<input type="checkbox"/> Wednesday		wednesday
<input type="checkbox"/> Thursday		thursday
<input type="checkbox"/> Friday		friday
<input type="checkbox"/> Saturday		saturday
<input type="checkbox"/> Name	Description	Slug

Bulk Actions

2. Click on **Meal > Meal Time** in the WordPress menu to open the **Add New Meal Time** screen. Here, you can define the mealtimes (such as breakfast, lunch, etc.) just as you set up normal WordPress categories.

Add New Meal Time

Name

The name is how it appears on your site.

Slug

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Parent

None

Description

The description is not prominent by default; however, some themes may show it.

Add New Meal Time

Bulk Actions

<input type="checkbox"/>	Name	Description	Slug
<input type="checkbox"/>	Breakfast		breakfast
<input type="checkbox"/>	Lunch		lunch
<input type="checkbox"/>	Supper		supper
<input type="checkbox"/>	Dinner		dinner

Bulk Actions

Adding Meal Descriptions

Once you have set up your meal days and mealtimes, you can add the details of the meals using the Meal custom post type.

To add meal descriptions:

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

The screenshot shows the 'Carrot Sticks' meal item form. The main content area has a title field 'Carrot Sticks' and a 'Permalink' field with the value 'http://manuals.stylemix.biz/meal/carrot-sticks/'. Below this is an 'Excerpt' field containing 'Crunchy fresh carrot sticks. Serving Size: 1/2 cup.' and a 'Revolution Slider Options' section with a 'Choose Slide Template' dropdown set to 'default'. On the right sidebar, the 'Publish' section shows 'Status: Published', 'Visibility: Public', and 'Published on: Feb 19, 2016 @ 05:21'. Below this is the 'Weekdays' section with checkboxes for Monday through Saturday, all of which are checked. At the bottom of the sidebar is the 'Meal Time' section with checkboxes for Supper, Breakfast, Lunch, and Dinner, where 'Supper' is checked. Four purple callout boxes provide instructions: 'Type the name of the food item.' points to the title field; 'Type a brief description of the food item.' points to the excerpt field; 'Select the days when this item is available.' points to the weekdays checkboxes; and 'Select the mealtimes when this item is available.' points to the meal time checkboxes.

Carrot Sticks

Permalink: <http://manuals.stylemix.biz/meal/carrot-sticks/> Edit

Type the name of the food item.

Excerpt

Crunchy fresh carrot sticks.
Serving Size: 1/2 cup.

Type a brief description of the food item.

Excerpts are optional hand-crafted summaries of your content that

Revolution Slider Options

Choose Slide Template

default

Select the days when this item is available.

Publish

Preview Changes

Status: **Published** Edit

Visibility: **Public** Edit

Published on: **Feb 19, 2016 @ 05:21** Edit

Move to Trash Update

Weekdays

All Weekdays Most Used

☒ Monday
☒ Tuesday
☒ Wednesday
☒ Thursday
☒ Friday
☒ Saturday

[Add New Weekdays](#)

Meal Time

All Meal Times Most Used

☒ Supper
☐ Breakfast
☐ Lunch
☐ Dinner

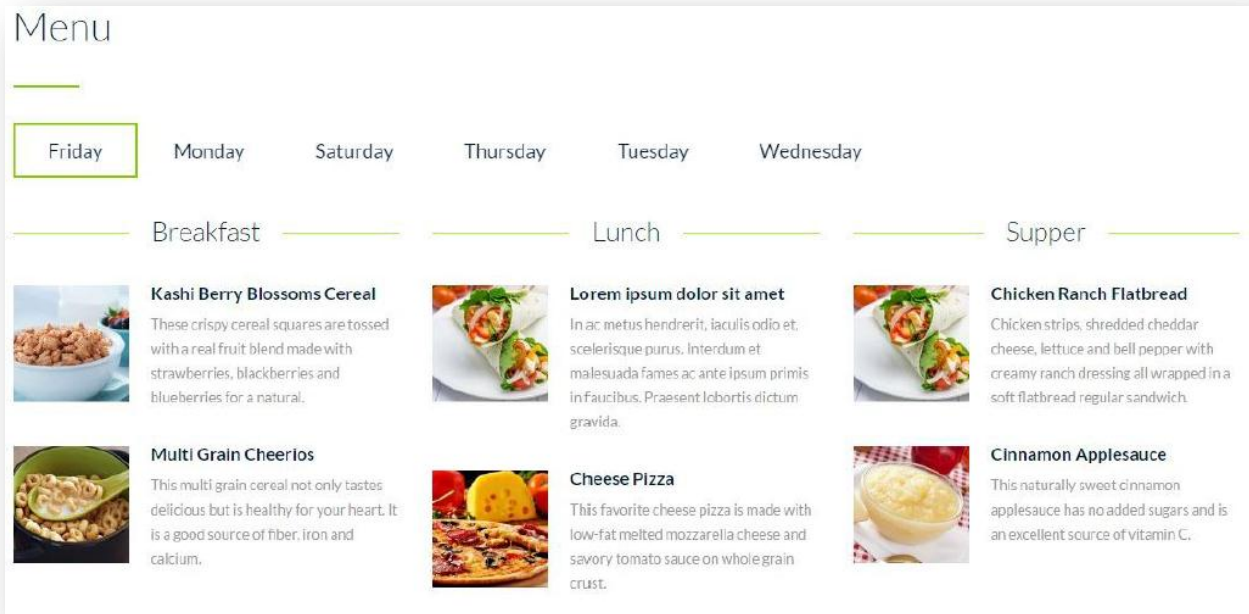
[Add New Meal Time](#)

Select the mealtimes when this item is available.

Tip: You can add an image for the food item using the **Featured Image** panel.

Displaying Meal Menus on your Website

Once you've added all the food item posts, you can display the meal menu on any page or post by adding an **(STM) Meal** Visual Composer element to the page or post.



Adding Donation Appeals

Donations form an important part of the income of all educational institutions. Many times organizations collect donations to meet particular needs, such as building an extra wing, collecting money to buy sports uniforms, etc.

The Smarty theme allows you add one or more pages to your website giving information about the donations you have received. You can display not only how much you have received but also how much you still need to collect. The theme also allows you to publish a list of donors.

Setting Up Donation Options

The Smarty theme allows you to collect donations via your website by using PayPal as the payment gateway. In order to collect donations via your website, you need to first set up the donation options.

To set up the donation options:

1. Click on **Appearance > STM Donation Options** in the WordPress menu.

The screenshot shows a settings form for adding donation appeals. It includes fields for Mode, Paypal email, Currency code, Currency symbol, Currency position, and three Donation amounts. At the bottom are fields for Admin email subject and body. Callout boxes provide instructions: 'Sandbox' mode for testing, the need for a PayPal email, and the requirement to specify currency settings and donation amounts.

Mode:	Sandbox	Select "Sandbox" while testing the system. Once everything is set up, select "Live".
Paypal email:	paypalemail@gmail.com	Type your PayPal e-mail id.
Currency code:	USD	ex. USD
Currency symbol:	\$	ex. \$
Currency position:	Right	Specify your currency settings.
Donation amount 1:	10	Specify some donation amounts.
Donation amount 2:	20	
Donation amount 3:	30	
Admin email subject:	Put email subject Here	
Admin email body:	Put email content Here	

You can also set up an e-mail message that will be sent to the admin of your website whenever a visitor makes a donation, and an e-mail (such as a thank-you message) that will be sent to the donor.

Creating a Donation Post

You create donation posts using a custom post type of Donations.

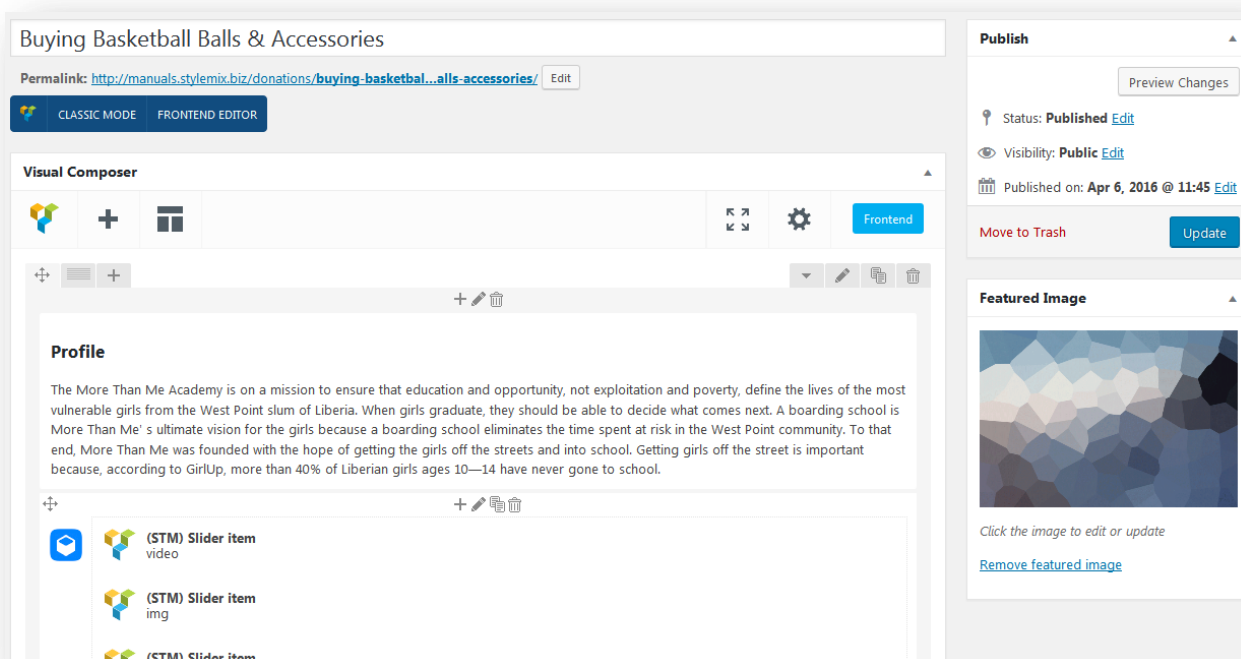
Note: The Smarty theme allows you to have a sidebar on your Donation pages. The sidebar can be placed either to the left or the right of the page. You can also specify whether the sidebar should be a normal WordPress sidebar (which you can then customize from the **Appearance > Widgets** page), or one of your custom sidebars.

To specify the Donation page sidebar settings:

1. Click on **Appearance > Customize > Page Settings > Layout**.
2. Adjust the settings in the **Donation** section of the Layout panel.

To create a donation posts:

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



2. Create the donation just as you would create any other post.

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 the information about the donation in the **Information** panel (at the bottom of the Add New Donation page).

The screenshot shows the 'Information' panel for adding a donation appeal. It contains several fields with callouts explaining their purpose:

- Goal:** A text input field containing '550'. Callout: 'The amount you need to collect.'
- Currency:** A text input field containing '\$'.
- Currency - Position:** A dropdown menu with 'Left' selected. Callout: 'Specify whether the currency symbol should appear before or after the amount.'
- Donors:** A text input field containing '3'.
- Raised:** A text input field containing '56'. Callout: 'The number of donors and the amount collected so far. (Type 0 in both fields if nothing has been collected as yet.)'
- Time:** A text input field containing 'April 23, 2016 4:44 pm'. Callout: 'By when you need to collect the amount.'
- State:** A dropdown menu with 'Active' selected. Callout: 'Specify whether the donation has been completed or is still active.'

Displaying Donation Details on Other Pages

Once you have created the donation post, you can display the post on the website using a special **(STM) Donations** element.

To display donation details:

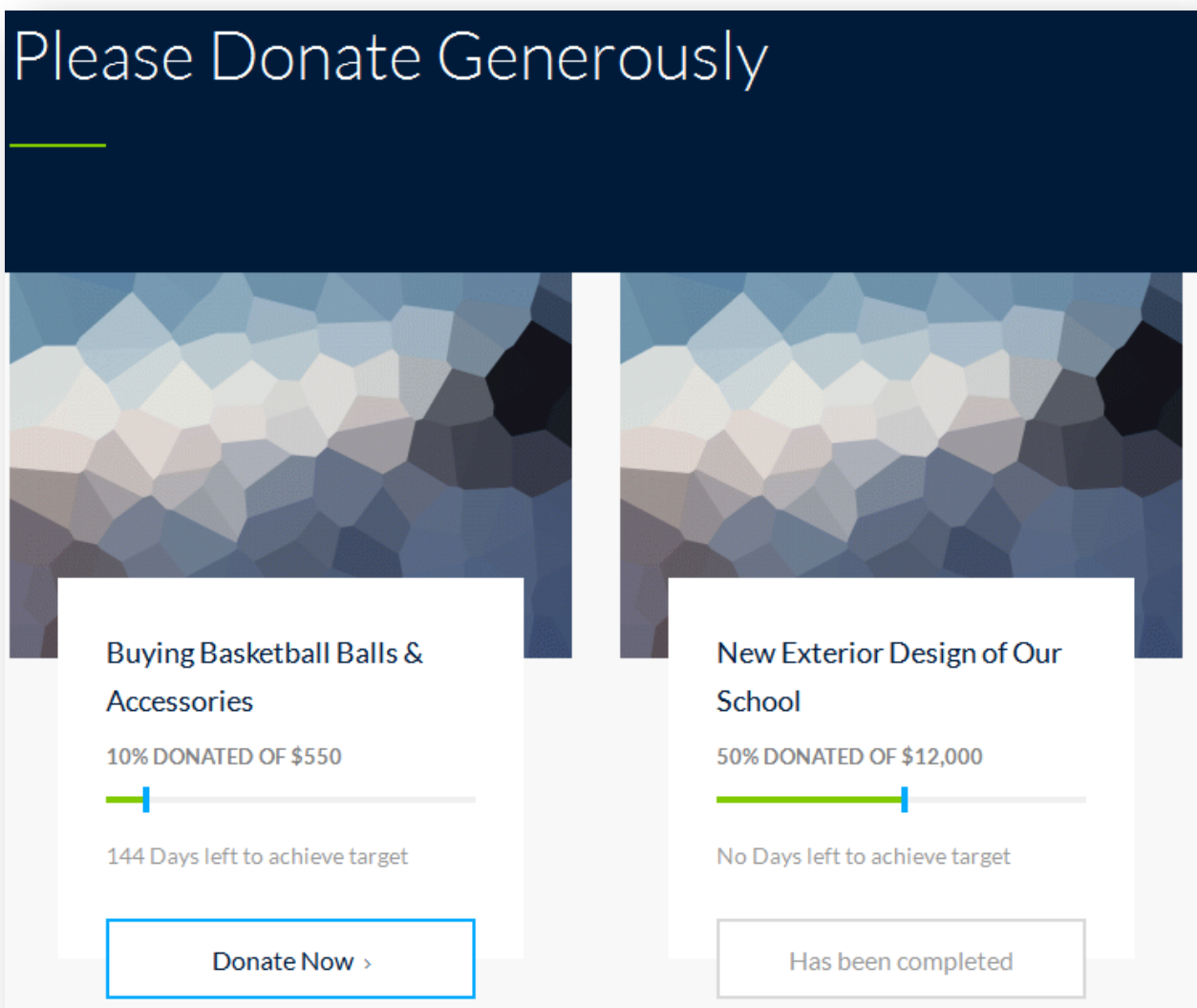
1. Create a new page for the donation.
2. Using the Visual Composer, add an **(STM) Donations** element to the page.

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

The screenshot shows the "(STM) Donations Settings" dialog box with two tabs: "General" and "Design options". The "General" tab is active. It contains the following fields and options:

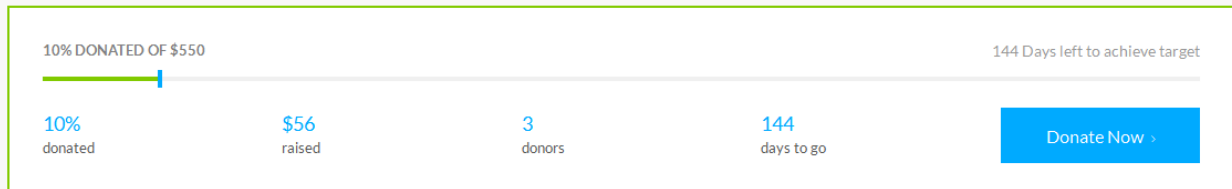
- View:** A dropdown menu currently set to "Grid".
- Donations count:** An empty text input field. A callout bubble points to it with the text: "Specify how many donation items to display."
- Donations per page:** A label for the pagination section.
- Pagination:** A checkbox labeled "Yes" which is currently unchecked. A callout bubble points to it with the text: "If you select this checkbox only **Donations count** number of items will be displayed on the page at one time and WordPress will display pagination buttons to facilitate moving between the pages."
- Buttons:** "Close" and "Save changes" buttons at the bottom.

After you publish the page, it can be viewed on the website.



The page shows how much has been collected against each donation target. It also shows the number of days left to achieve the target. Viewers can click on the donation title or on the **Donate Now** button to see complete details of the donation appeal.

Buying Basketball Balls & Accessories



Profile

The More Than Me Academy is on a mission to ensure that education and opportunity, not exploitation and poverty, define the lives of the most vulnerable girls from the West Point slum of Liberia. When girls graduate, they should be able to decide what comes next. A boarding school is More Than Me's ultimate vision for the girls because a boarding school eliminates the time spent at risk in the West Point community. To that end, More Than Me was founded with the hope of getting the girls off the streets and into school. Getting girls off the street is important because, according to GirlUp, more than 40% of Liberian girls ages 10–14 have never gone to school.

From here, viewers can click on the Donate Now button to make a donation via PayPal.

You are donating to:
Buying Basketball Balls & Accessories

How much would you like to donate? **10\$** 20\$ 30\$ Your amount (USD)

Name * E-mail *

Phone * Address

Additional Note

Donate >

Viewers can click on one of the buttons at the left, or they can type any figure here.

Items with an asterisk (*) are mandatory. The e-mail id should be the viewer's PayPal e-mail id.

Viewers can click on this button to make a payment via PayPal.

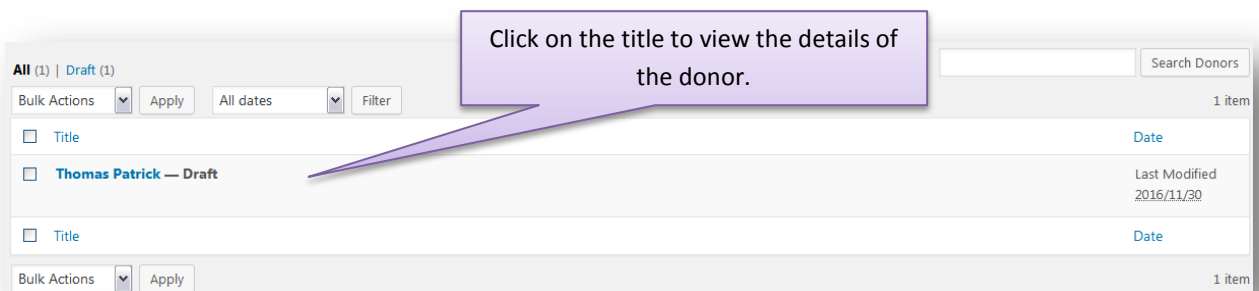
Viewing a List of Donors

When make donations, the details are added to the **Donors** page in the WordPress admin area.

To view details of donors:

1. Click on **Donations > All Donors** in the WordPress menu to view the list of donors.

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



Thomas Patrick

Donor Info

Email

Phone

Address

Additional Note

Amount

Donation

Adding Certifications or Achievements

Credibility is a very important aspect of any educational institution. The more credible or trustworthy an institution is the more the number of students it will attract. One way of gaining the trust of prospective students is by displaying the achievements or certifications of your institution on your website.

The Smarty theme has an Achievements custom post type that you can use to put up certificates or pictures of awards or certificates your institute has won.

Tip: It is a good idea to set up achievement categories. Once this is done you can categorize your achievements and display different types of achievements on different pages.

Setting up Achievement Categories

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

To set up achievement categories:

1. Click on **Achievements > Categories** in the WordPress menu to open the Achievement Categories page.
2. Here, you can create categories just as you would create normal categories in WordPress.

Tip: To reorder the list of categories, click on **Achievements > Taxonomy Order** in the WordPress menu, to open the Taxonomy Order page. Here, you can re-order the categories by dragging them with the mouse.

Adding Achievement Posts

If your institution has won any awards, shields, certificates, etc., you can take a photo of these awards and upload them to your website.

To add certifications or achievements to your website:

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



Displaying the Certifications or Achievements on the Website

Once you have created the achievement posts, you can display the posts on your website using a special **Achievement** element.



To display the certificates or achievements:

1. Create a new page or post for the achievements or certifications.
2. Using the Visual Composer, add an **Achievement** element 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.

The screenshot shows the 'Achievement Settings' dialog box with two tabs: 'General' and 'Design options'. The 'General' tab is active. It contains the following settings:

- Certifications**: A checkbox labeled 'Yes' is present. A callout box points to it with the text: "Specify which category of achievements to display. If you don't select any categories, all the achievements will be displayed."
- Sports**: A checkbox labeled 'Yes' is present.
- Items per page**: A text input field. A callout box points to it with the text: "Specify how many achievements to display at a time."
- Image size**: A text input field. A callout box points to it with the text: "Specify the size for the achievement images. By default, the images will be displayed at 548x342 px."

Below the 'Image size' field, the text "By default unlimited posts" is visible. At the bottom of the dialog, there is a note: "Default size: 548x342, Example: 300x300". At the very bottom are two buttons: "Close" and "Save changes".

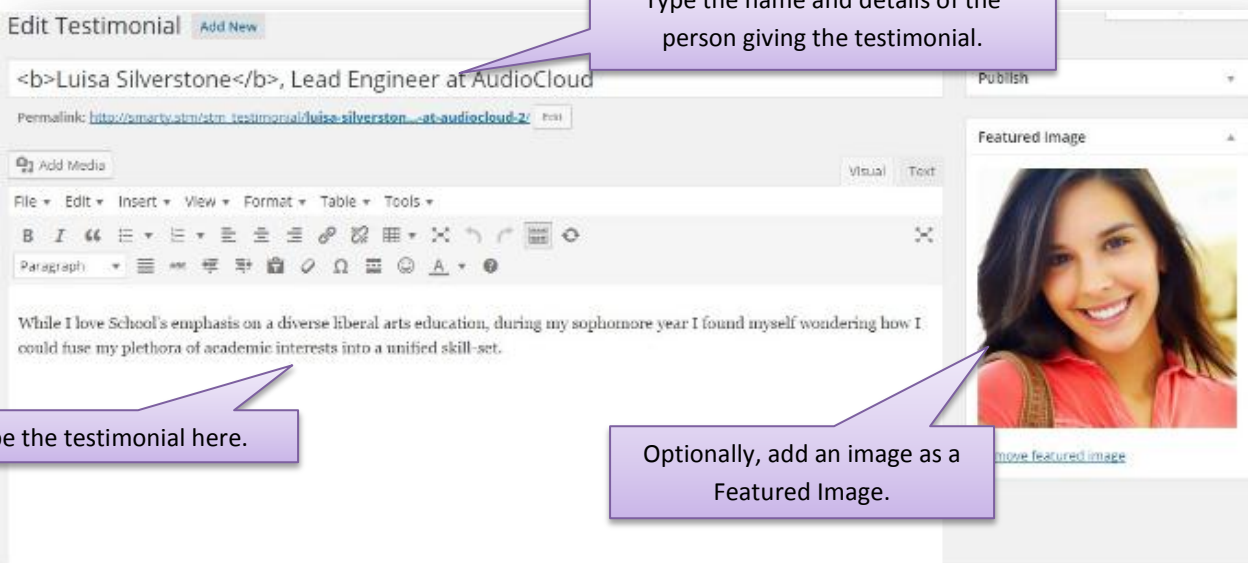
Adding Testimonials

Just as Certifications and Achievements add credibility to your organization, testimonials too are very important for strengthening the credibility of your organization.

You can easily add Testimonials using a custom post type of Testimonials.

To add Testimonial posts:

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



The screenshot shows the 'Edit Testimonial' interface in WordPress. It includes a title field, a permalink field, a rich text editor for the testimonial content, and a 'Featured Image' section. Three callouts provide instructions:

- Type the name and details of the person giving the testimonial.** (Points to the title field containing 'Luisa Silverstone, Lead Engineer at AudioCloud')
- Type the testimonial here.** (Points to the rich text editor containing the text: 'While I love School's emphasis on a diverse liberal arts education, during my sophomore year I found myself wondering how I could fuse my plethora of academic interests into a unified skill-set.'
- Optionally, add an image as a Featured Image.** (Points to the 'Featured Image' section which shows a photo of a woman and a 'move featured image' link).

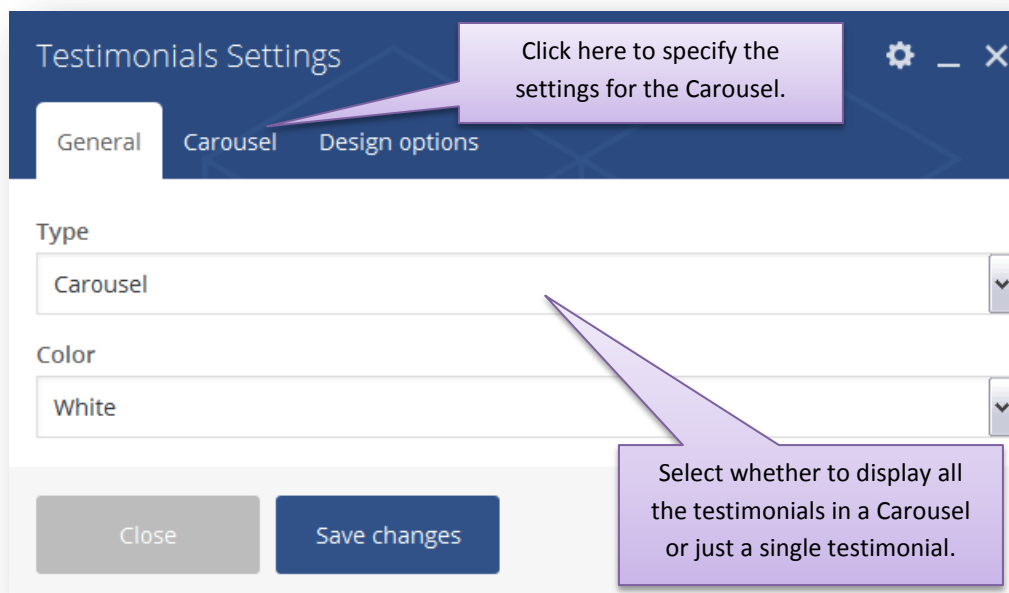
Displaying Testimonials on Other Pages or Posts

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

To display the testimonials on the website:

1. Add the **Visual Composer Testimonials** 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 selecting Carousel, you must specify the number of testimonials to display (in the Carousel settings page), or else the Carousel will not display.

Note: The Carousel will display *all* the testimonials you have posted. However, if you select “Single static” from the **Type** drop-down list, you can create a one-off testimonial that is not part of the other testimonials.

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.

Adding Pages

The following additional options are available while adding pages:

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 title** panel.

The screenshot shows the 'Page title' settings panel. It includes a 'Hide' checkbox, 'Style - Size' and 'Style - Color' dropdowns, 'Title' and 'Subtitle' text input fields, and a 'Background Image' section with a 'Default' button and 'Choose Image'/'Remove Image' buttons. Three callout boxes provide instructions: the first points to the 'Hide' checkbox, the second to the 'Style - Size' dropdown, and the third to the 'Title' and 'Subtitle' fields.

Page title

Hide ☐

Style - Size Small ▼

Style - Color White ▼

Title

Subtitle

Background Image Default

Choose Image Remove Image

Hide the regular page title and show the title and subtitle that is given below.

Specify the size and color of the title.

Specify a title and (optionally) a subtitle for the page.

Note: If you specify a title/subtitle here, this title overrides the title given above (at the top of the page), but the title given at the top is the title that will appear in the admin area.

3. If you want you can use custom formatting styles for the page.
4. You can also show/hide the Shopping Cart link, the Breadcrumbs, and an additional footer at the bottom of the page.

The screenshot shows the 'WOOCOMMERCE' settings panel. It includes a 'Show - Shipping Cart' checkbox, a 'Breadcrumbs' section with a 'Hide' checkbox, a 'Footer' section with a 'Footers' dropdown, and a 'Background color' section with a 'Select Color' button.

WOOCOMMERCE

Show - Shipping Cart ☐

Breadcrumbs

Hide ☒

Footer

Footers Default ▼

Background color Select Color

Adding Posts

The following additional options are available while adding regular posts:

1. You can add sliders to the post (if you have set up sliders using the Revolution Slider plugin).
2. You can add an additional footer at the bottom of the post.

Miscellaneous Features

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

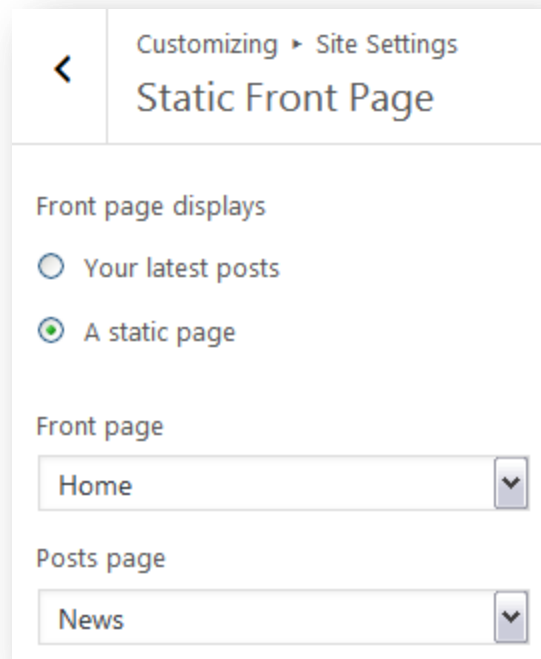
The Smarty theme is also compatible with the WooCommerce plugin, so you can have an e-commerce shop on your website.

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.

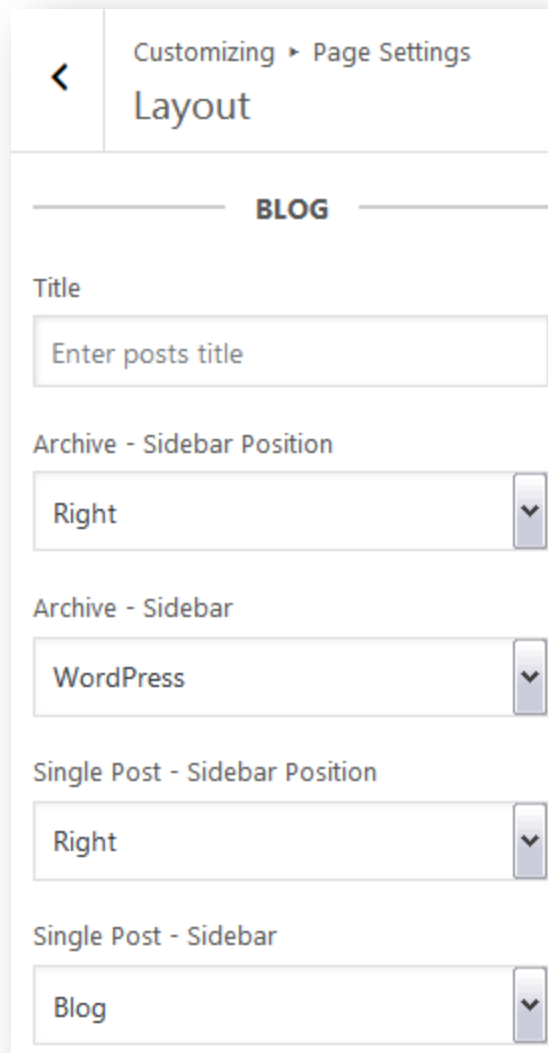
You can assign any page you create as the start page of your blog by clicking on **Appearance > Customize > Site Settings > Static Front Page** and selecting the page in the **Posts page** drop-down list.



Note: The Smarty theme allows you to have a sidebar on your Blog pages. The sidebar can be placed either to the left or the right of the page. You can also specify whether the sidebar should be a normal WordPress sidebar (which you can then customize from the **Appearance > Widgets** page), or one of your custom sidebars.

To specify the Blog page sidebar settings:

1. Click on **Appearance > Customize > Page Settings > Layout**.
2. Adjust the settings in the **Blog** section of the Layout panel.



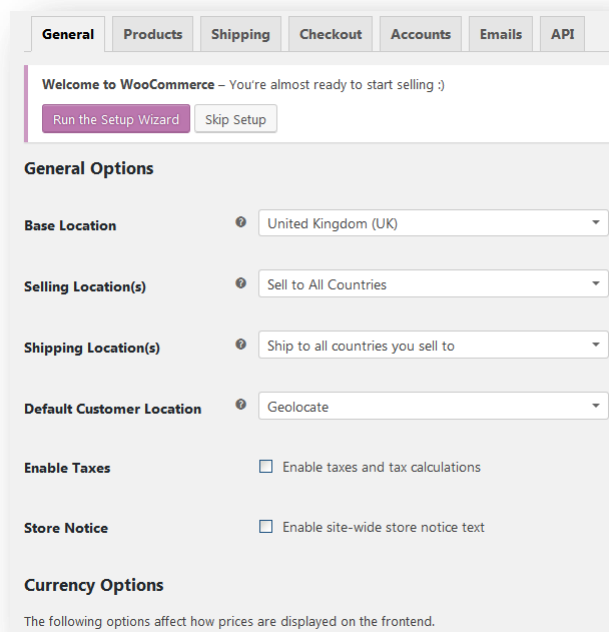
The screenshot shows the 'Customizing > Page Settings' interface for the 'Layout' of a 'BLOG' page. It contains five settings:

- Title:** A text input field with the placeholder 'Enter posts title'.
- Archive - Sidebar Position:** A dropdown menu currently set to 'Right'.
- Archive - Sidebar:** A dropdown menu currently set to 'WordPress'.
- Single Post - Sidebar Position:** A dropdown menu currently set to 'Right'.
- Single Post - Sidebar:** A dropdown menu currently set to 'Blog'.

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.



The screenshot shows the 'General' tab of the WooCommerce settings. At the top, there's a navigation bar with tabs: General, Products, Shipping, Checkout, Accounts, Emails, and API. Below this, a welcome message says 'Welcome to WooCommerce – You're almost ready to start selling :)'. There are two buttons: 'Run the Setup Wizard' (highlighted in purple) and 'Skip Setup'. The main section is titled 'General Options' and contains several settings:

- Base Location:** A dropdown menu set to 'United Kingdom (UK)'.
- Selling Location(s):** A dropdown menu set to 'Sell to All Countries'.
- Shipping Location(s):** A dropdown menu set to 'Ship to all countries you sell to'.
- Default Customer Location:** A dropdown menu set to 'Geolocate'.
- Enable Taxes:** A checkbox labeled 'Enable taxes and tax calculations' which is currently unchecked.
- Store Notice:** A checkbox labeled 'Enable site-wide store notice text' which is currently unchecked.

Below these options is a section titled 'Currency Options' with the text: 'The following options affect how prices are displayed on the frontend.'

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 the Envato Extension)
- Update via the WordPress Admin Panel (using an extra plugin)
- Updating via FTP

Updating via the WordPress Admin Panel (Envato Extension)

The easiest way of updating the theme is by using the Envato Extension.

Before you can update the theme using the Envato Extension, you will first need to enter the correct API credentials in **Customize > Site Settings > One Click Update**. You will need to provide your Themeforest or Envato Username and your Envato API Key (a secret API key you have on Themeforest).

Note: If you don't have an Envato API Key, you can create one under the **Settings > API Keys** section of your profile on Themeforest.

Once you have set the One Click Update settings you can easily update the theme via **Dashboard > Updates**.

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 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 **Smarty.zip** file from the downloaded theme file.
3. In the WordPress dashboard, click on **Appearance > Themes > Add New > Upload Theme > Browse...**
4. Select the **Smarty.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 **Smarty.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 `smarty\` and to subfolders within the `smarty` folder.

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

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

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

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

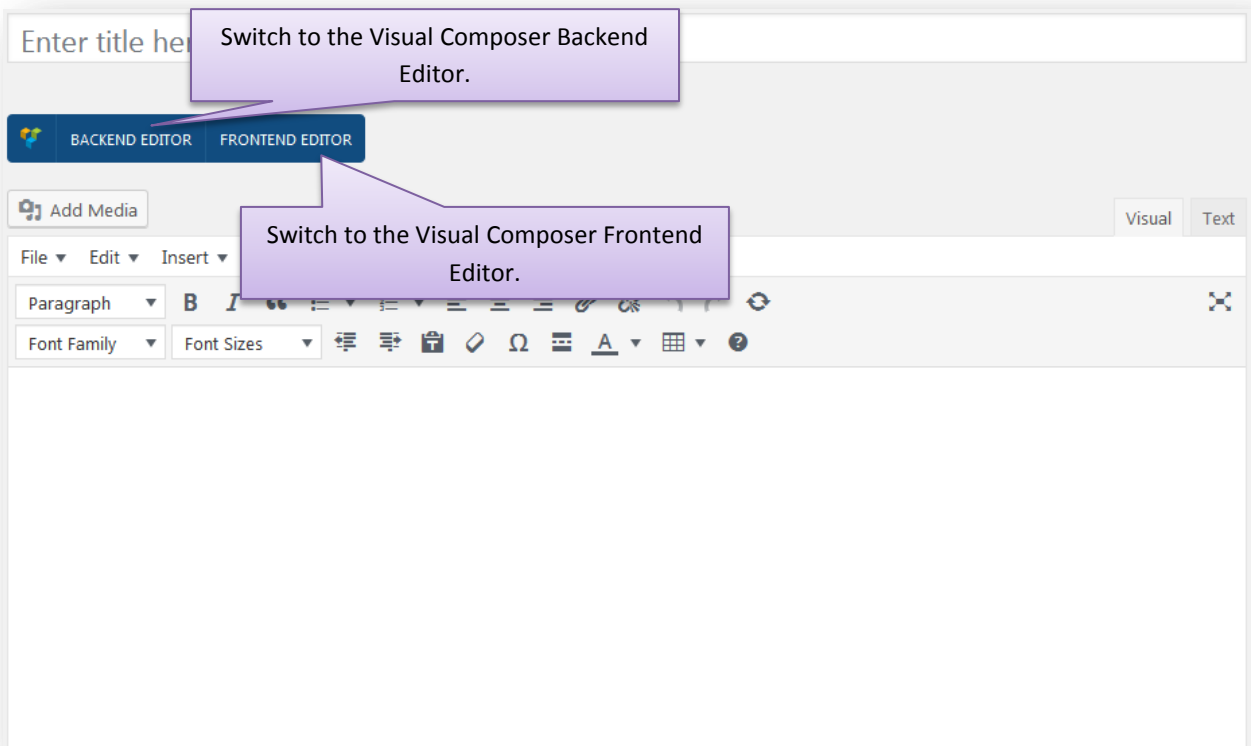
Appendix A: Using the WPBakery Visual Composer Plugin to Set Up the Pages

Your Smarty 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 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.

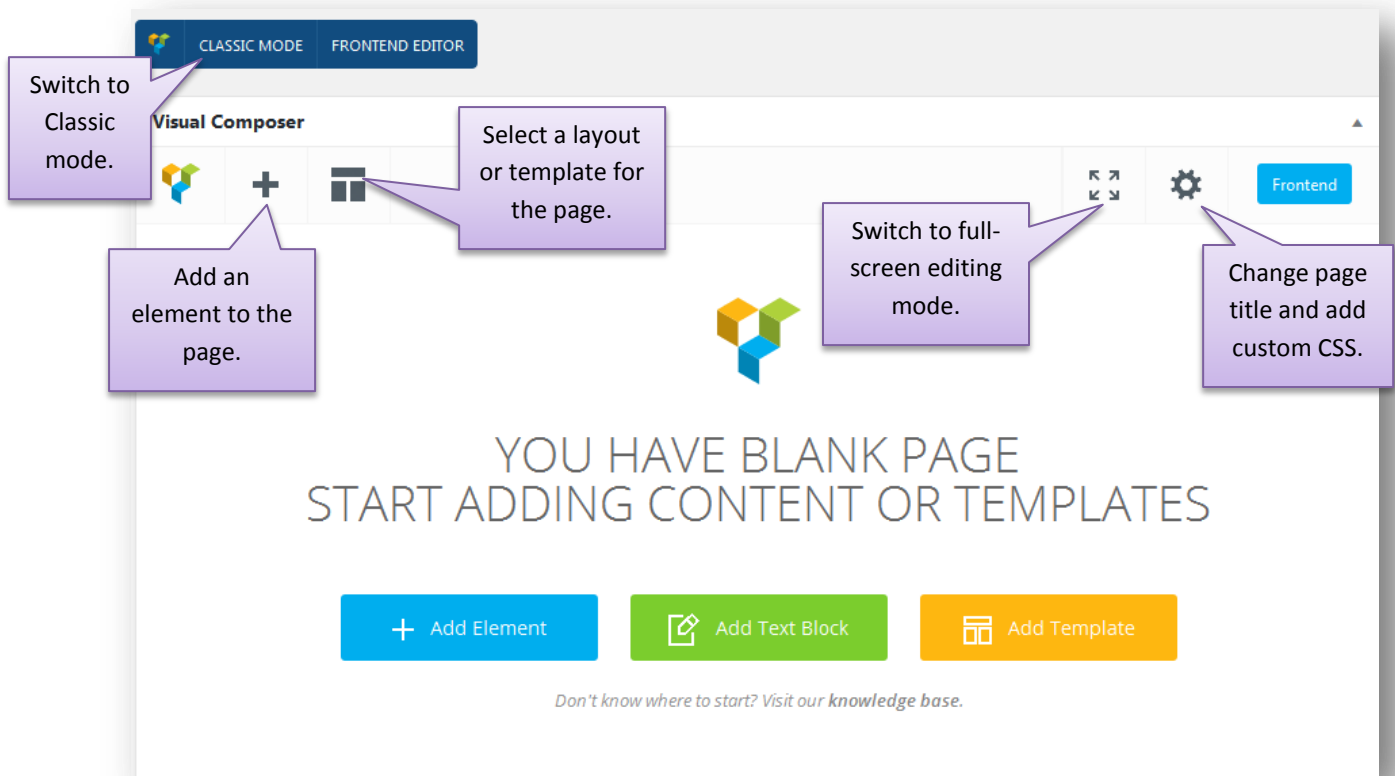
You can control whether the Visual Composer plugin should be enabled or not for different types of pages and posts in the Visual Composer Settings pages. If the Visual Composer is disabled, you will see the WordPress **Classic Editor** with buttons to switch to the Visual Composer (as in the following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



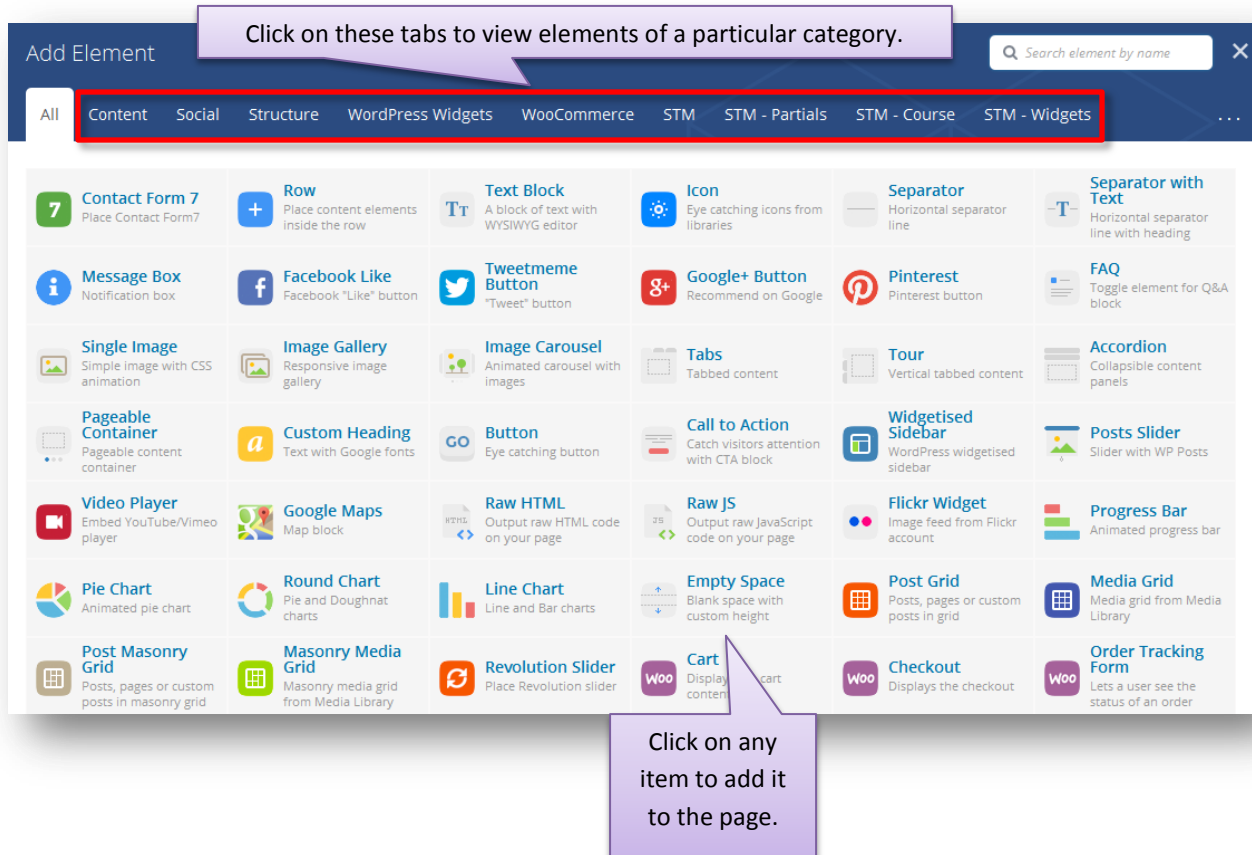
As can be seen in the above image, the Visual Composer can work in two modes: as a Backend editor, or as a Frontend editor.

Working with the Backend Editor

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

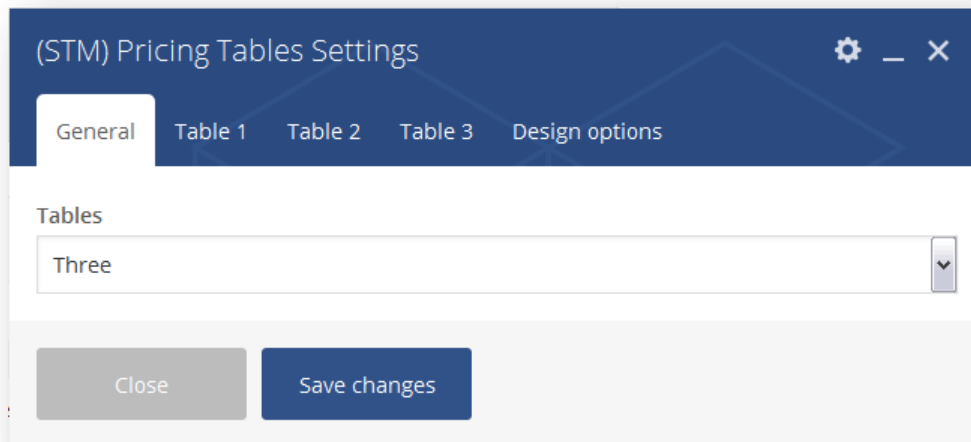


To add an element to the page, click on the **Add Element** button and select an element or widget from Visual Composer's vast array of elements or widgets.



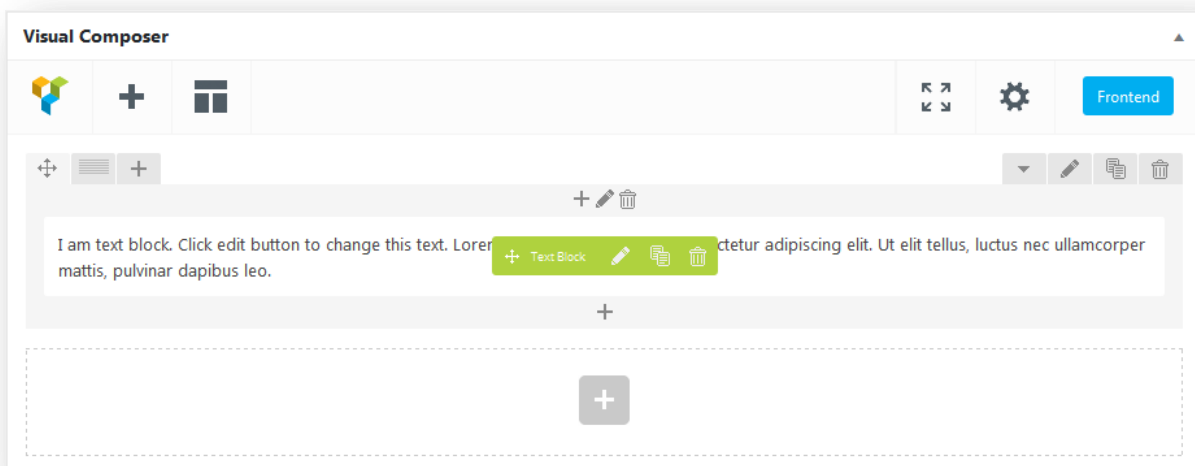
Note: You will find all the Smarty theme related elements or widgets in the **STM**, **STM-Partials**, **STM - Course** and **STM - Widgets** tabs.

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.

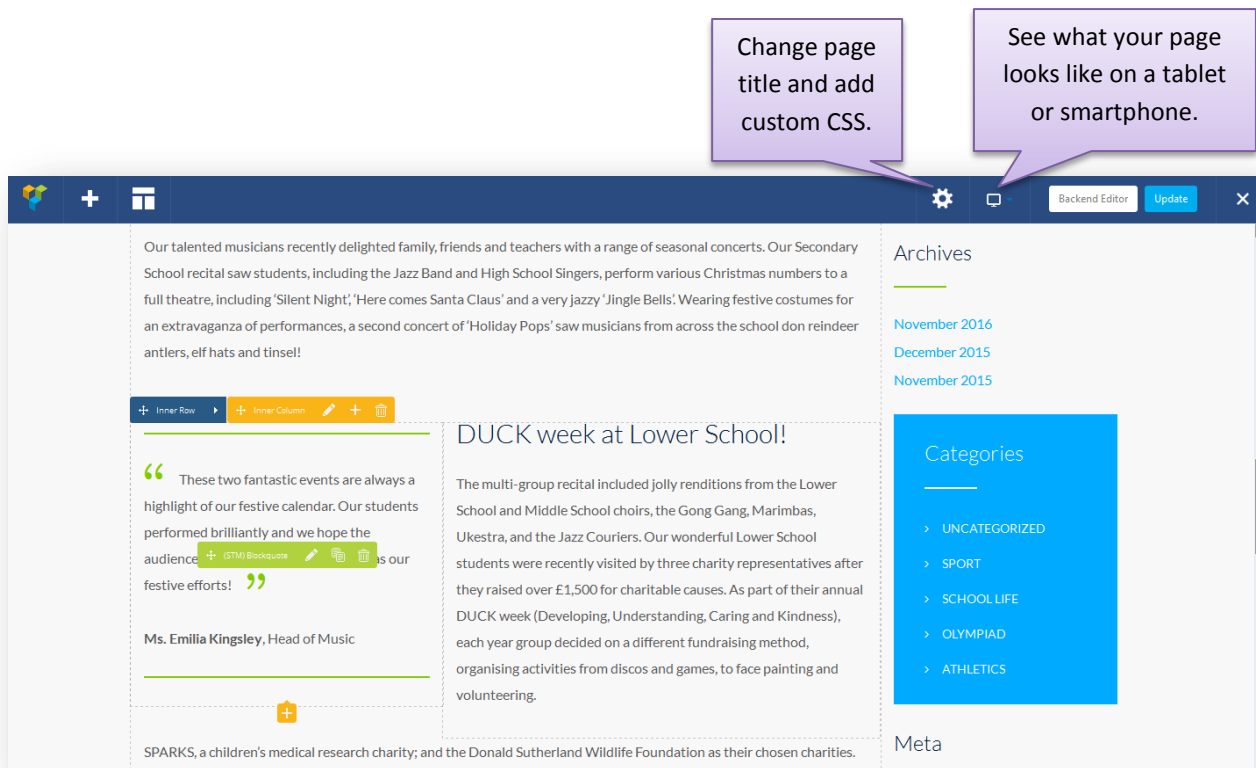
To make changes to any added element, hover the mouse pointer over the element. You will see icons that allow you to move, edit, copy or delete the item.



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.



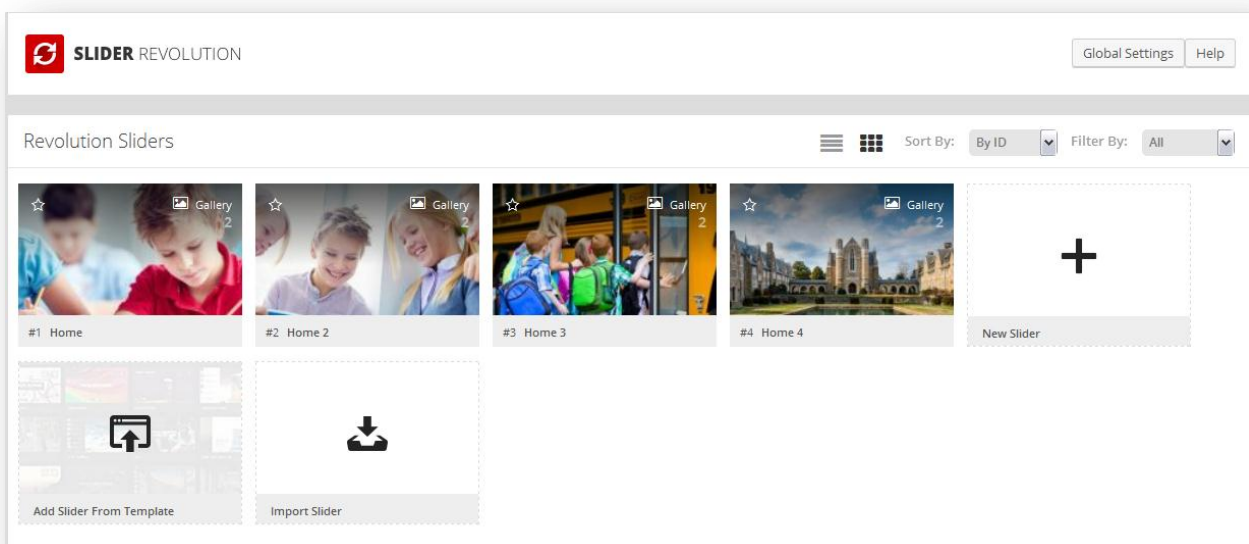
Note: This was just a brief overview of using the WPBakery Visual Composer to create your pages. Please see http://codecanyon.net/item/visual-composer-page-builder-for-wordpress/full_screen_preview/242431 to view a short manual on how to use the Visual Composer, or <http://vc.wpbakery.com/video-tutorials/>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

Appendix B: Using the Revolution Slider

Your Smarty 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.