Bakefairy

Jun 18, 2018

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CHAPTER 1

General Information

1.1 General Information

Thank you for purchasing Bakefairy! We're very pleased that you have chosen our theme to use on your website. We're doing our best not to disappoint you! Before you get started, please check out these documentation pages. Bakefairy can only be used with WordPress and we assume that you already have it installed and ready to go. If you don't, please see WordPress Codex to get started.

1.2 Requirements

Before using Bakefairy, please meet the following requirements:

- Essentials to run WordPress – Read more about WordPress Minimum Requirements – in case any doubts regarding the server, contact your host provider.
- Latest version of WordPress, which you can download here.
- Create secure FTP and Database.

1.3 Installation

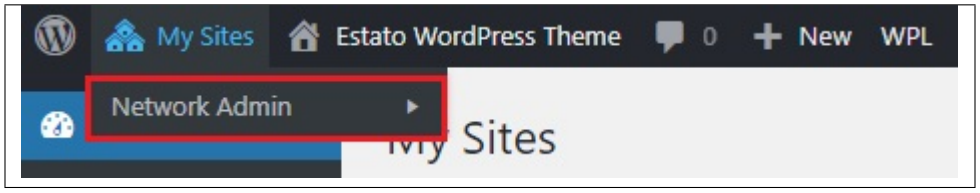
In our guide, we will show you step by step instructions on how to install our WordPress theme for beginners. Below you will find two ways to install a WordPress theme.

1.3.1 Installation via Administration Panel

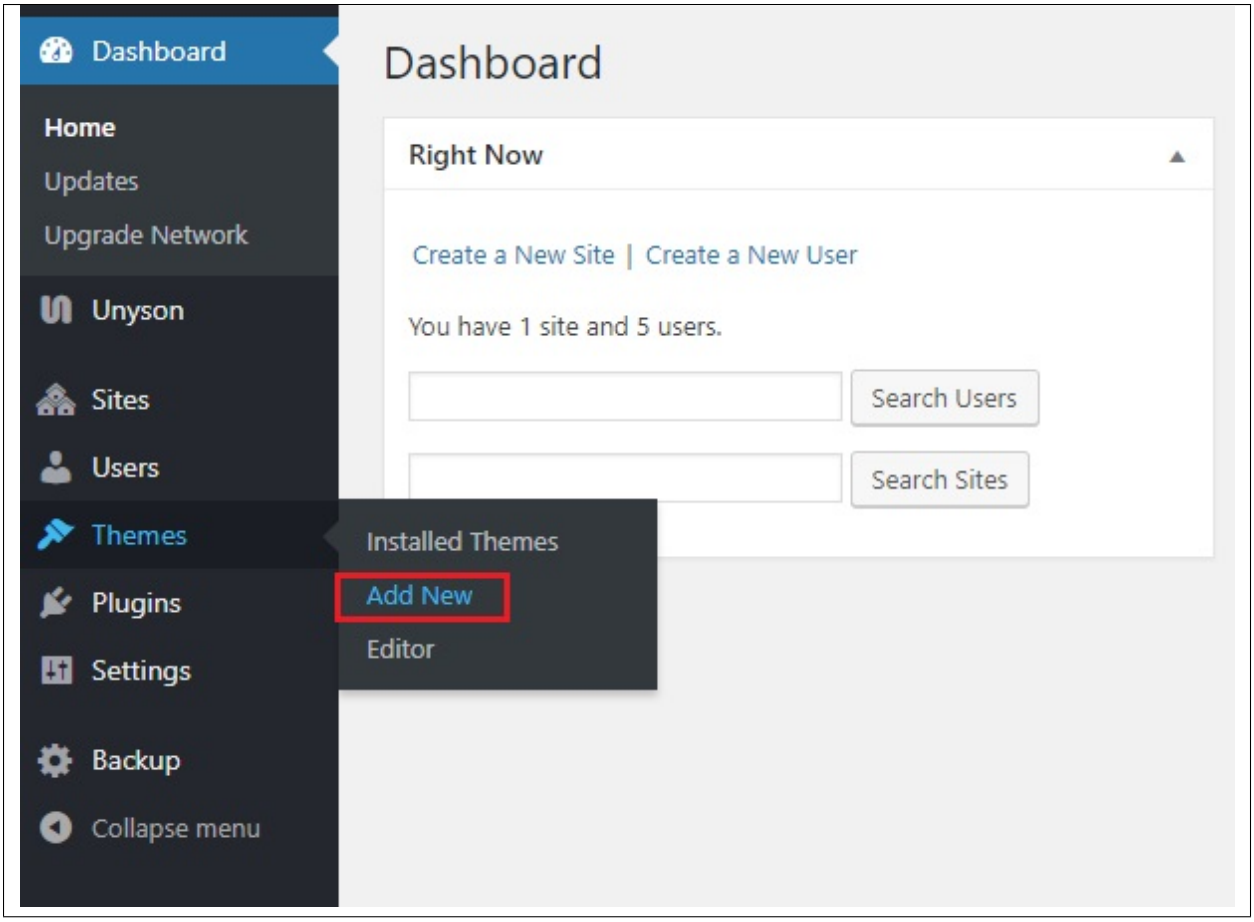
If Bakefairy files are downloaded from your Themeforest account, you can start an installation using WordPress administration panel.

Follow steps below to install the theme:

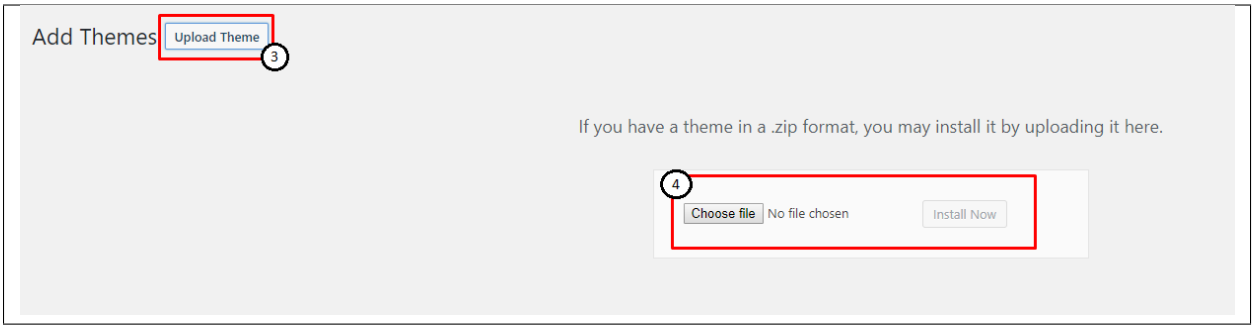
- **Step 1** - Once you've logged in to your administration panel, go to *My Sites* > *Network Admin*.



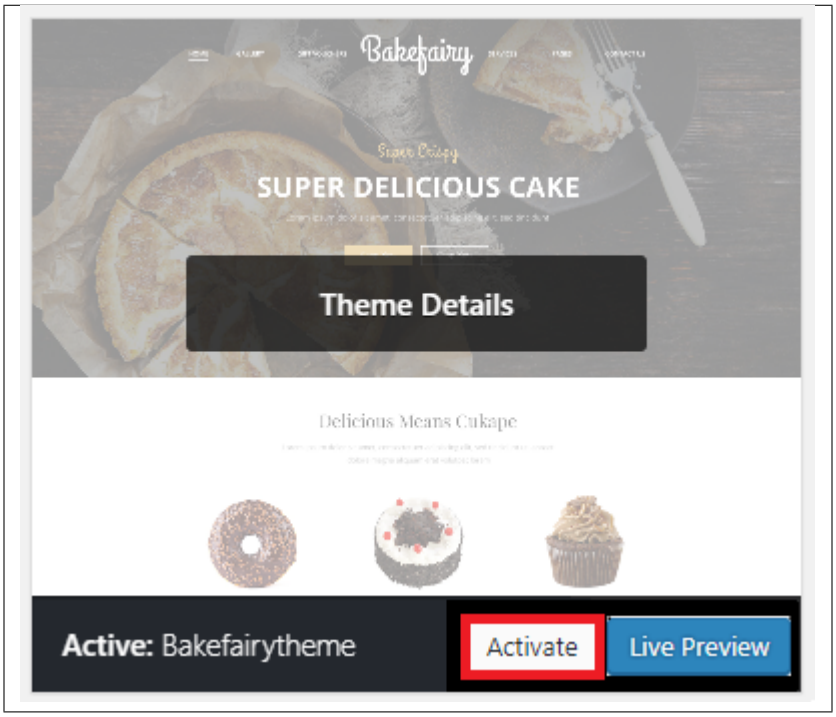
- **Step 2** - Then click on *Themes* > *Add New*, you will be directed to a page where you can choose available themes.



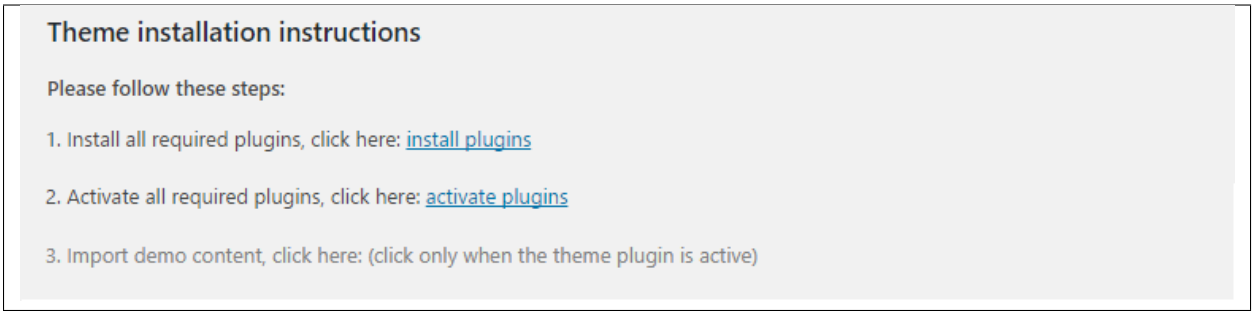
- **Step 3** - Once directed to the page, on the upper left side of the screen click on *Upload Theme* button.
- **Step 4** - Choose the *Bakefairytheme.zip* file from your computer, then click *Install Now*.



- **Step 5** - Click on *My Sites* then go to *Appearance* > *Themes* and *Activate Bakefairy*.



- **Step 6** - After activating *Bakefairy*, you will be sent to *Theme Installation Instruction* steps. By following this steps you will be asked to install required plugins, activate them, and import demo content (required).



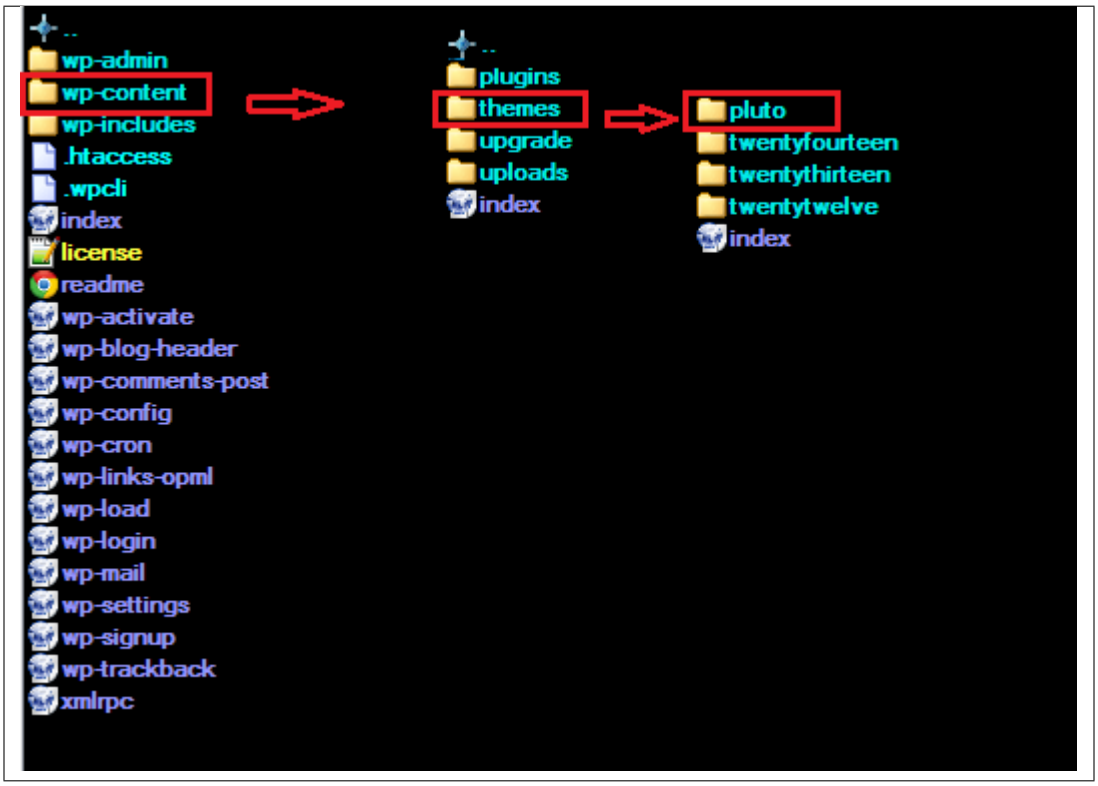
Common Install Error: Are You Sure You Want To Do This?

If you get the following question message when installing *Bakefairytheme.zip* file via WordPress, it means that you have an upload file size limit. *Install the theme via FTP* or call your hosting company and ask them to increase the limit.

1.3.2 Installation via FTP

To install Bakefairy WP via FTP, follow steps below:

- **Step 1** – Unarchive *Bakefairytheme.zip* file
- **Step 2** – Access your host web server using FTP client
- **Step 3** – Find directory *wp-content* > *themes*
- **Step 4** – Put folder Bakefairytheme in directory *wp-content* > *themes*



- **Step 5** - Go to your WordPress administration panel, navigate to *Appearance* > *Themes* then activate **Bakefairytheme**.

Learn more:

- WordPress Codex – FTP clients

1.4 Unyson, Extension, and Plugins

Some functionalities of the Bakefairy Theme are available because of the plugins we used to create it. Once Bakefairy is activated in your WordPress admin panel you should see notification about bundled plugins we recommend to install – they are included in Bakefairy package – so you don't have to do anything more than click *install* and *activate*.

1.4.1 Unyson

Unyson is a framework for WordPress that facilitates development of a theme. This framework was created from the ground up by the team behind ThemeFuse from the desire to empower developers to build outstanding WordPress themes fast and easy. This documentation is heavily modified by createIT to ensure all custom extensions are well documented.

> **This documentation assumes you have a working knowledge of WordPress. If you haven't, please start by reading** WordPress Documentation.

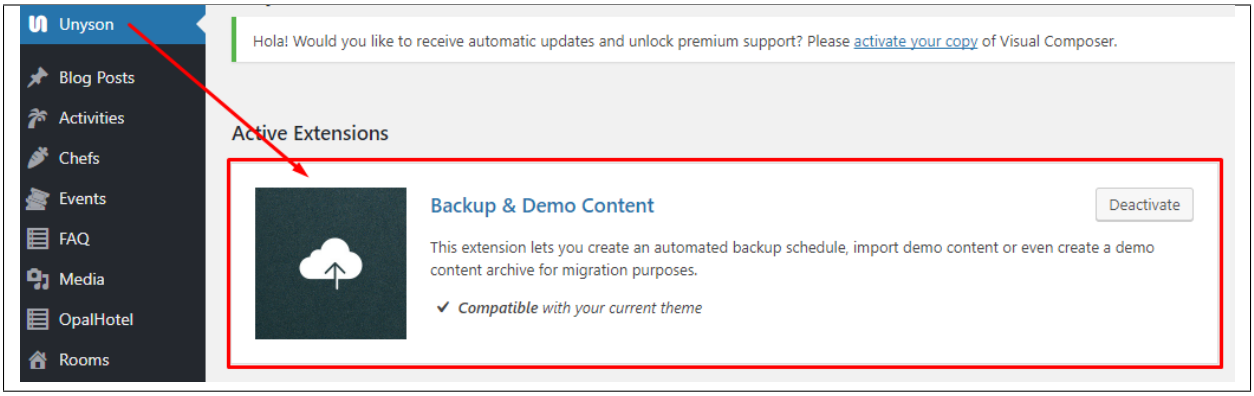
Minimum Requirements

- WordPress 4.4 or greater
- PHP version 5.2.4 or greater
- MySQL version 5.0 or greater

Installation

Unyson is part of *Bakefairy plugin* that should be activated to be able to use the fully use this theme.

After plugin will be activated you will notice the Unyson entry in the sidebar:



Configure the plugin by going to the Unyson menu and activating the following extensions:

- Backup & Demo Content: This extension lets you create an automated backup schedule, import demo content or even create a demo content archive for migration purposes.
- SASS Compiler: Compiles SASS files. Remember to activate it when you are going to change theme colors via Customize.
- Breadcrumbs: Creates a simplified navigation menu for the pages that can be placed anywhere in the theme. This will make navigating the website much easier.
- Visual Composer: Allows for seamless integration with Visual Composer
- Bakefairy Team: This extension will add team post type support
- Bakefairy Menu: This extension will add menu post type support.
- Bakefairy Package: This extension will add packages post type support.
- CT Testimonials: This extension will add testimonials post type support.
- CT Footer: This extension will add footer sidebars and options.
- Bakefairy Portfolio: This extension will add portfolio post type support.

License

The licenses for most software are designed to take away your freedom to share and change it. By contrast, the GNU General Public License is intended to guarantee your freedom to share and change free software. Unyson inherits the General Public License (GPL) from WordPress.

1.4.2 Extension

On the Unysone page you'll see a list of available extensions separated in two sections:

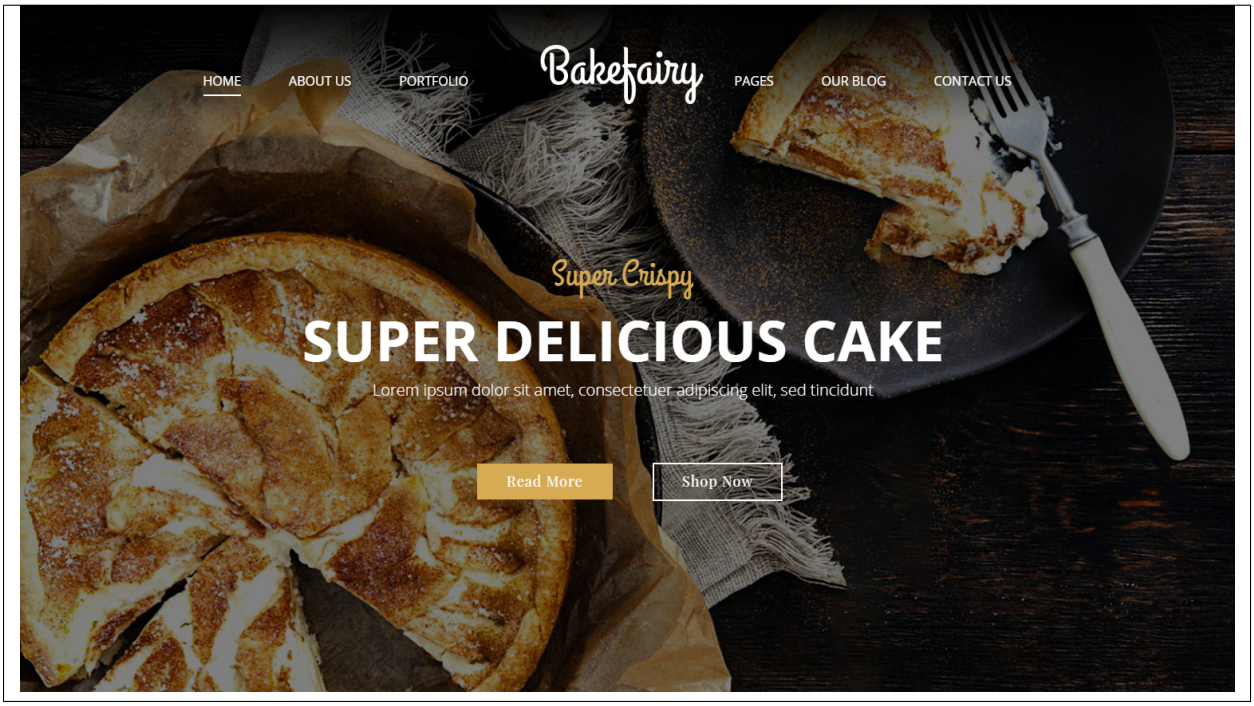
Active Extensions - Extensions that *should be activate* to be able to fully use Bakefairy WP theme functionality:

Available Extensions - Extensions not yet downloaded or activate.

Note: We recommend to not activate any of the extensios that are not part of the list above. They may not be compatible with the theme and could create unexpected issues.

1.4.3 Plugins

Slider Revolution

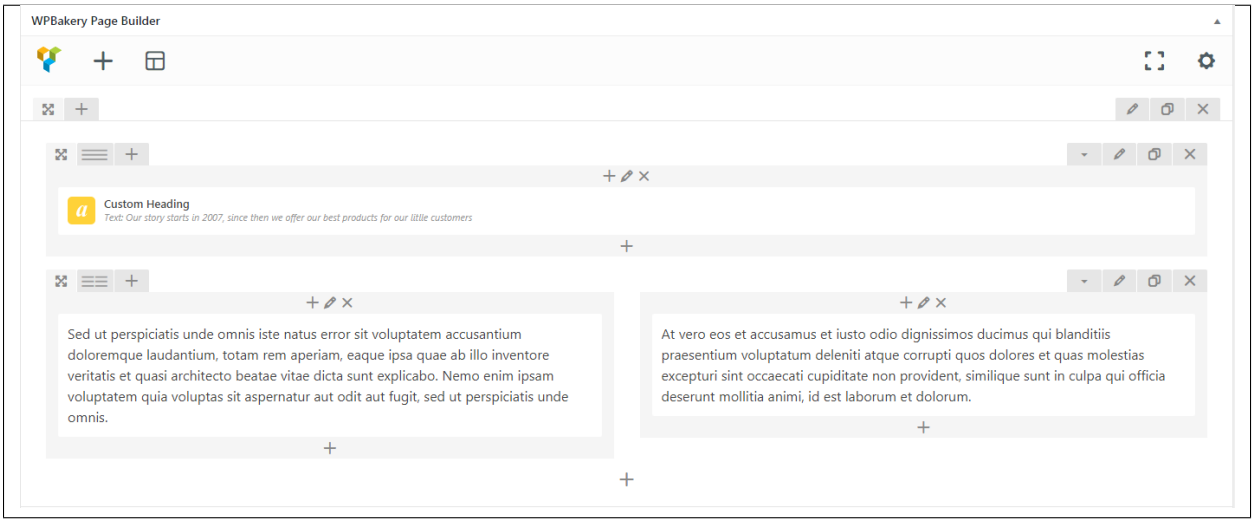


How to activate the plugin

Slider Revolution is included in Religia WP package – so you don't have to do anything more than click *install* and *activate* as you do with other plugins.

If you are new user of the revolution Slider plugin or you just want to check some of it functionality feel free to check Slider Revolution Documentation created by the authors of this plugin.

Visual Composer



Simply drag and drop elements to build your page content. We prepared components which will help you determine main structure of the webpage – easily set up backgrounds, colors and styles for whole sections as well as lots of various smaller components which you can freely put wherever you want.

> **Note:** As the VC plugin used with Bakefairy WP Theme is part of a bundle, that mean that theme author has a license and only he/she can download latest versions of VC and include it in the theme. You as a theme user may use Visual Composer free of charge while you use the theme that came with VC (because you have a license for that theme).

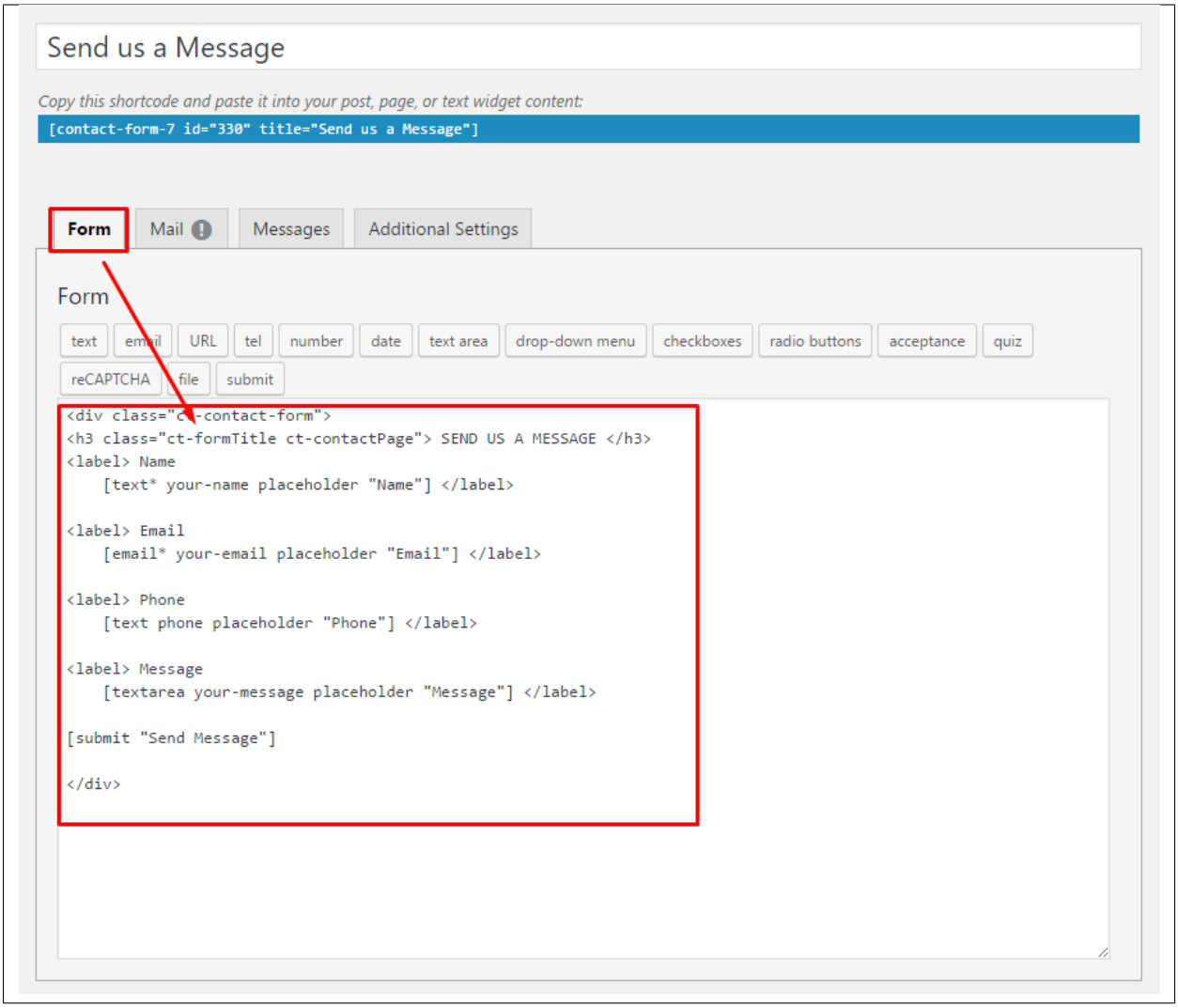
Learn more:

For more information about Visual Composer, please check articles below:

- How to install Visual Composer
- Visual Composer demo
- Visual Composer documentation

Contact Form 7

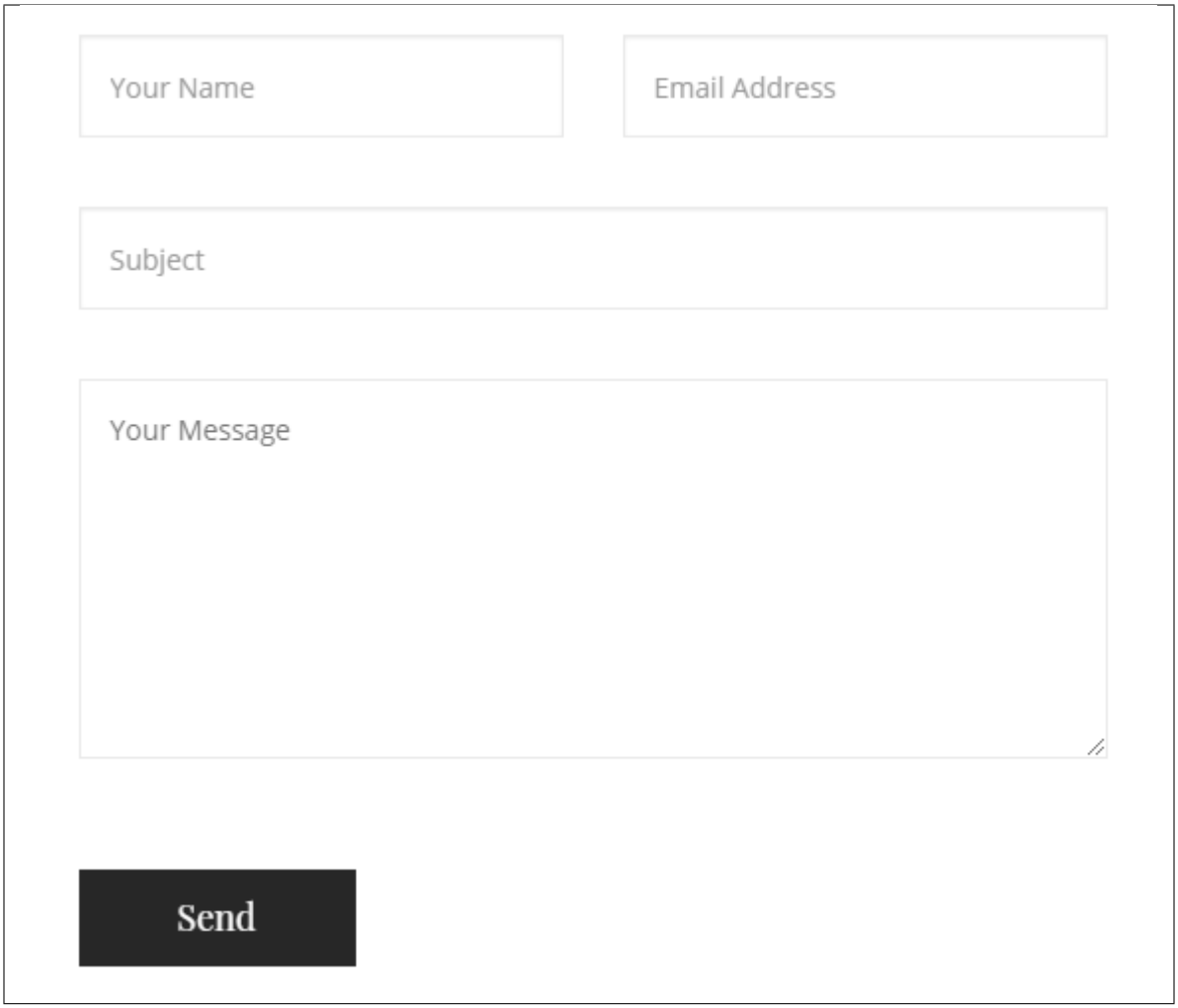
Contact forms in Bakefairy WP are created with the use of *Contact Form 7 Plugin*. Below you will find information how to recreate Contact forms used in our theme by adding the correct markup for the Form section of this plugin.



If you never before used this plugin I suggest you to check Getting Started with ContactForm 7.

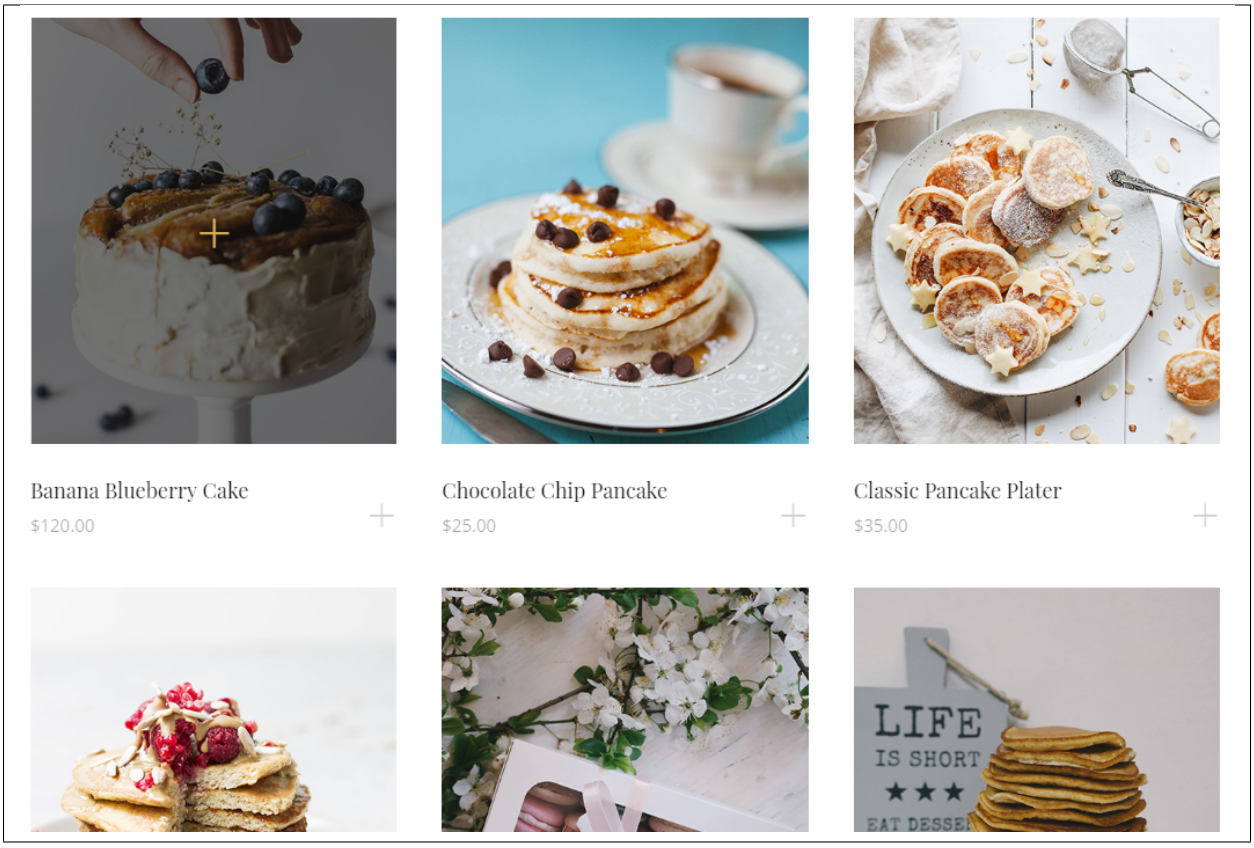
MailChimp for Wordpress

MailChimp for WordPress helps you add more subscribers to your MailChimp lists using various methods. You can create good looking opt-in forms or integrate with any other form on your site, like your comment, contact or checkout form.



If you never before used this plugin I suggest you to check Knowledge Base for this plugin.

WooCommerce



WooCommerce is a free eCommerce plugin that allows you to sell anything, beautifully. Built to integrate seamlessly with WordPress, WooCommerce is the world's favorite eCommerce solution that gives both store owners and developers complete control.

With endless flexibility and access to hundreds of free and premium WordPress extensions, WooCommerce now powers 30% of all online stores — more than any other platform.

Learn more:

- WooCommerce Wishlist Plugin installation
- WooCommerce Wishlist Plugin documentation
- Check the Live Preview

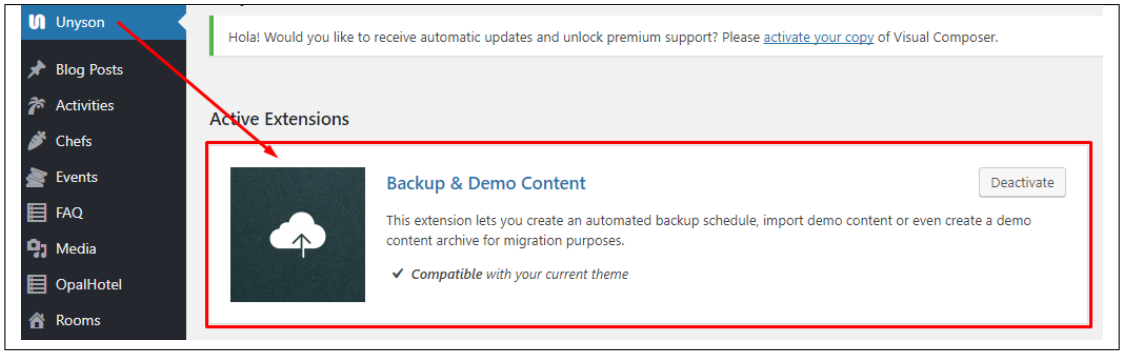
Instagram Feed

Display Instagram photos from any non-private Instagram accounts, either in the same single feed or in multiple different ones. Add beautifully clean, customizable, and responsive Instagram feeds to your website. Super simple to set up and tons of customization options to seamlessly match the look and feel of your site.

If you never before used this plugin I suggest you to check Overview

1.5 Demo Content

Note: To be able to use theme content installation and backup functionality make sure to activate *Backup & Demo Content* Unyson's extension.

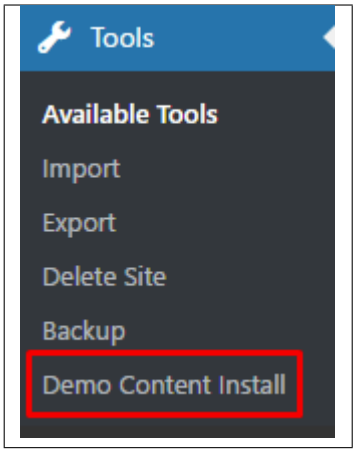


The fastest and easiest way to import our demo content is to use Theme Options *Demo Content Installer*. It will import all pages and posts, sample slider, widgets, theme options, assigned pages, and more.

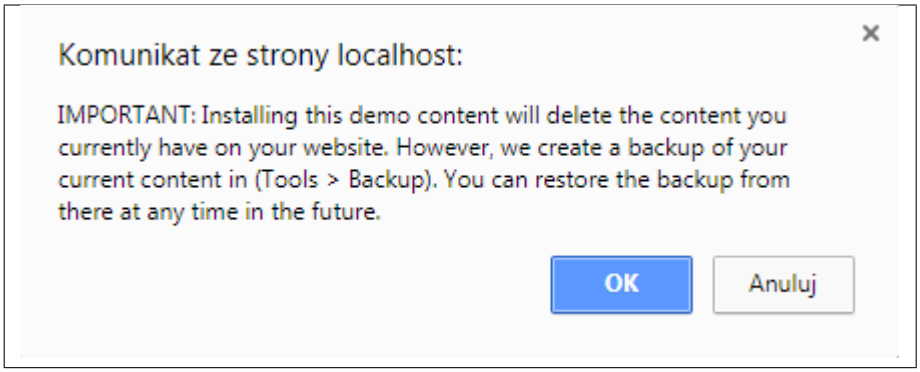
1.5.1 Import Demo Content

To import our demo content, please follow the steps below:

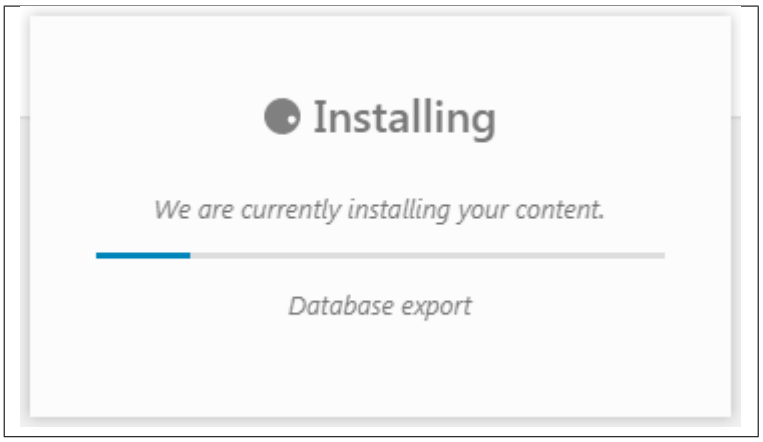
- **Step 1** – Navigate to Tools where after activating the Unyson extension *Demo Content Install* option will be available



- **Step 2** – Choose import option you want to use from available options
- **Step 3** - To be able to continue you need to agree to this term.

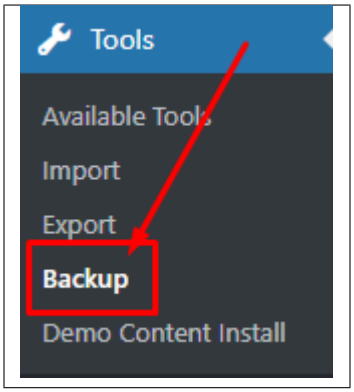


- **Step 4** – Wait until the content will be installed



Importing can take a few minutes. Please be patient and wait for it to complete. Once it is loading, you will see message with indicating progress.

We recommend this approach on a newly installed WordPress. It will *replace* the content you currently have on your website. However, we create a backup of your current content in (Tools > Backup). You can restore the backup from there at any time in the future.



1.6 Support

All of our items comes with free support. Free support is limited to questions regarding the themes features or problems. We provide premium support for code customisation or third-party plugins.

Note: Our support hours: **10:00 AM – 6:00 PM UTC +1 on Monday to Friday**.

1.6.1 Free Support

For issues and concerns, you can reach us through these support methods:

- **E-mail** – support@createit.pl
- **Help Desk** – Click here to go to our support website. Just click on the *Submit Ticket* button and follow instructions to create a ticket.
- **Forum** – Comment/Post on the product you have issues/queries in ThemeForest or CodeCanyon websites.

  Before You Post in a Forum

  We urge you to follow the steps below, before you post a new topic on the forum, to speed up your request. It's in everyone's interest and will benefit in making the entire forum more efficient:

  - **Step 1** – Always check the Documentation and the Knowledgebase Section. Most questions are already answered in those areas.
  - **Step 2** – If your question hasn't been brought up on the forum, please post a new topic. Always be as specific as possible. Creating a topic requires entering the live URL to your home page or page that shows the issue in question. It also has bars for WP and FTP login info, which aren't required, however, providing us with your login information can save a lot of time for both of us. Login credentials are securely stored and accessible only by our support staff.
  - **Step 3** – We usually answer questions in 24 hours on working days. However, if you don't get any answer within 72 hours bump up your question or send us an e-mail.

For *all support methods*, you will receive confirmations and replies on your queries through e-mail or by tracking your ticket which you will also get through e-mail. To track your ticket, please click here.

Once we reply to your query, *each ticket will be open for 7 days* without a reply from you. On the 6th day without a reply, an e-mail will be sent to notify you of the ticket's inactivity. To make the ticket active again, you simply need to reply or follow the steps in the e-mail. If you won't make the ticket active within 7 days, on the 8th day the ticket will automatically be closed.

1.6.2 Premium Support

We can create your website from scratch, redesign it or just extend the current ones. For more information, please take a look at our website. Typical issues covered by Premium Support:

- Custom CSS
- Support for third party software and plug-ins
- WordPress Installation with Theme configuration
- Server configuration
- Site structure modifications

- Graphic adjustments, etc.
- WordPress general howto's

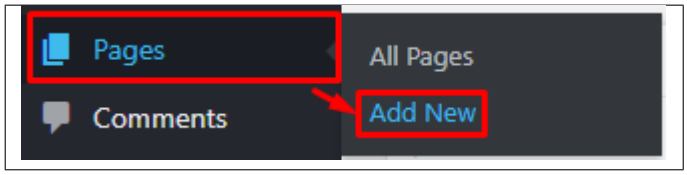
CHAPTER 2

Page

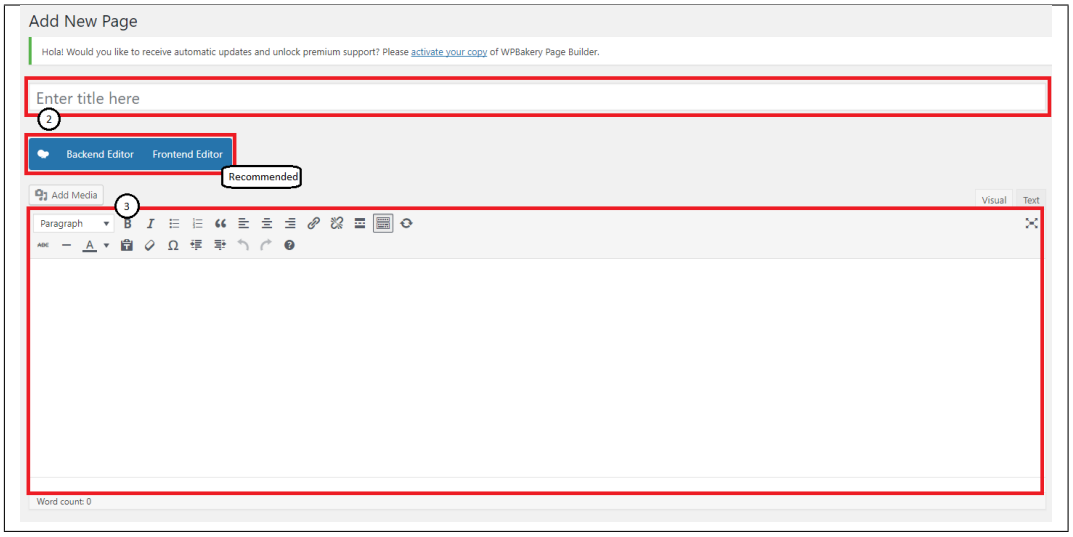
2.1 Create New Page

To create a new *Page* in *Bakefairy* follow the steps below:

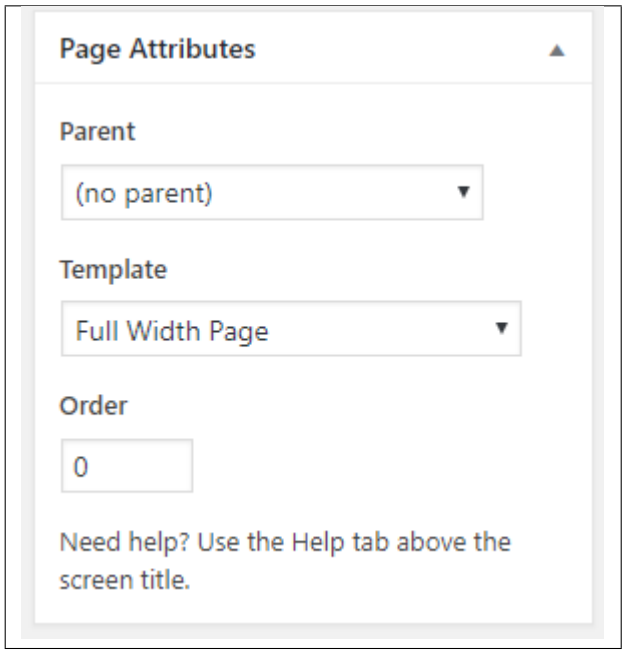
- **Step 1** - In *Dashboard*, navigate to *Pages* > *Add New*. You will be directed to a page where you can add details on the page.



- **Step 2** - Add the *Title* of the page.
- **Step 3** - Add content – we recommend you to create page content using *Visual Composer* or by modifying demo content.



- **Step 4** - Choose page attributes. To have the same look as the demo, at the Template section of the page attribute, use Full Width Page. This is a template set for Bakefairy.

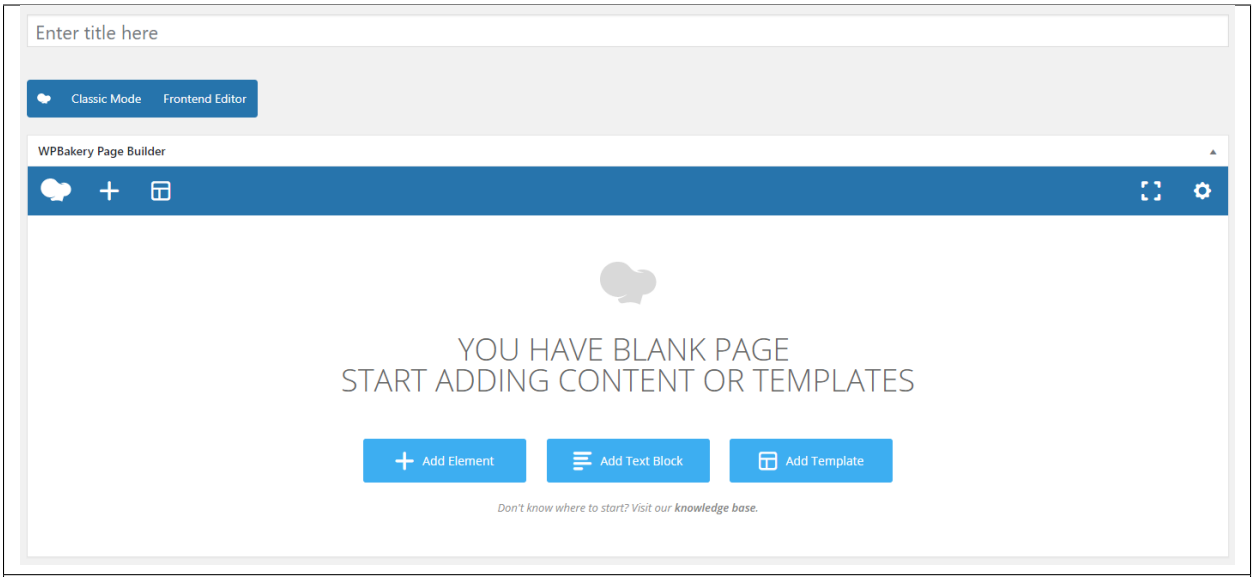


  - Parent – If you want to create this page as a subpage.
  - Template – You can choose one of defined page templates
  - Order – The order of the page.

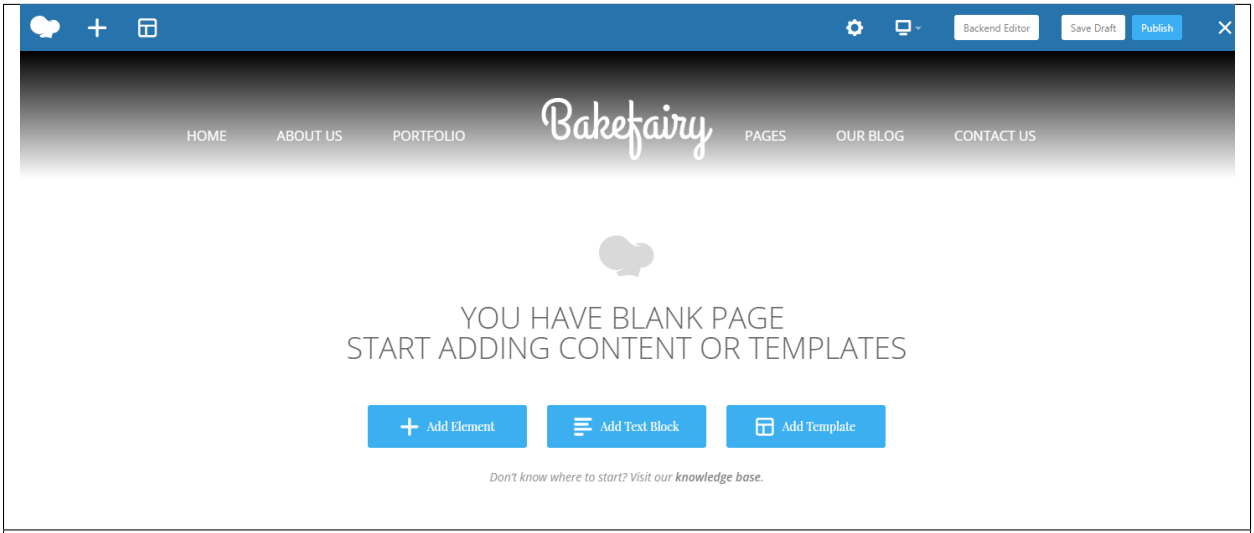
- **Step 5** - After adding all the contents of the page, click on the *Publish* button.

2.1.1 Create Page Using Visual Composer

When using *Visual Composer* to add content, you have 2 Editor options, the **Backend Editor** and **Frontend Editor**.



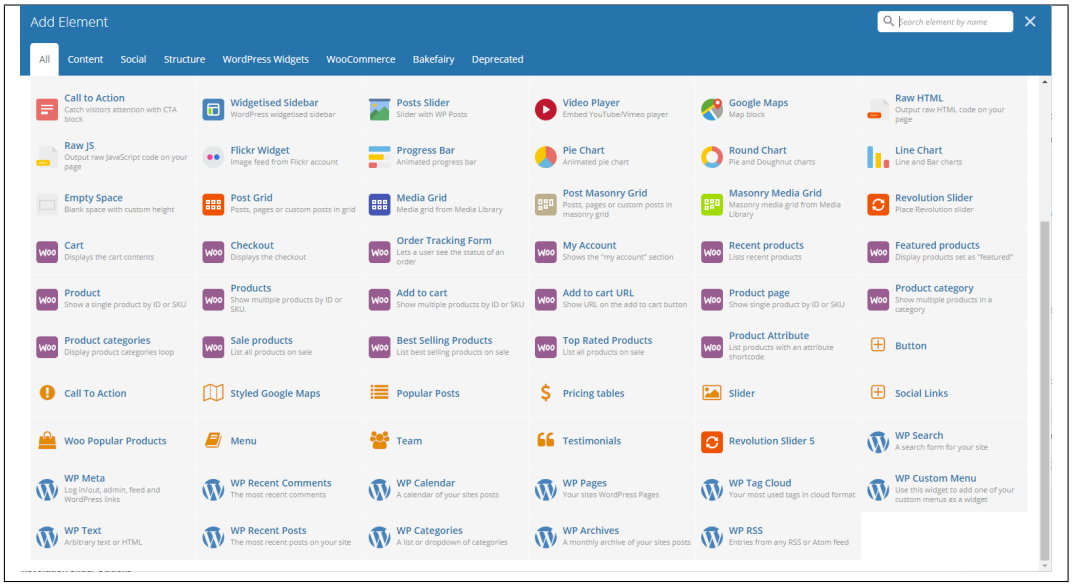
Backend Editor



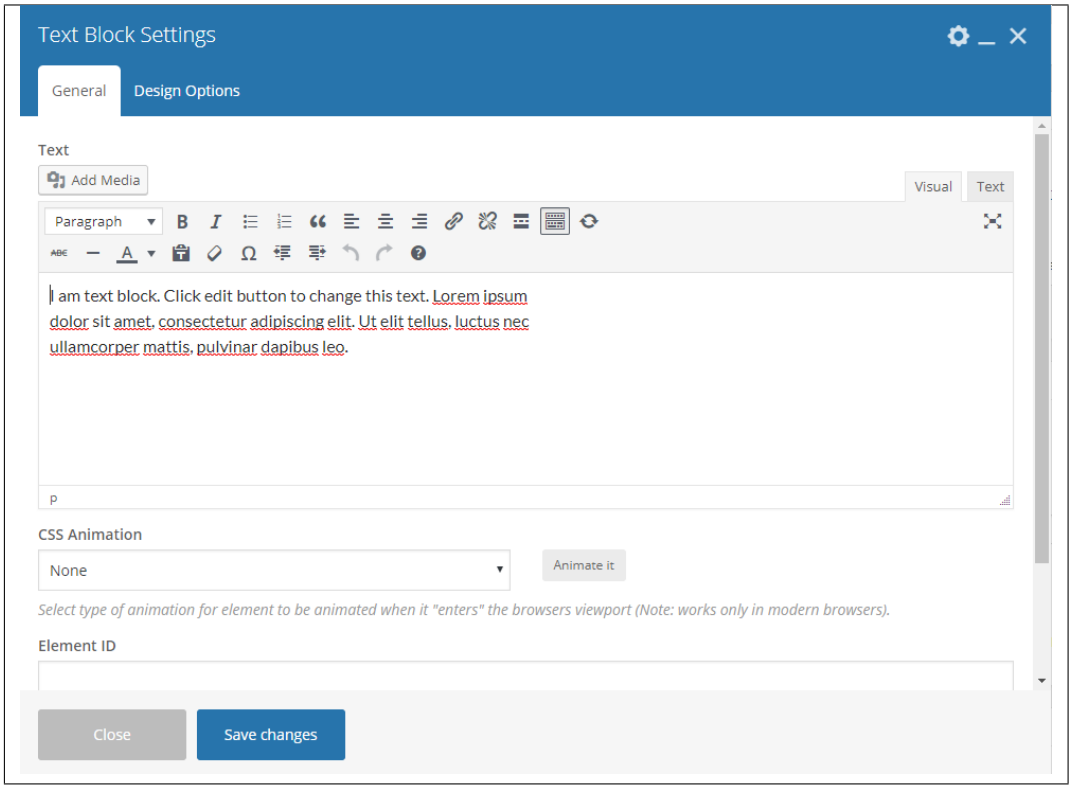
Frontend Editor

In adding contents to the page, there are many options to choose from. Some of the options are:

- **Elements** - You will be able to choose elements that are needed and used on the page.



- **Text Block** – This is where you add Text to the page.

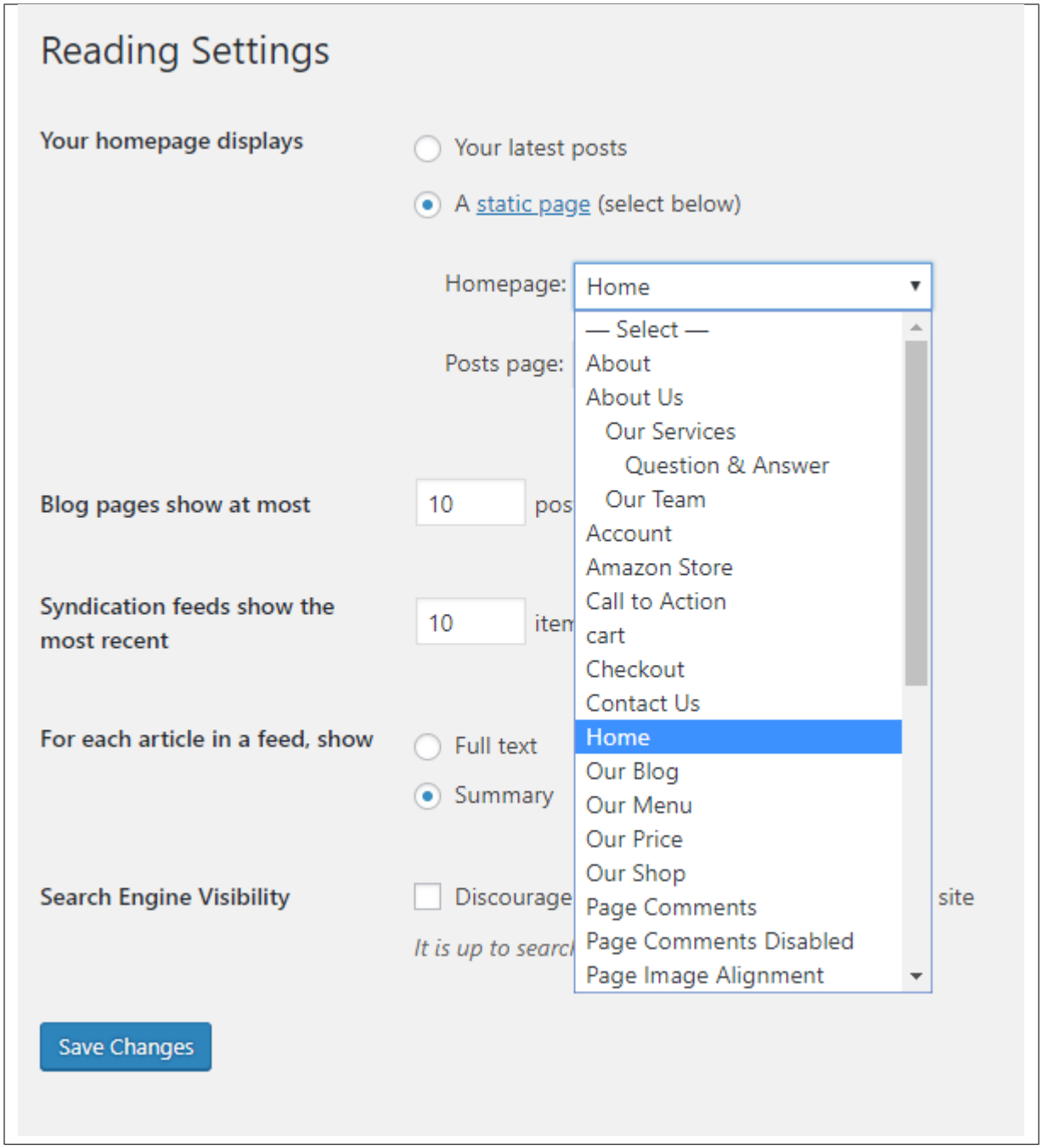


- **Row** – An area where you can add elements.

2.2 Homepage Setup

If you have added some pages via *Pages* > *Add New* you can choose one and set it up as a homepage.

Use Static front page tool in *Settings* > *Reading* and choose from the list your homepage. Remember to click *Save* changes at the end of editing.


Reading Settings
Your homepage displays
Your latest posts
A static page (select below)
Homepage:
Home
Posts page:
— Select —
About
About Us
Our Services
Question & Answer
Our Team
Account
Amazon Store
Call to Action
cart
Checkout
Contact Us
Home
Our Blog
Our Menu
Our Price
Our Shop
Page Comments
Page Comments Disabled
Page Image Alignment
Blog pages show at most
10
pos
Syndication feeds show the most recent
10
iten
For each article in a feed, show
Full text
Summary
Search Engine Visibility
Discourage
site
It is up to searc
Save Changes

CHAPTER 3

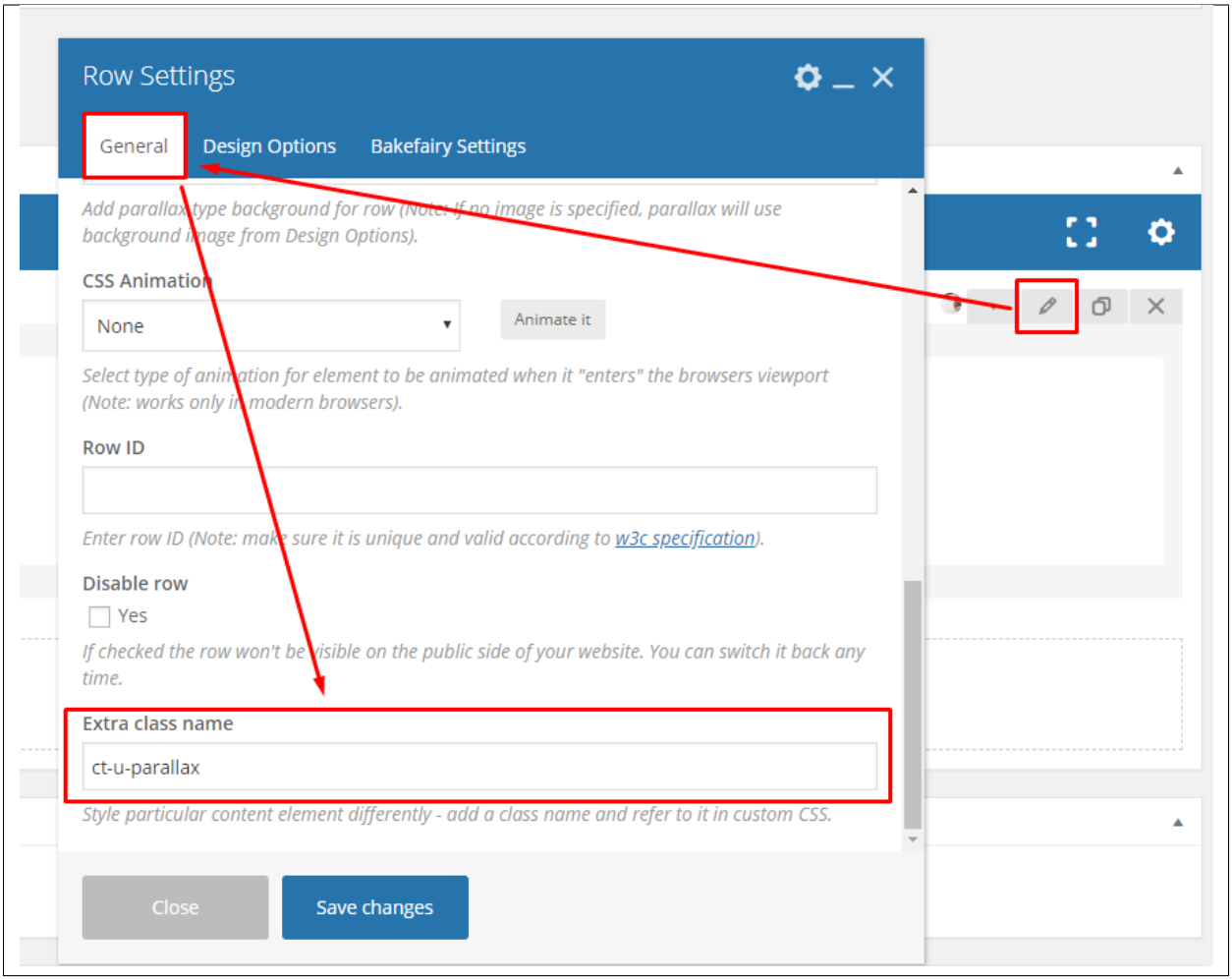
Bakefairy Elements

3.1 Bakefairy Custom Shortcodes

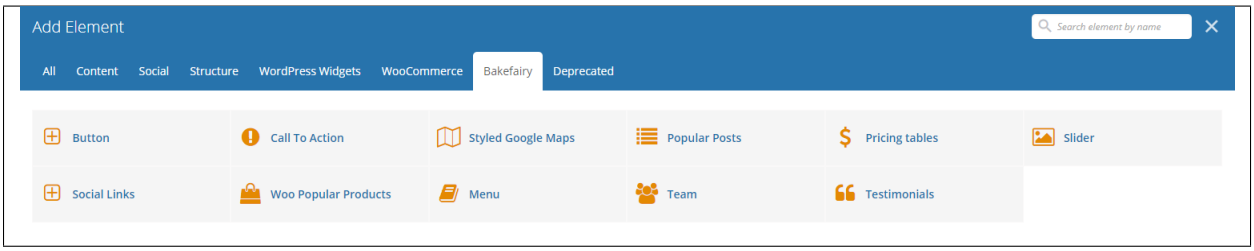
With Bakefairy comes many custom shortcodes for (Visual Composer) VC that are used to show content created in Bakefairy.

Note: You can make a section have a background with Parallax animation by adding in

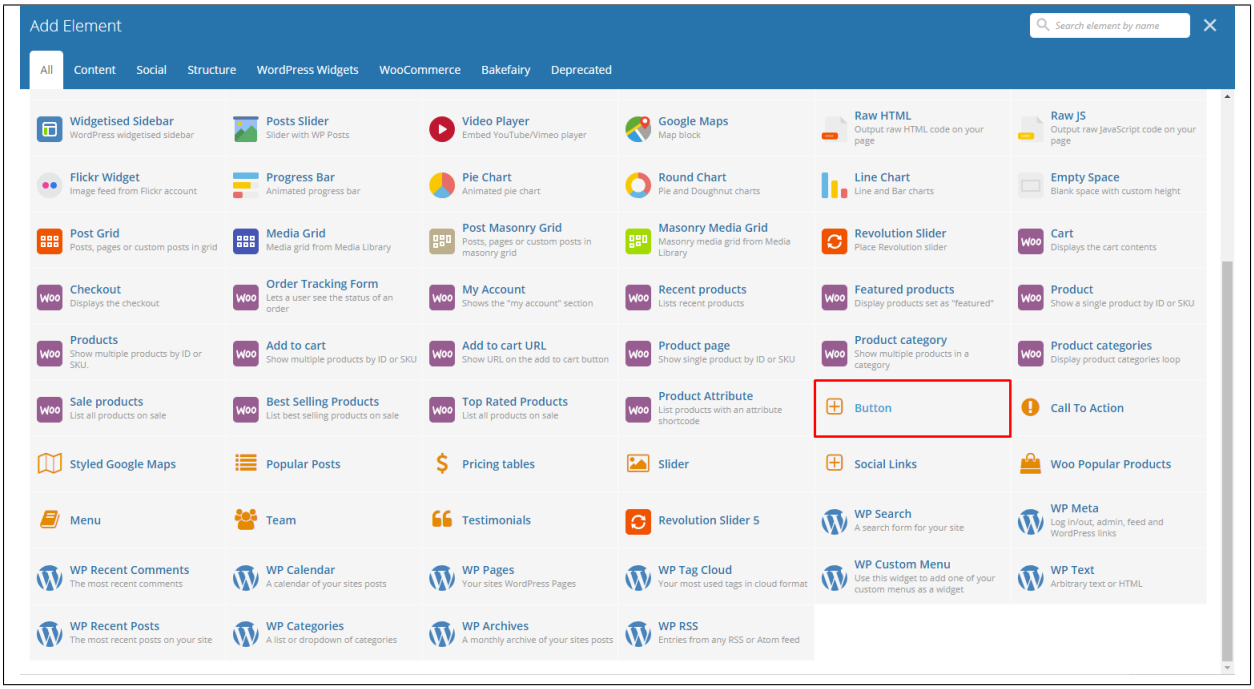
Section/Row Settings > General tab under *Extra class name* : **ct-u-parallax**



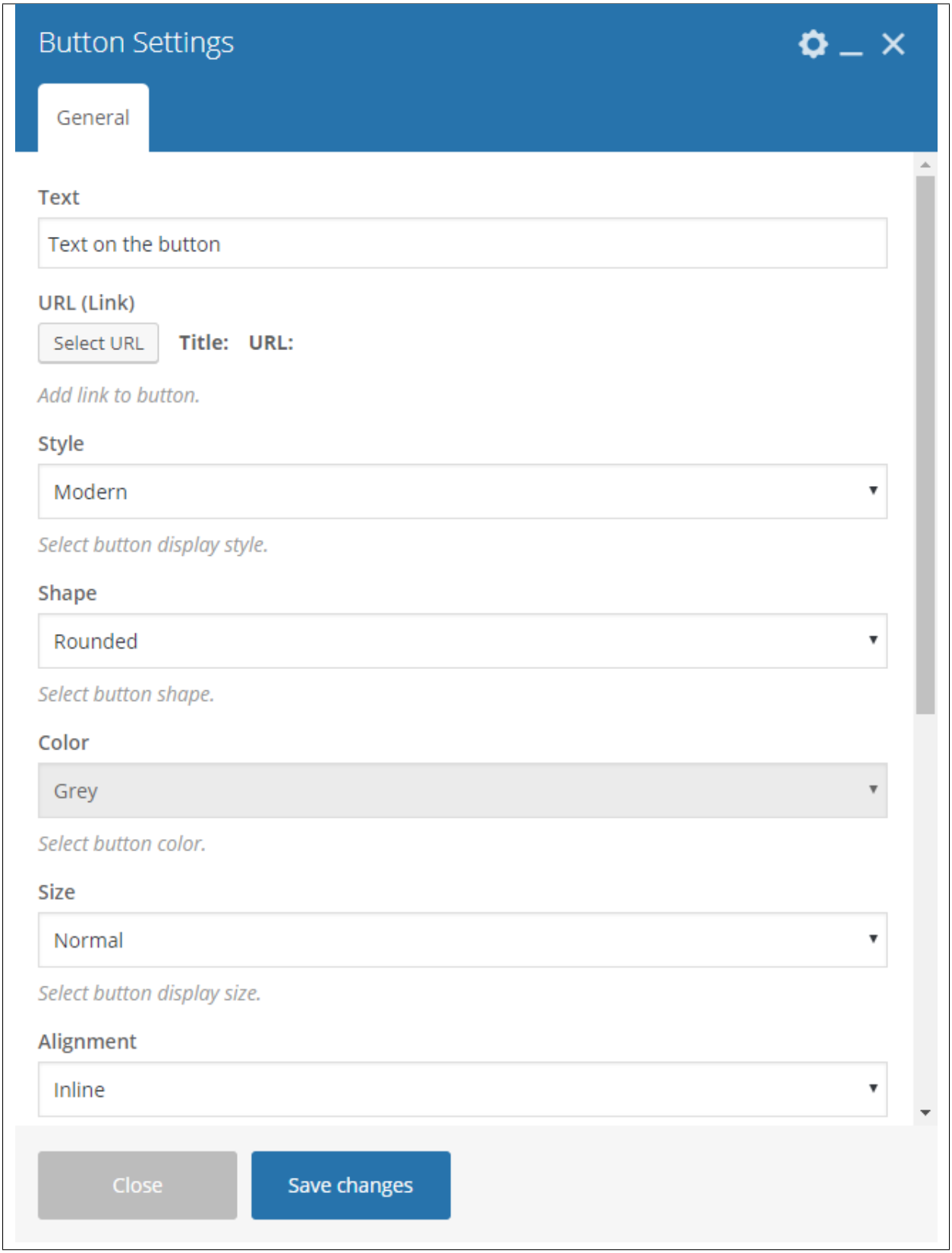
Below you will find short information about this Visual Composer elements:



3.1.1 Button



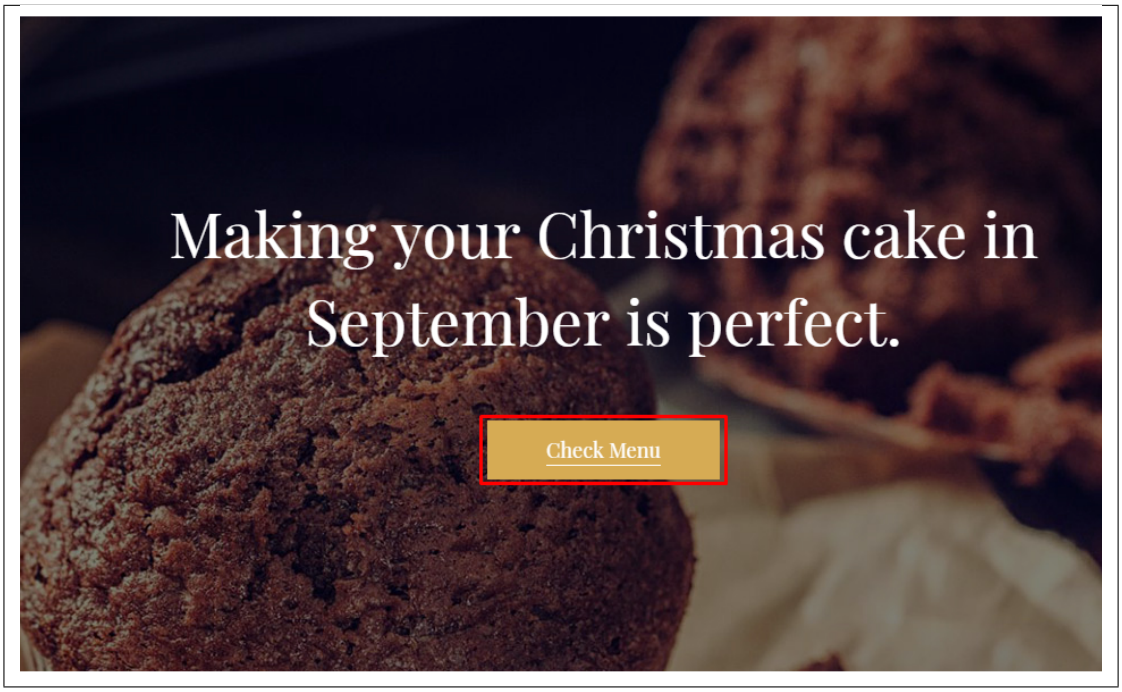
This theme comes with VC element that give you the option to create buttons that can be used in the theme.


Button Settings
General
Text
Text on the button
URL (Link)
Select URL
Title:
URL:
Add link to button.
Style
Modern
Select button display style.
Shape
Rounded
Select button shape.
Color
Grey
Select button color.
Size
Normal
Select button display size.
Alignment
Inline
Close
Save changes

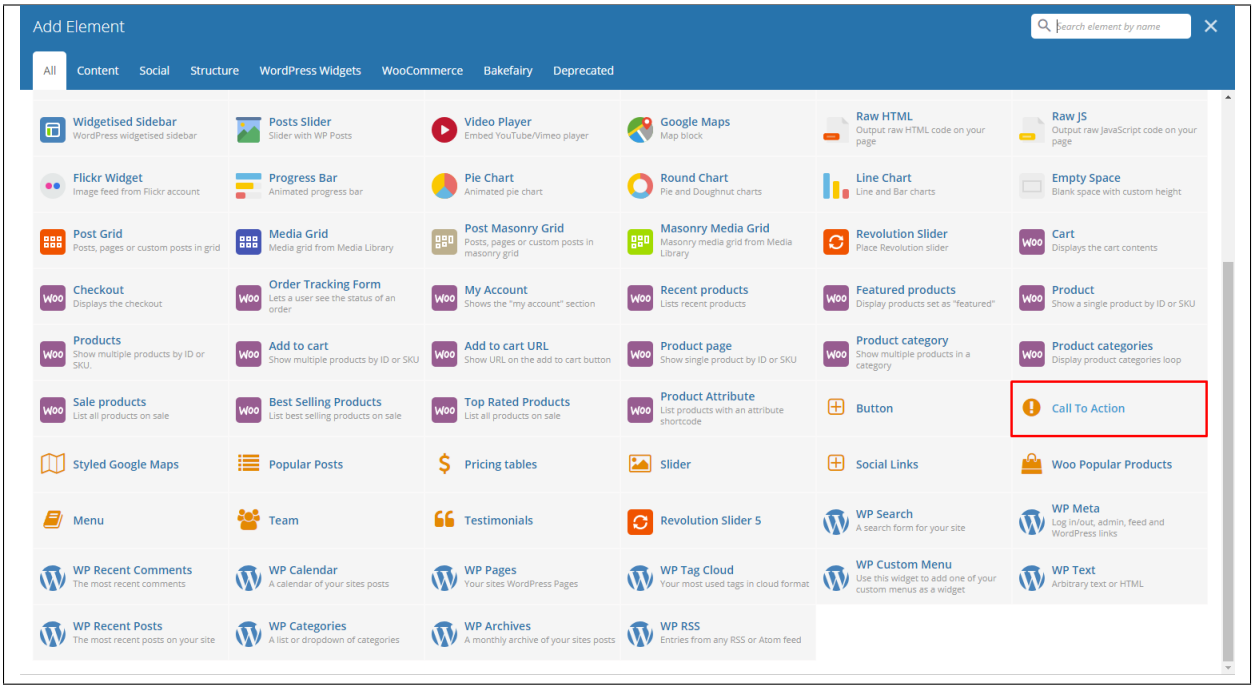
-General Tab-

- **Text** - Text inside the button.
- **URL** - URL link for the button.
- **Style** - the buttons style.
- **Button size** - Size of the button.
- **Color** - Color of the button.
- **Size** - Size of the button.
- **Alignment** - Alignment of the button in the row.
- **Add icon?** - Option to add icon in the button.
  - **Icon Alignment** - Select icon alignment.
  - **Icon library** - Select icon library.
  - **Icon** - Select icon from the library.
- **CSS Animation** - Animation of the button.
- **Element ID** - Unique ID for the button.
- **Extra class name** - Add a class name and refer to it in custom CSS.
- **Advanced on click action** - Option to add inline onclick action.
  - **On click code** - Enter onclick action code.

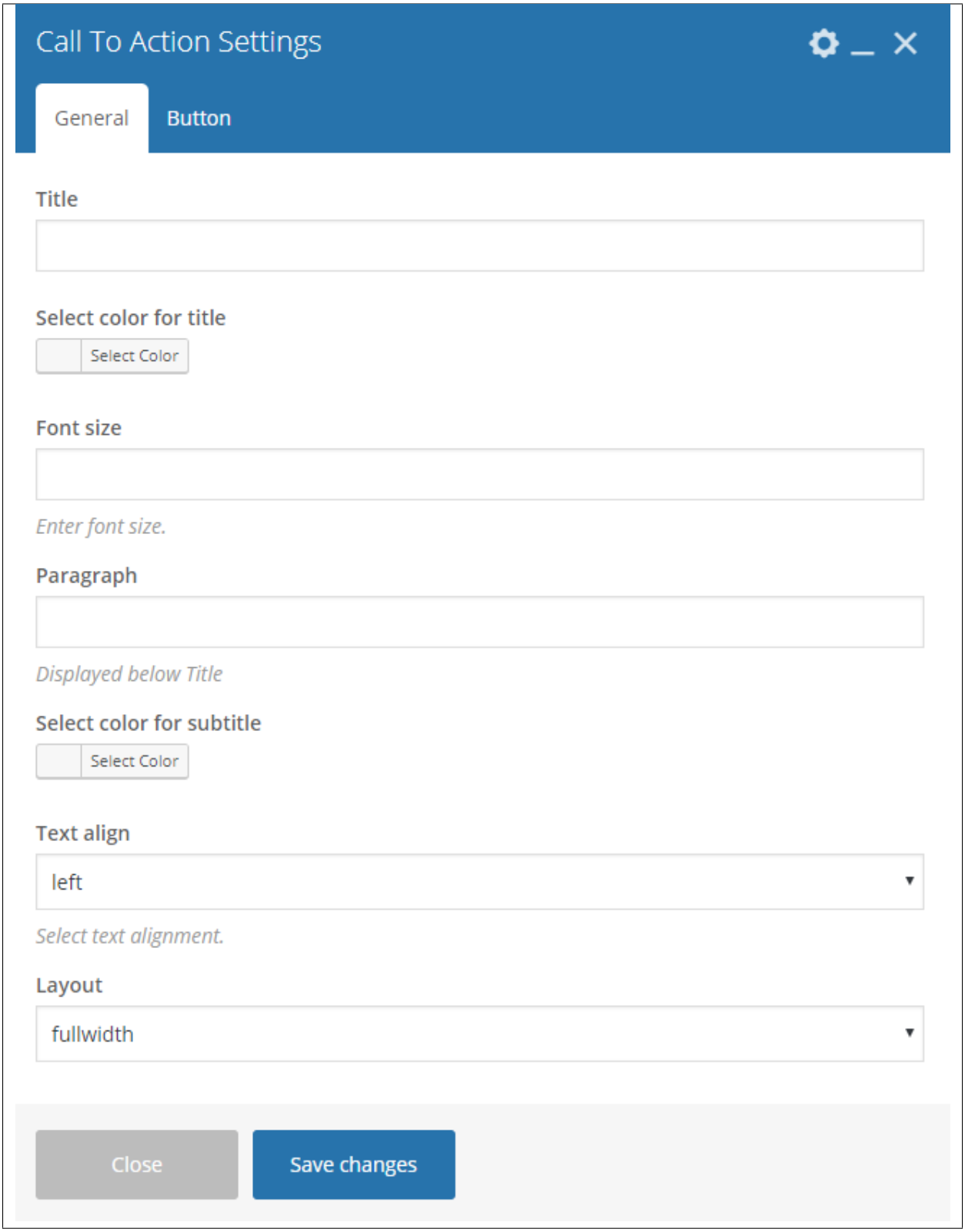
Sample Button



3.1.2 Call To Action



This will let you add a designed header that has a button.



-General Tab-

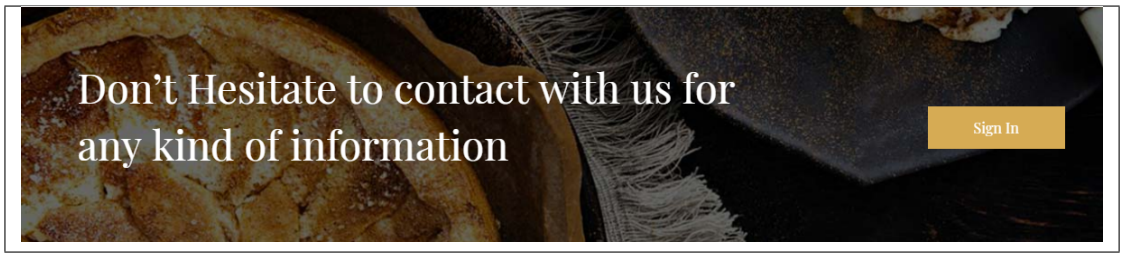
- **Title** - Title of the call to action.

- **Select color for title** - Text color of the Title.
- **Font size** - Font size of the title.
- **Paragraph** - Text below the title.
- **Select color for subtitle** - Text color of the paragraph.
- **Text align** - Text alignment of the call to action.
- **Layout** - How the call to action is designed.

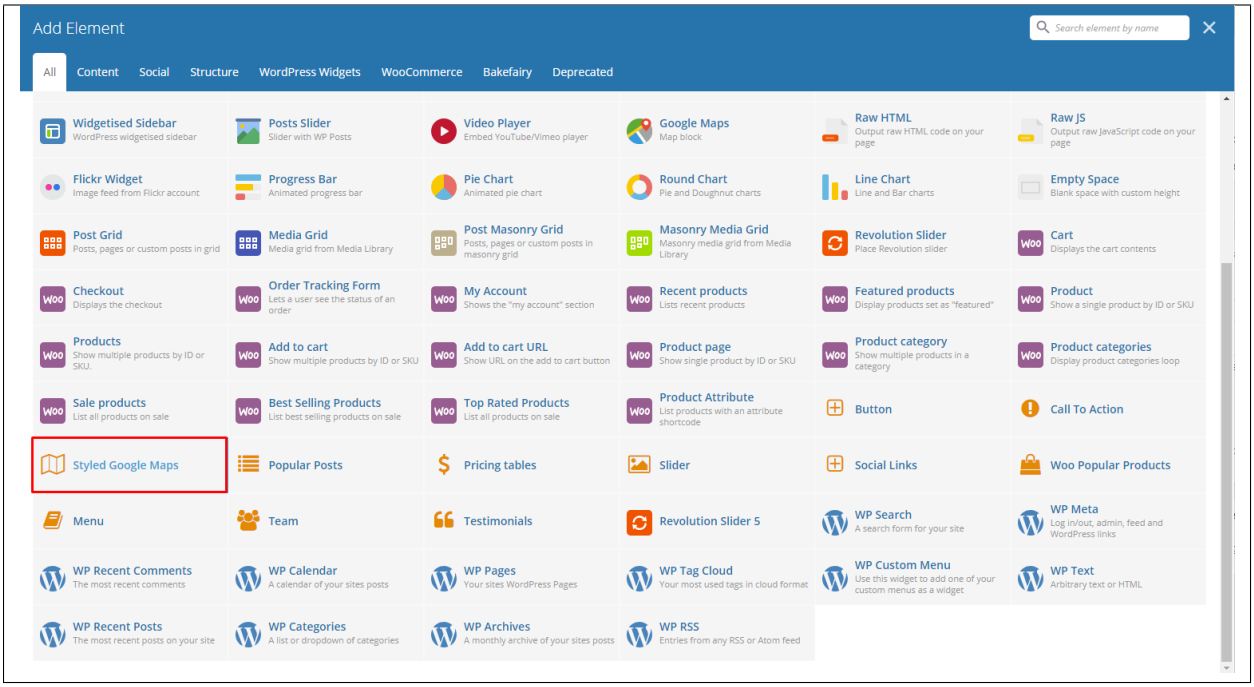
-Button Tab-

- **Text** - Text inside the button.
- **URL** - URL link for the button.
- **Style** - the buttons style.
- **Button size** - Size of the button.
- **Color** - Color of the button.
- **Size** - Size of the button.
- **Alignment** - Alignment of the button in the row.
- **Add icon?** - Option to add icon in the button.
  - **Icon Alignment** - Select icon alignment.
  - **Icon library** - Select icon library.
  - **Icon** - Select icon from the library.
- **CSS Animation** - Animation of the button.
- **Element ID** - Unique ID for the button.
- **Extra class name** - Add a class name and refer to it in custom CSS.
- **Advanced on click action** - Option to add inline onclick action.
  - **On click code** - Enter onclick action code.

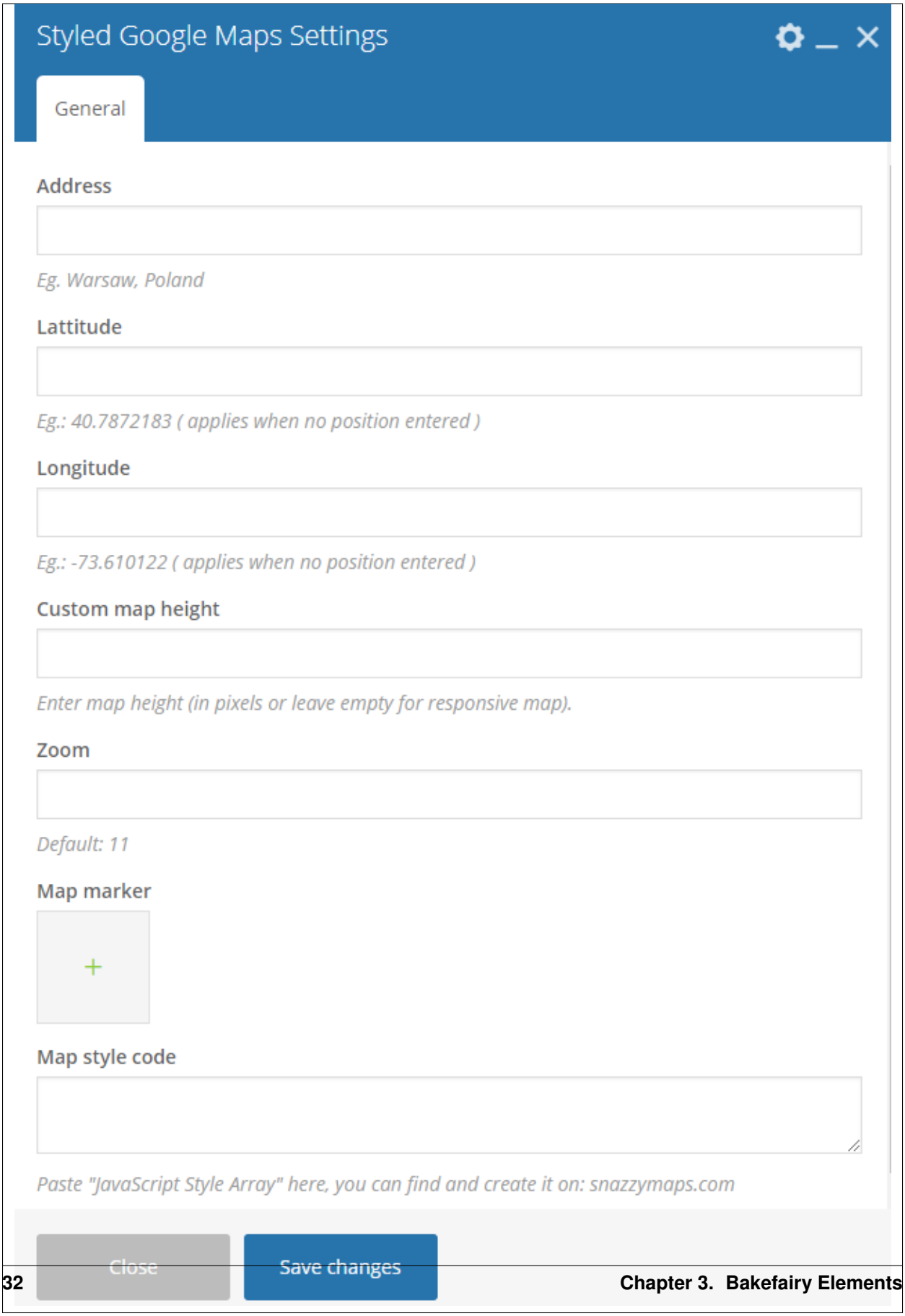
Sample Call To Action



3.1.3 Styled Google Maps



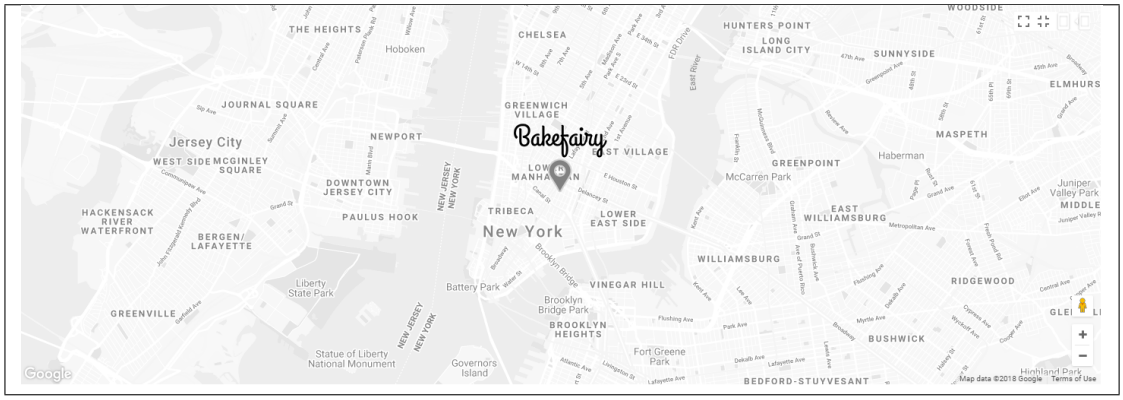
Lets you add a styled google map on a page. You will be able to customize this map in the *Styled Google Maps Settings*.


Styled Google Maps Settings
General
Address
Eg. Warsaw, Poland
Lattitude
Eg.: 40.7872183 (applies when no position entered)
Longitude
Eg.: -73.610122 (applies when no position entered)
Custom map height
Enter map height (in pixels or leave empty for responsive map).
Zoom
Default: 11
Map marker
Map style code
Paste "JavaScript Style Array" here, you can find and create it on: snazzymaps.com
Close
Save changes

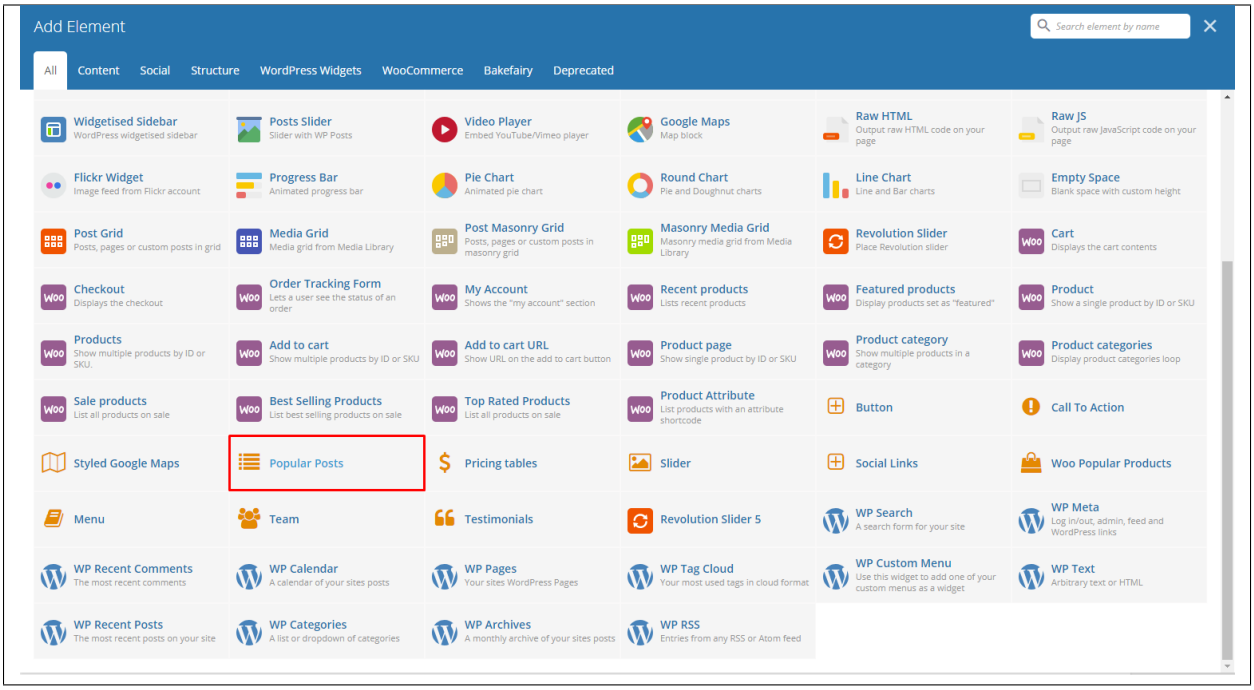
-General Tab-

- **Address** - Set an address for the map.
- **Latitude** - Option to add a latitude of the address.
- **Longitude** - Option to add a longitude of the address.
- **Custom map height** - Height of the map.
- **Zoom** - Zoom percentage of the map.
- **Map marker** - Option to add a custom map marker.
- **Map style code** - Paste "JavaScript Style Array" here, you can find and create it on: snazzymaps.com

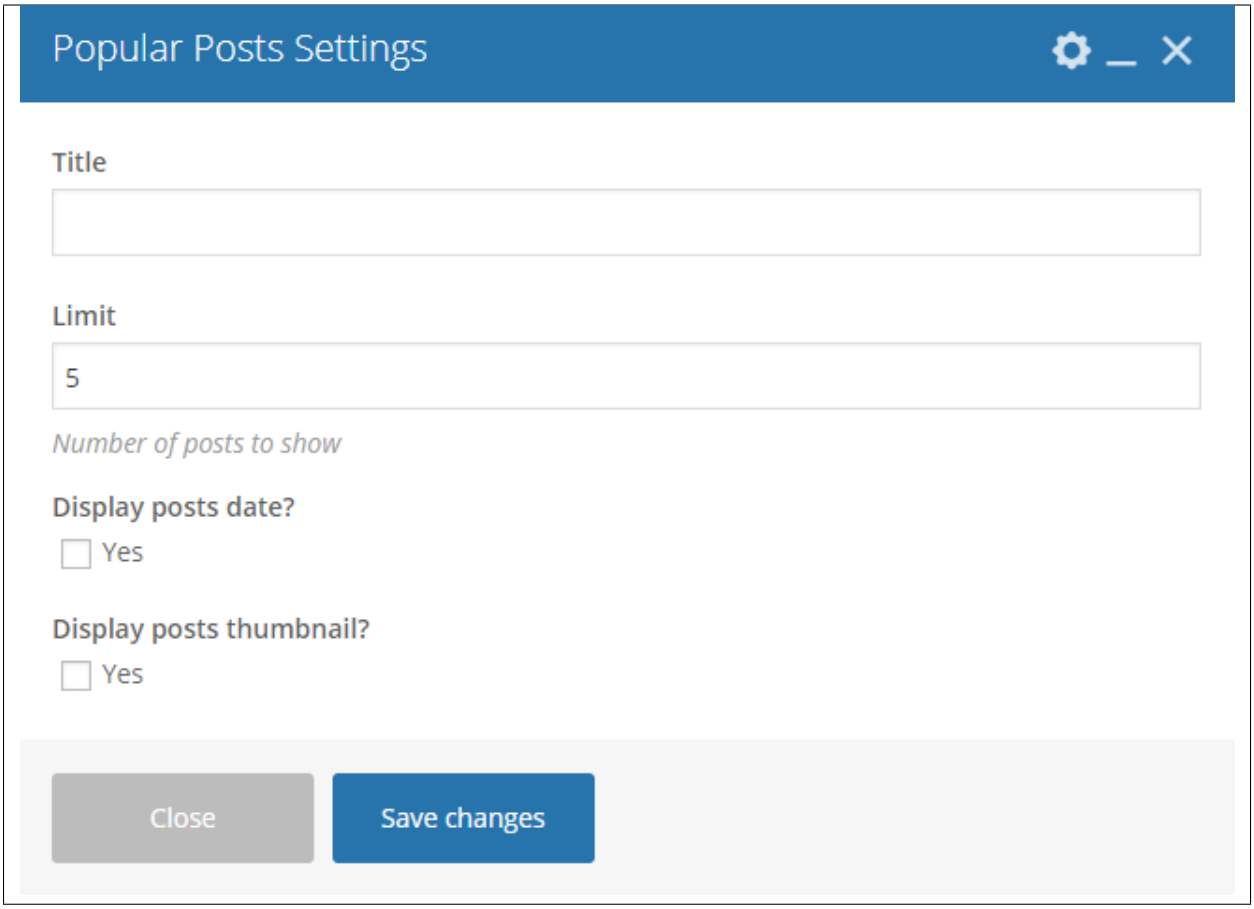
Sample Styled Google Maps



3.1.4 Popular Posts



This element lets you add the most popular posts.



- **Title** - The title for the popular posts display.
- **Limit** - Number of posts.
- **Display posts date?** - Option to display the date of the posts.
- **Display posts thumbnail?** - Option to show the featured image of the posts in a thumbnail.

Sample Popular Posts

Popular Posts

Tips to be a Great Baker!

12 Mar, 2018

Sunday Baking

28 Jan, 2018

French Macaroon are Taking Over

27 Jan, 2018

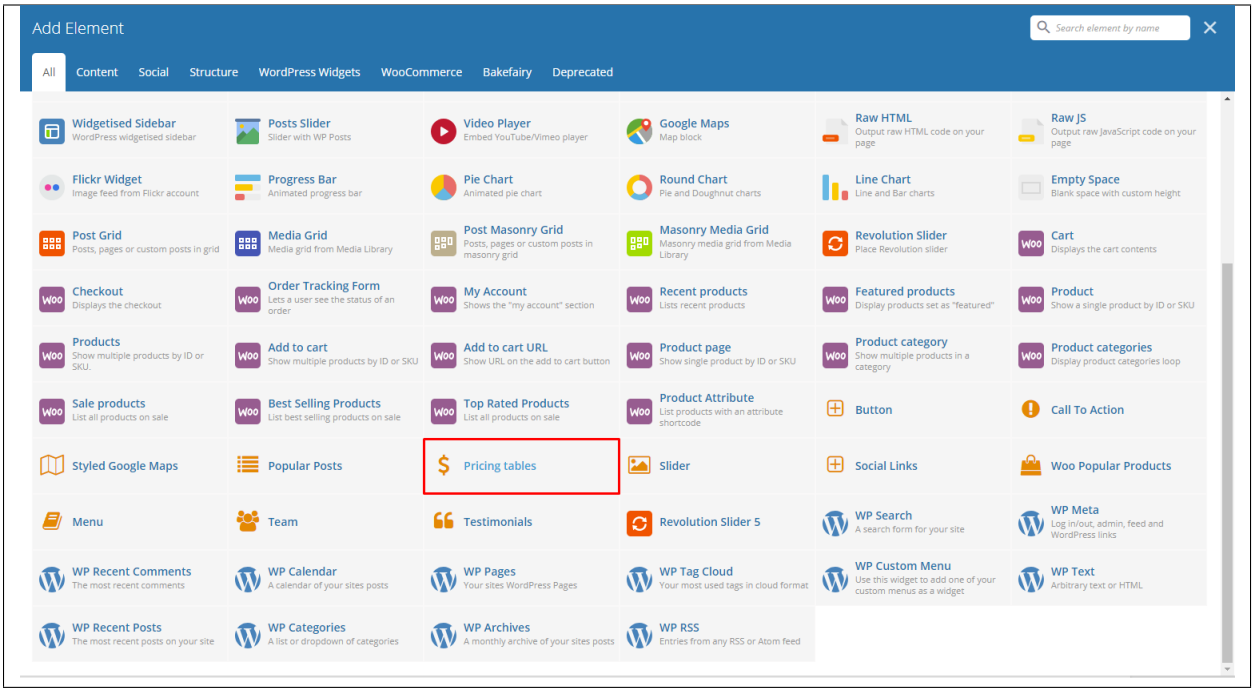
History of Croissant

27 Feb, 2018

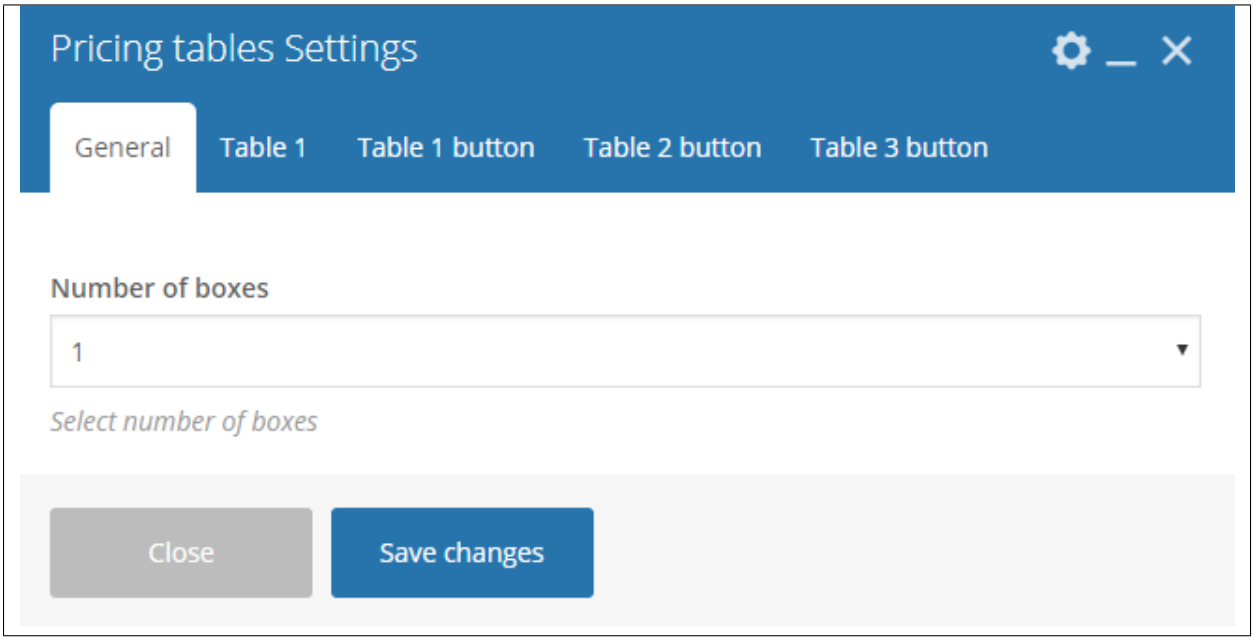
Types of Cakes

22 Mar, 2018

3.1.5 Pricing Tables



This element lets you add a pricing table with 3 tables.



-General Tab-

- **Number of boxes** - Number of tables that will show.

-Table # Tab-

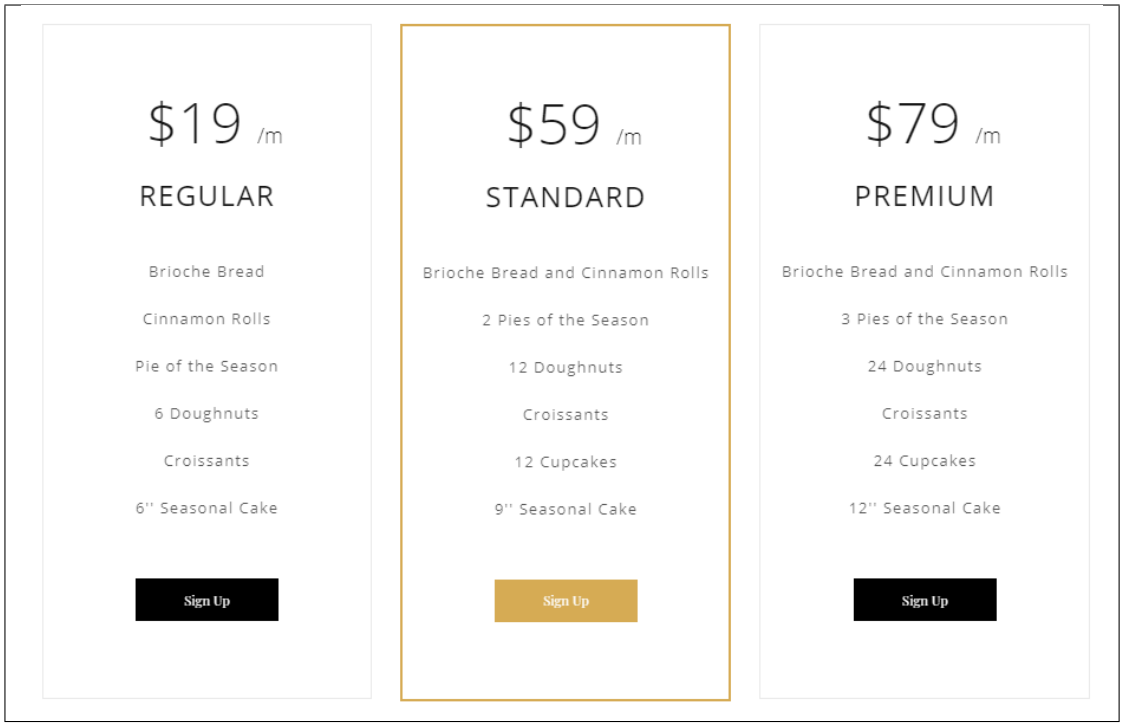
- **Highlighted tab?** - Option to have this table highlighted.

- **Title** - Title for the pricing table.
- **Price** - Price of the pricing table.
- **Sub Price** - Text beside the price.
- **Subtitle** - Subtitle/ description of the table.
- **Features** - Features for the promo in the table. Each feature is separated by a comma.
- **Include button** - Option to add a button in the table.

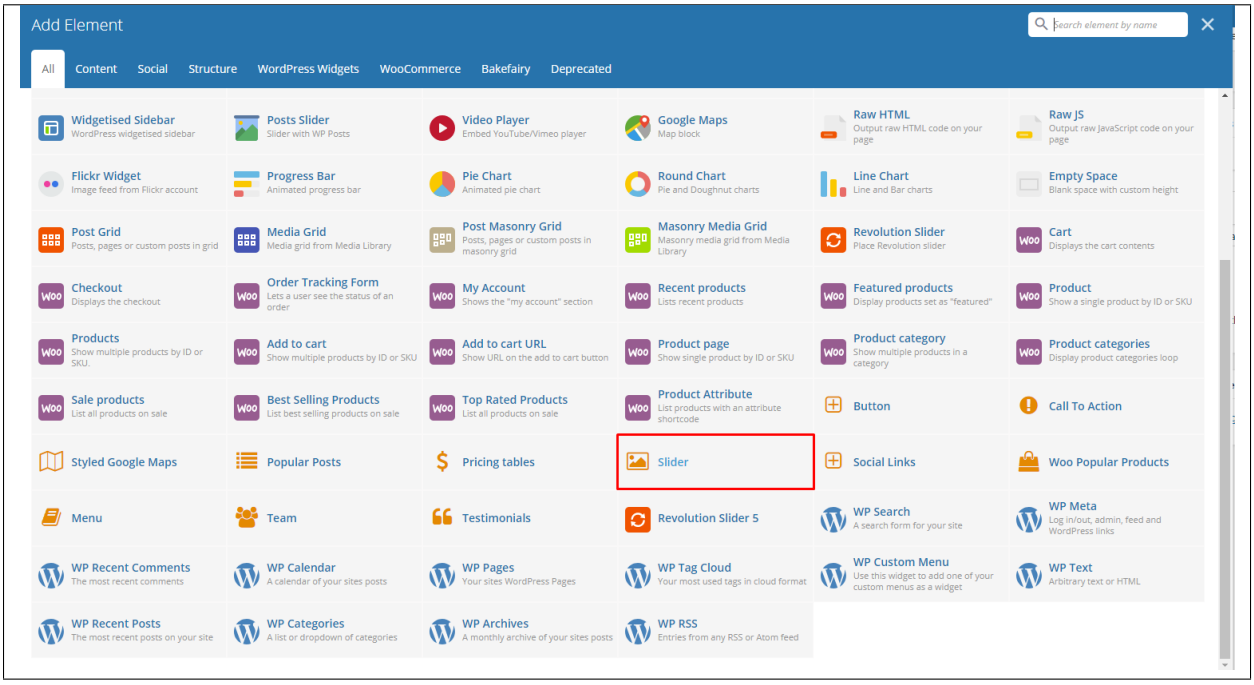
-Button # Tab-

- **Text** - Text inside the button.
- **URL** - URL link for the button.
- **Style** - the buttons style.
- **Button size** - Size of the button.
- **Color** - Color of the button.
- **Size** - Size of the button.
- **Alignment** - Alignment of the button in the row.
- **Add icon?** - Option to add icon in the button.
  - **Icon Alignment** - Select icon alignment.
  - **Icon library** - Select icon library.
  - **Icon** - Select icon from the library.
- **CSS Animation** - Animation of the button.
- **Element ID** - Unique ID for the button.
- **Extra class name** - Add a class name and refer to it in custom CSS.
- **Advanced on click action** - Option to add inline onclick action.
  - **On click code** - Enter onclick action code.

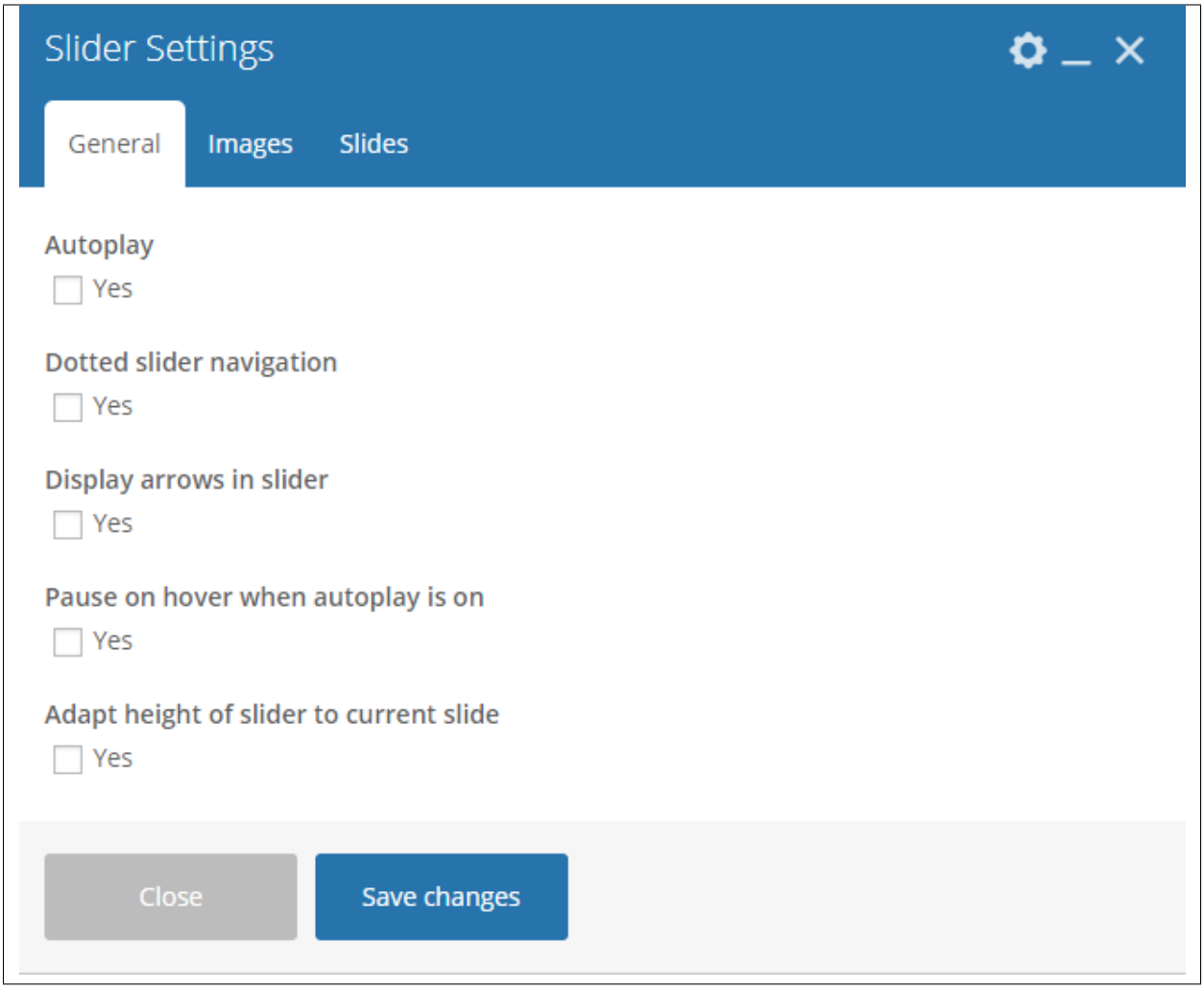
Sample Pricing Tables



3.1.6 Slider



This element lets you add a slider of images.



-General Tab-

- **Autoplay** - Option to make the slider move on its own.
- **Dotted slider navigation** - Option to show navigation dots at the bottom.
- **Display arrows in slider** - Option to show navigation arrows at the sides.
- **Pause on hover when autoplay is on** - Option to stop autoplay when hovered.
- **Adapt height of slider to current slide** - Have the same height with slider in the same row.

-Images Tab-

- **Images to slider** - Choose images for the slider.

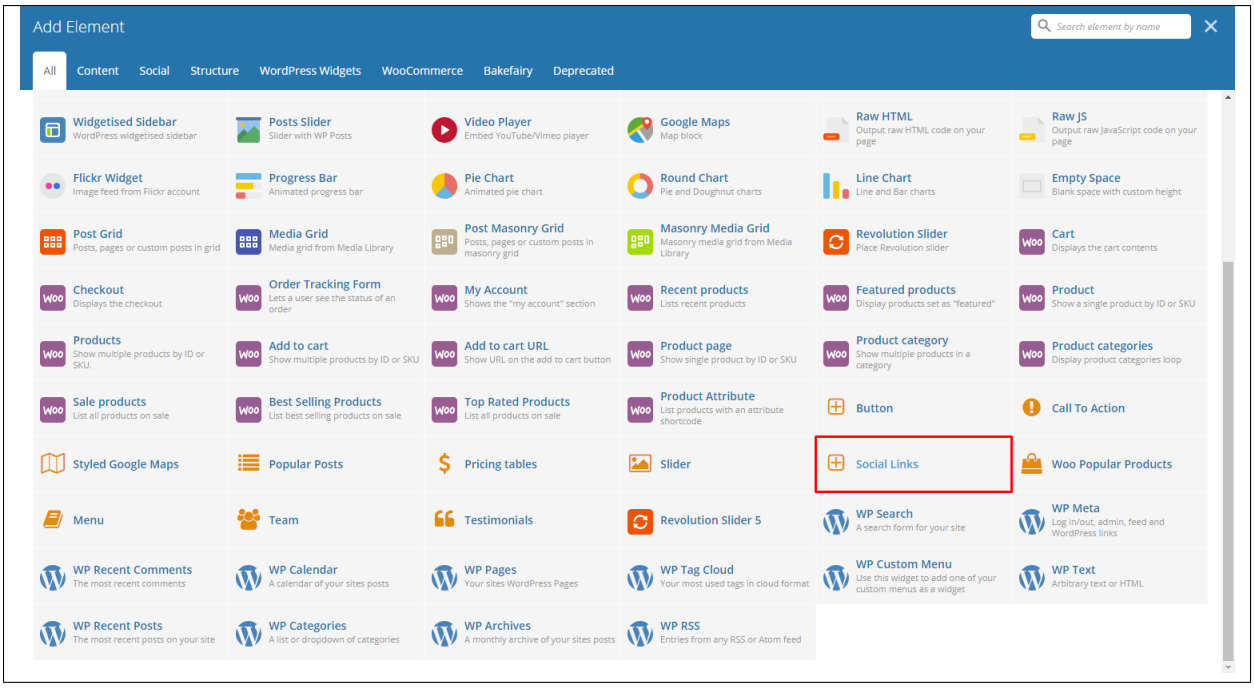
-Slides Tab-

- **Slides to show** - Number of image to show per slide.
- **Turn on fade** - Option to make the slider have a fade animation.
- **Slides to show on tablets** - Number of image to show per slide in a tablet view.
- **Slides to show on phablets** - Number of image to show per slide in a phablet view.
- **Slides to show on phones** - Number of image to show per slide in a phone view.

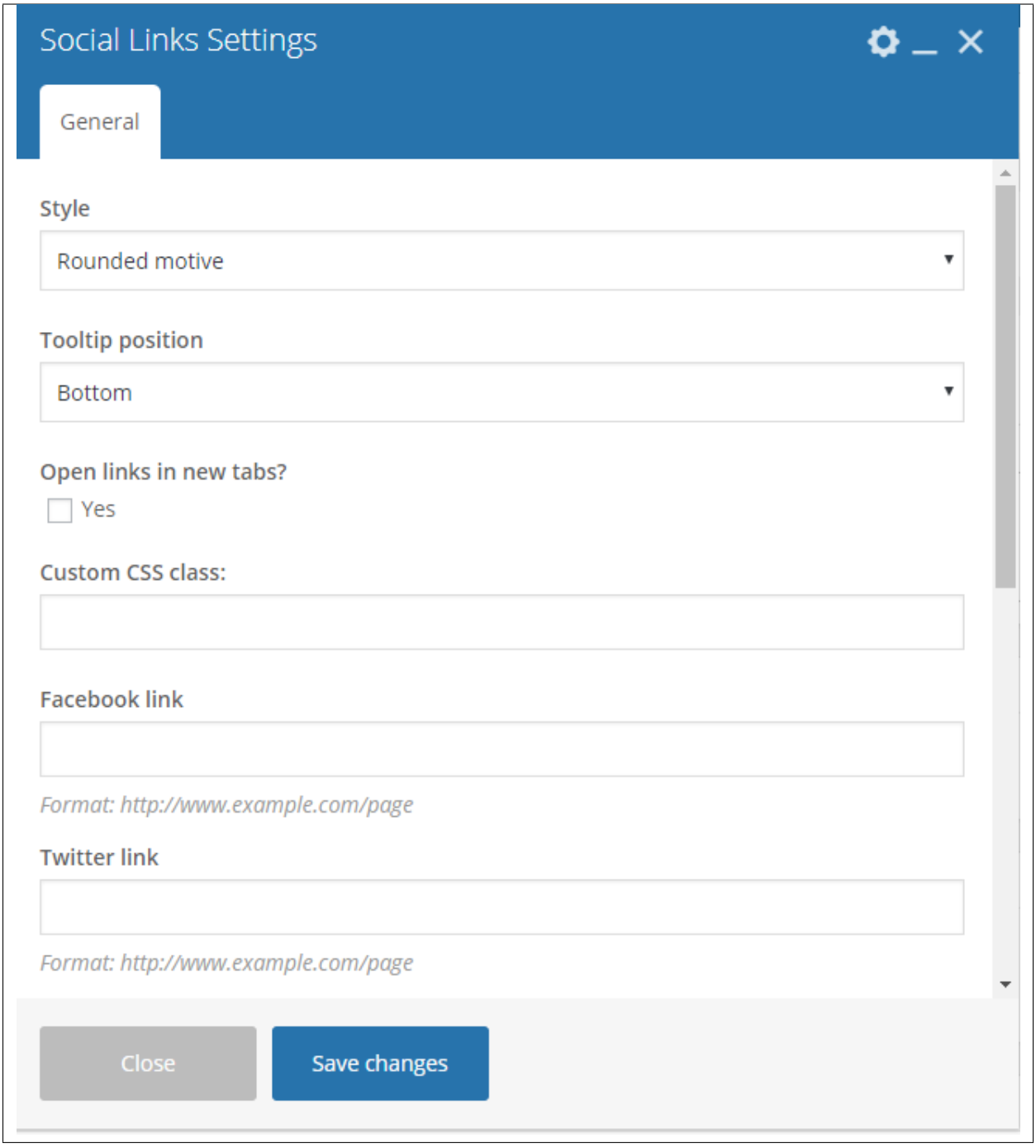
- **Set initial slide** - The initial slide to start.
- **Vertical slider** - Option to show a vertical slider.

Sample Slider

3.1.7 Social Links



This element lets you add icons of social links.

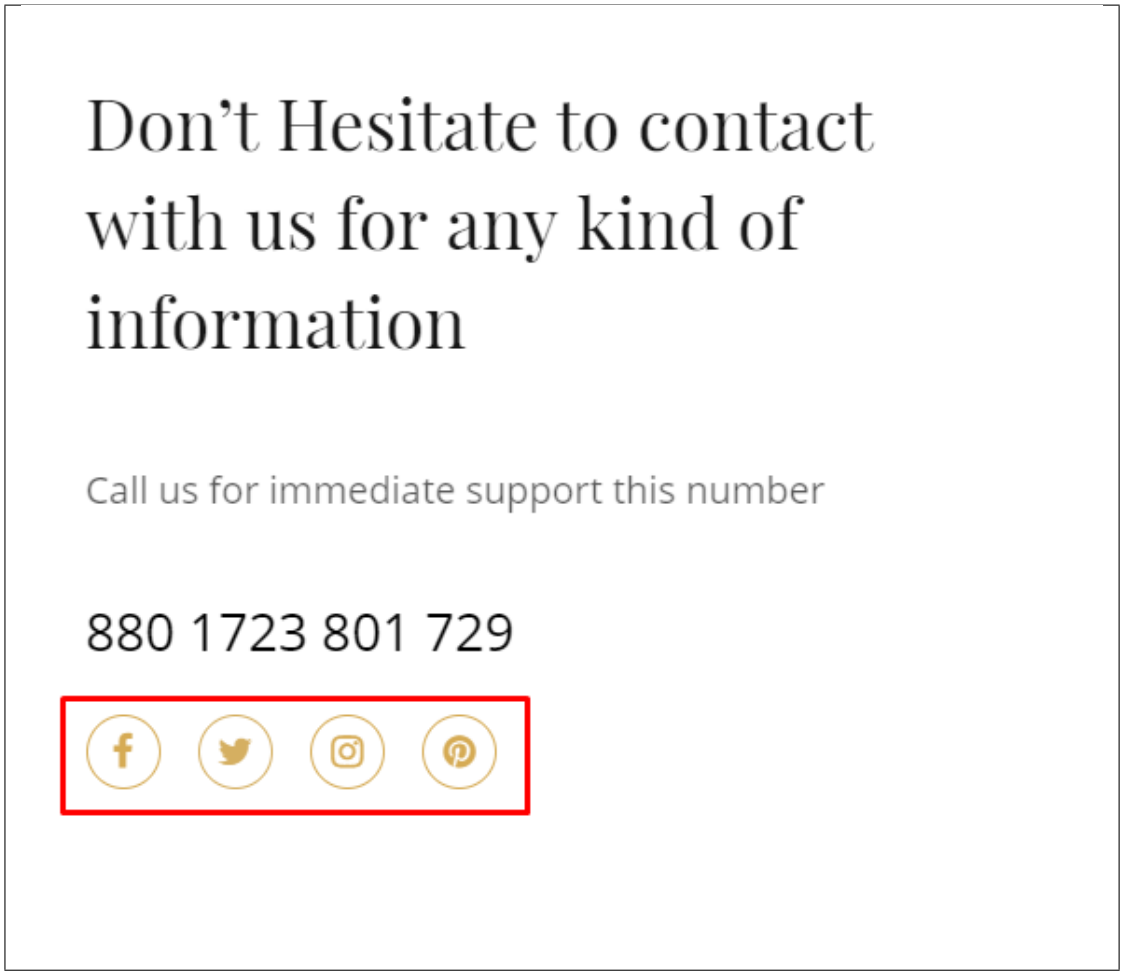


-General Tab-

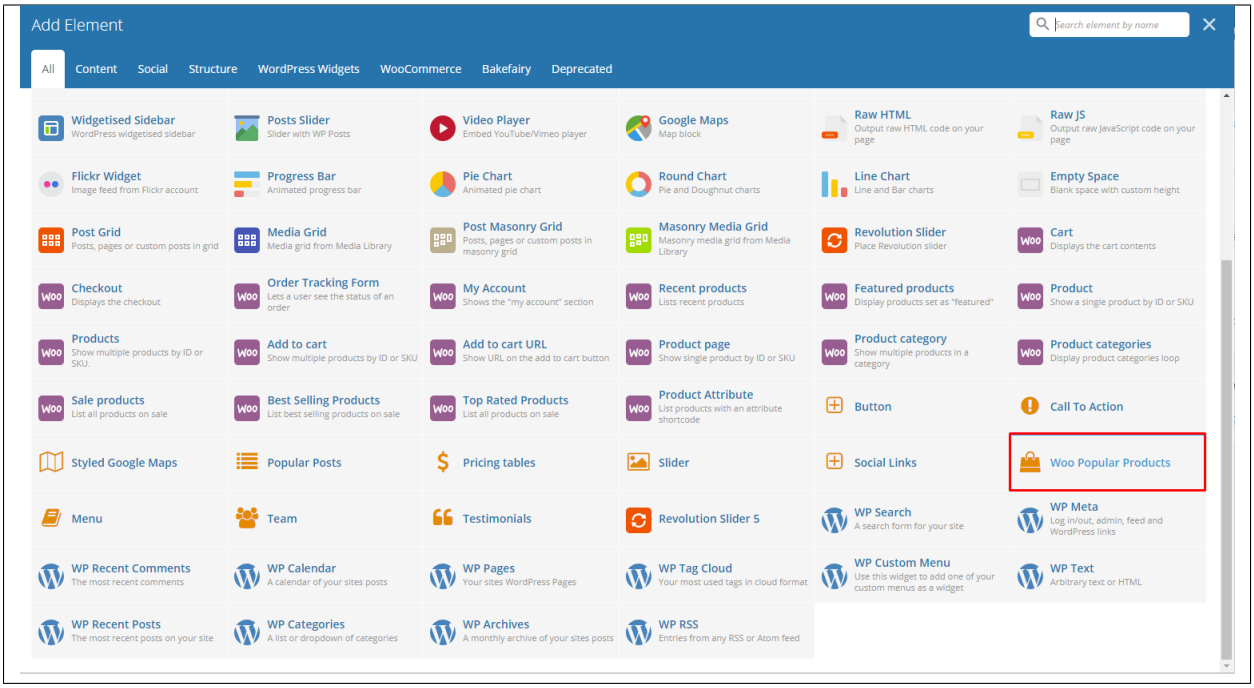
- **Style** - Style of the list being displayed.
- **Tooltip position** - Position of the tooltip.
- **Open links in new tabs?** - Option to open link in a new tab.
- **Custom CSS class:** - Custom CSS class.
- **Facebook link** - Link for the facebook account of the site.

- **Twitter link** - Link for the twitter account of the site.
- **Instagram link** - Link for the instagram account of the site.
- **Pinterest link** - Link for the pinterest account of the site.
- **Vkontakte link** - Link for the vkontakte account of the site.
- **Linkedin link** - Link for the linkedin account of the site.
- **Rss link** - Link for the rss account of the site.

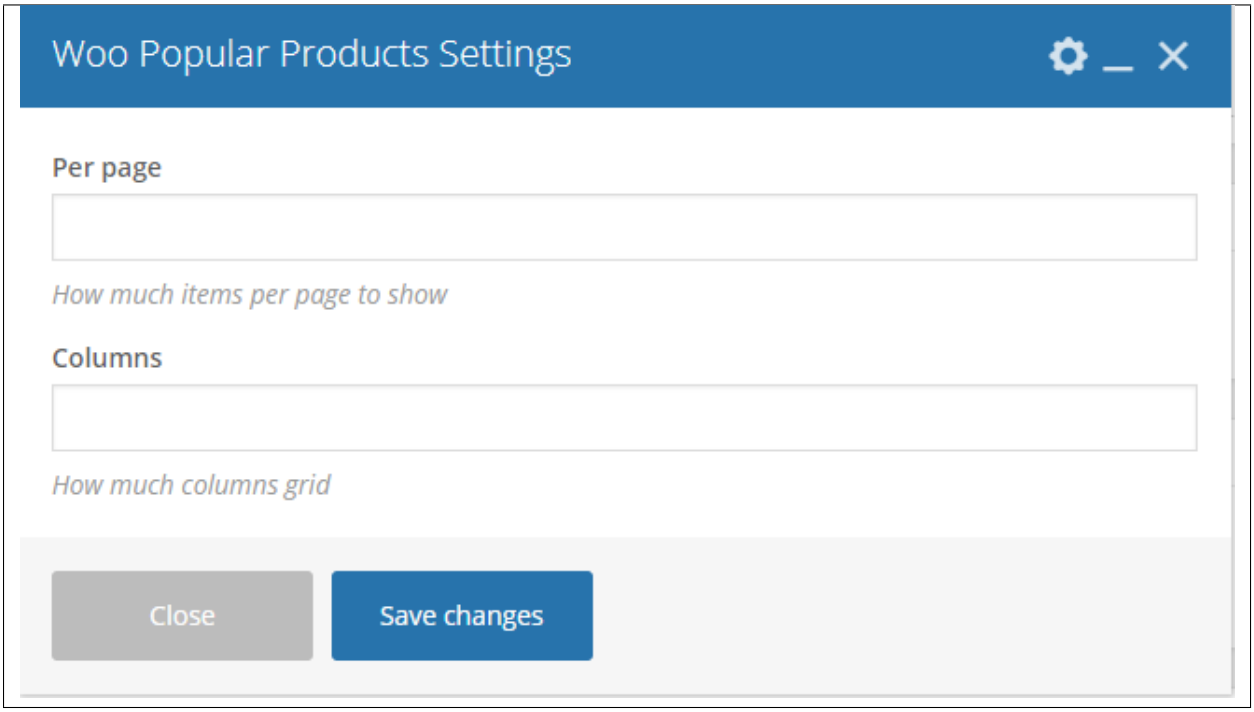
Sample Social Links



3.1.8 Woo Popular Products

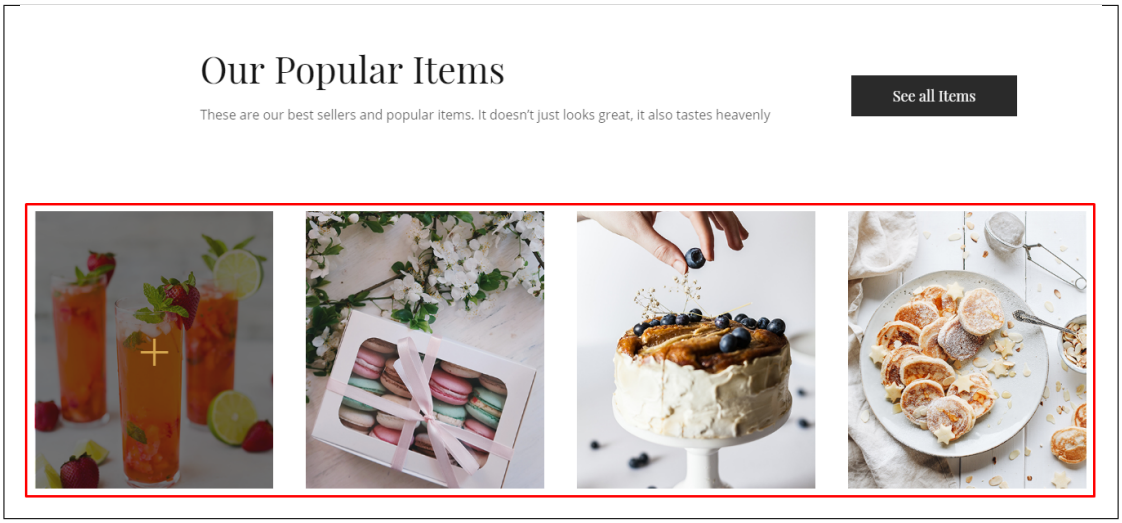


This element lets you add popular products in a slider.

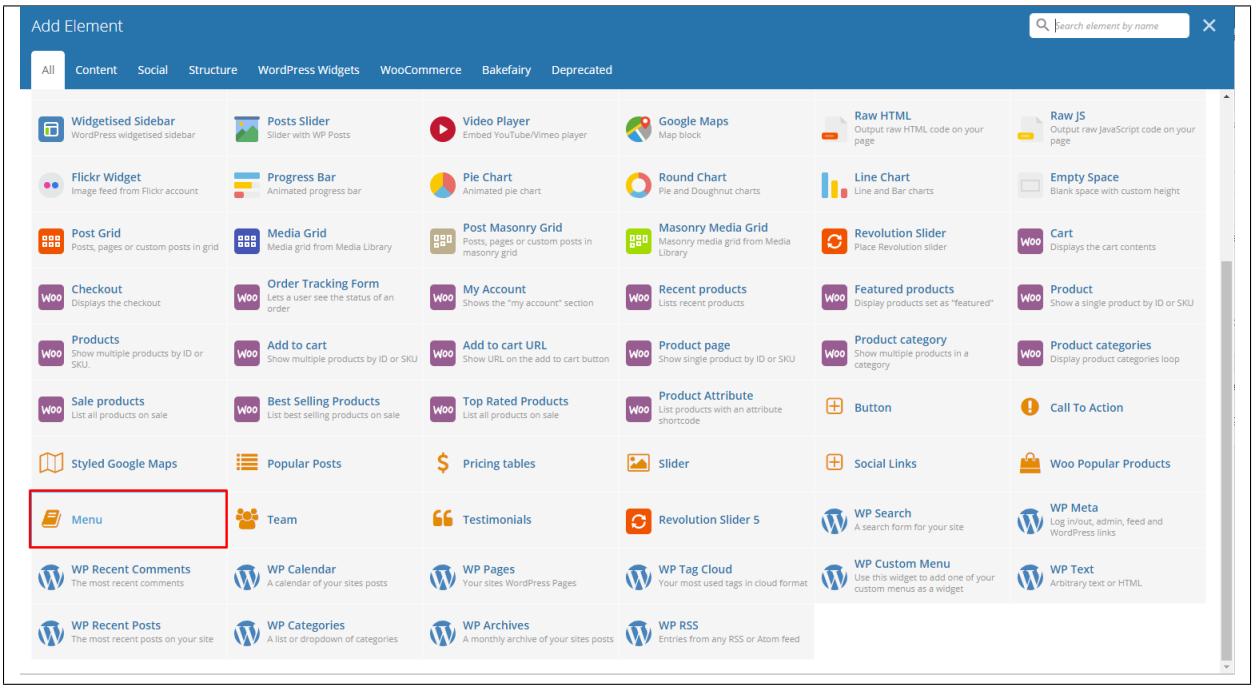


- **Per page** - Number of products that will show.
- **Columns** - Number of columns in the product slide.

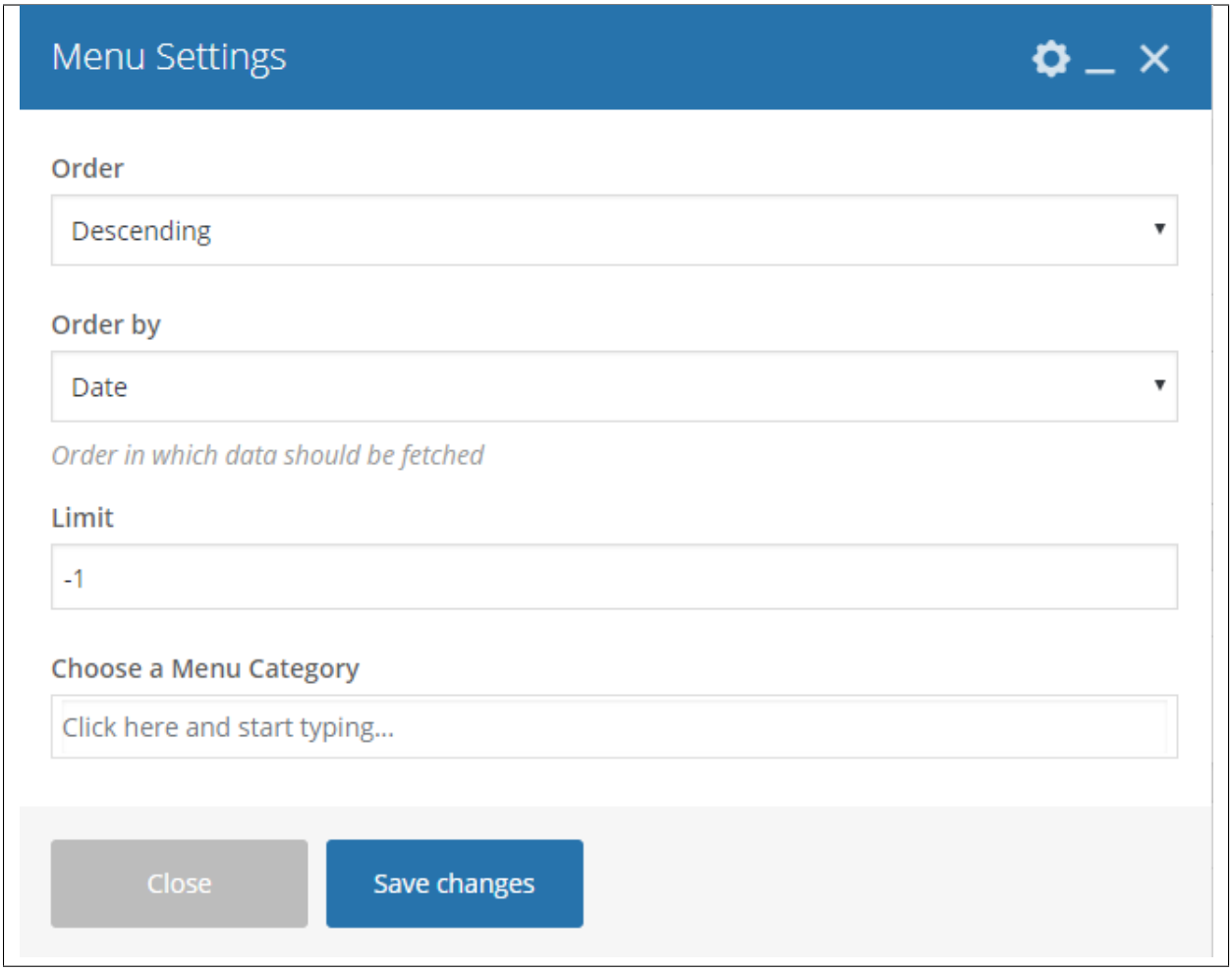
Sample Woo Popular Products



3.1.9 Menu

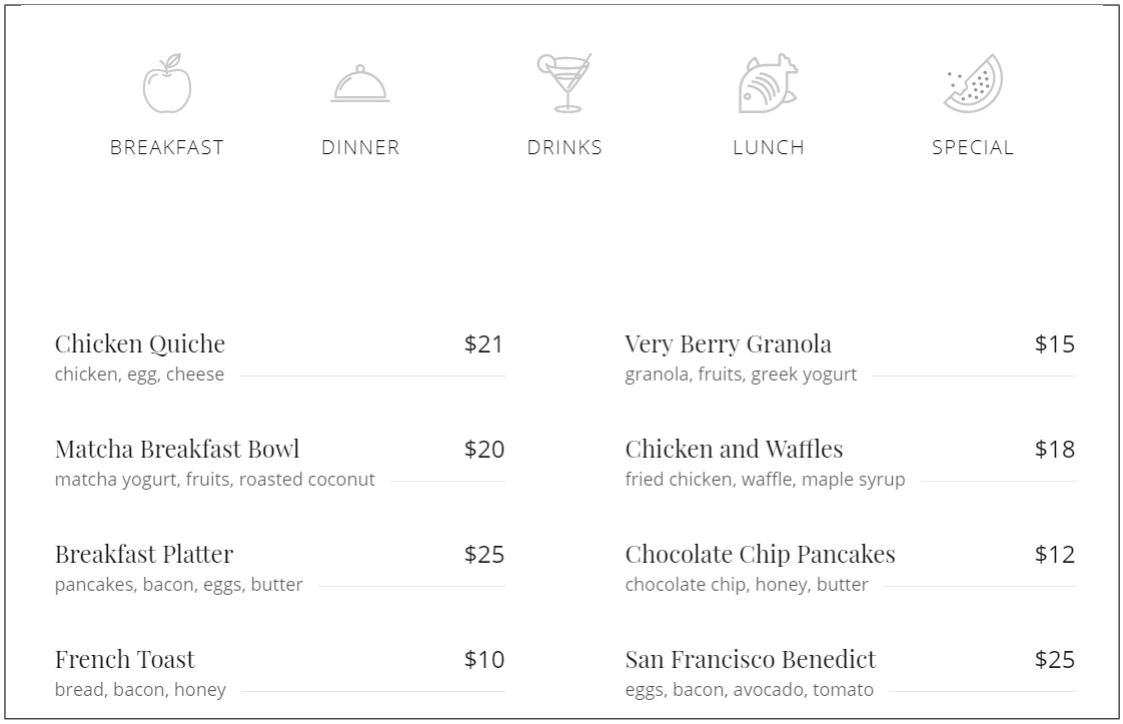


This element lets you add menu items to a page.

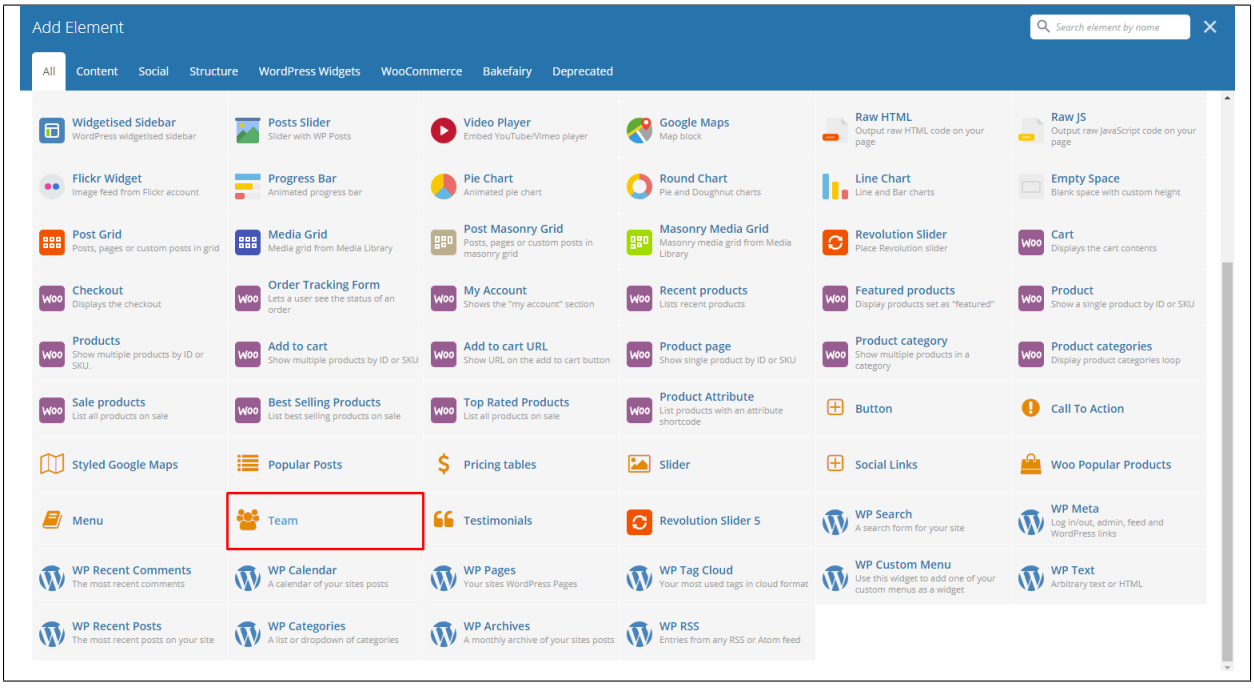


- **Order** - How the posts order looks.
- **Order by** - How the posts are ordered.
- **Limit** - Set results limit.
- **Choose a Menu Category** - Category of the menu that you want to show.

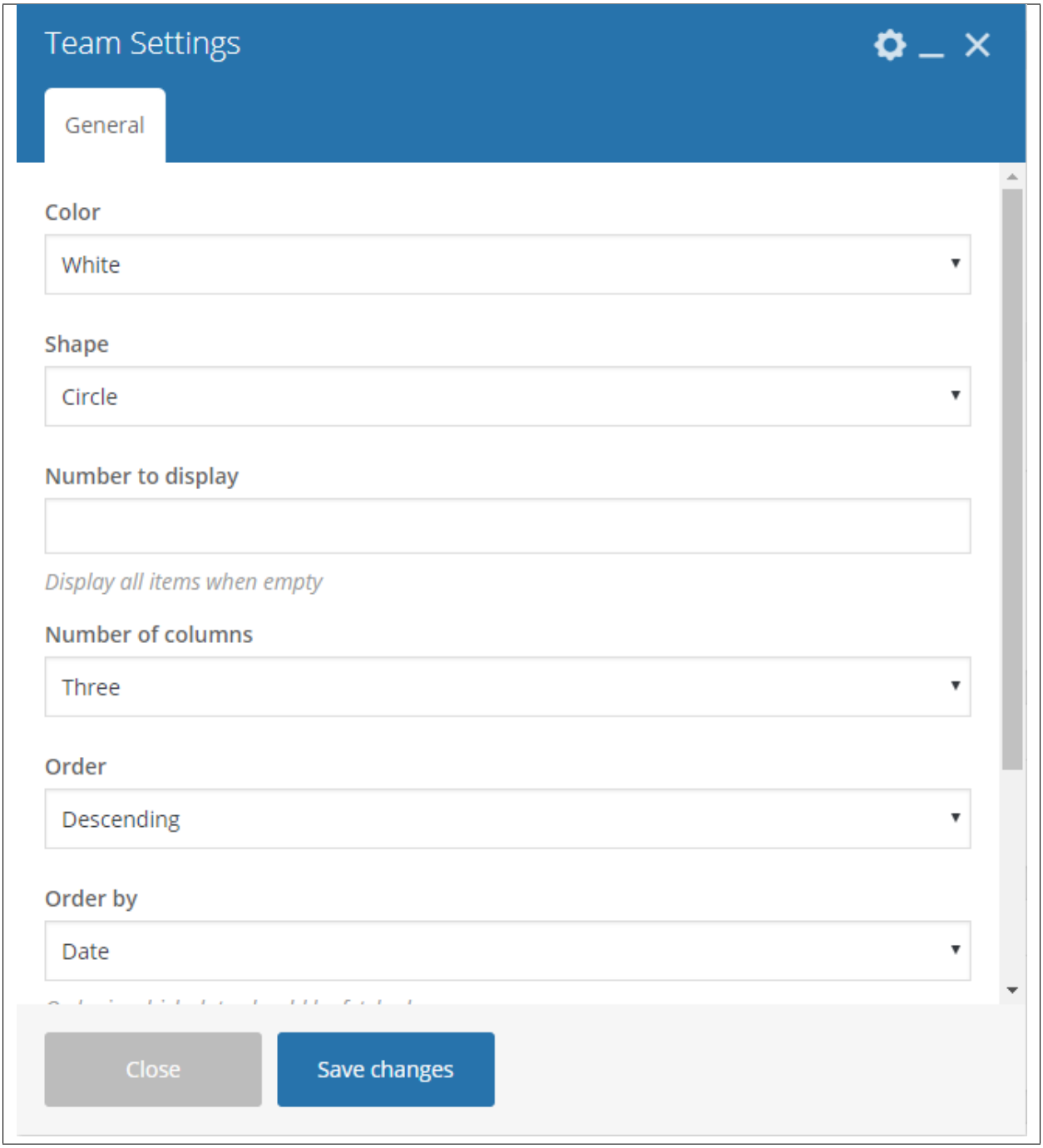
Sample Menu



3.1.10 Team



This element will display the team members item in the page.

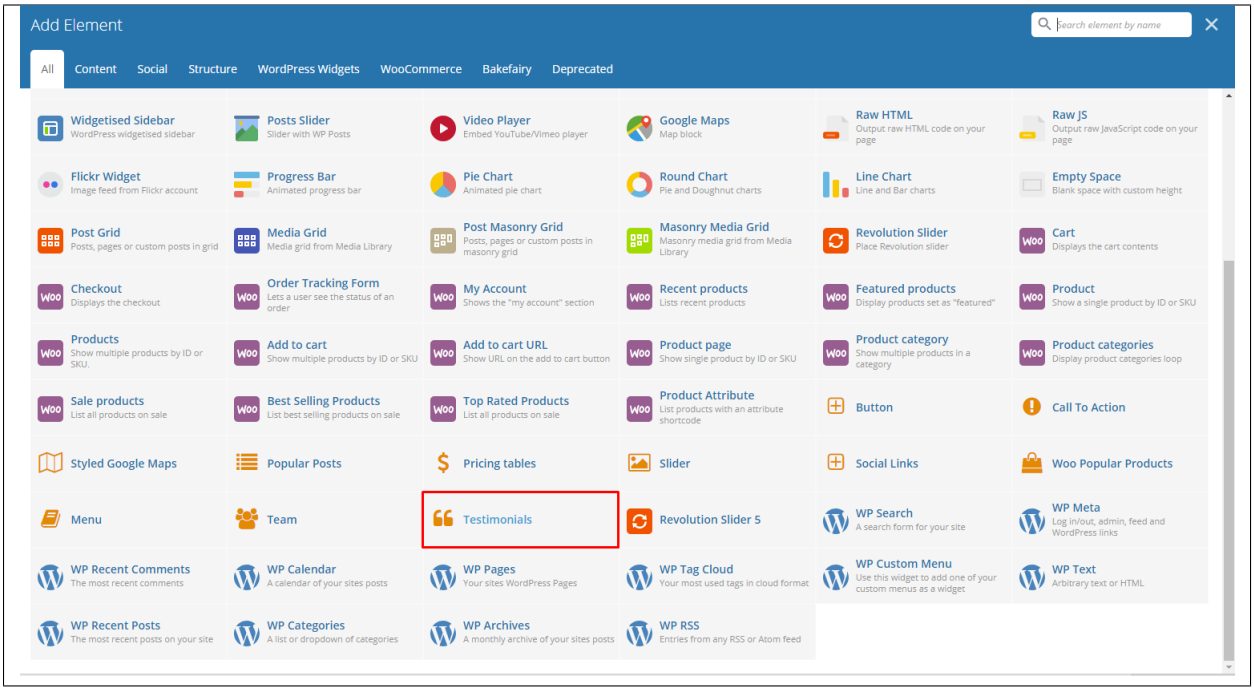


- **Color** - Color scheme of the team.
- **Shape** - Shape of the team image.
- **Number to display** - Number of team member to display.
- **Number of columns** - Number of columns to show the team members in a row.
- **Order** - How the posts order looks.
- **Order by** - How the posts are ordered.
- **Limit** - Set results limit.

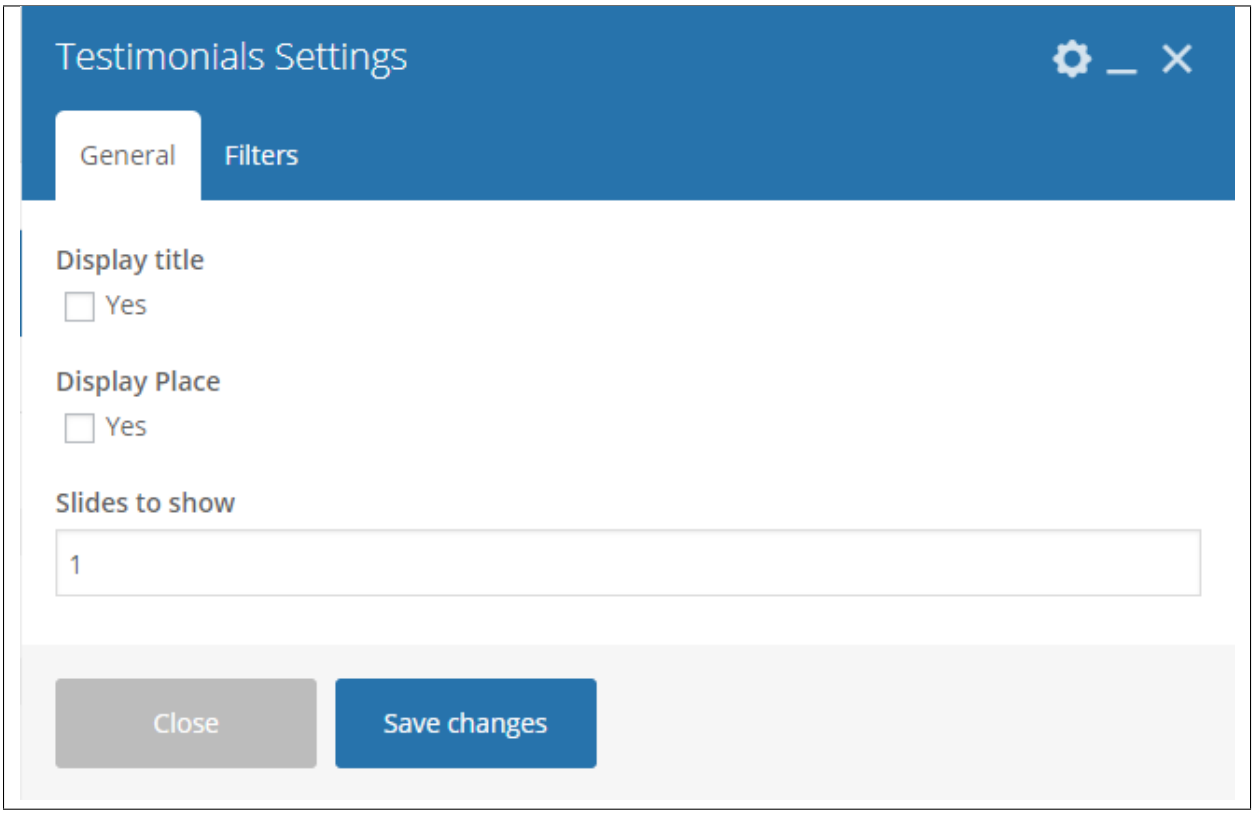
- **Choose a Team Category** - Set a category of the team you would like to display.

Sample Team

3.1.11 Testimonials



Gives you an option to show people dynamic *Testimonial Items* that are made on your site.



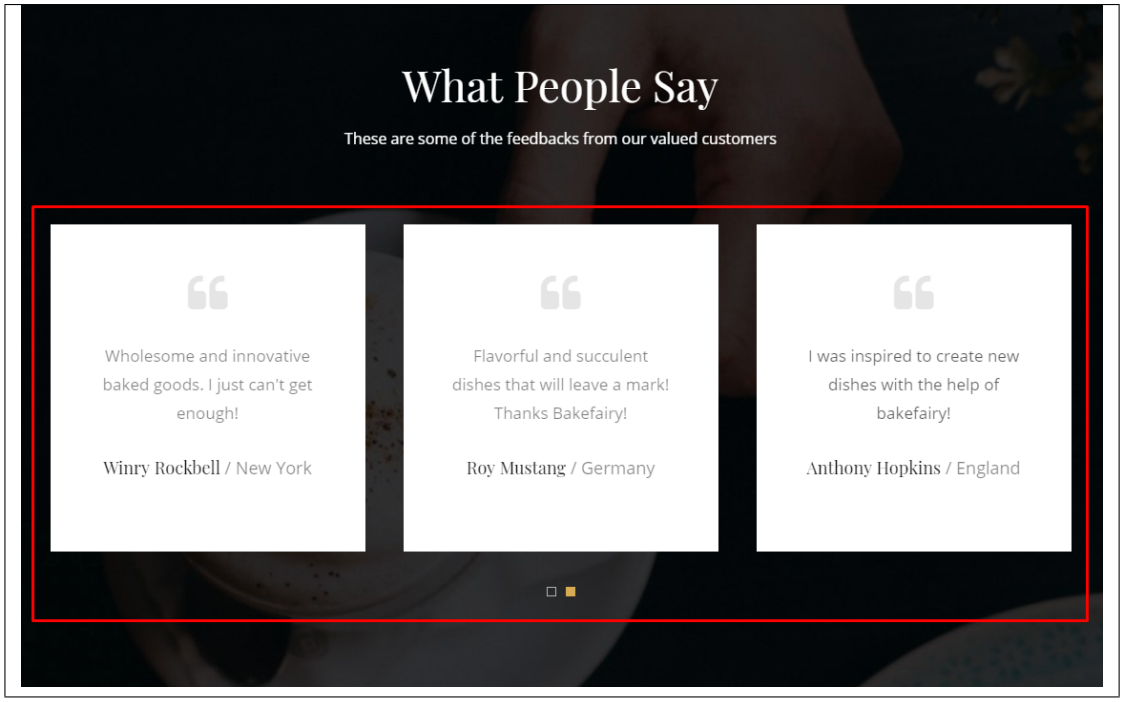
-General Tab-

- **Display title** - Option to show the title of the testimonial.
- **Display Place** - Option to show the place of the testimonial.
- **Slides to show** - Number of slides in a row is shown.

-Filters Tab-

- **Limit** - Set results limit.
- **Skip X elements** - Skip a number of elements from the results.
- **Order** - How the testimonials order looks.
- **Order by** - How the testimonials are ordered.
- **Specify ct-testimonials objects** - Only selected testimonials are shown.
- **Exclude ct-testimonials objects** - None of the selected testimonials will be displayed.
- **Specify terms of testimony-category taxonomy** - Only show testimonials under the categories.
- **Exclude terms of testimony-category taxonomy** - None of the testimonials under the categories are shown.
- **Specify post tags** - Only show posts with selected tags.
- **Keyword search** - Show events with certain keyword.

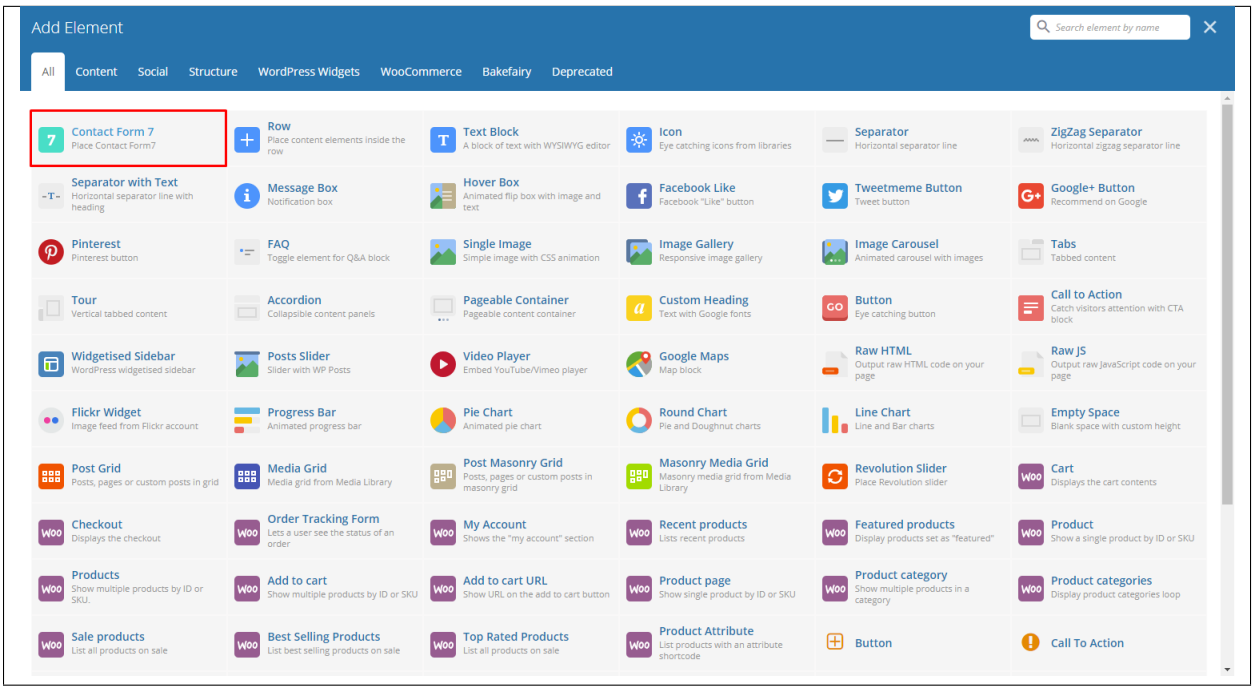
Sample Testimonials



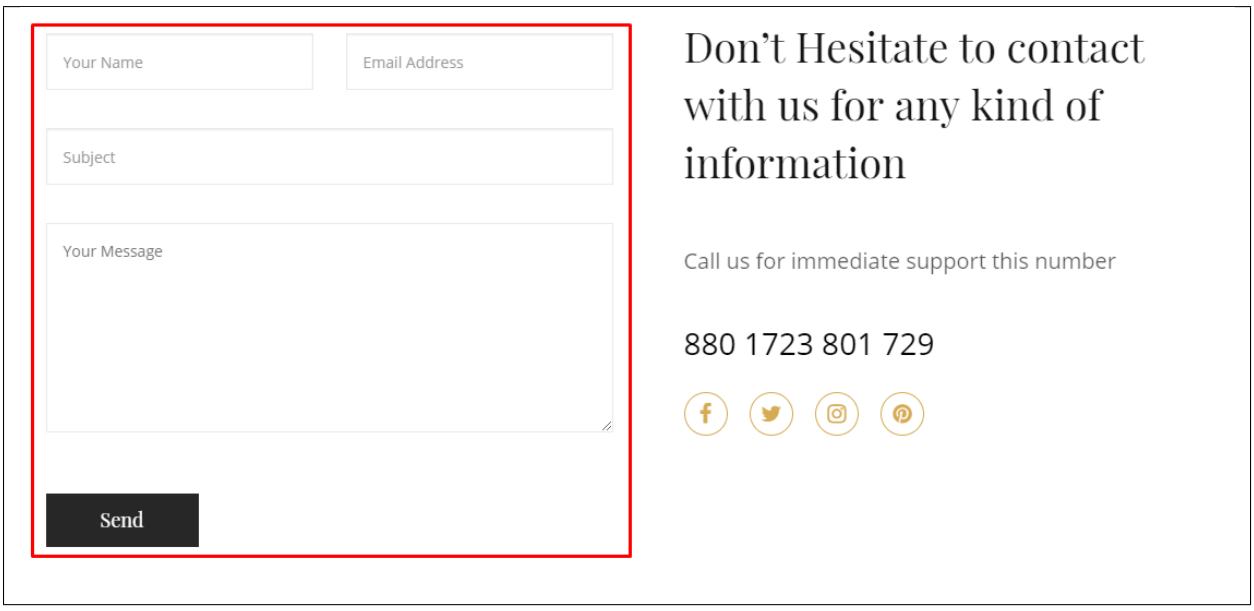
3.2 Bakefairy Plugin Elements

Some plugins that are used in Bakefairy generates an element that helps customize the pages on your site. You will see the plugin elements as follows:

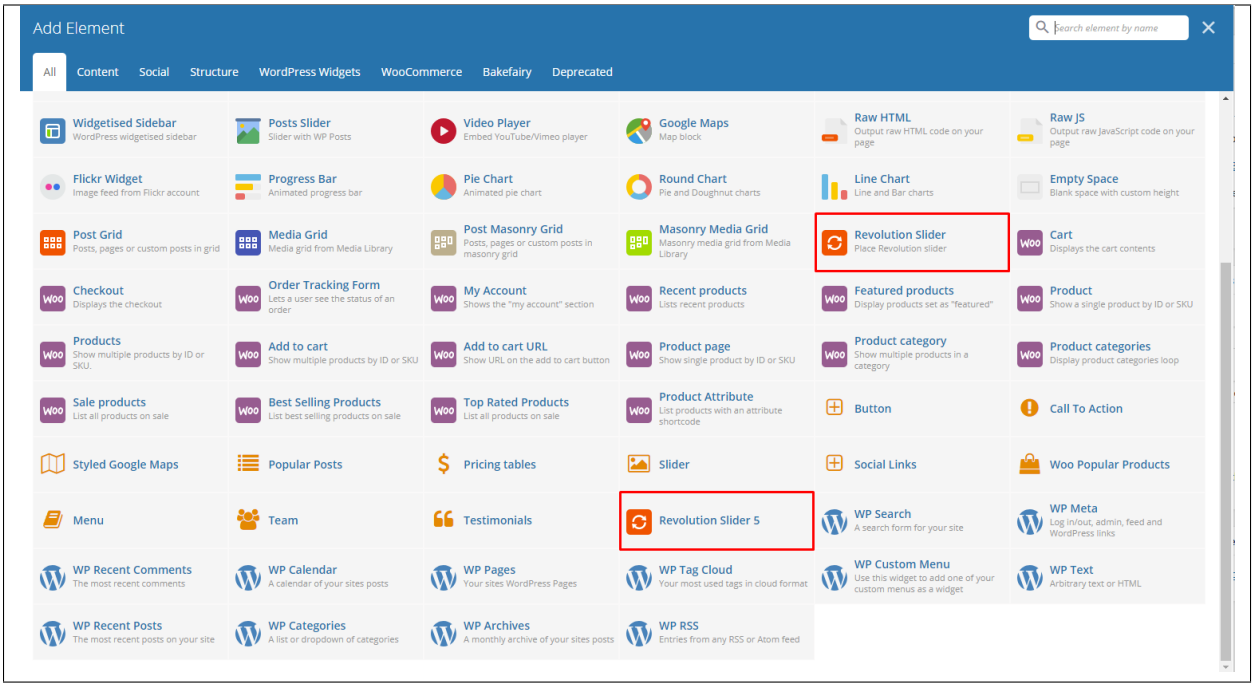
3.2.1 Contact Form 7



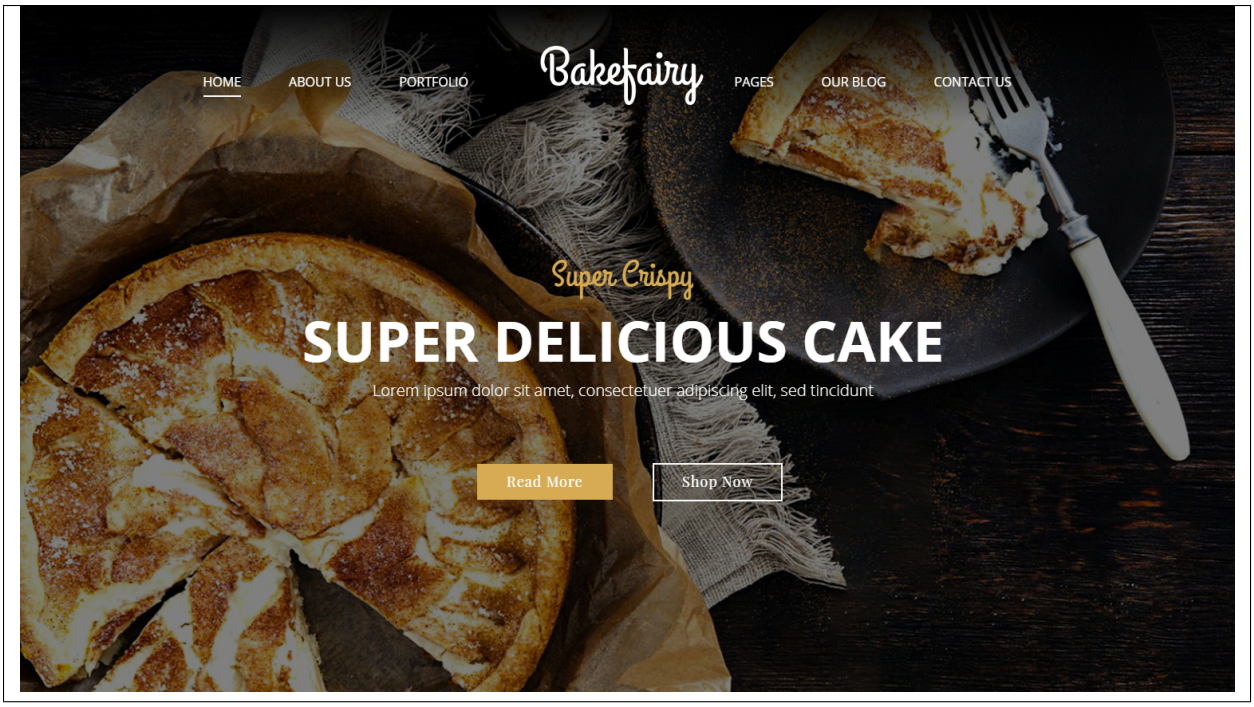
This is the plugin that can add a *Contact Forms* on a page. To know how to create a contact form, go to the Create Contact Form tutorial.



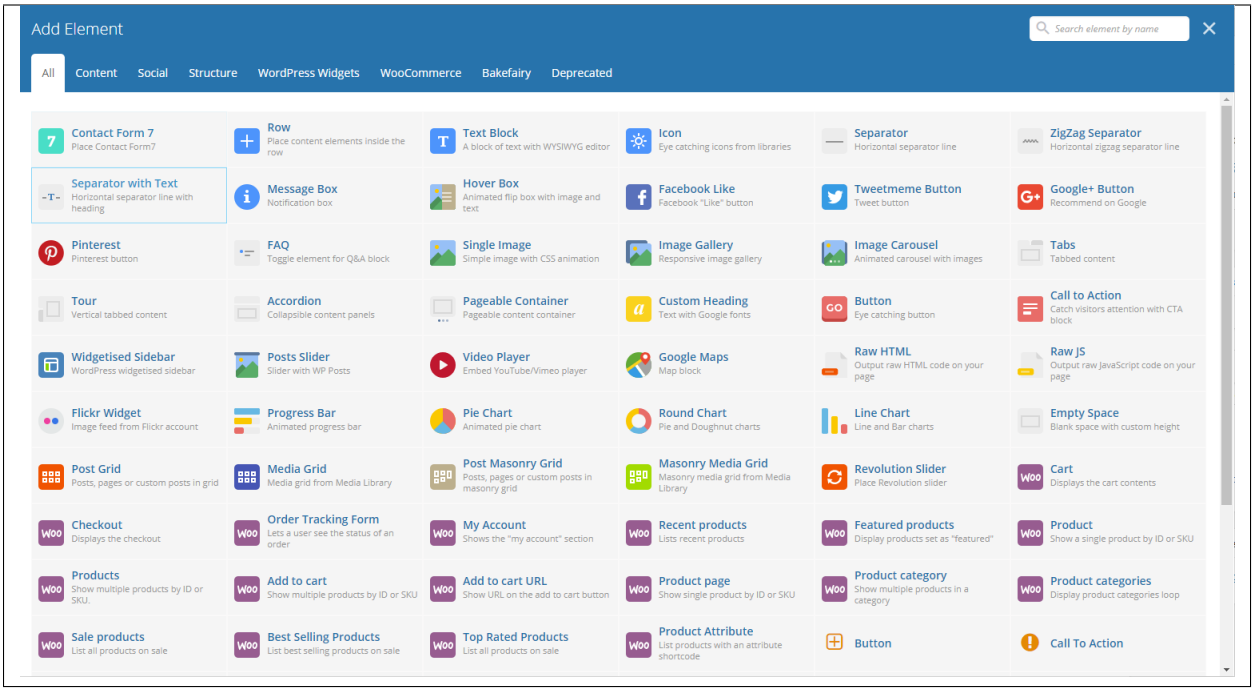
3.2.2 Revolution Slider & Revolution Slider 5



This plugin lets you add a slider that you made under the *Slider Revolution*. The slider revolution lets you make your own customized slider. To know how to use the slider revolution, go to the *Create Revolution Slider*.



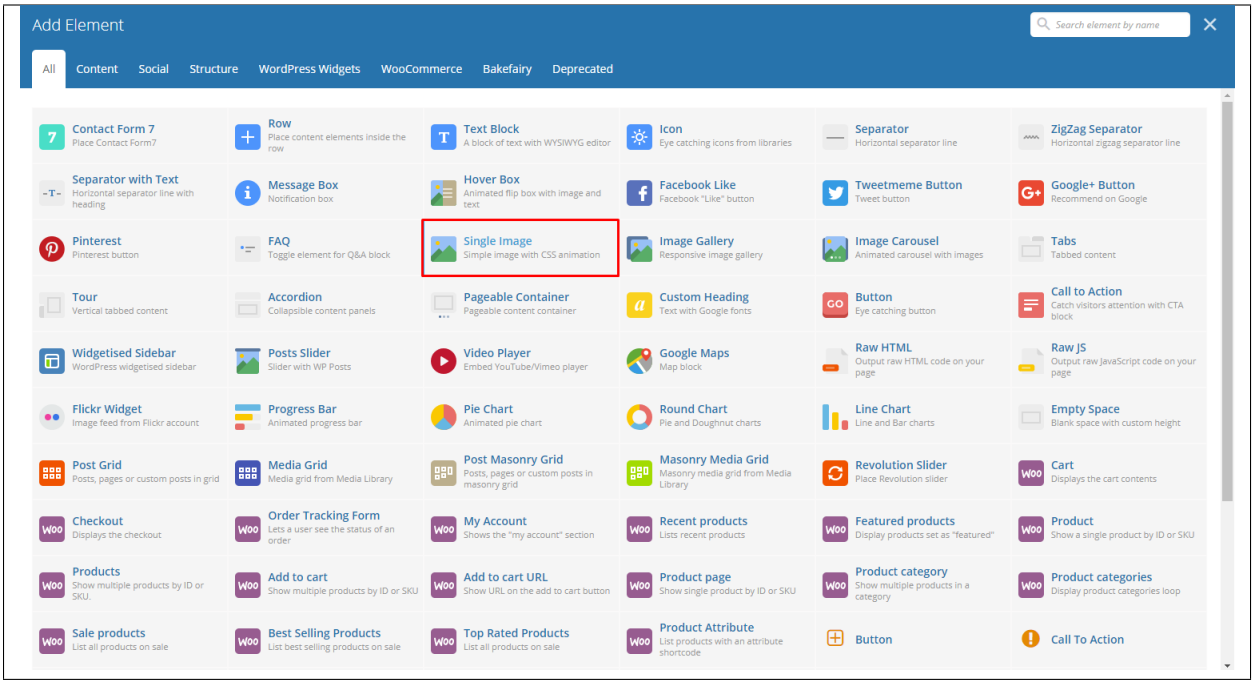
3.2.3 Visual Composer



This element lets you customize your page using a simple drag and drop of elements to build your page content. You can easily setup the backgrounds, colors, and styles for a whole section as well as lots of various smaller components which you can freely put wherever you want.

Some of these elements are:

Single Image



This element will let you add a single image in your page.

Note: To have the same animation as in the demo for single image, you can use these class for the animation: **ct-u-rotate** or **ct-u-zoom**

---

12 MAR, 2018

Tips to be a Great Baker!

Many thinks baking is hard. I, for one thought it was intimating and challenging. But with practice and hardwork, I was able to improve my skills in baking.

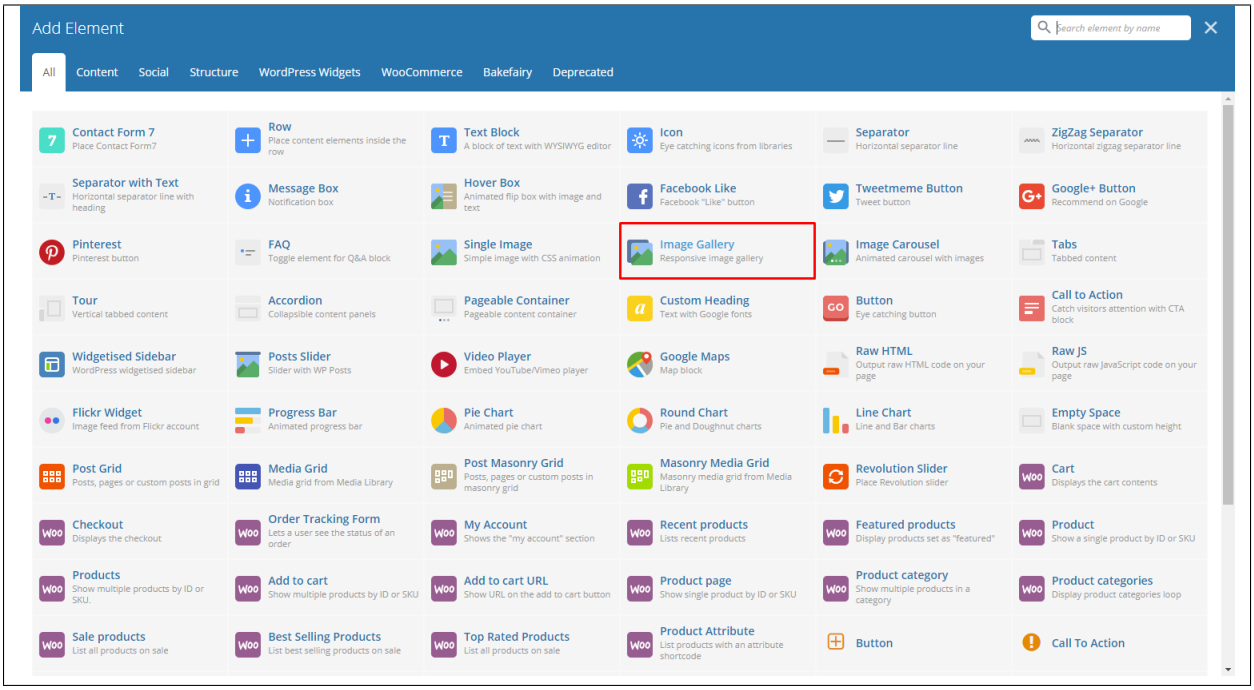
These are some easy tips you can do to improve and be a great baker:

Organize your kitchen

It might sound silly, but having an organized kitchen helps your productivity and will let you relax when baking. Being organized will help especially in measuring and mixing the ingredients.

Follow the recipe's directions

Image Gallery

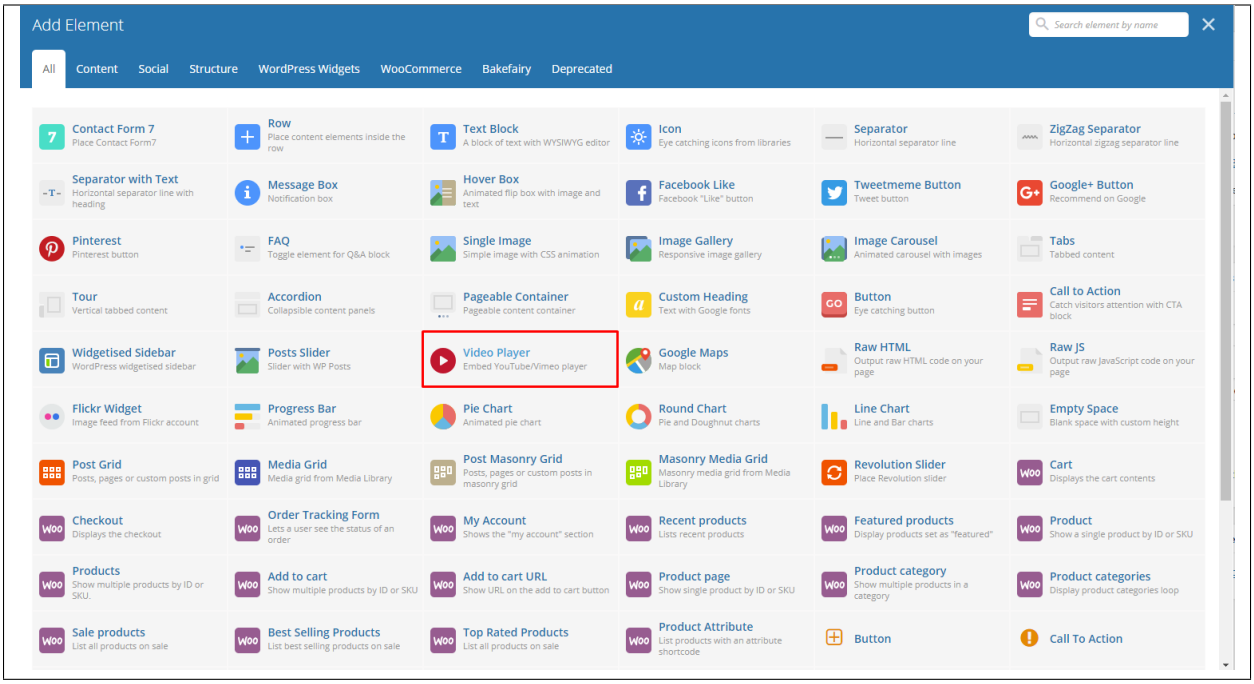


This element will let you add multiple images in your page.

22 MAR, 2018

Types of Cakes

Video Player



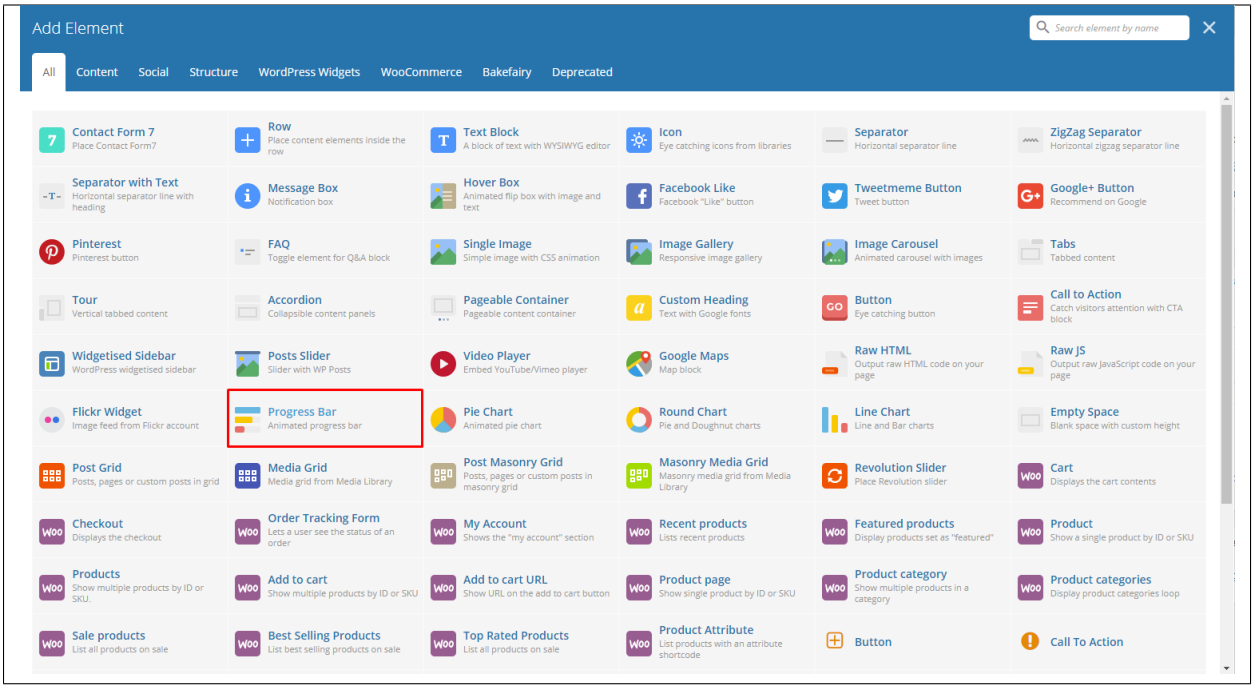
This element will let you add a video or MP3 file inside your page by adding the link for the video/MP3.

22 FEB, 2018

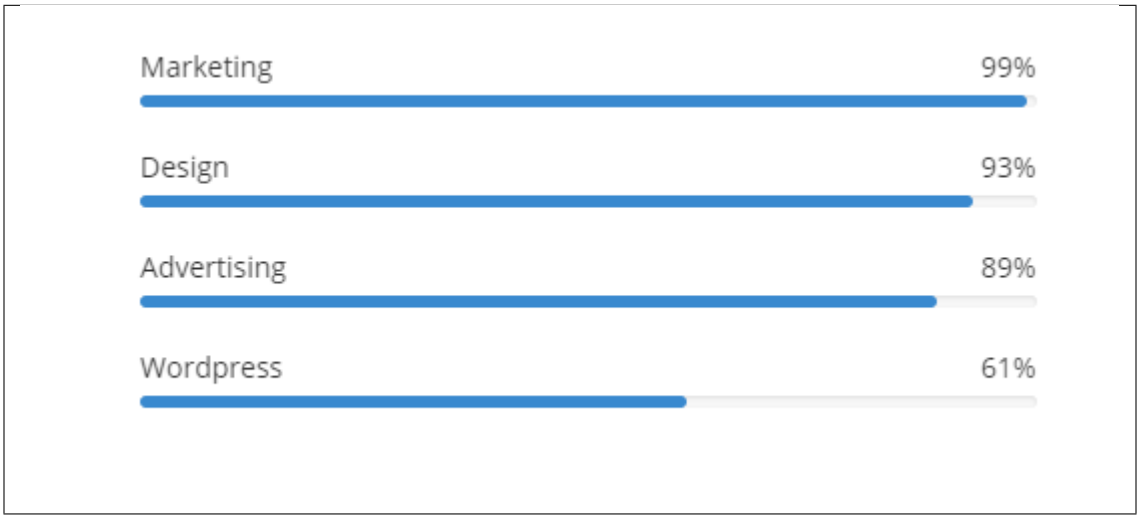
Strawberry Swiss Roll

Strawberry filled Swiss Roll is a sweet but light desert that will not just impress kids but also

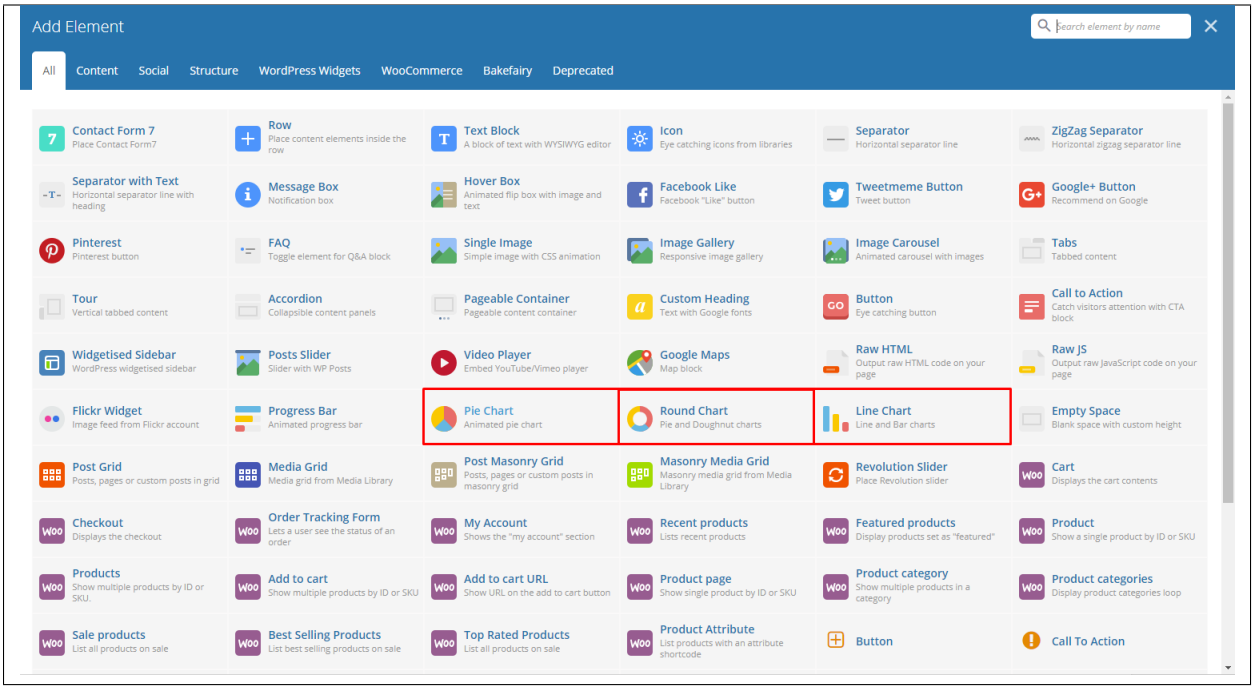
Progress Bar



This element will add an animated progress bar in your page.

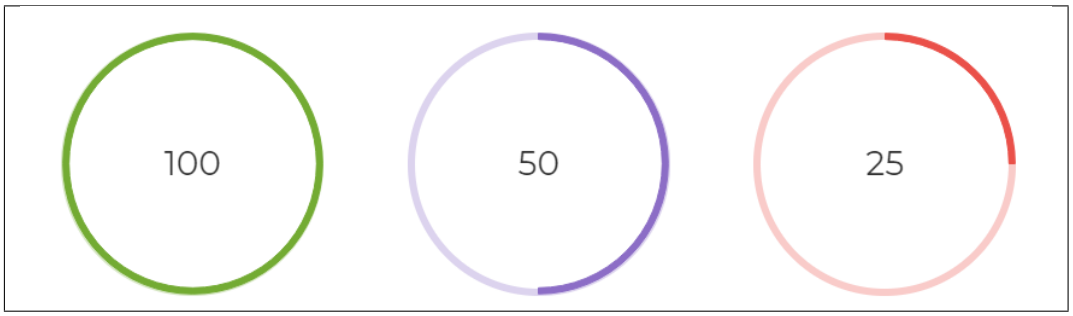


Chart

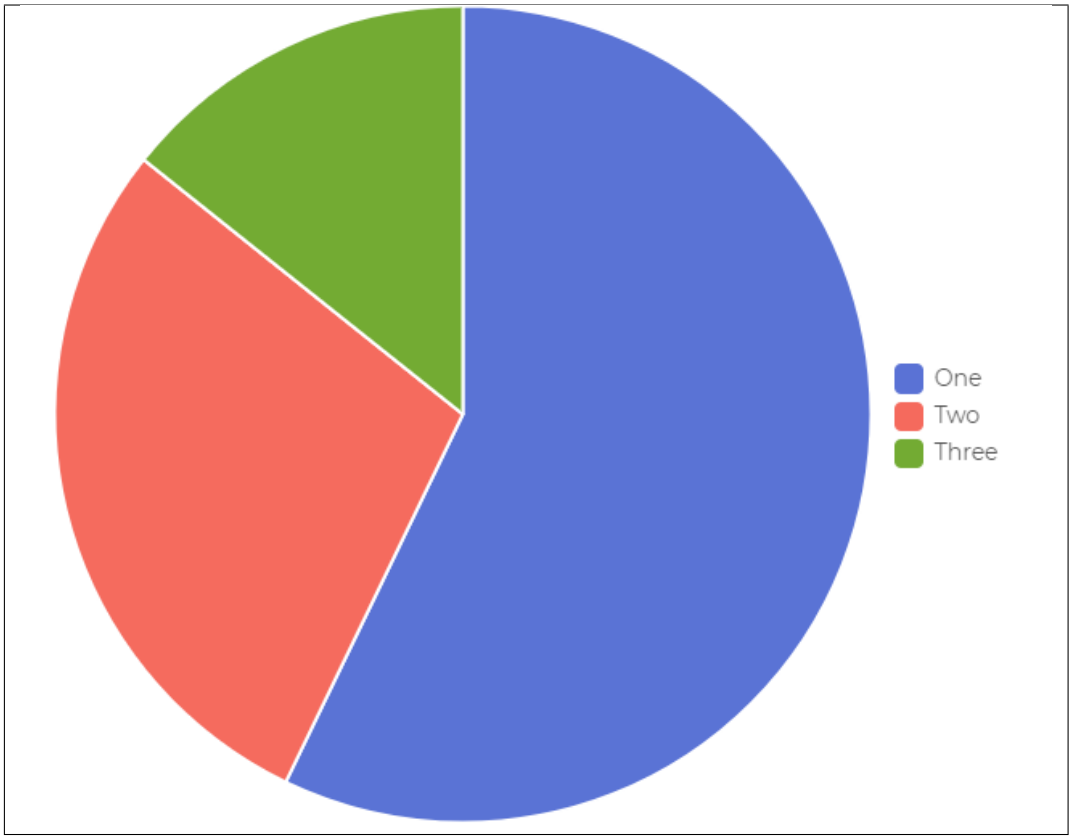


This element lets you add a graph. These are the types of graph that you can add:

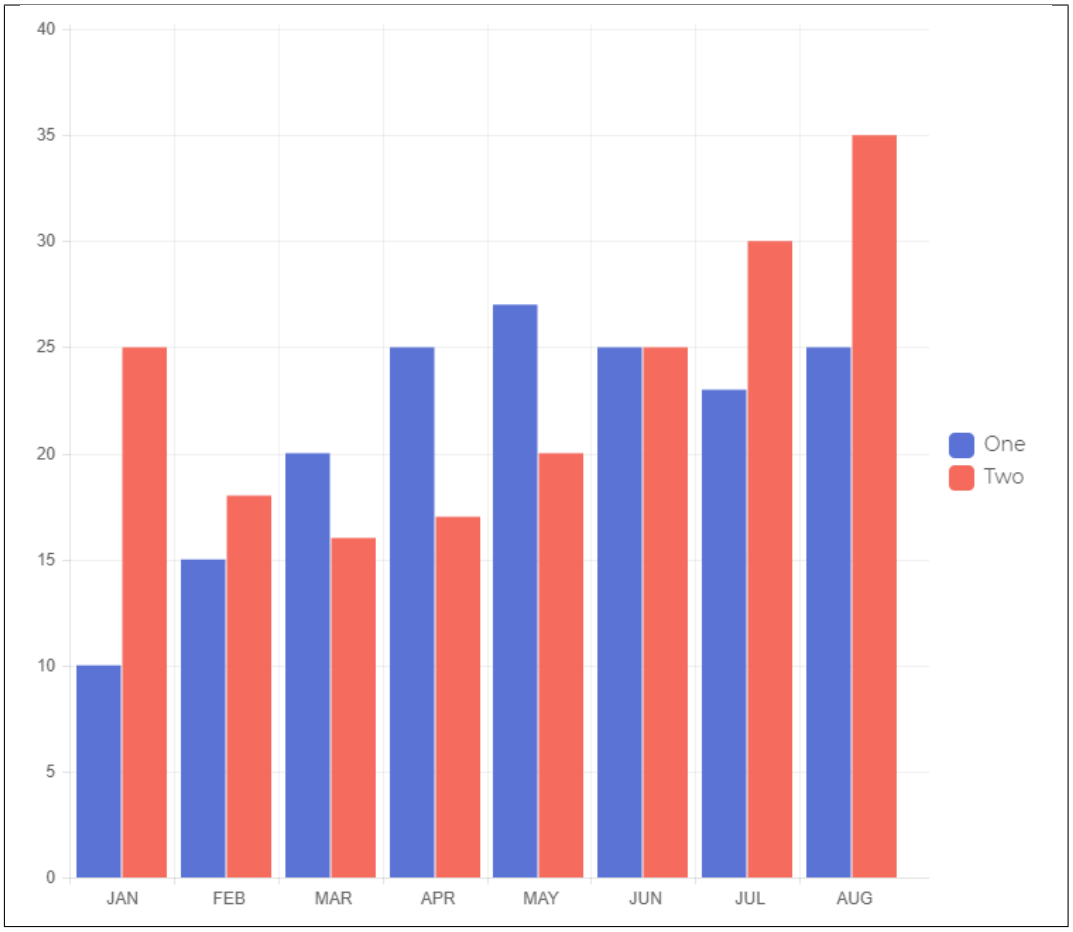
- **Pie**



- **Round**



- **Line**


40
35
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JAN
FEB
MAR
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JUN
JUL
AUG
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Two

CHAPTER 4

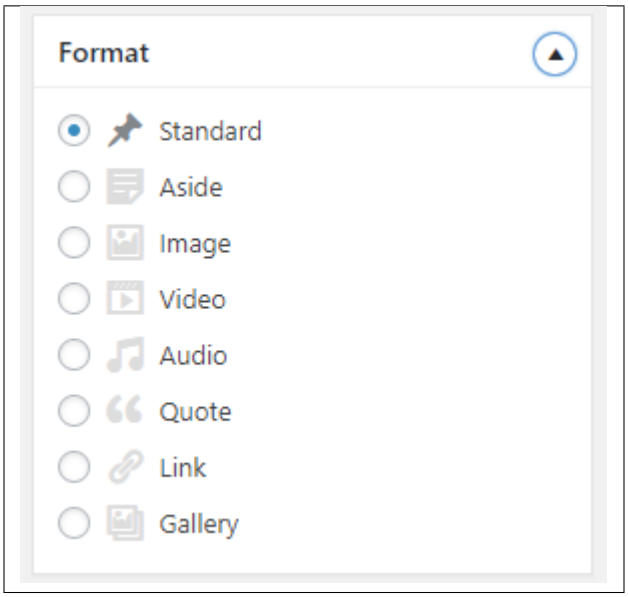
Blogs Posts

Bakefairy is loaded with options for the blog. It offers many different options for you to present your blog posts, along with several different blog post layouts. In addition, there are numerous theme options and shortcode options that allow you to customize how posts are displayed.

4.1 Create New Blog Post

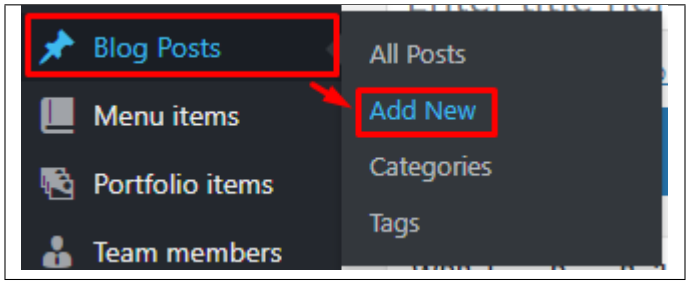
No matter which method you use to display your blog posts, first thing you need to do is create them.

Bakefairy offers several blog post formats:

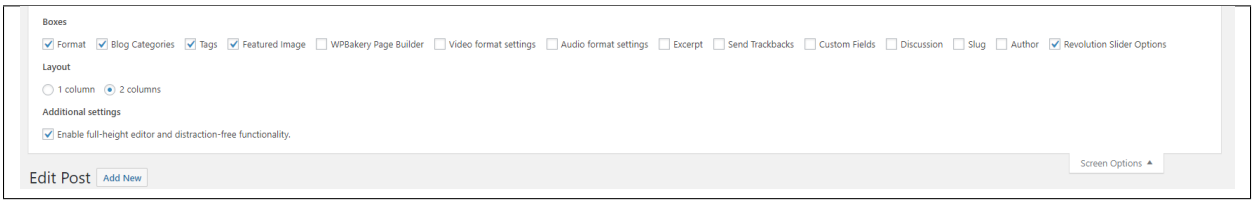


Follow the steps below to create a blog post:

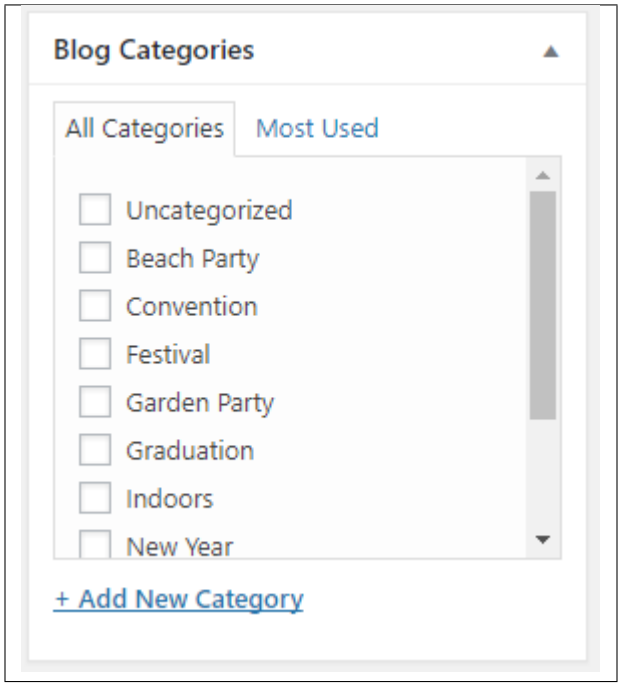
- **Step 1** - Navigate to *Blog Posts* > *Add New* in the Dashboard.



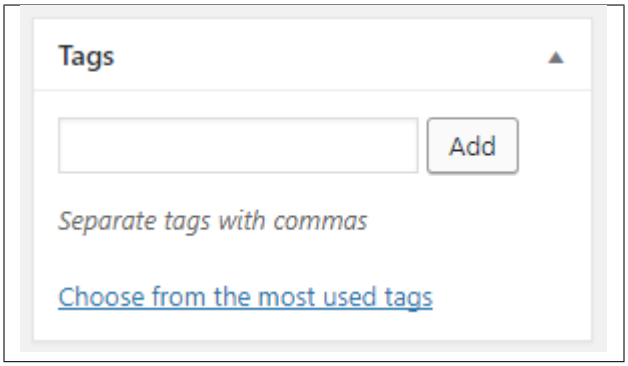
- **Step 2** - Create a title and insert your post content in the editing field. You can use any of our shortcode elements inside the post. If you want to use some additional fields, choose them from *Screen Options* at the top of the screen.



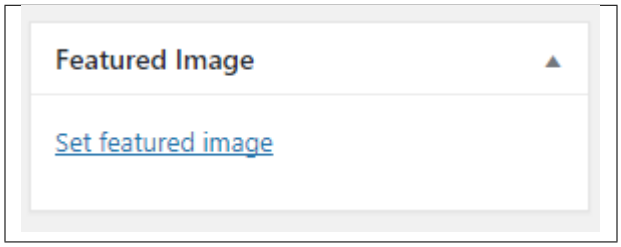
- **Step 3** - Add *Blog Categories* on the right side. Categories are meant for broad grouping of your posts, think of these as general topics. Categories are hierarchical, so you can add sub-categories. *Sub-categories* are made when a Category is added to a Parent Category . To assign it to the post, check the box next to the Category name.



- **Step 4** - To add *Tags*, write the Tags at the textbox below the Blog Categories. Tags are meant to describe specific details of your posts. They are the micro-data that you can use to micro-categorize your content. Tags are not hierarchical. Type the name of the tag in the field, separate multiple tags with commas.

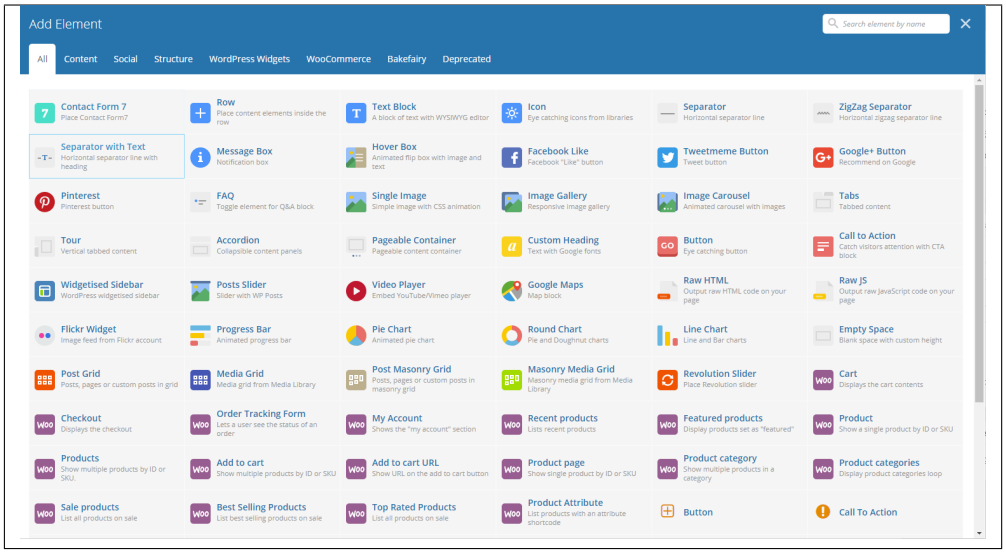


- **Step 5** - To add a *Single image*, click the Featured Image box, select an image and click *Set Featured Image*.

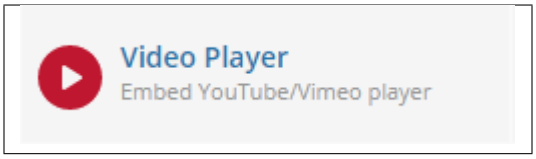


To add more than one image, use *Image Gallery* (Visual Composer element) , each image will be a slide in the gallery slideshow.

Gallery can be created by adding images from Media gallery or by adding External links of the images that will be used.



- **Step 6** – To post *Video*, use Video Player (Visual Composer element) and paste the direct video URL from Youtube, Vimeo or Dailymotion and more.
- **Step 7** – to post *Audio*, use Video Player (Visual Composer element) and paste the direct audio URL from Soundcloud, Mixcloud and more.



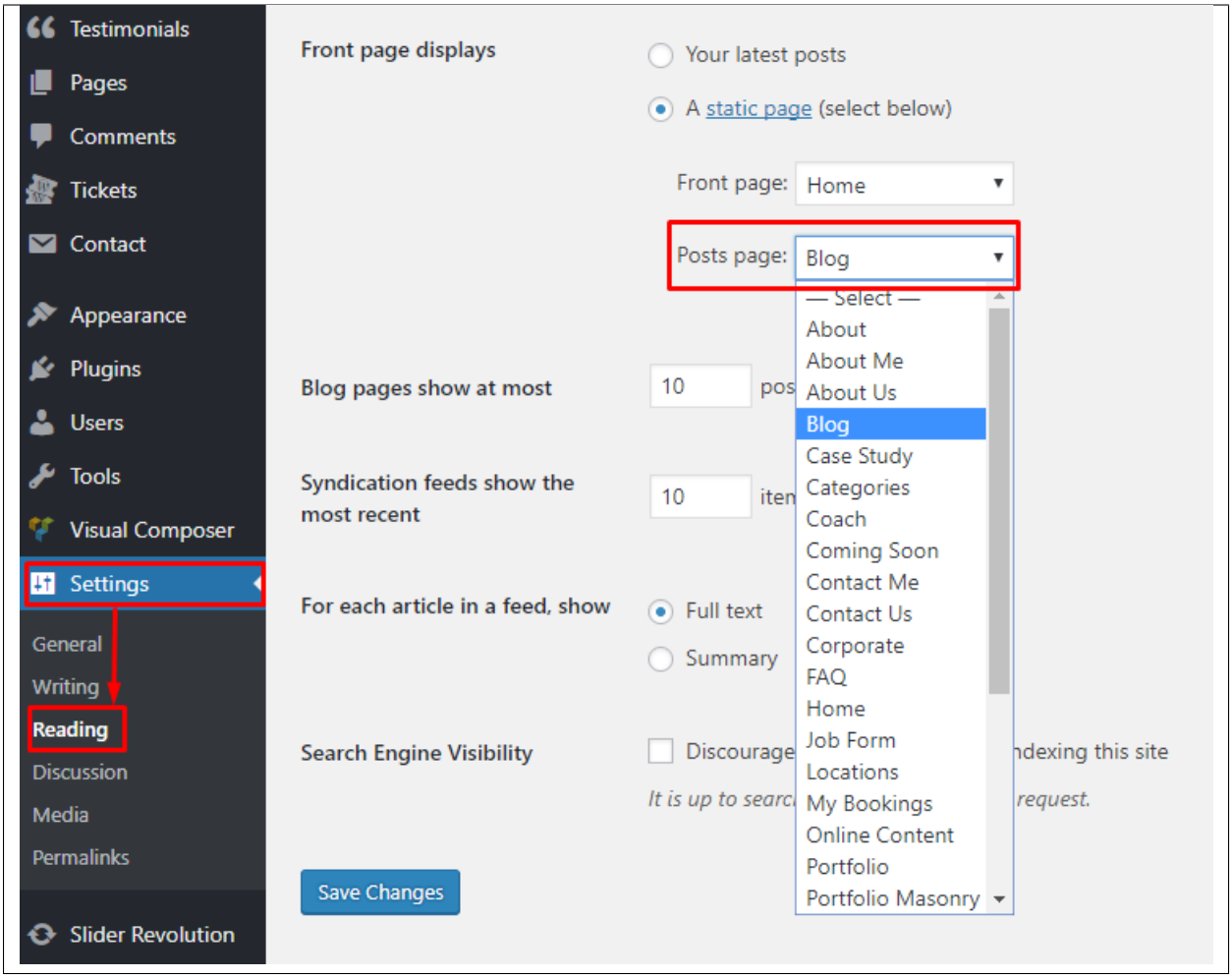
- **Step 8** – For *Quotation*, use WordPress *Blockquote* option (Shift + Alt + Q).
- **Step 9** – For *Links*, use WordPress *Inser/Edit Link* option (Ctrl + K).
- **Step 10** – Create an excerpt – *Excerpts* are optional hand-crafted summaries of your content that can be used in your theme. Learn more about manual excerpts.
- **Step 11** – Once finished, click *Publish* to save the post.

You will see all the Blogs created at *Blog Posts* > *All Posts*.

4.2 Blog Index Page

The most popular way of displaying blog posts is to setup *blog index page*. There all of your posts will be displayed and ordered by publish date.

To set the page as your post page, navigate to Posts page tool in *Settings* > *Reading* and choose Blog index page from the ones you created.



Note: On Blog index page you will see only your posts, so don't add any other content to it.

4.3 Blog Category

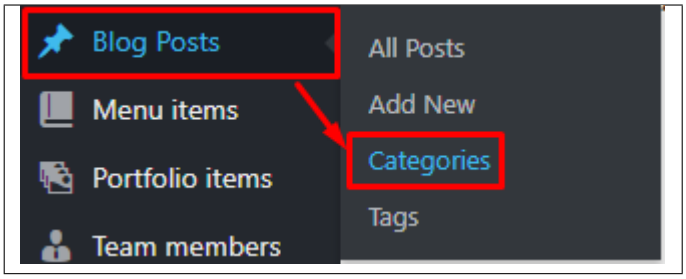
Categories are meant for *broad grouping* of your posts, think of these as general topics. Categories are hierarchical, so you can add sub-categories. **Sub-categories** are made when a Category is added to a Parent Category.

Adding categories to a blog would make it easier to locate and post on similar topics by category.

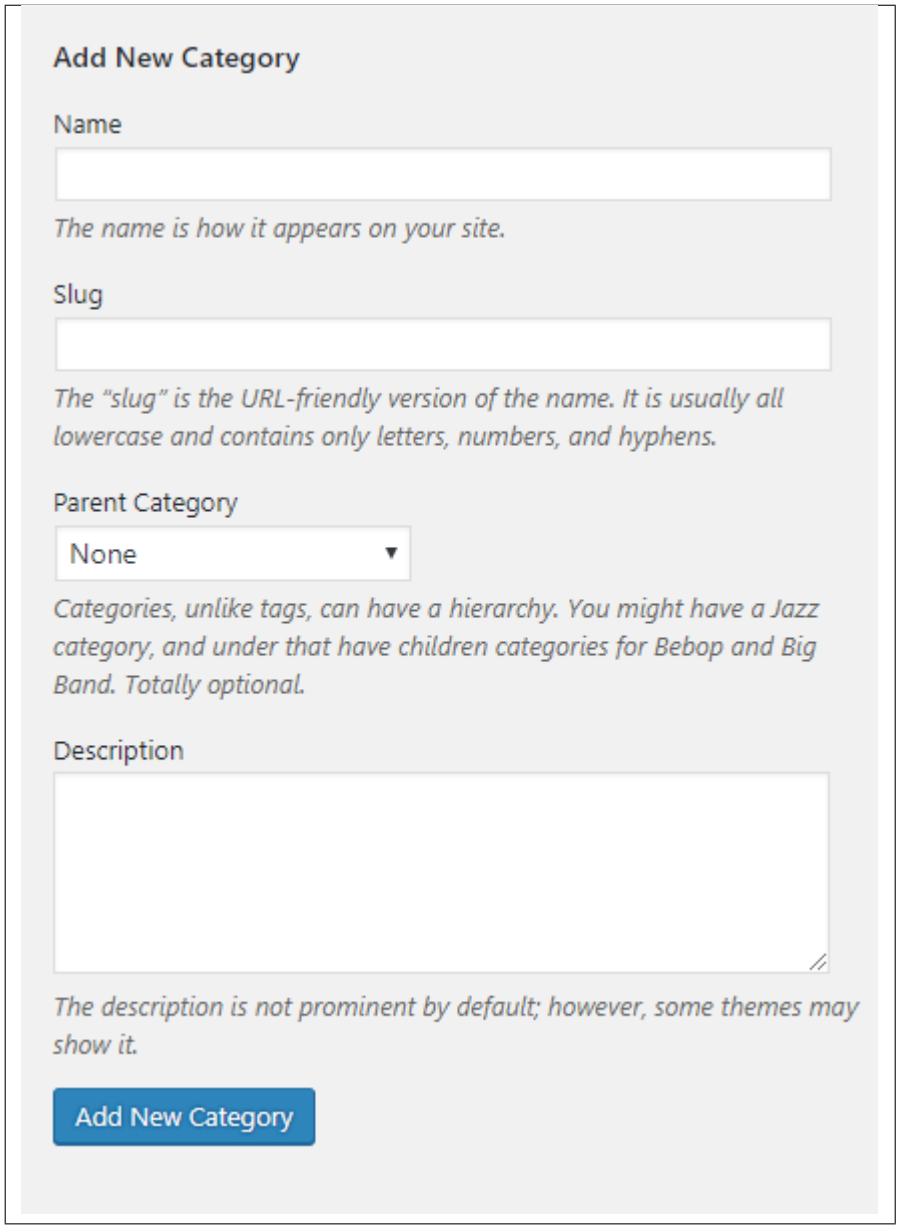
4.3.1 Create Blog Category

To create a *Category* for a blog, follow these steps:

- **Step 1** - Navigate your Dashboard to *Blog Posts* > *Categories*. You will see the *Blog Categories* page.



- **Step 2** - In the page, find the *Add New Category* area. Add All the necessary information.



  - **Name** - The name of the category.
  - **Slug** - The URL-friendly version of the name. Usually all lowercase.

  - **Parent Category** - If the category is a sub-category, then look for the parent category in the drop-down box.
  - **Description** - Description of the category.

- **Step 3** - Once done filling out the information of the category, click on *Add New Category* button to save.

4.3.2 Delete Blog Category

To delete a Category, navigate your Dashboard to *Blog Posts* > *Categories*.

In the *Blog Categories* page, you will see all the created category.

To delete a category, you have two options:

- **Single Delete** - Hover your mouse pointer on the category that you would like to delete. You will see a *Delete* option pop-up. Click on *Delete* to delete.

- **Multiple Delete** - To delete multiple categories, click on the box beside the categories you would want to delete. Then click on the drop-down box for **Bulk Actions** and choose the *Delete* option. Click on *Apply* button to delete.

4.4 Blog Tags

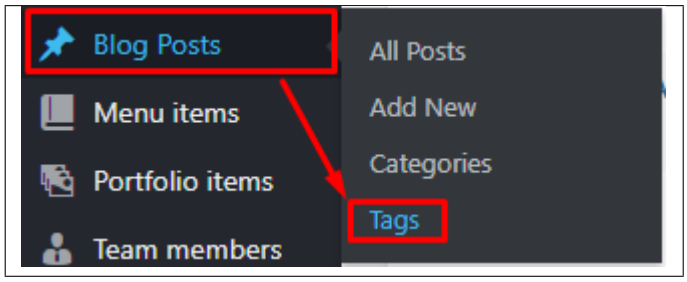
Tags are meant to describe *specific details* of your posts. They are the micro-data that you can use to micro-categorize your content. Tags are not hierarchical.

Adding tags to a blog post would make it easier to relate a post with another post even if the categories are different.

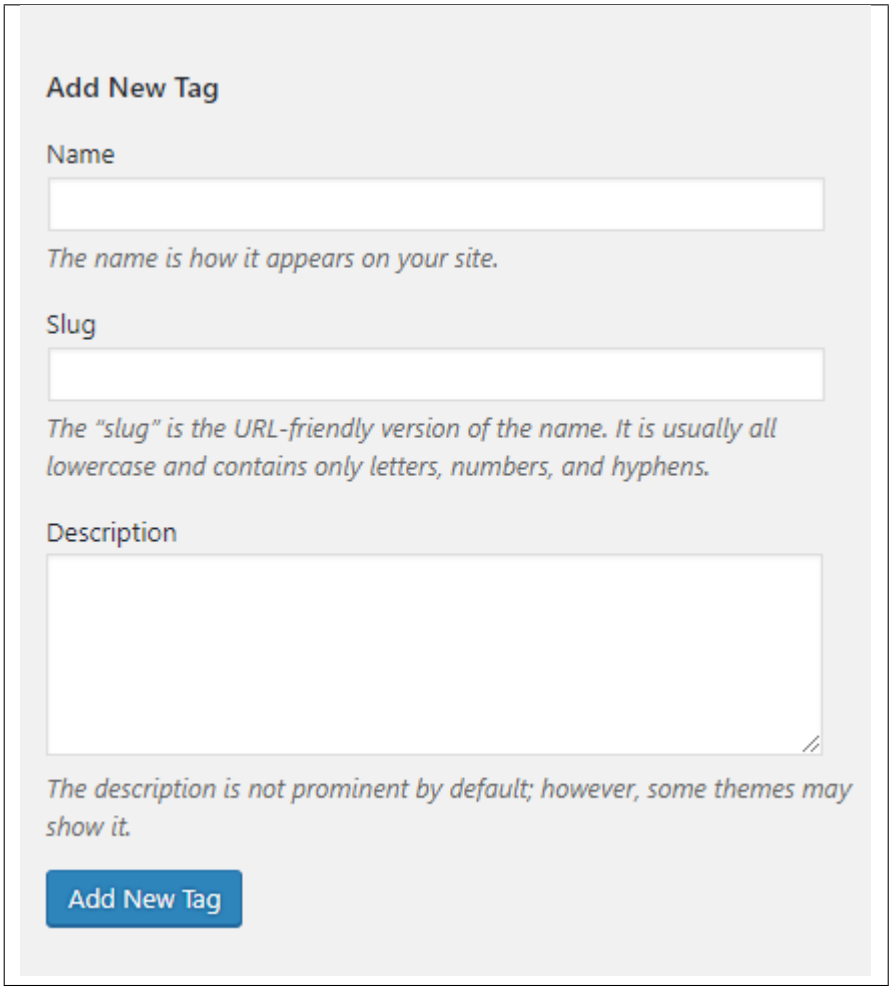
4.4.1 Create Blog Tags

To create a *Tag* for a blog, follow these steps:

- **Step 1** - Navigate your Dashboard to *Blog Posts* > *Tags*. You will see the *Tags* page.



- **Step 2** - In the page, find the *Add New Tag* area. Add All the necessary information.



  - **Name** - The name of the tag.
  - **Slug** - The URL-friendly version of the name. Usually all lowercase.
  - **Description** - Description of the tag.

- **Step 3** - Once done filling out the information of the tag, click on *Add New Tag* button to save.

Note: Adding a tag may affect the tags from other component of the site.

4.4.2 Delete Blog Tags

To delete a tag, navigate your Dashboard to *Blog Posts* > *Tags*.

In the *Tags* page, you will see all the created tags.

To delete a tag, you have two options:

- **Single Delete** - Hover your mouse pointer on the tag that you would like to delete. You will see a *Delete* option pop-up. Click on *Delete* to delete.

- **Multiple Delete** - To delete multiple tags, click on the box beside the tags you would want to delete. Then click on the drop-down box for **Bulk Actions** and choose the *Delete* option. Click on *Apply* button to delete.

Note: Deleting a tag may affect the tags from other component of the site.

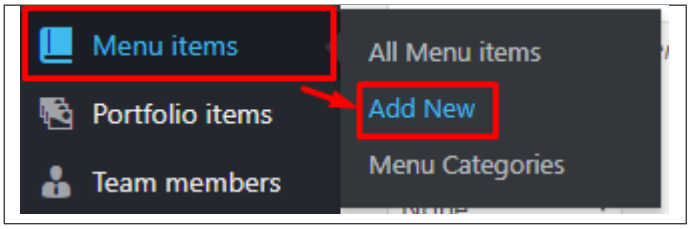
CHAPTER 5

Menu

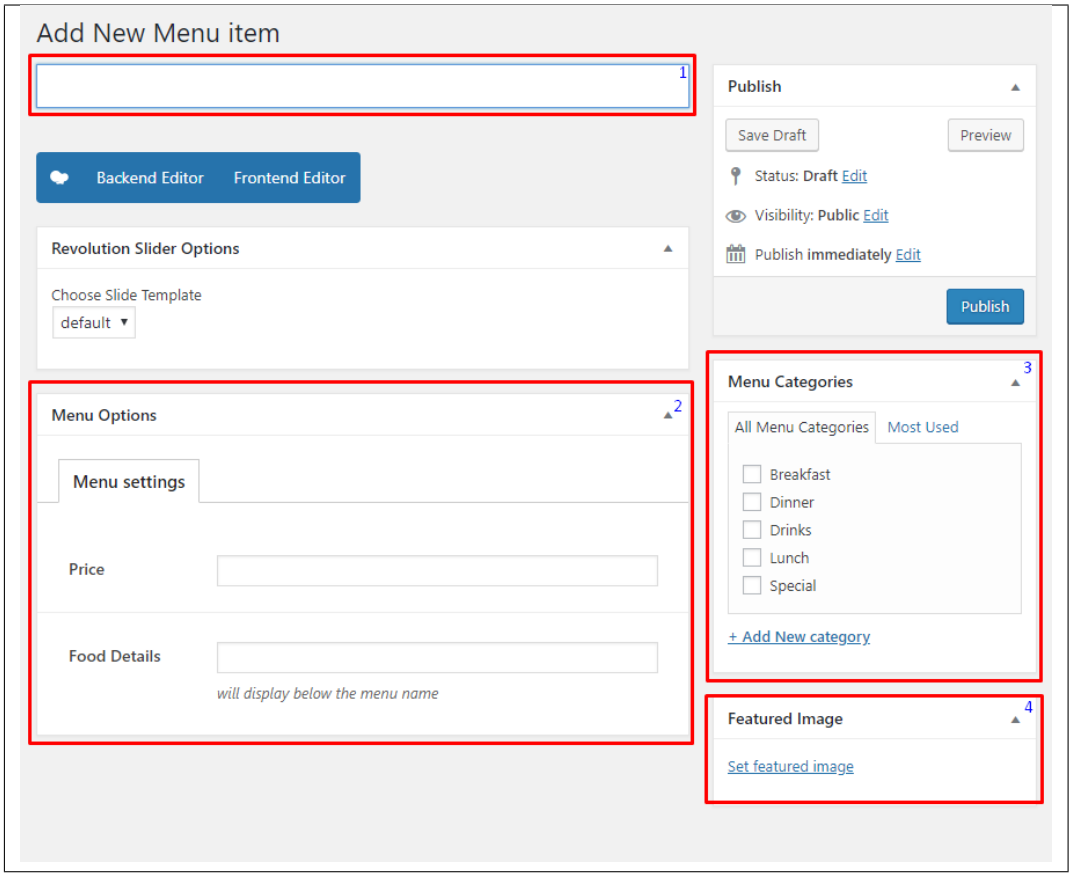
5.1 Create New Menu Items

To create a new Menu Item, follow these steps:

- **Step 1** - To start creating an Menu, on your *Dashboard* navigate to *Menu Items* > *Add New*. The *Add New Menu item* page will show.



- **Step 2** - Once your in the *Add New Menu Item* page, you can add details about the Menu item like title, pictures, etc., to help with the promotion of the Menu item.
- **Step 3** - This are the needed information for the Menu, you can add the details.

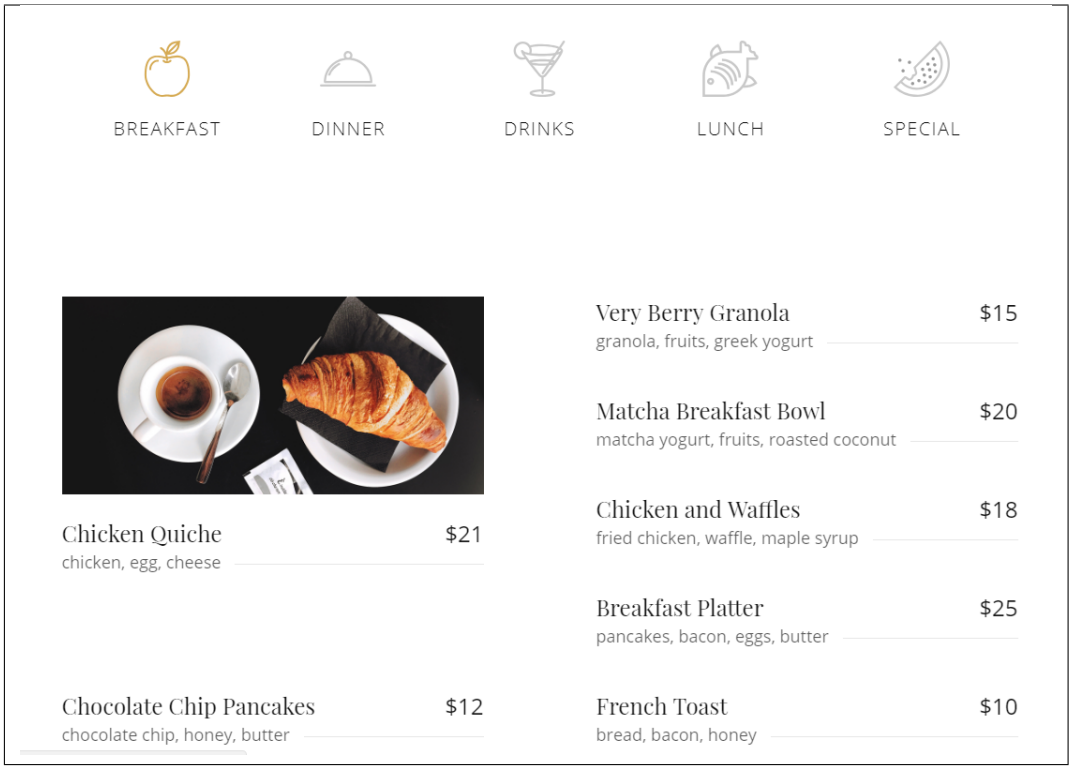


1. **Title** - The name of the Menu item.
2. **Menu Options** - Set the details of the Menu.
   - **Price** - Price shown for the menu item.
   - **Food Details** - Details about the menu item. This is displayed below the title.
3. **Menu Category** - A broad detail that can categorize this Menu with other Menus.
4. **Featured Image** - The image shown in the pages with menu.

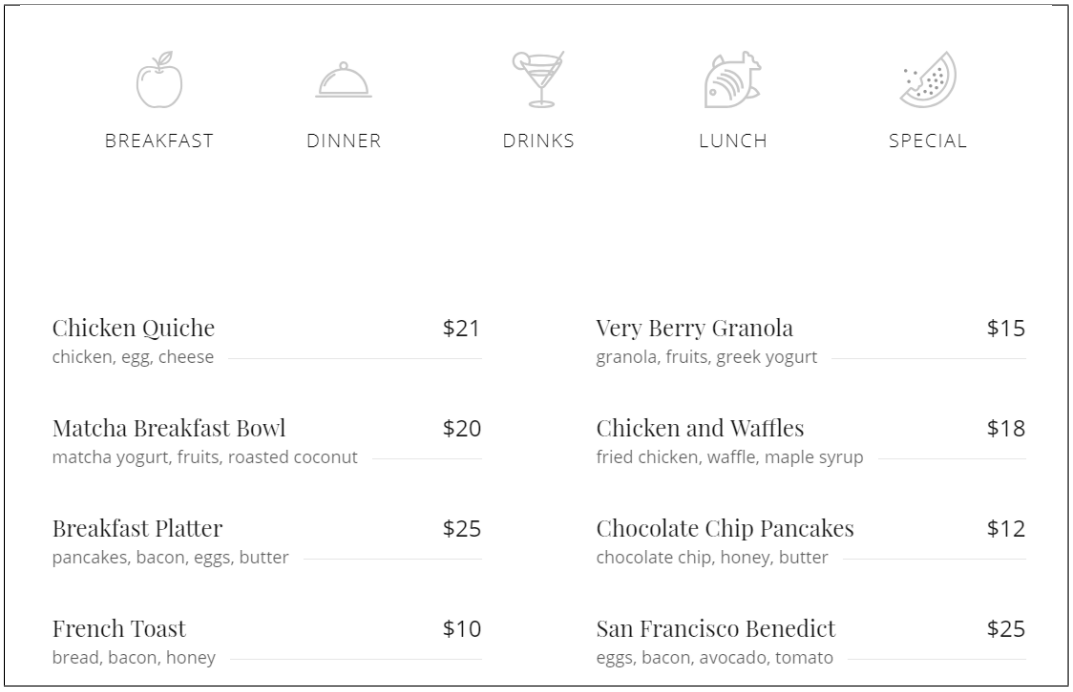
- **Step 4** - Add all the needed details and descriptions for the Menu, Once satisfied click on *Publish* button.

Sample Menu

- **With Featured Image**

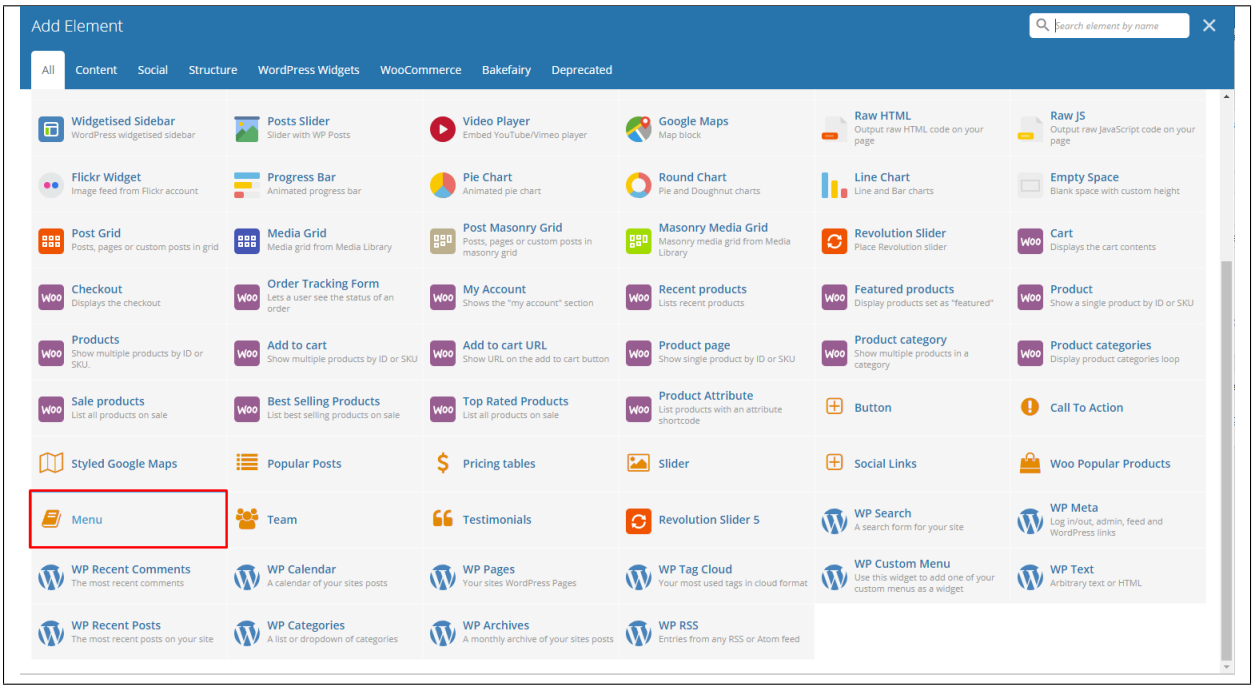


- **Without Featured Image**



5.1.1 Add Menus to Page

To add Menu Items to a page, an element in the Visual Composer is used: Menu



This is the element that will add a Menus on the page. For more information about these elements, go to Bakefairy Custom Shortcodes > Menu .

5.2 Menu Items Category

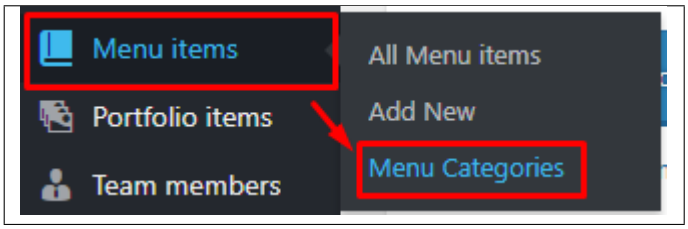
Categories are meant for *broad grouping* of your posts, think of these as general topics. Categories are hierarchical, so you can add sub-categories. **Sub-categories** are made when a Category is added to a Parent Category.

Adding categories to a Menu Item would make it easier to locate and post on similar topics by category.

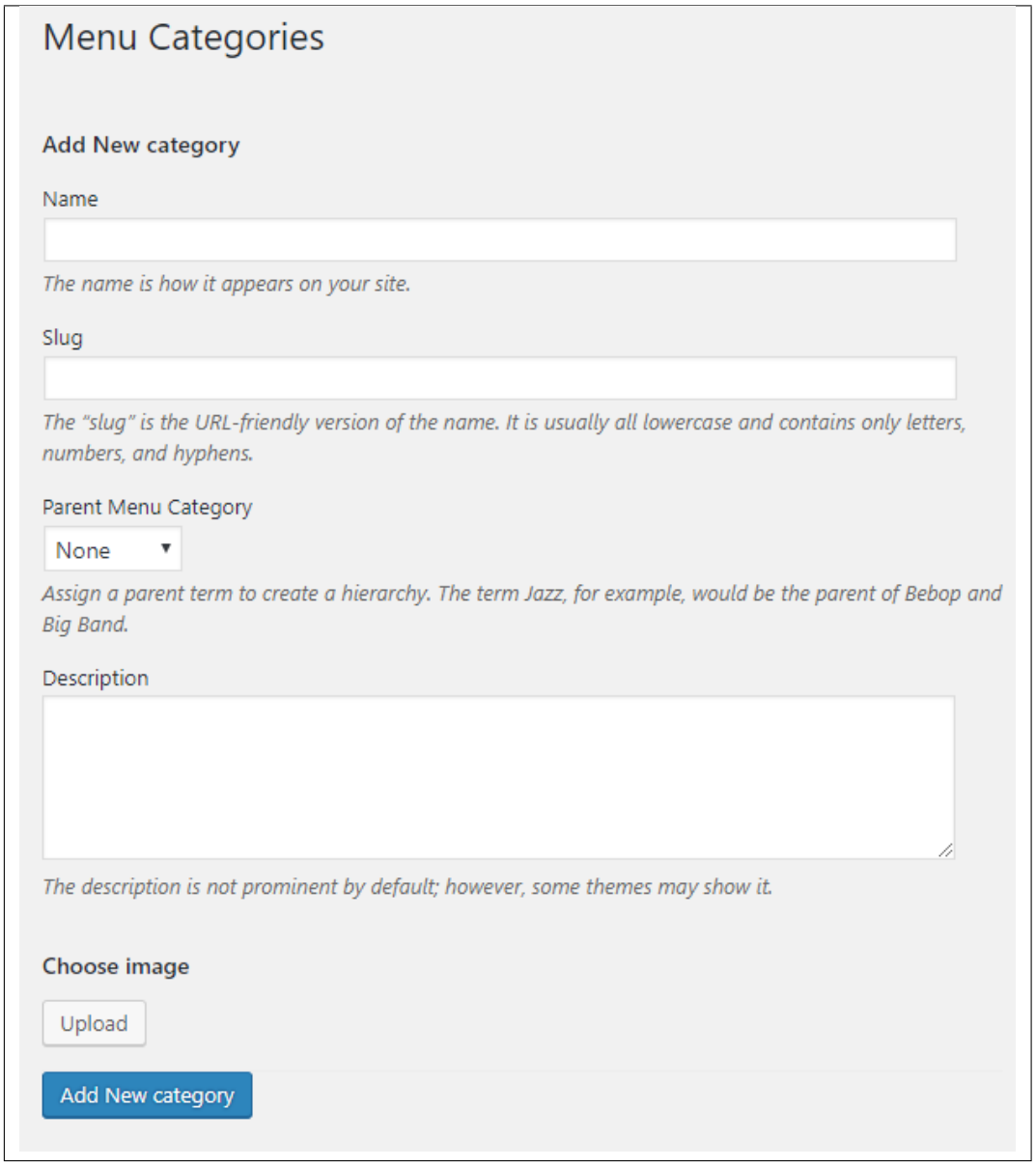
5.2.1 Create Menu Items Category

To create a *Category* for a Menu Item, follow these steps:

- **Step 1** - Navigate your Dashboard to *Menu Items* > *Menu Categories*. You will see the *Menu Categories* page.



- **Step 2** - In the page, find the *Menu Categories* area. Add All the necessary information.



  - **Name** - The name of the category.
  - **Slug** - The URL-friendly version of the name. Usually all lowercase.
  - **Parent Category** - If the category is a sub-category, then look for the parent category in the drop-down box.
  - **Description** - Description of the category.
  - **Choose image** - Image used for the category.

- **Step 3** - Once done filling out the information of the category, click on *Add New Category* button to save.

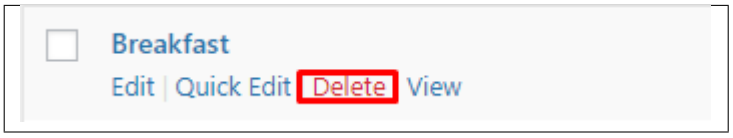
5.2.2 Delete Menu Items Category

To delete a Category, navigate your Dashboard to *Menu Items* > *Menu Categories*.

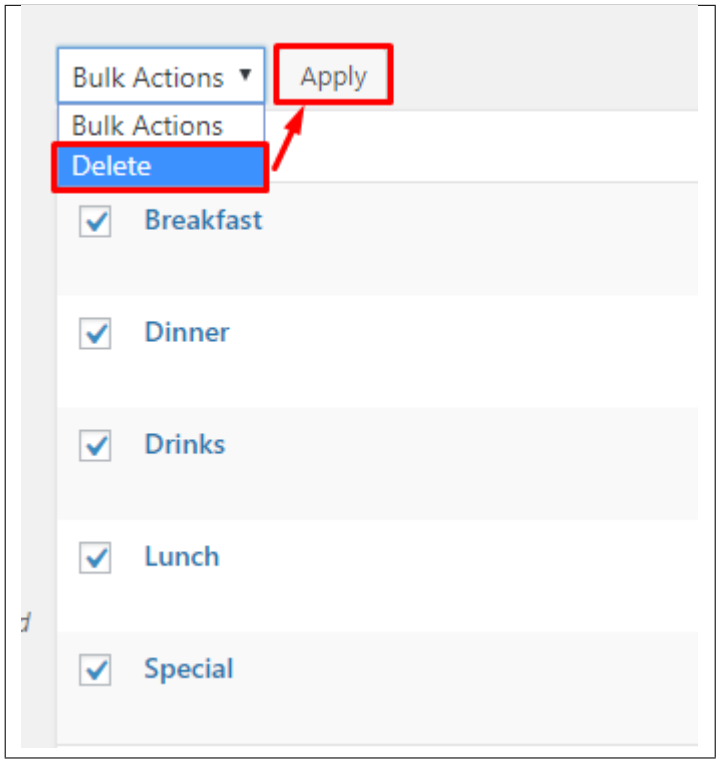
In the *Menu Categories* page, you will see all the created category.

To delete a category, you have two options:

- **Single Delete** - Hover your mouse pointer on the category that you would like to delete. You will see a *Delete* option pop-up. Click on *Delete* to delete.



- **Multiple Delete** - To delete multiple categories, click on the box beside the categories you would want to delete. Then click on the drop-down box for **Bulk Actions** and choose the *Delete* option. Click on *Apply* button to delete.

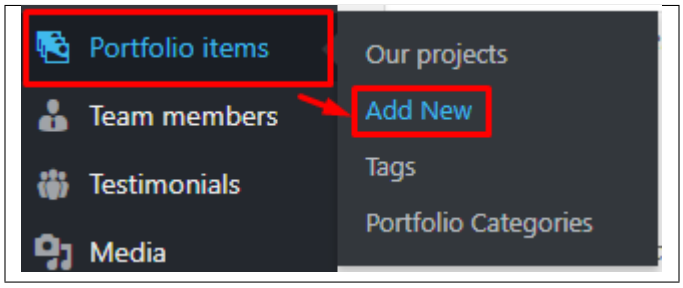


CHAPTER 6

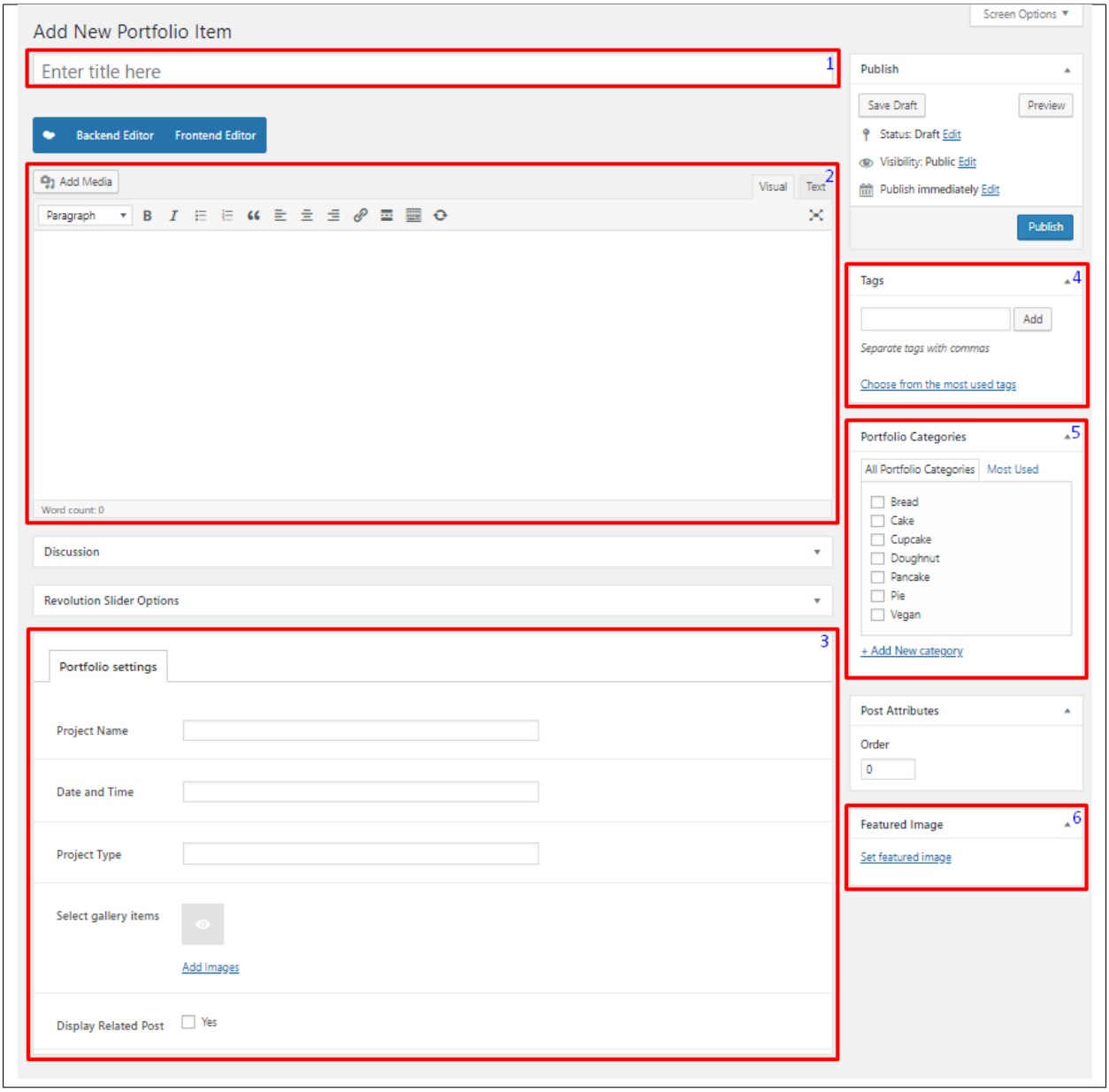
Portfolio

6.1 Create New Portfolio Item

To create a new *Portfolio Item*, navigate in WordPress Dashboard to *Portfolio Items* > *Add New*.



The *Add New Portfolio Item* page will show. Add the details for the *Portfolio Item* item.



1. **Title** - Title of the Portfolio Item.
2. **Editor container** - You can add text descriptions, images, video, etc., about the Portfolio Item on this area.
3. **Portfolio settings**
    - **Project Name** - Name of the project or event of this portfolio.
    - **Date and Time** - Date and time of the project.
    - **Project Type** - Type of the project.
    - **Select gallery items** - Choose images to add in the portfolio from the project.
    - **Display Related Post** - Option to show related posts in the single view of this portfolio.
4. **Tags** - Specific details that can be use to group this portfolio with other portfolio.
5. **Portfolio Categories** - A broad detail that can categorize this portfolio with other portfolio.

6. **Featured Image** - The image shown in the pages with portfolio.

After adding all the details, click on *Publish* button to save.

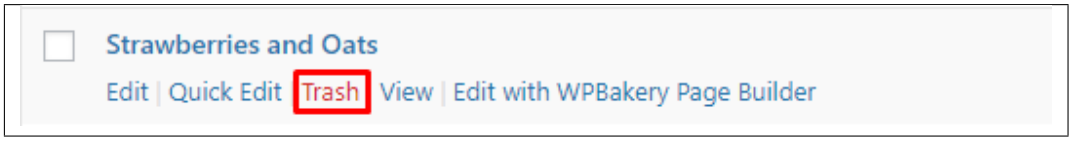
6.1.1 Delete Portfolio Item

To delete a Portfolio Item, navigate your Dashboard to *Portfolio Items* > *Our projects*

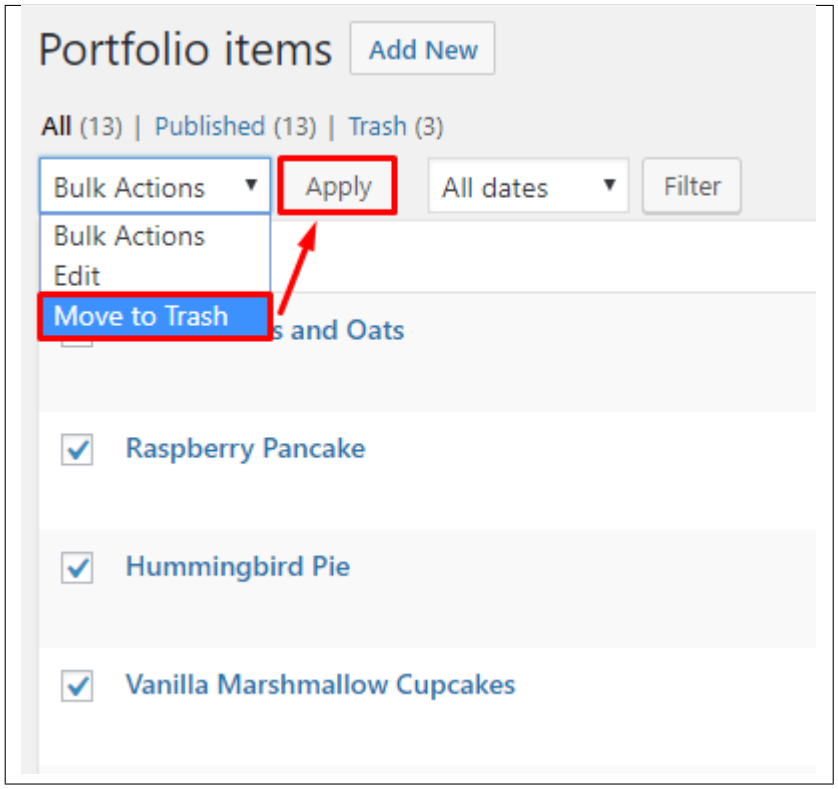
In the Portfolio Items page, you will see all the created Portfolio Item.

To delete a Portfolio Item, you have two options:

- **Single Portfolio Item Delete** - Hover your mouse pointer on the Portfolio Item that you would like to delete. You will see a *Trash* option pop-up. Click on *Trash* to delete.

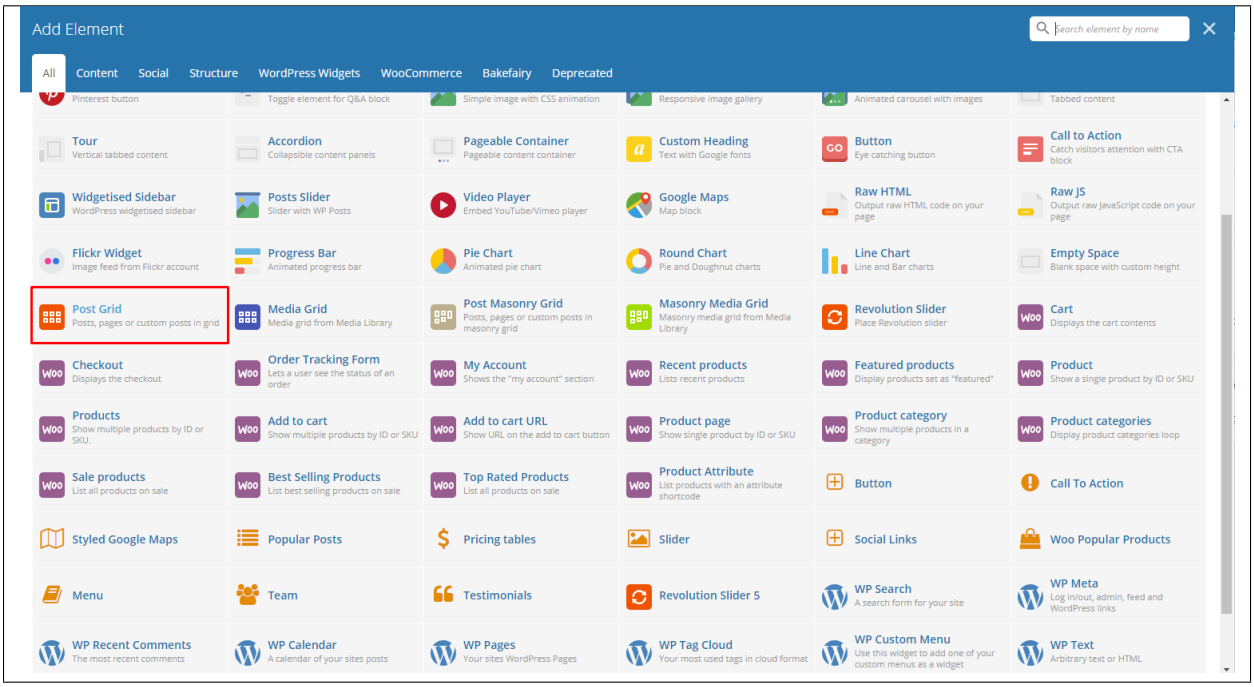


- **Multiple Portfolio Item Delete** - To delete multiple galleries, click on the box beside the Portfolio Item you would want to delete. Then click on the drop-down box for *Bulk Actions* and choose the *Move to Trash* option. Click on *Apply* button to delete.



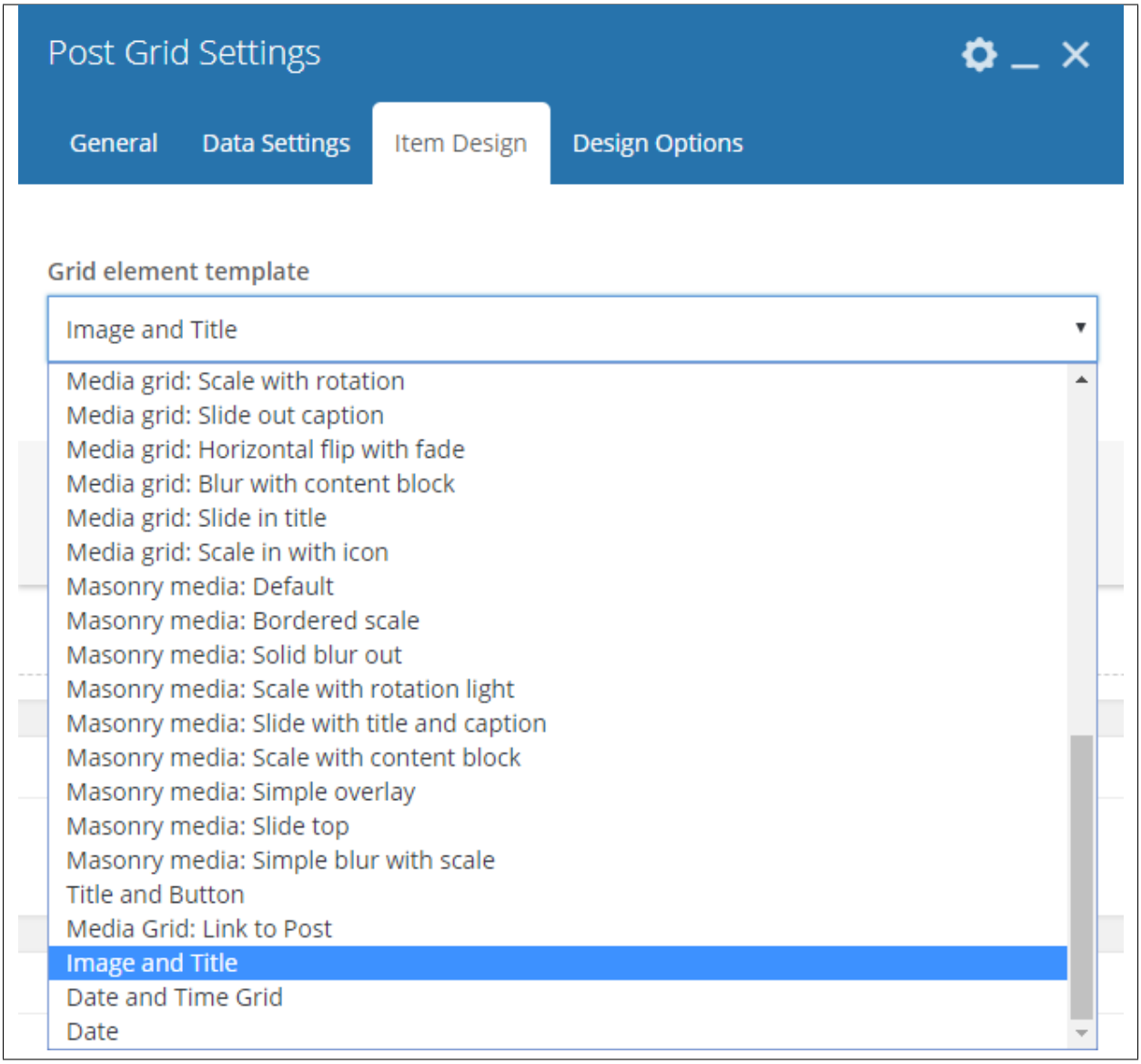
6.1.2 Add Portfolio Items to Page

To add a Portfolio Item to a page, an element in the Visual Composer is used: Post Grid



This is the element that will add a Portfolio Item on the page.

In the **Item Design** tab of the **Post Grid Settings**, choose the grid template you want to use.



Note: To create a grid template the same as the one in the demo, go to Portfolio > Create Portfolio Grid Template .

6.2 Portfolio Items Category

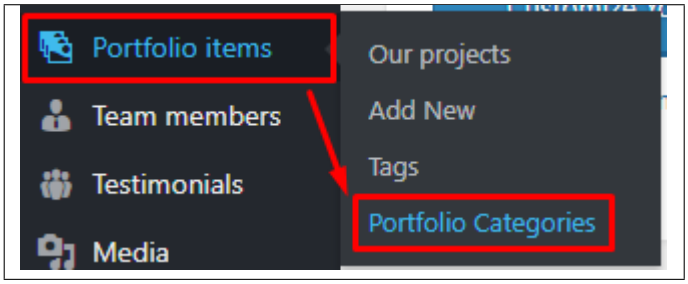
Categories are meant for *broad grouping* of your posts, think of these as general topics. Categories are hierarchical, so you can add sub-categories. **Sub-categories** are made when a Category is added to a Parent Category.

Adding categories to a Portfolio Item would make it easier to locate and post on similar topics by category.

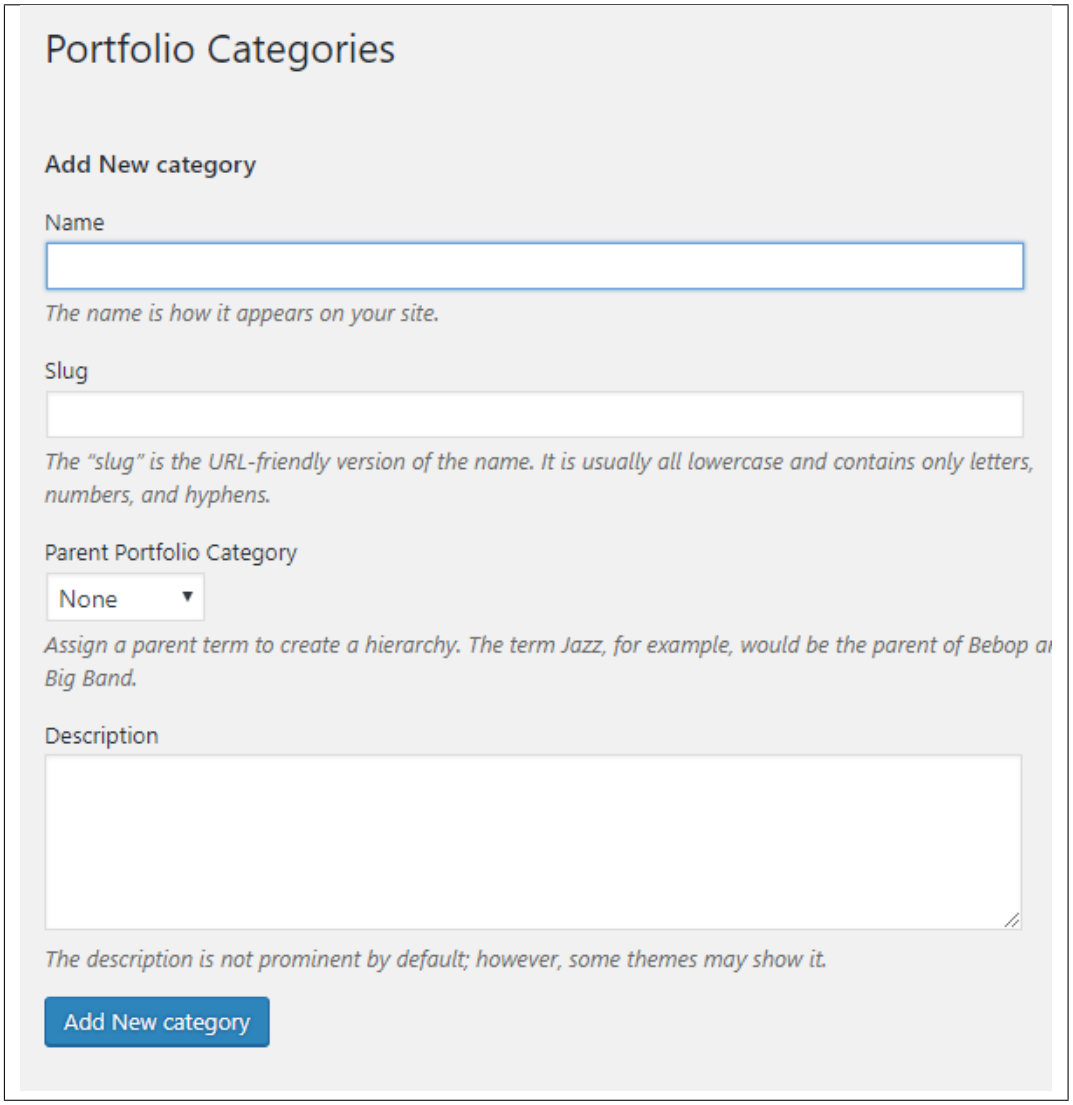
6.2.1 Create Portfolio Items Category

To create a *Category* for a Portfolio Item, follow these steps:

- **Step 1** - Navigate your Dashboard to *Portfolio Items* > *Portfolio Categories*. You will see the *Portfolio Categories* page.



- **Step 2** - In the page, find the *Portfolio Categories* area. Add All the necessary information.



  - **Name** - The name of the category.
  - **Slug** - The URL-friendly version of the name. Usually all lowercase.

  - **Parent Category** - If the category is a sub-category, then look for the parent category in the drop-down box.
  - **Description** - Description of the category.

- **Step 3** - Once done filling out the information of the category, click on *Add New Category* button to save.

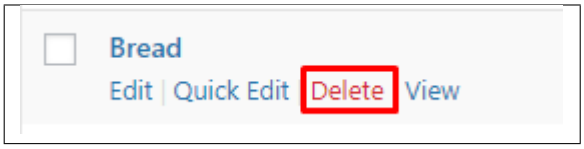
6.2.2 Delete Portfolio Items Category

To delete a Category, navigate your Dashboard to *Portfolio Items* > *Portfolio Categories*.

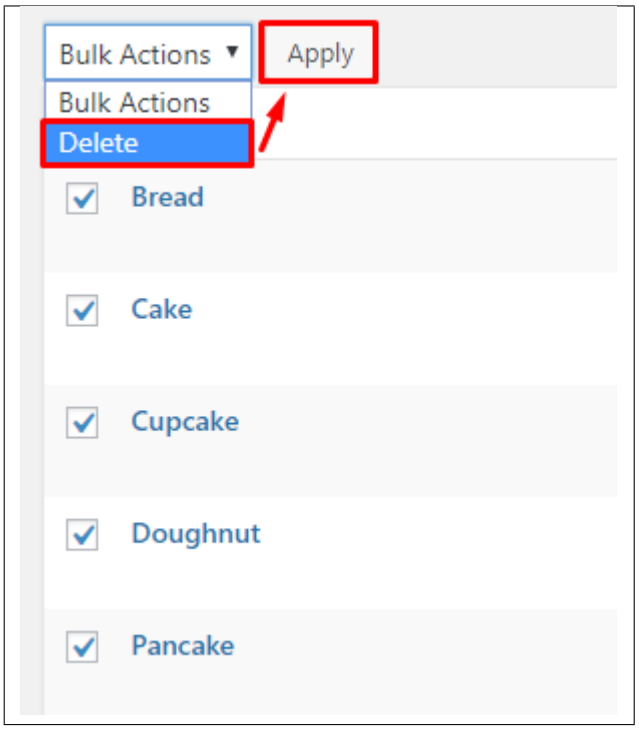
In the *Portfolio Categories* page, you will see all the created category.

To delete a category, you have two options:

- **Single Delete** - Hover your mouse pointer on the category that you would like to delete. You will see a *Delete* option pop-up. Click on *Delete* to delete.



- **Multiple Delete** - To delete multiple categories, click on the box beside the categories you would want to delete. Then click on the drop-down box for **Bulk Actions** and choose the *Delete* option. Click on *Apply* button to delete.



6.3 Portfolio items Tags

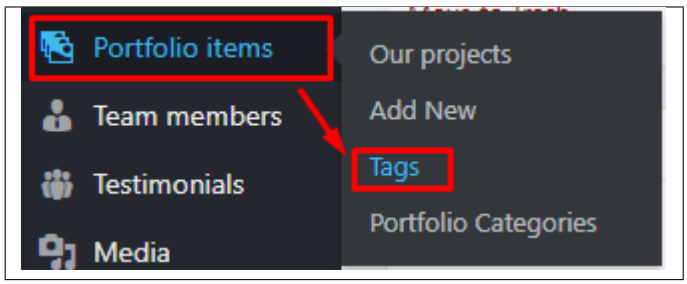
Tags are meant to describe *specific details* of your posts. They are the micro-data that you can use to micro-categorize your content. Tags are not hierarchical.

Adding tags to a Portfolio items post would make it easier to relate a post with another post even if the categories are different.

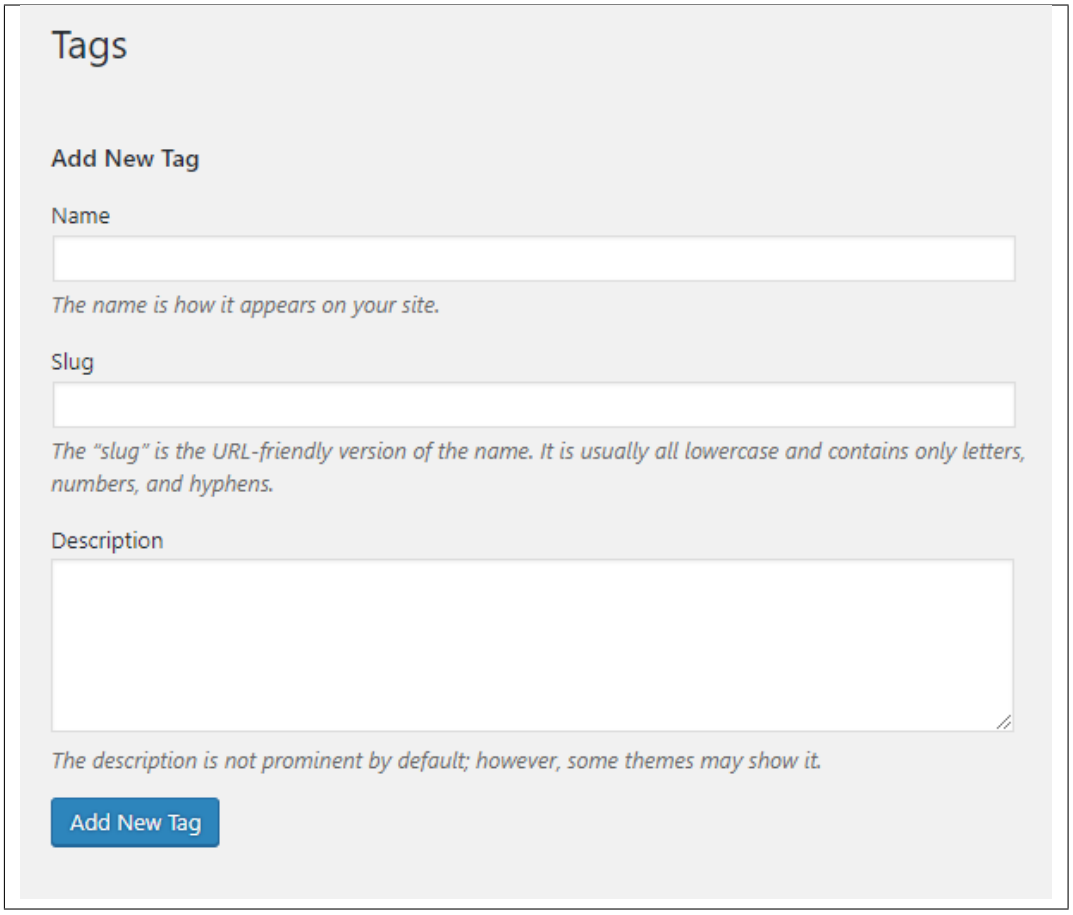
6.3.1 Create Portfolio items Tags

To create a *Tag* for a Portfolio items, follow these steps:

- **Step 1** - Navigate your Dashboard to *Portfolio items* > *Tags*. You will see the *Tags* page.



- **Step 2** - In the page, find the *Add New Tag* area. Add All the necessary information.



  - **Name** - The name of the tag.
  - **Slug** - The URL-friendly version of the name. Usually all lowercase.
  - **Description** - Description of the tag.

- **Step 3** - Once done filling out the information of the tag, click on *Add New Tag* button to save.

Note: Adding a tag may affect the tags from other component of the site.

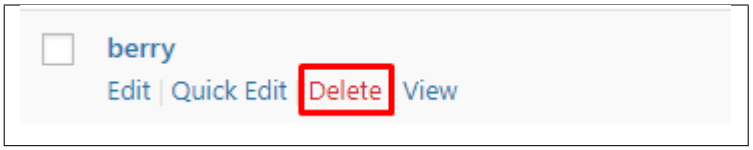
6.3.2 Delete Portfolio items Tags

To delete a tag, navigate your Dashboard to *Portfolio items* > *Tags*.

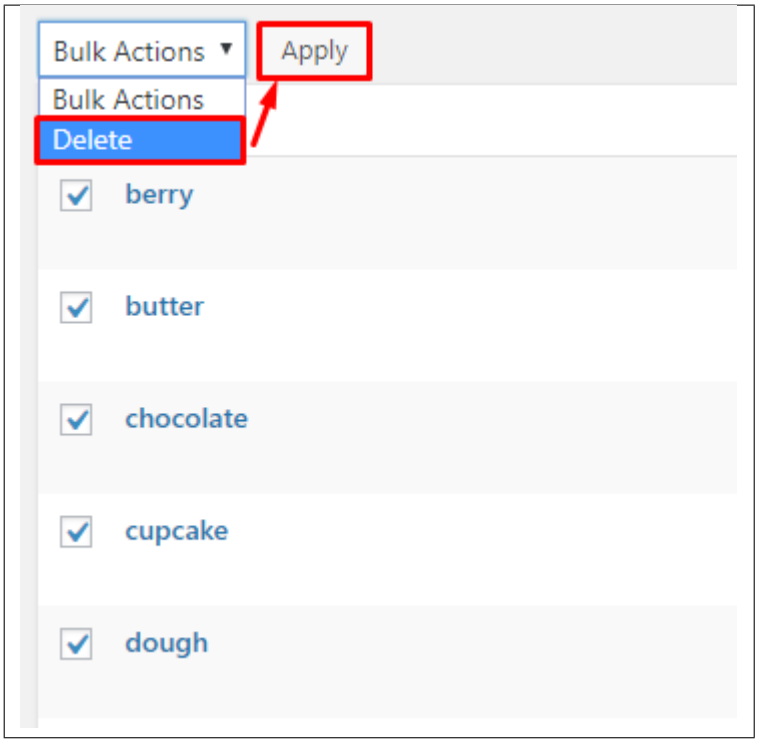
In the *Tags* page, you will see all the created tags.

To delete a tag, you have two options:

- **Single Delete** - Hover your mouse pointer on the tag that you would like to delete. You will see a *Delete* option pop-up. Click on *Delete* to delete.



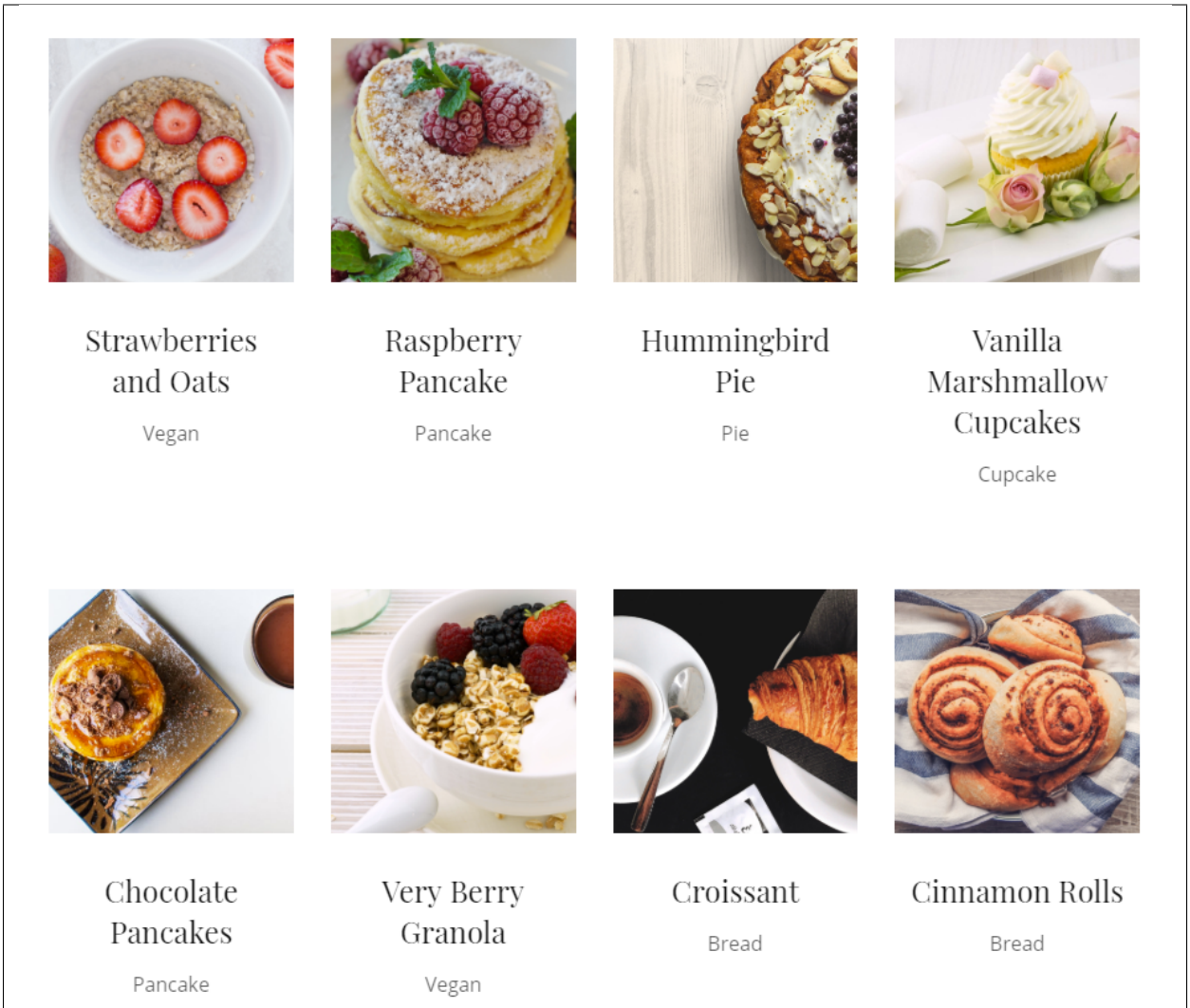
- **Multiple Delete** - To delete multiple tags, click on the box beside the tags you would want to delete. Then click on the drop-down box for **Bulk Actions** and choose the *Delete* option. Click on *Apply* button to delete.



Note: Deleting a tag may affect the tags from other component of the site.

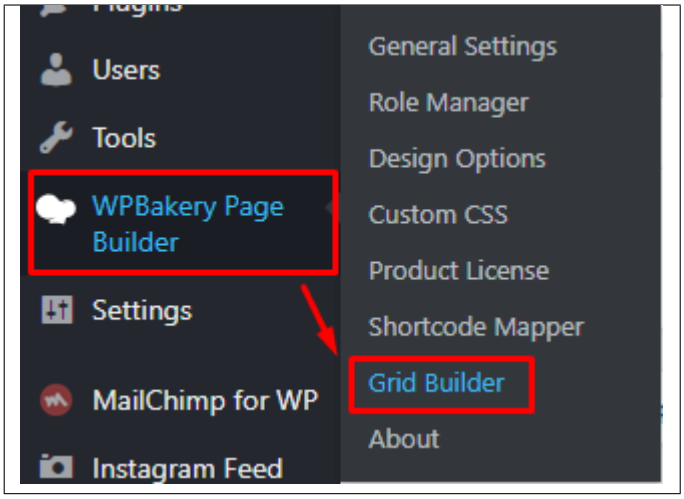
6.4 Create Portfolio Grid Template

Portfolio grid view is made by using the *WPBakery Page Builder*.

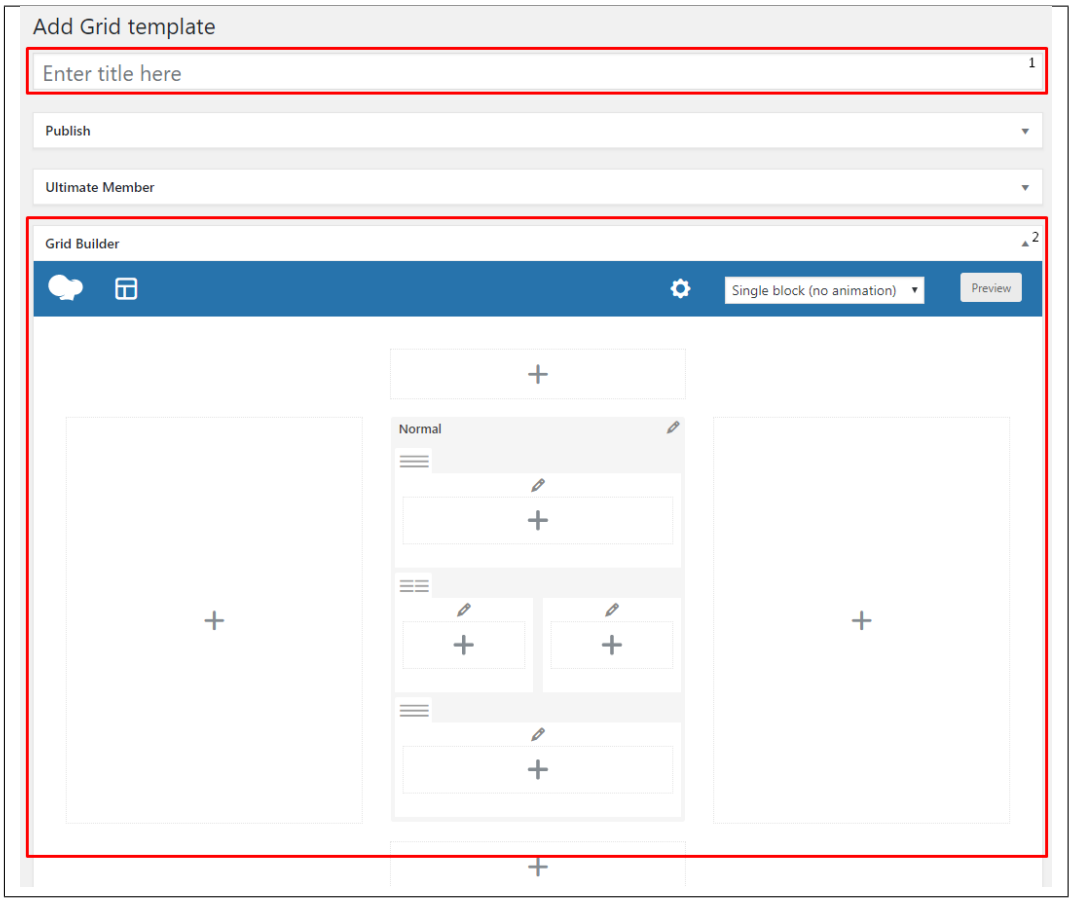


To get the same look as the sample above, follow these steps:

- **Step 1** - In your wordpress dashboard, go to *WPBakery Page Builder* > *Grid Builder*, and click the Add New button.

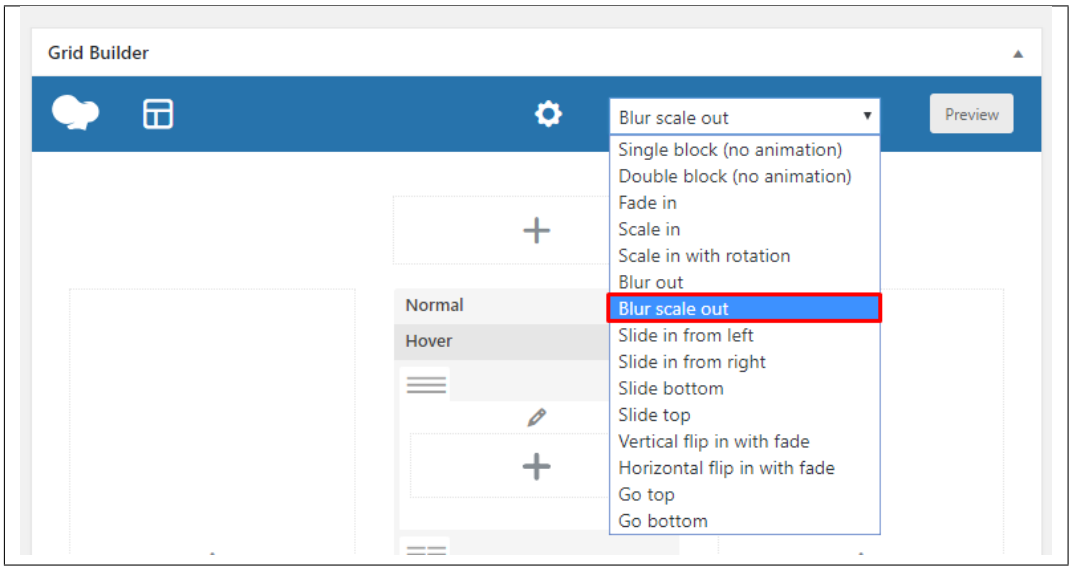


- **Step 2** - You will be directed to the Add Grid template page.

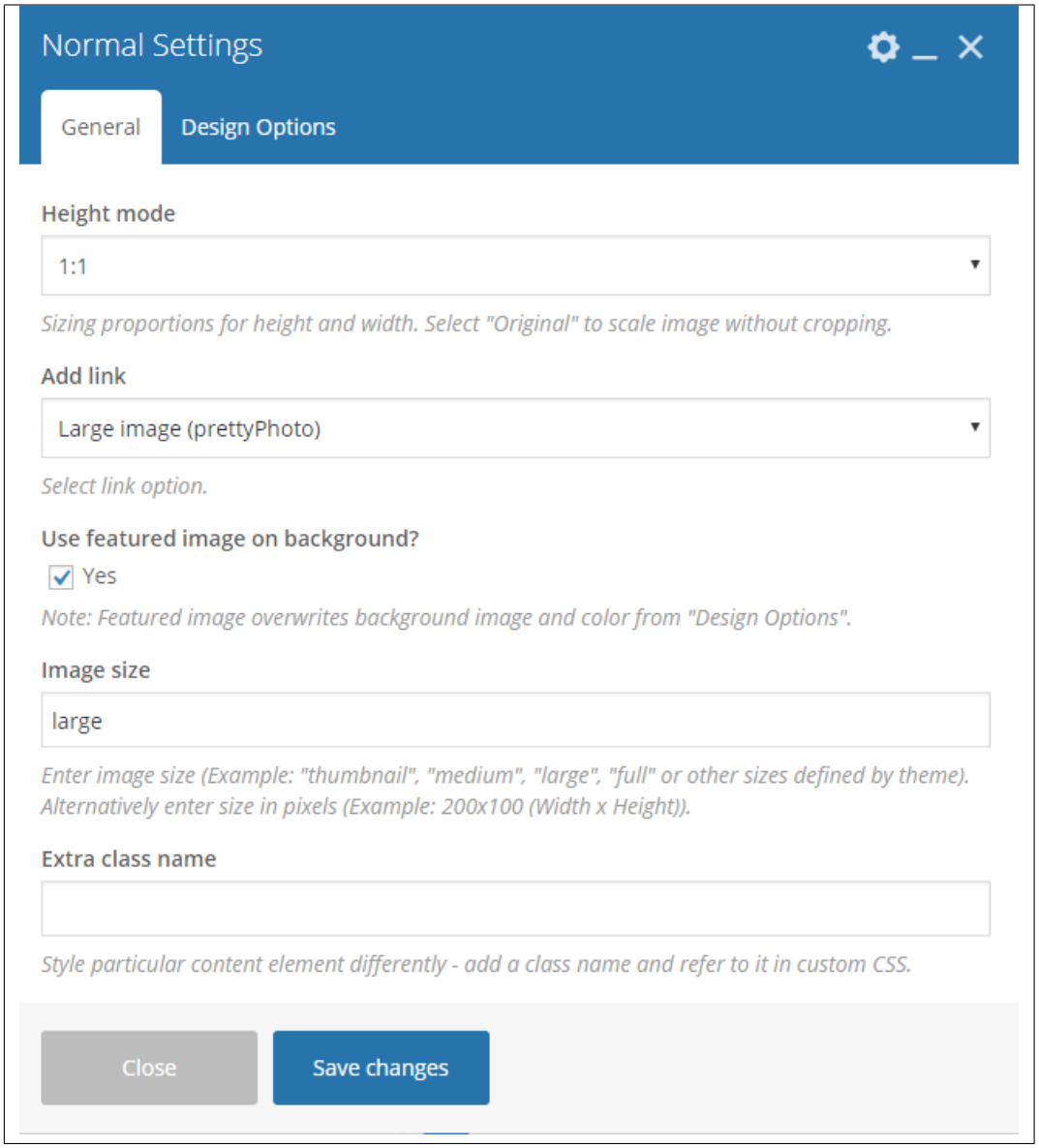


1. **Title** - The title of the grid template you are making.
2. **Grid Builder** - Area where you can customize the look of your grid template.

- **Step 3** - To get the same look as the sample, in the *Grid Builder*, change the drop-down box to *Blur scale out*. This will give your grid an overlay of color if hovered.

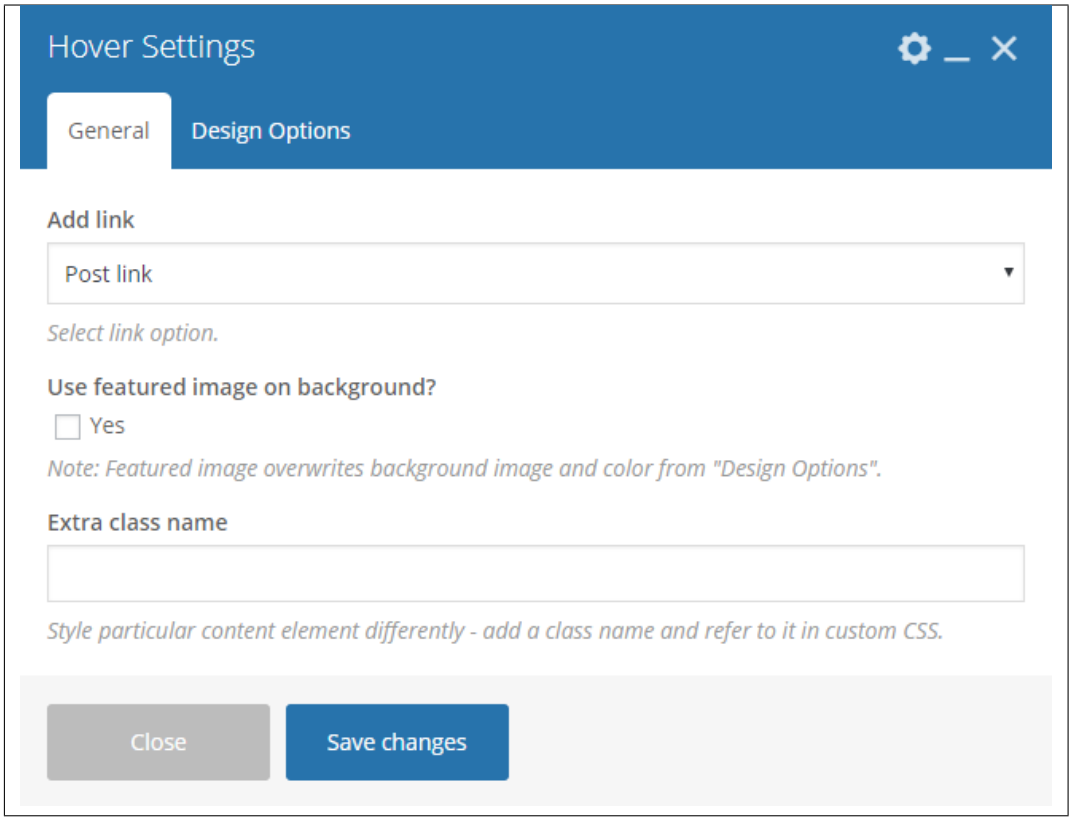


- **Step 4** - Set the following information in the Normal tab's settings.



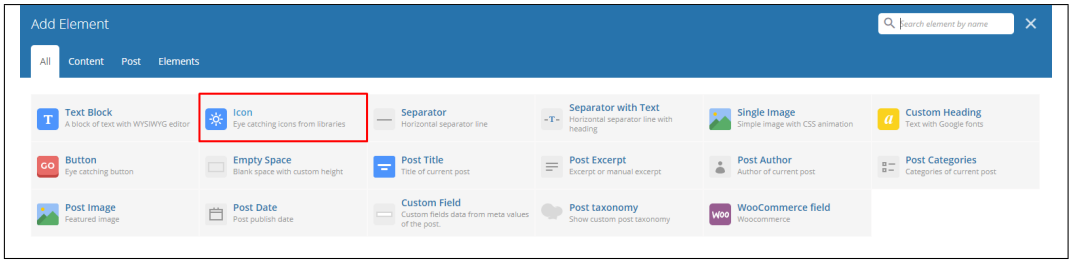
  - **General tab**
    - **Height mode** - 1:1
    - **Add link** - Large Image (PrettyPhoto)
    - **Use featured image on background?** - Yes
    - **Image size** - Large

- **Step 5** - Set the following information in the Hover tab's settings.

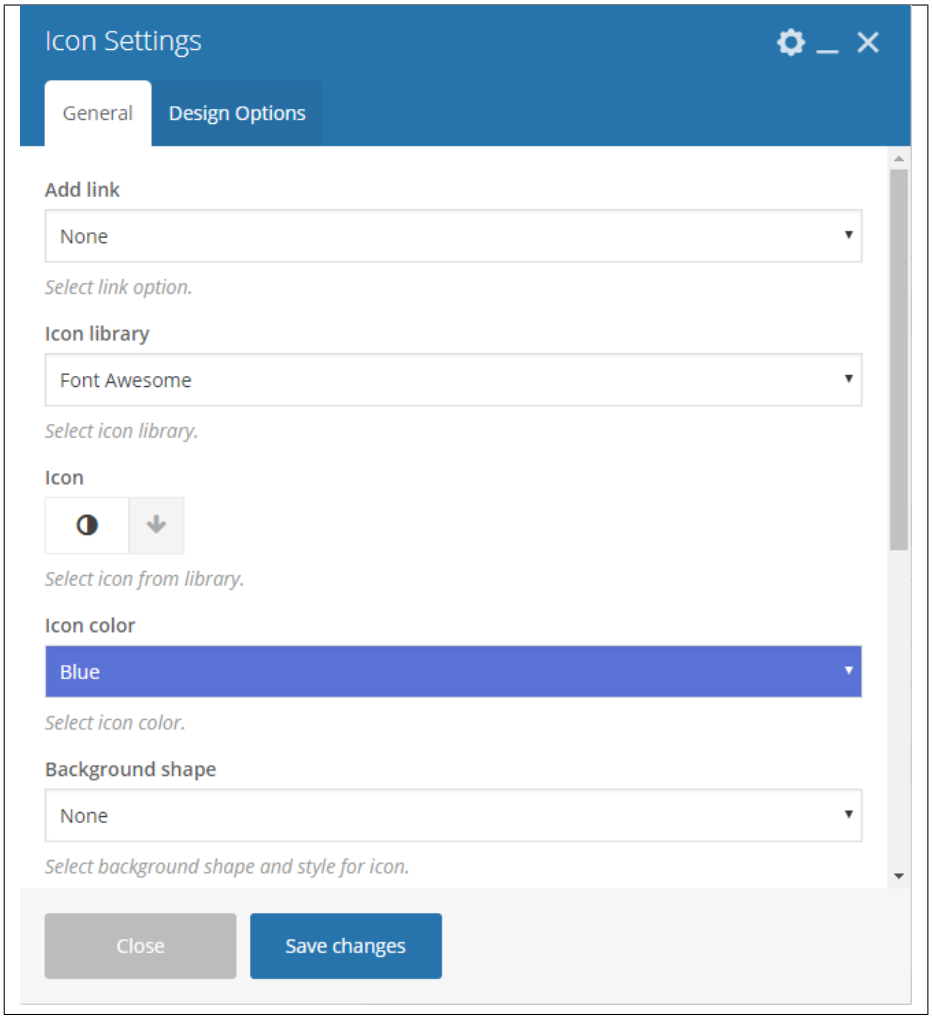


  - **General tab**
    - **Add link** - Post Link
  - **Design Options tab**
    - **Background** - rgba(10,10,10,0.37)

- **Step 6** - Add the following elements in the Hover tab.

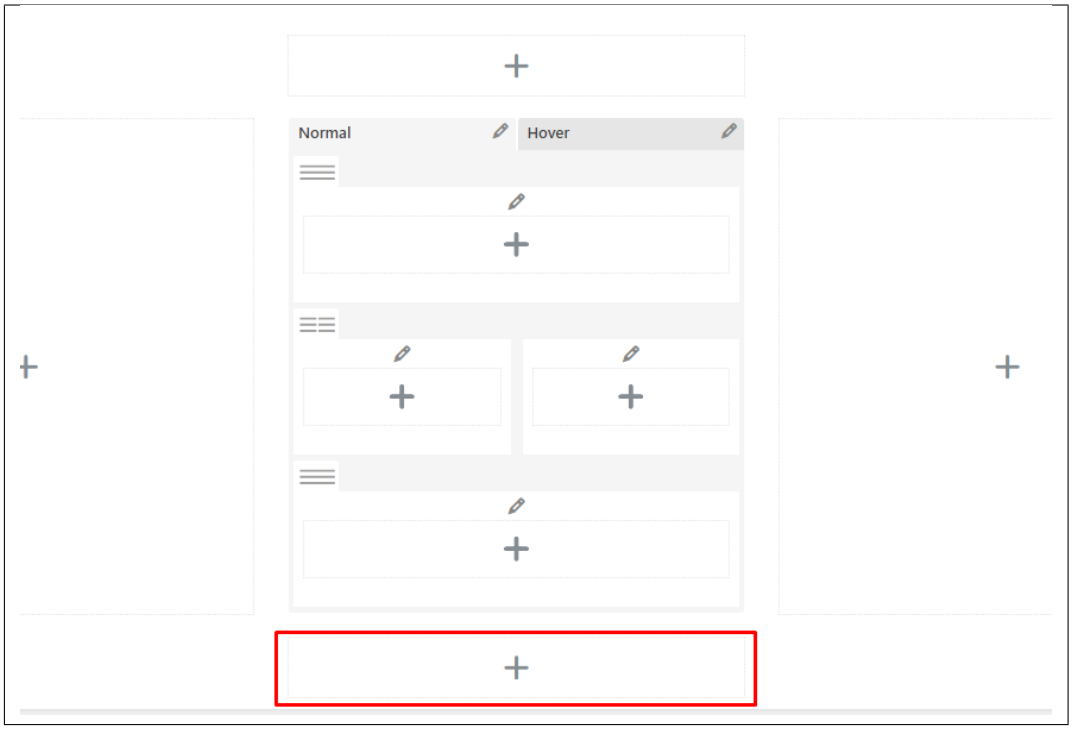


  - **Icon** - The icon that will show in the grid when you hover your mouse pointer.

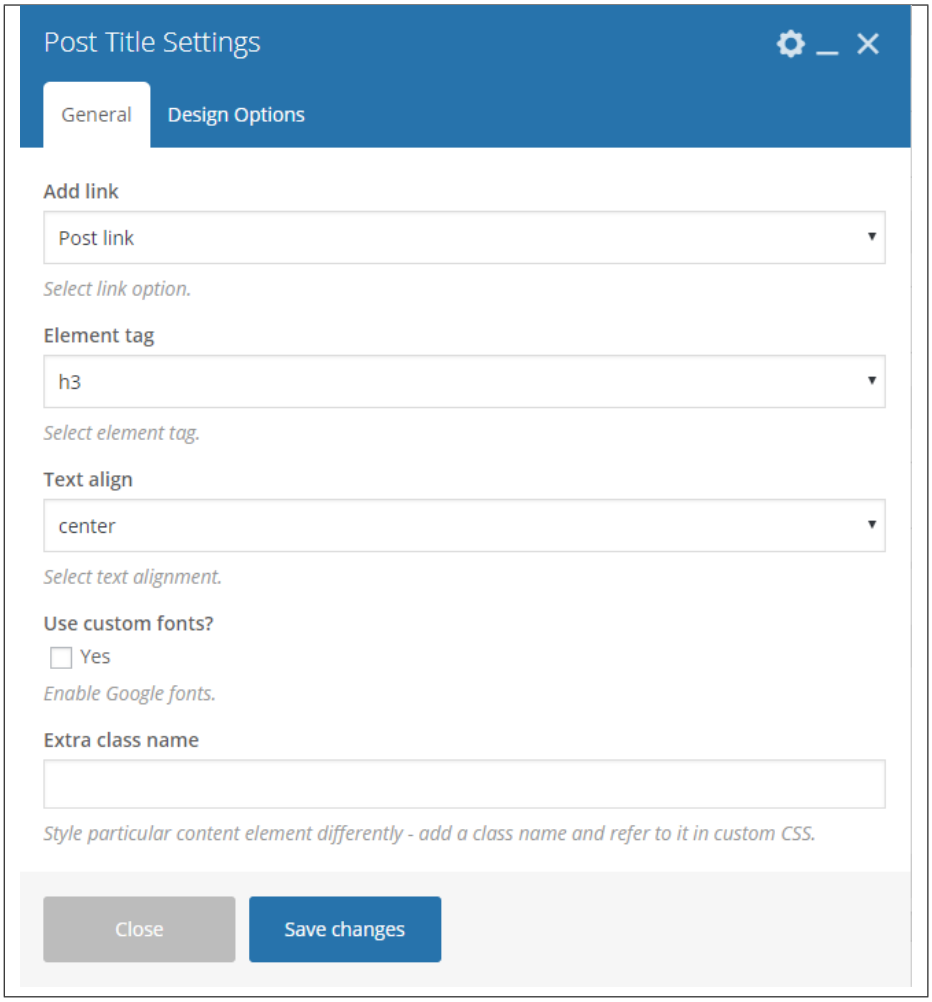


- **Icon library** - Font Awesome
- **Icon** - Choose what you like.
- **Icon color** - Choose what you like.
- **Background shape** - None
- **Size** - Normal
- **Icon alignment** - Left

- **Step 7** - Click on the Plus sign (+) below, and add the following element:

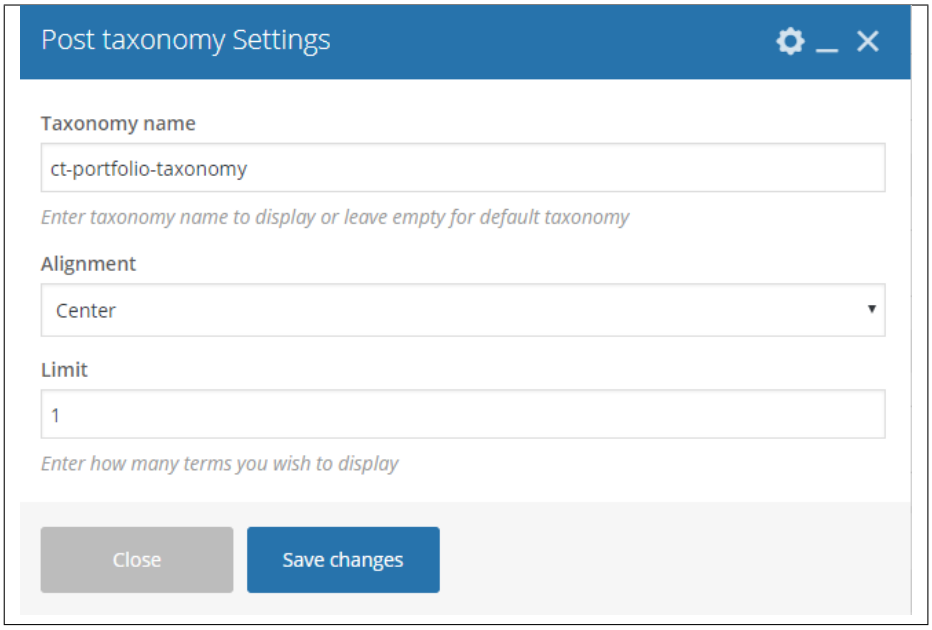


– **Post Title** - Where the title of the item that is used will show.



    * **Add link** - Post Link
    * **Element tag** - h3
    * **Text align** - center

– **Post taxonomy** - The category of the item being shown.



    * **Taxonomy name** - ct-portfolio-taxonomy
    * **Alignment** - Center
    * **Limit** - 1

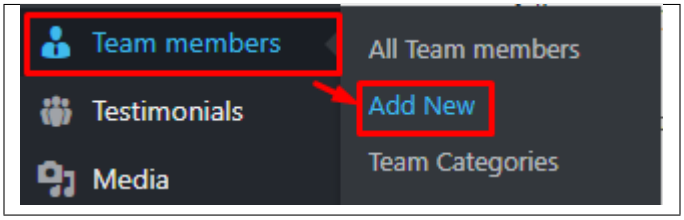
- **Step 8** - Once done with all the changes, click *Publish* to save.

CHAPTER 7

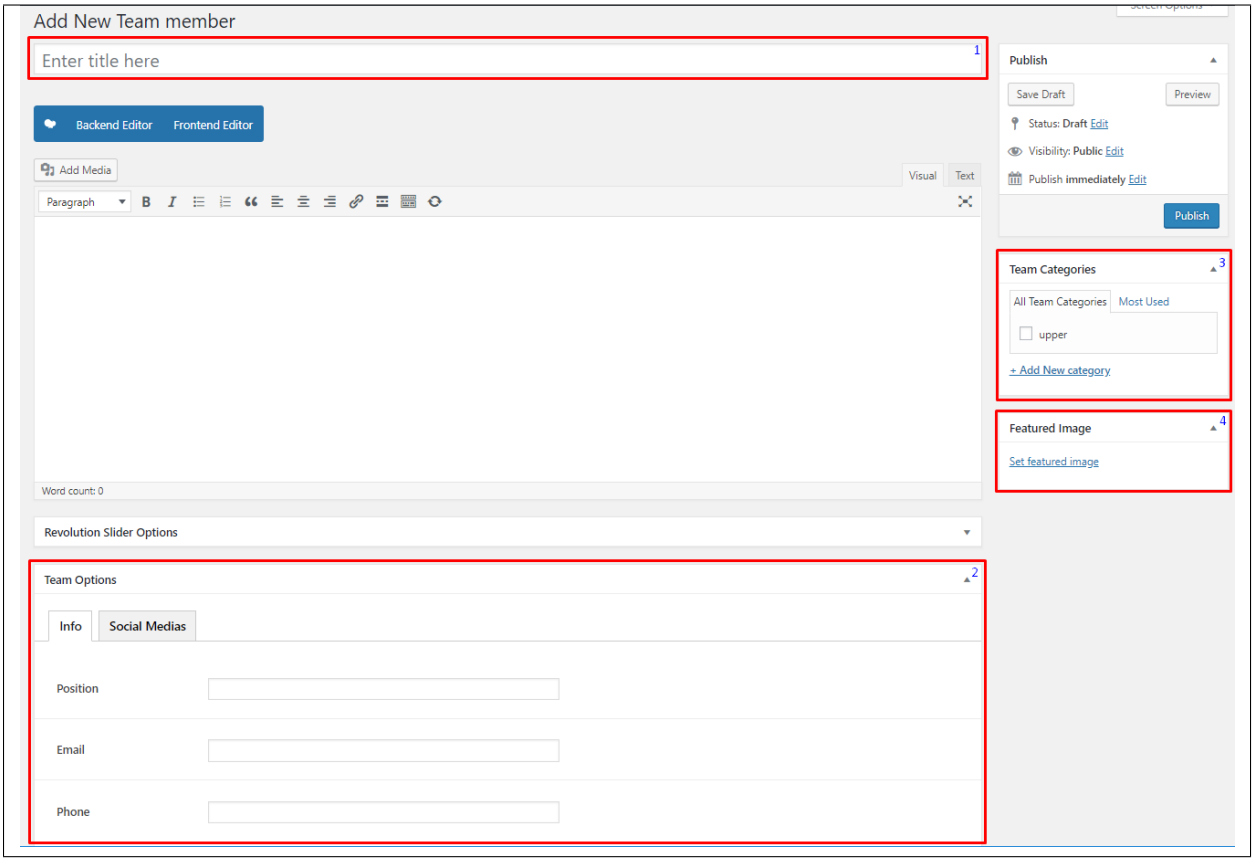
Team Member

7.1 Create Team Member

To create a new *Team Member* item, navigate in WordPress Dashboard to *Team members* > *Add New*.



The *Add New Team member* page will show. Add the details for the team member.



1. **Title** - The name of the team member.
2. **Team options**
   - Info Tab - Information about the team member is added at this part.
   - Social Medias - Social media URLs of the team member.
3. **Team Categories** - A broad detail that can categorize this team member with other team member.
4. **Featured Image** - Team members picture that will be shown in the site.

After adding all the details, click on *Publish* button to save.

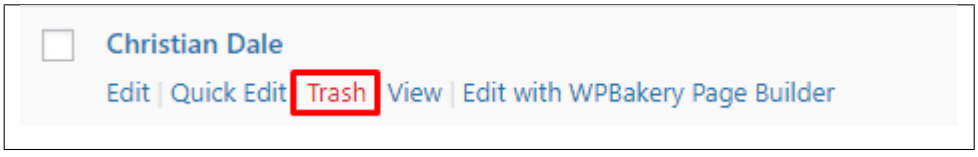
7.1.1 Delete Team members

To delete a Team member, navigate your Dashboard to *Team members* > *All Team members*

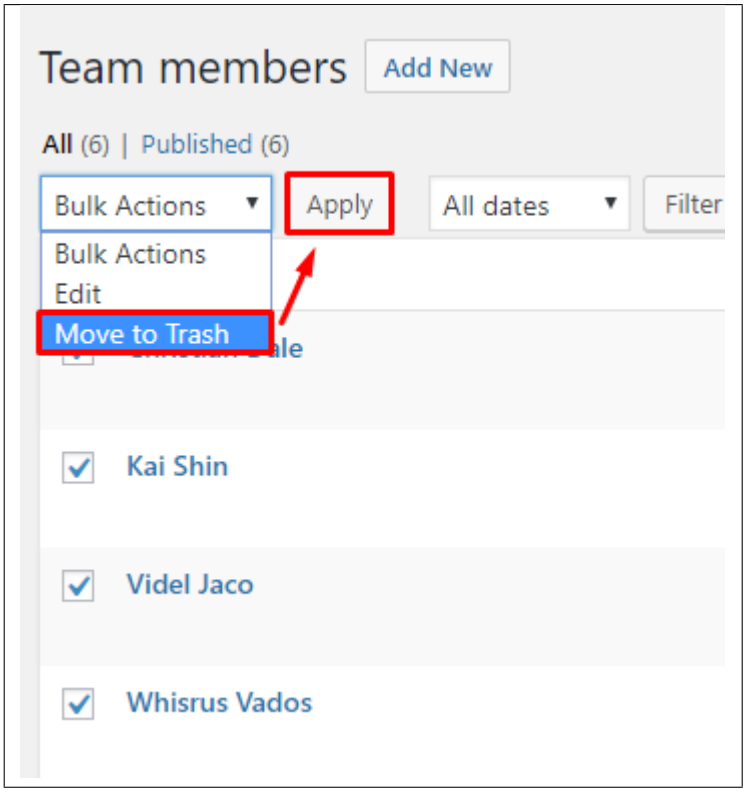
In the Team members page, you will see all the created Team members.

To delete a Team member, you have two options:

- **Single Team member Delete** - Hover your mouse pointer on the Team member that you would like to delete. You will see a *Trash* option pop-up. Click on *Trash* to delete.

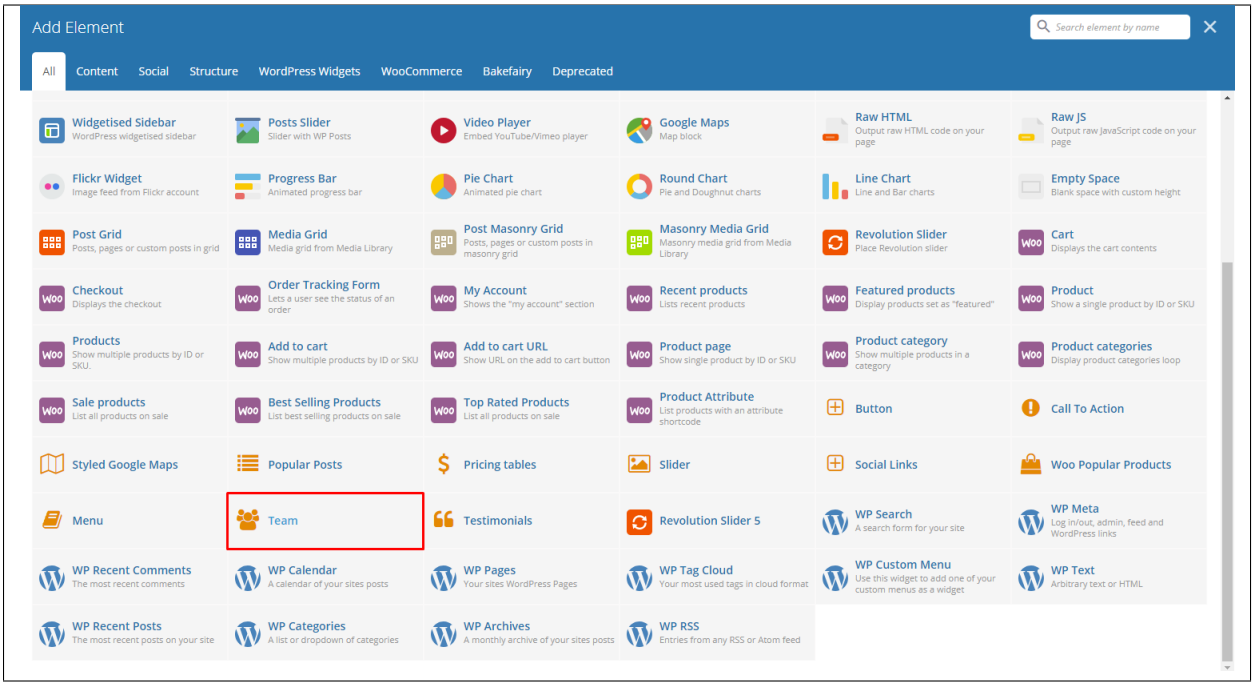


- **Multiple Team members Delete** - To delete multiple Team members, click on the box beside the Team members you would want to delete. Then click on the drop-down box for *Bulk Actions* and choose the *Move to Trash* option. Click on *Apply* button to delete.



7.1.2 Add Team members to Page

To add Team members to a page, an element in the Visual Composer is used: Team



This is the element that will add a Team members on the page. For more information about these elements, go to Bakefairy Custom Shortcodes > Team .

7.2 Team Members Category

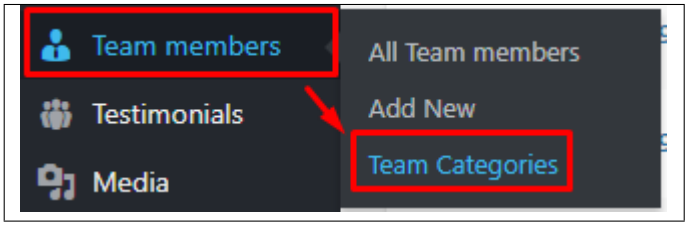
Categories are meant for *broad grouping* of your posts, think of these as general topics. Categories are hierarchical, so you can add sub-categories. **Sub-categories** are made when a Category is added to a Parent Category.

Adding categories to a Team member would make it easier to locate and post on similar topics by category.

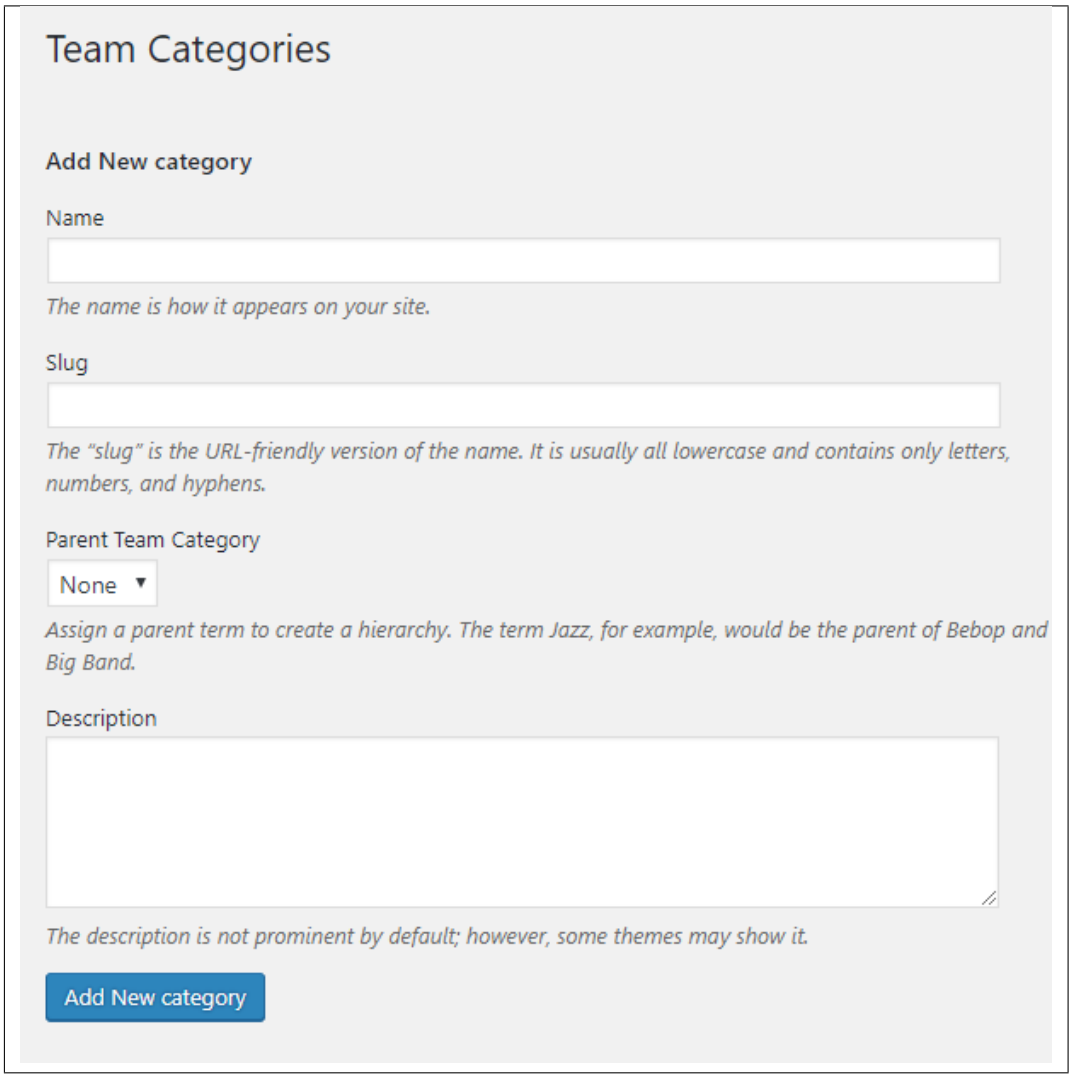
7.2.1 Create Team Members Category

To create a *Category* for a Team member, follow these steps:

- **Step 1** - Navigate your Dashboard to *Team members* > *Team Categories*. You will see the *Team Categories* page.



- **Step 2** - In the page, find the *Add New Category* area. Add All the necessary information.



  - **Name** - The name of the category.
  - **Slug** - The URL-friendly version of the name. Usually all lowercase.
  - **Parent Category** - If the category is a sub-category, then look for the parent category in the drop-down box.
  - **Description** - Description of the category.

- **Step 3** - Once done filling out the information of the category, click on *Add New Category* button to save.

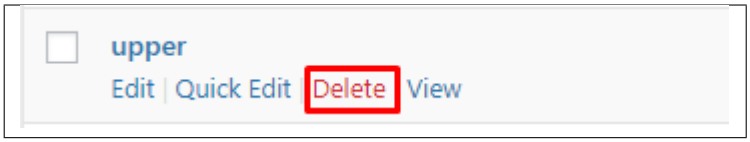
7.2.2 Delete Team Members Category

To delete a Category, navigate your Dashboard to *Team members* > *Team Categories*.

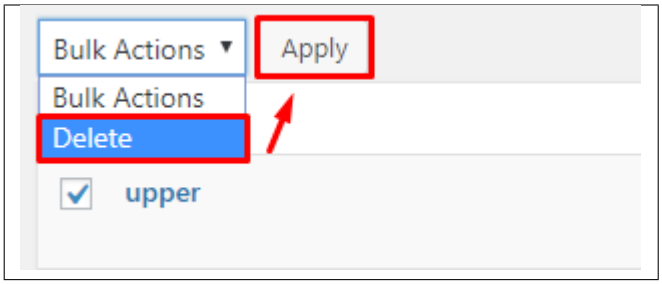
In the *Team Categories* page, you will see all the created category.

To delete a category, you have two options:

- **Single Delete** - Hover your mouse pointer on the category that you would like to delete. You will see a *Delete* option pop-up. Click on *Delete* to delete.



- **Multiple Delete** - To delete multiple categories, click on the box beside the categories you would want to delete. Then click on the drop-down box for **Bulk Actions** and choose the *Delete* option. Click on *Apply* button to delete.



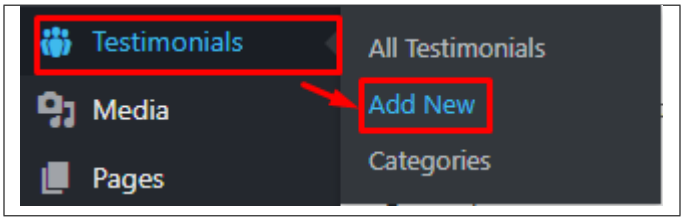
CHAPTER 8

Testimonials

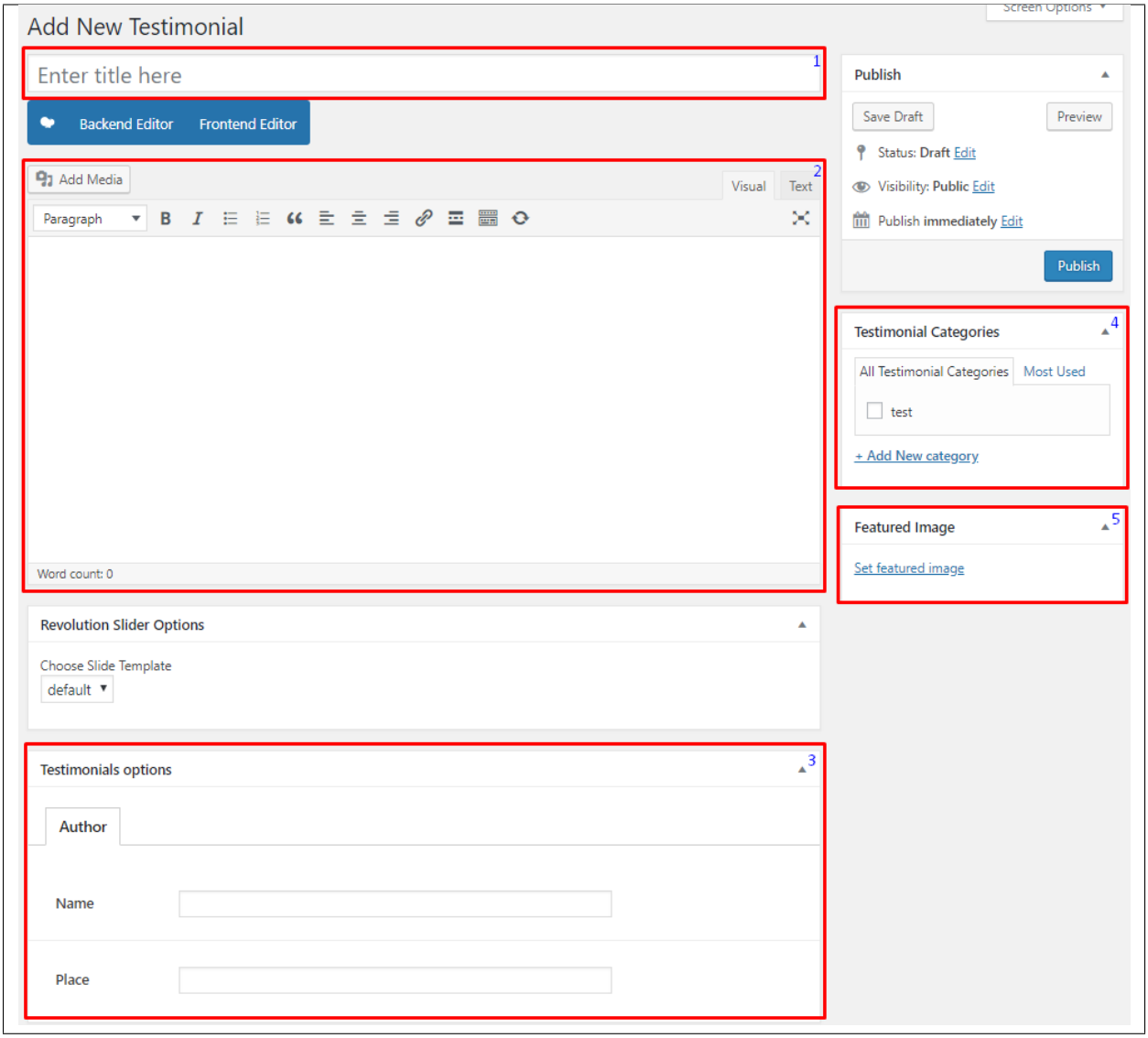
A *Testimonial* is a statement that testify to someone's character and qualifications. You can use this statements on your page to establish confidence.

8.1 Create Testimonials

To create a new testimonial, on your *Dashboard* navigate to *Testimonials* > *Add New*.



The *Add New Testimonial* page will show. Add the details for the testimonial.



1. **Title** - The title of the testimonial.
2. **Editor container** - You can add here the testimonial.
3. **Author**
    - Name - The name of the one who said the testimonial.
    - Place - Location of the author.
4. **Testimonial Categories** - A broad detail that can categorize this portfolio with other portfolio.
5. **Featured Image** - Author's picture.

After adding all the details, click on *Publish* button to save.

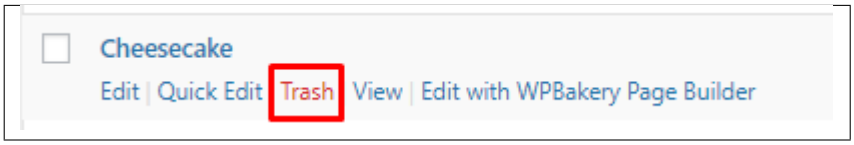
8.1.1 Delete Testimonials

To delete a Testimonial, navigate your Dashboard to *Testimonials* > *All Testimonials*

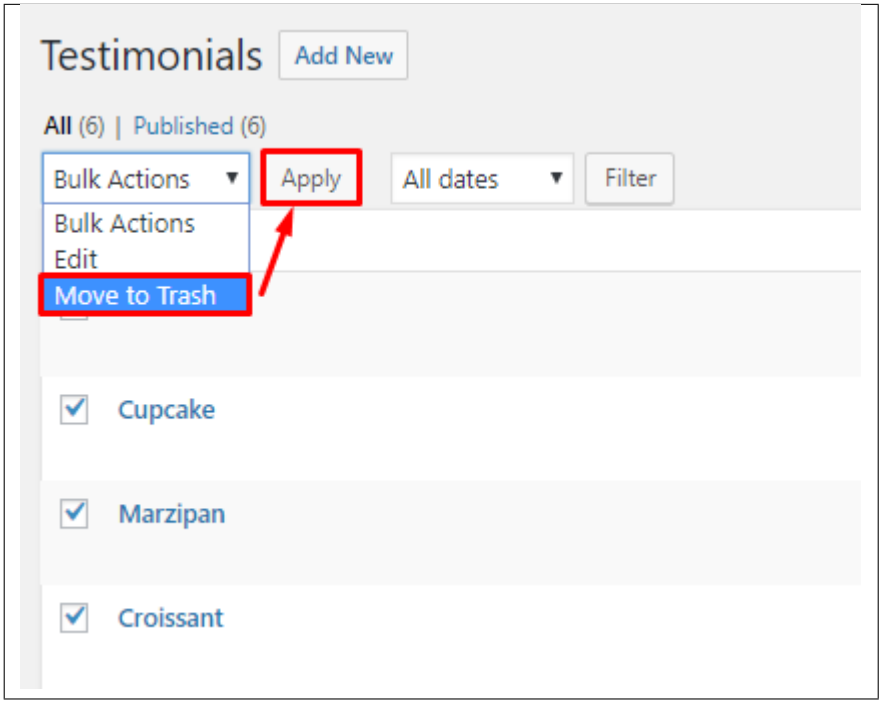
In the Testimonials page, you will see all the created testimonials.

To delete a testimonial, you have two options:

- **Single Testimonial Delete** - Hover your mouse pointer on the testimonial that you would like to delete. You will see a *Trash* option pop-up. Click on *Trash* to delete.

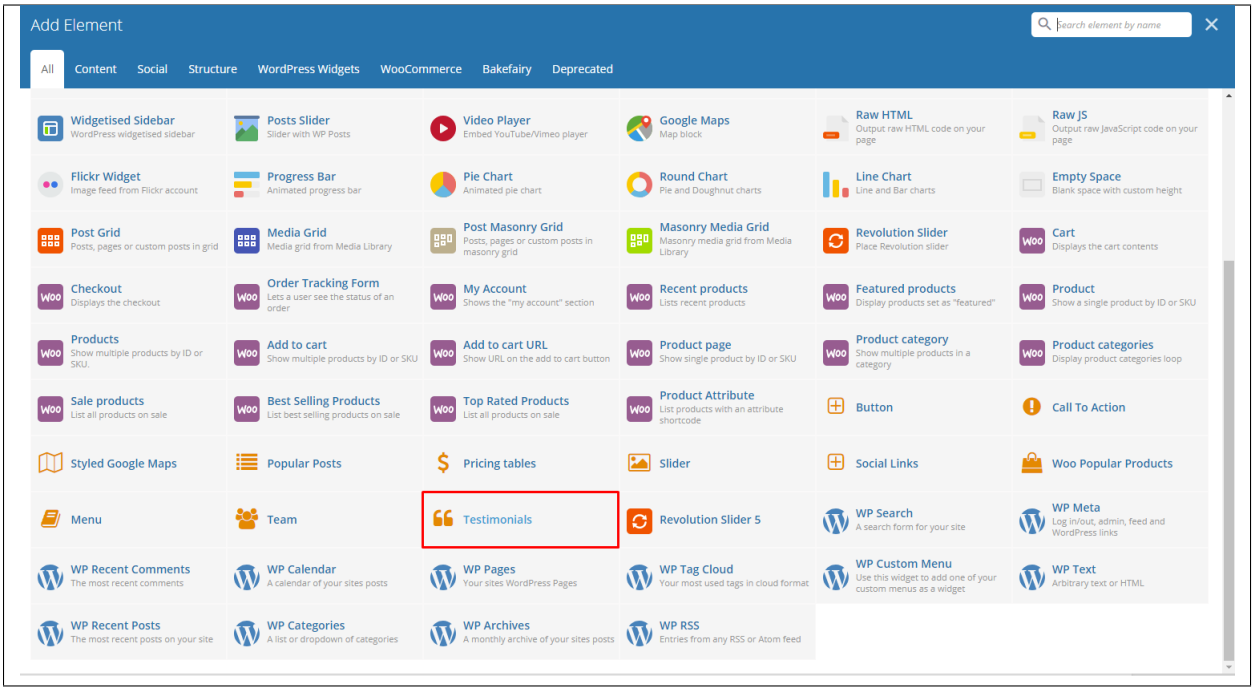


- **Multiple Testimonials Delete** - To delete multiple testimonials, click on the box beside the testimonials you would want to delete. Then click on the drop-down box for *Bulk Actions* and choose the *Move to Trash* option. Click on *Apply* button to delete.



8.1.2 Add Testimonials to Page

To add Testimonials to a page, an element in the Visual Composer is used: Testimonials



This is the element that will add a Testimonials on the page. For more information about these elements, go to Bakefairy Custom Shortcodes > Testimonials .

8.2 Testimonials Category

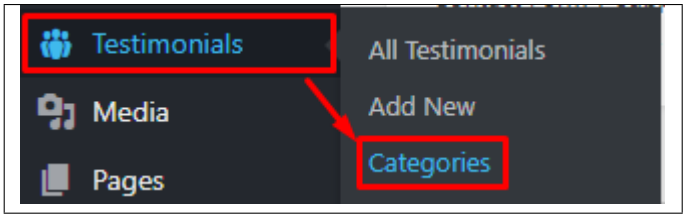
Categories are meant for *broad grouping* of your posts, think of these as general topics. Categories are hierarchical, so you can add sub-categories. **Sub-categories** are made when a Category is added to a Parent Category.

Adding categories to a testimonial would make it easier to locate and post on similar topics by category.

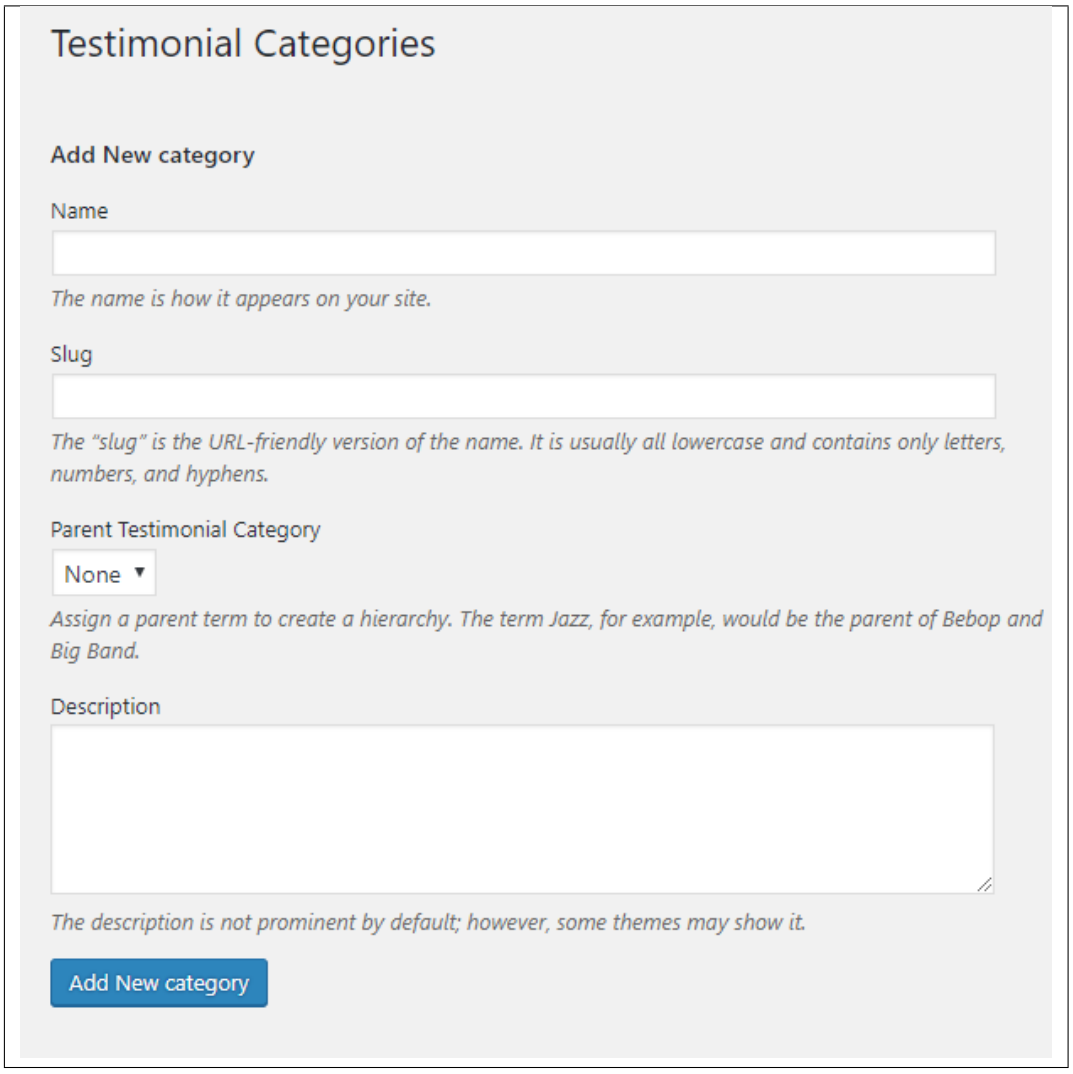
8.2.1 Create Testimonials Category

To create a *Category* for a testimonial, follow these steps:

- **Step 1** - Navigate your Dashboard to *Testimonials* > *Categories*. You will see the *Testimonials Categories* page.



- **Step 2** - In the page, find the *Add New Category* area. Add All the necessary information.



  - **Name** - The name of the category.
  - **Slug** - The URL-friendly version of the name. Usually all lowercase.
  - **Parent Category** - If the category is a sub-category, then look for the parent category in the drop-down box.
  - **Description** - Description of the category.

- **Step 3** - Once done filling out the information of the category, click on *Add New Category* button to save.

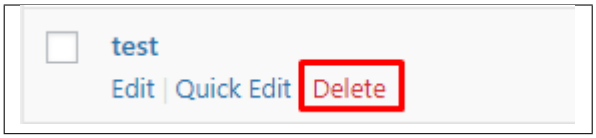
8.2.2 Delete Testimonials Category

To delete a Category, navigate your Dashboard to *Testimonials* > *Categories*.

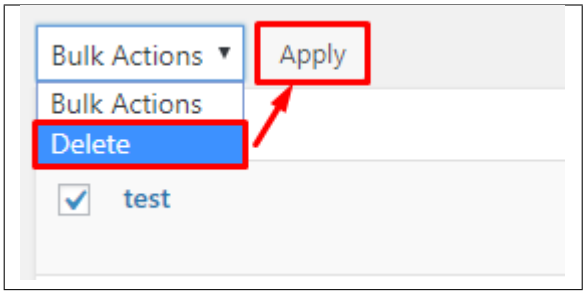
In the *Testimonials Categories* page, you will see all the created category.

To delete a category, you have two options:

- **Single Delete** - Hover your mouse pointer on the category that you would like to delete. You will see a *Delete* option pop-up. Click on *Delete* to delete.



- **Multiple Delete** - To delete multiple categories, click on the box beside the categories you would want to delete. Then click on the drop-down box for **Bulk Actions** and choose the *Delete* option. Click on *Apply* button to delete.

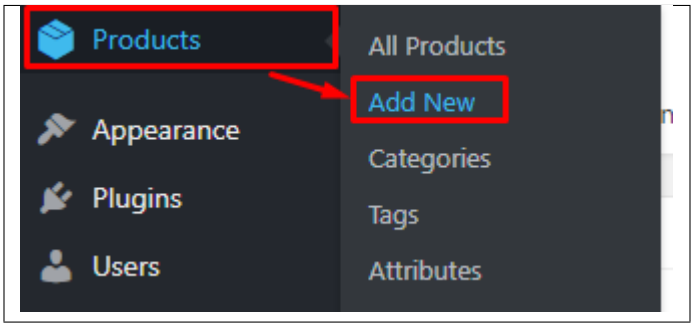


CHAPTER 9

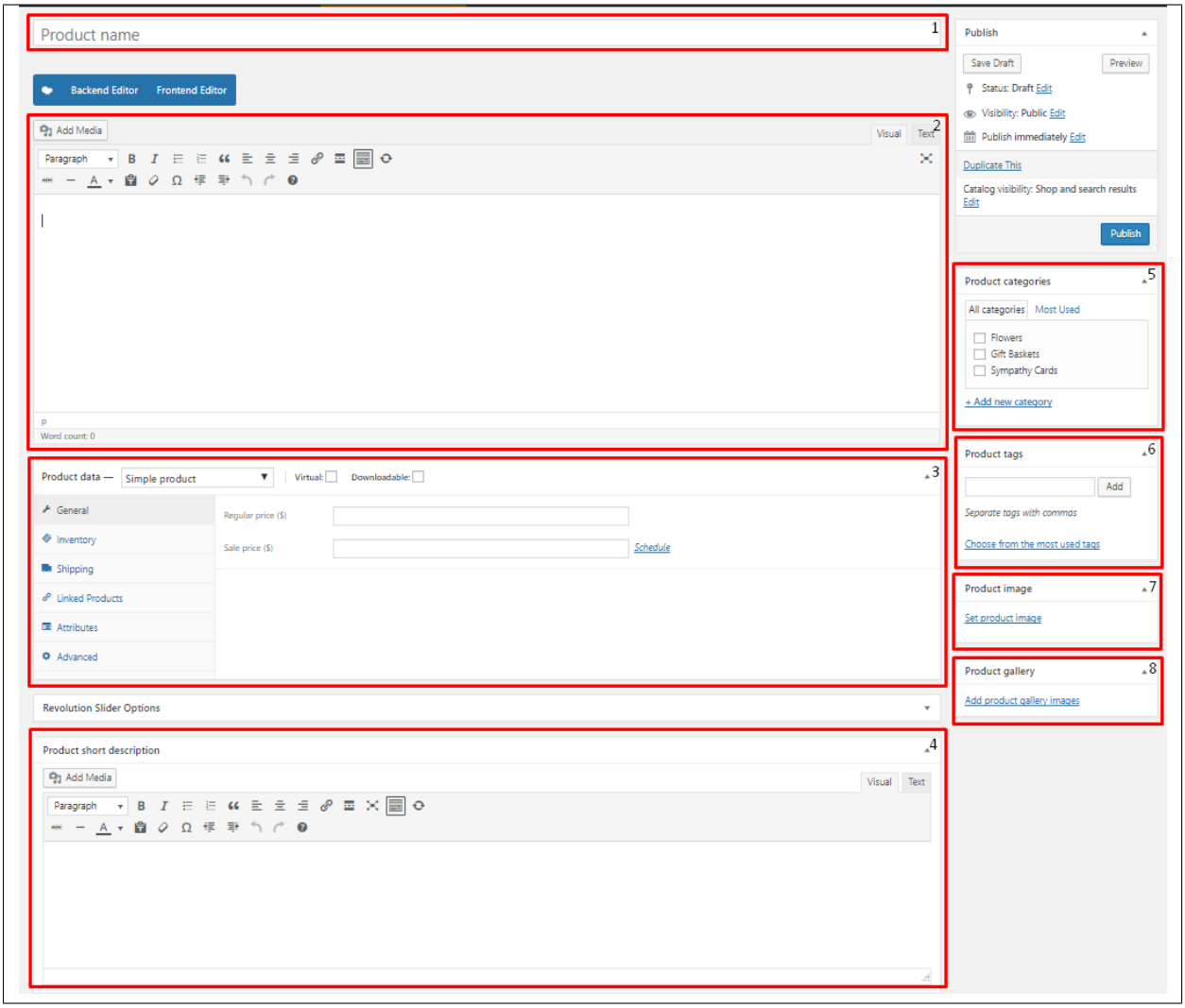
Products

9.1 Create Products

To create a new *Products* item, navigate in WordPress Dashboard to *Products* > *Add New*.



The *Add new product* page will show. Add the details for the Products.



1. **Title** - The name of the Products.
2. **Editor container** - You can add here the role of the Products that will be shown in the website.
3. **Product data**
    - **General Tab** - Information about the Products is added at this part.
        - Regular price ($) - Actual price of the product.
        - Sale Price ($) - Price of the product when on sale.
    - **Inventory Tab** -
        - SKU - (Stock Keeping Unit)
        - Manage stock? - - Stock status -
        - Sold individually -
    - **Shipping Tab** -
        - Weight (kg) -
        - Dimensions (cm) -

    - Shipping class
  - **Linked Products Tab** -
    - Upsells -
    - Cross-sells -
  - **Attributes Tab** -
  - **Advanced Tab** -
    - Purchase note -
    - Menu order -

4. **Product short description** - Text beside the image for the product.
5. **Product categories** - A broad detail that can categorize this product with other product.
6. **Product tags** - Specific details that can be use to group this product with other product.
7. **Product image** - Products picture that will be shown in the site.
8. **Product gallery** - Images to add for the gallery of the product.

After adding all the details, click on *Publish* button to save.

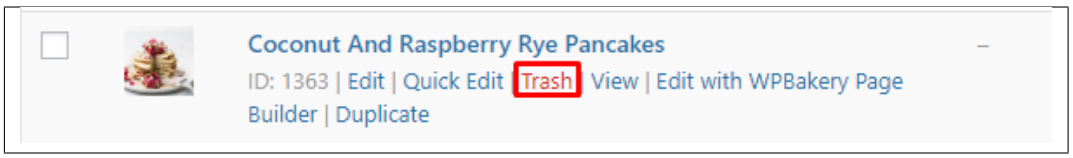
9.1.1 Delete Products

To delete a Product, navigate your Dashboard to *Products* > *All Products*

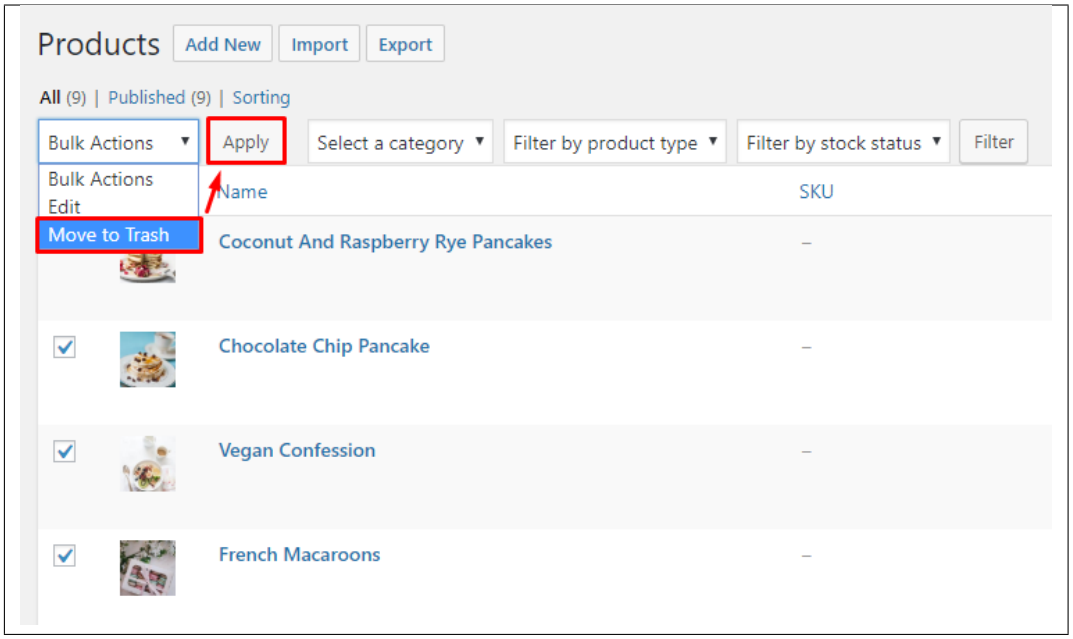
In the Products page, you will see all the created Products.

To delete a Product, you have two options:

- **Single Product Delete** - Hover your mouse pointer on the Product that you would like to delete. You will see a *Trash* option pop-up. Click on *Trash* to delete.

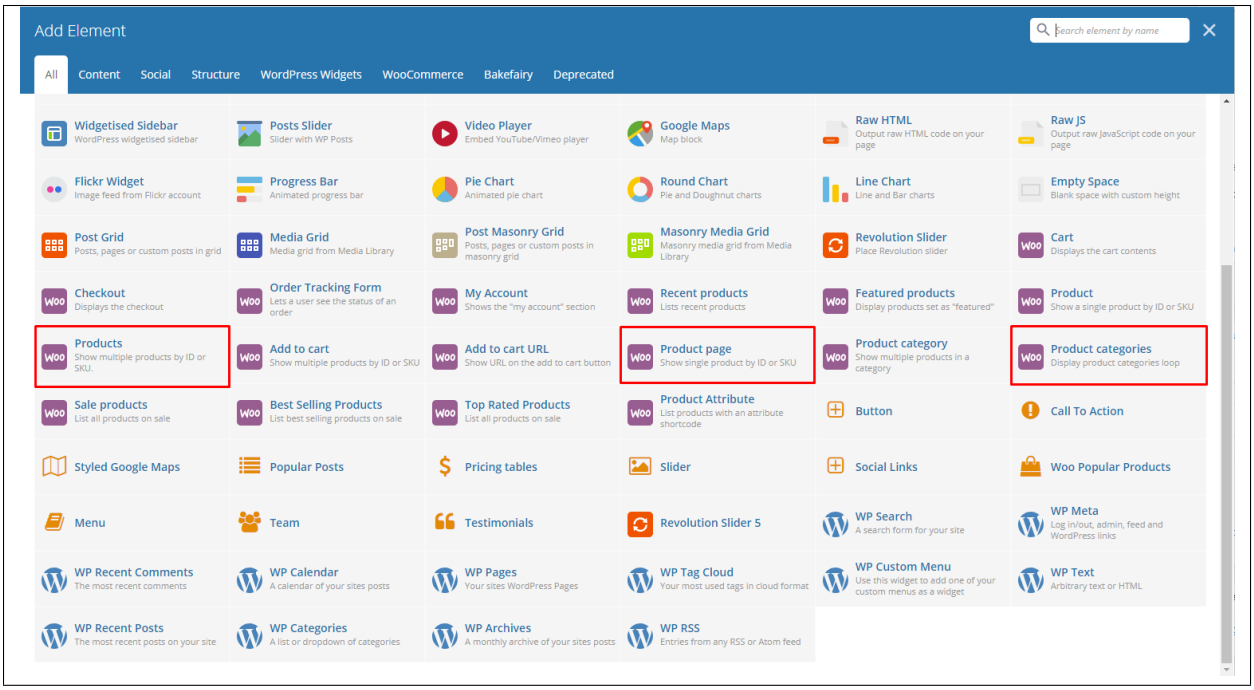


- **Multiple Products Delete** - To delete multiple Products, click on the box beside the Product you would want to delete. Then click on the drop-down box for *Bulk Actions* and choose the *Move to Trash* option. Click on *Apply* button to delete.



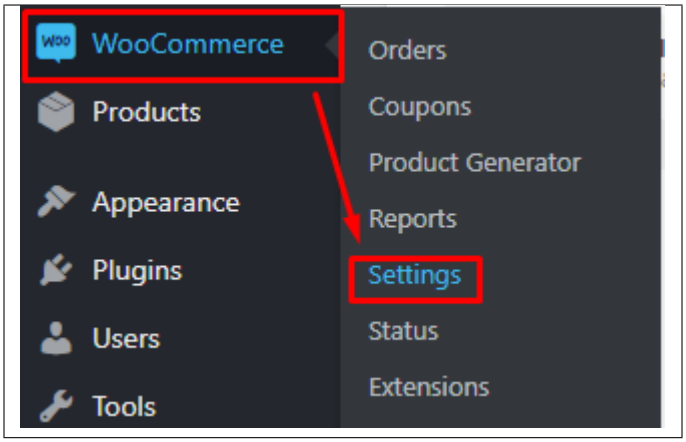
9.1.2 Add Product Items to Page

To add Products to a page, an element in the Visual Composer is used: *Product page, Products, or Product Category*

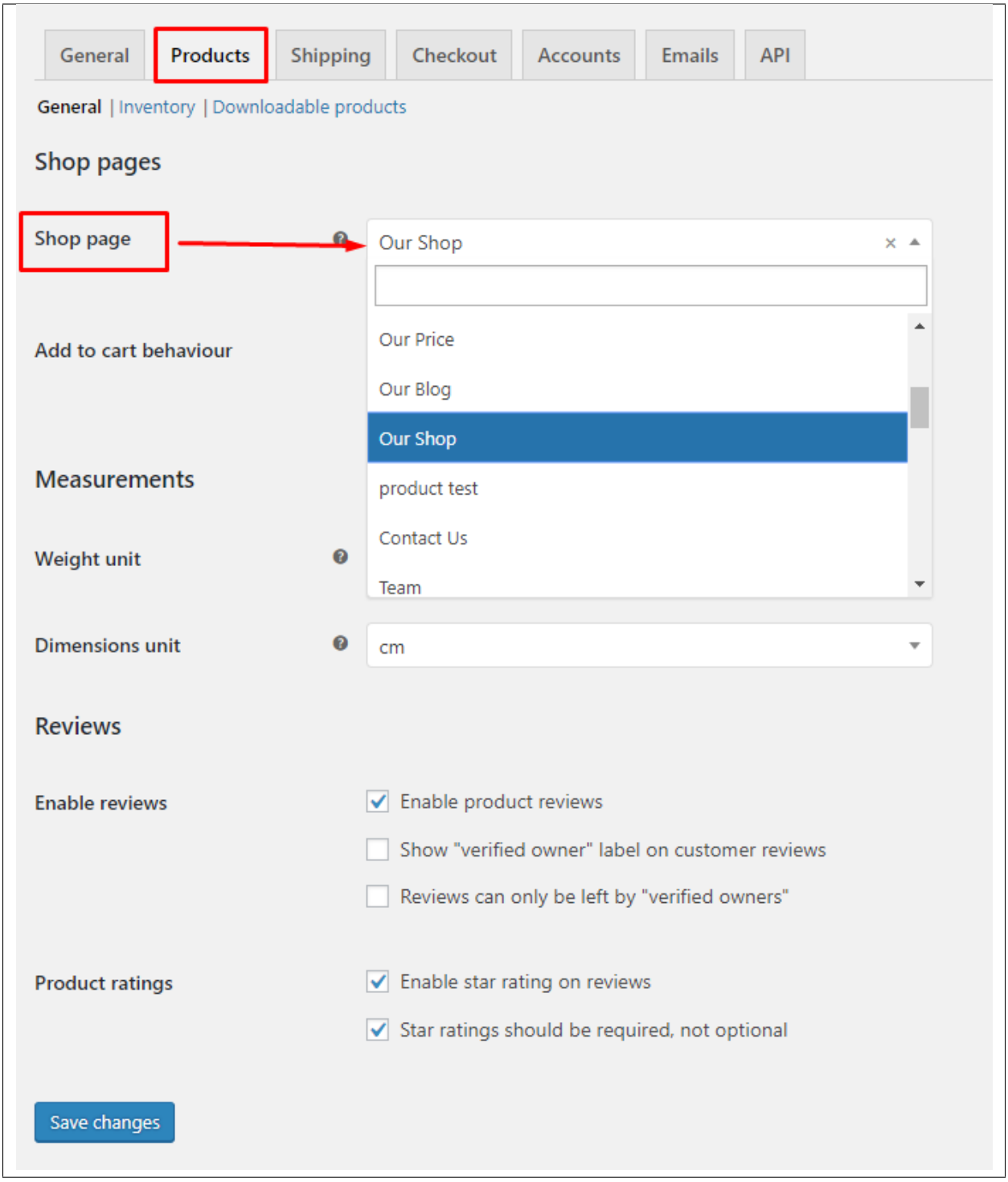


These elements will let you set the item to display in the page together with other elements.

You can also set a page to be the Products Archive page, go to *WooCommerce* > *Settings*.



In the *Products* tab, look for *Shop Page* and choose the page you want to use as the Product's page then click on *Save Changes* button.



9.2 Products Category

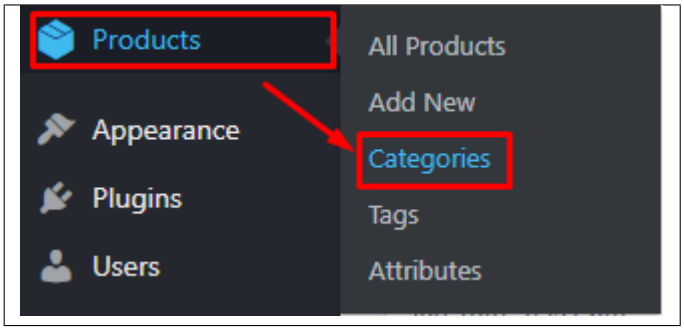
Categories are meant for *broad grouping* of your posts, think of these as general topics. Categories are hierarchical, so you can add sub-categories. **Sub-categories** are made when a Category is added to a Parent Category.

Adding categories to a Product would make it easier to locate and post on similar topics by category.

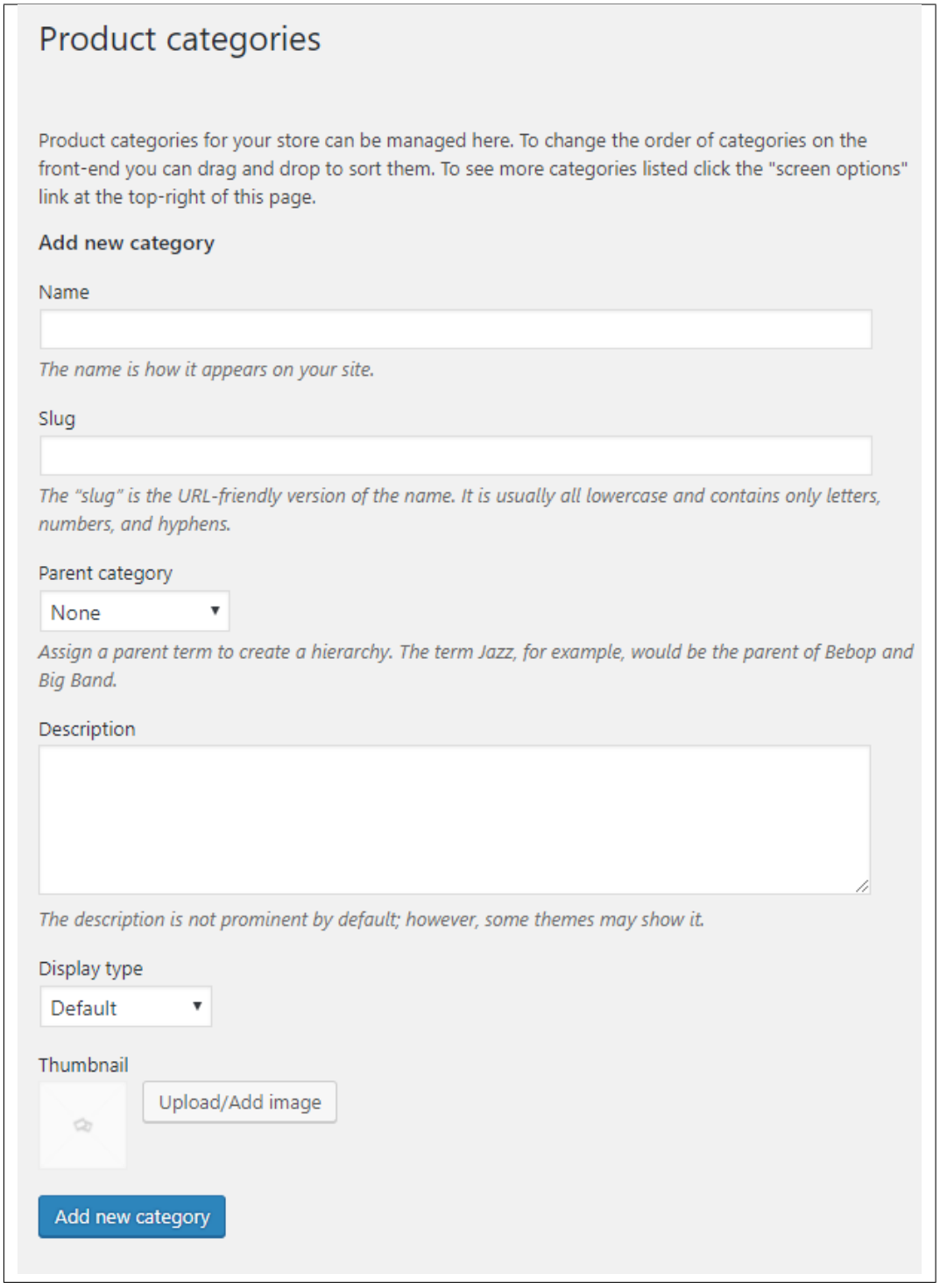
9.2.1 Create Products Category

To create a *Category* for a Product, follow these steps:

- **Step 1** - Navigate your Dashboard to *Products* > *Categories*. You will see the *Product Categories* page.



- **Step 2** - In the page, find the *Add New Category* area. Add All the necessary information.



- **Name** - The name of the category.
- **Slug** - The URL-friendly version of the name. Usually all lowercase.
- **Parent Category** - If the category is a sub-category, then look for the parent category in the drop-down box.
- **Description** - Description of the category.

  - **Display Type** - Type of display the category will have.
  - **Thumbnail** - Image used for the category.

- **Step 3** - Once done filling out the information of the category, click on *Add New Category* button to save.

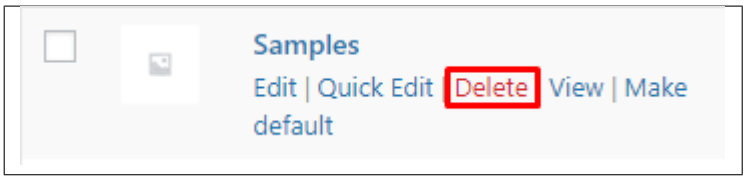
9.2.2 Delete Products Category

To delete a Category, navigate your Dashboard to *Products* > *Categories*.

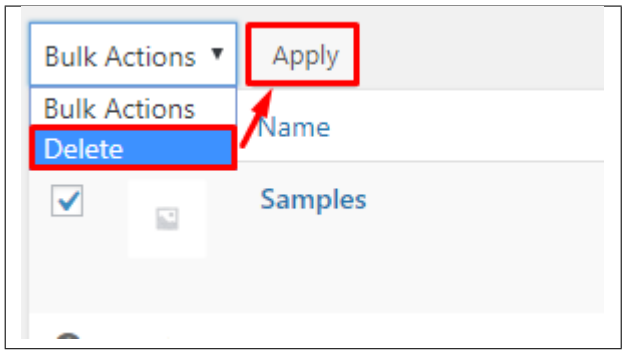
In the *Product Categories* page, you will see all the created category.

To delete a category, you have two options:

- **Single Delete** - Hover your mouse pointer on the category that you would like to delete. You will see a *Delete* option pop-up. Click on *Delete* to delete.



- **Multiple Delete** - To delete multiple categories, click on the box beside the categories you would want to delete. Then click on the drop-down box for **Bulk Actions** and choose the *Delete* option. Click on *Apply* button to delete.



9.3 Products Tags

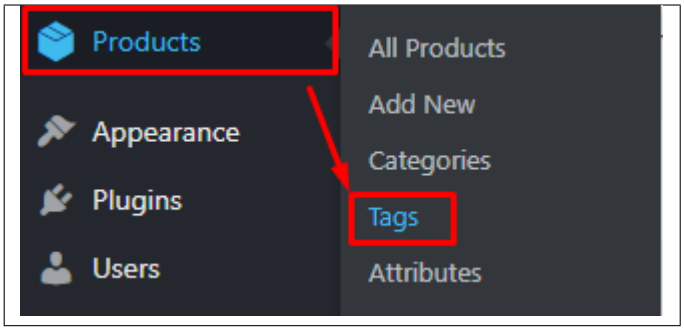
Tags are meant to describe *specific details* of your posts. They are the micro-data that you can use to micro-categorize your content. Tags are not hierarchical.

Adding tags to a Products post would make it easier to relate a post with another post even if the categories are different.

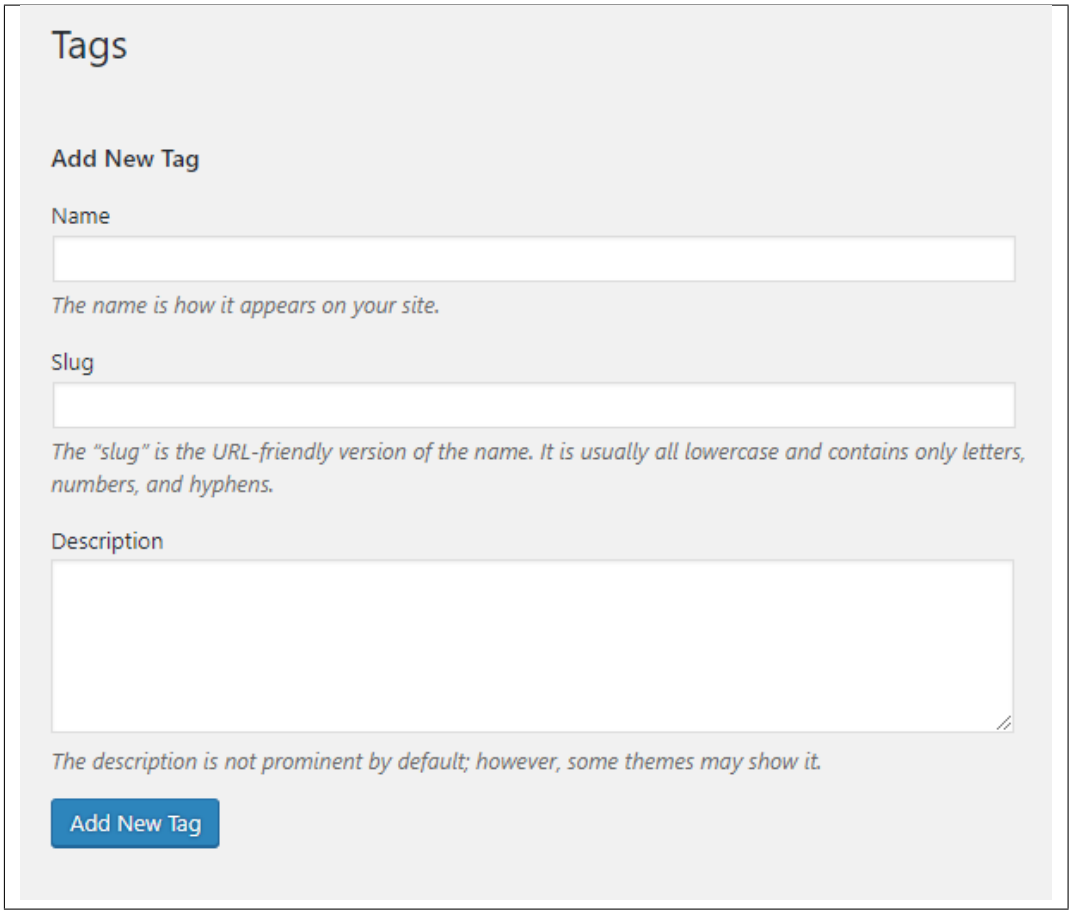
9.3.1 Create Products Tags

To create a *Tag* for a Products, follow these steps:

- **Step 1** - Navigate your Dashboard to *Products* > *Tags*. You will see the *Tags* page.



- **Step 2** - In the page, find the *Add New Tag* area. Add All the necessary information.



  - **Name** - The name of the tag.
  - **Slug** - The URL-friendly version of the name. Usually all lowercase.
  - **Description** - Description of the tag.
- **Step 3** - Once done filling out the information of the tag, click on *Add New Tag* button to save.

Note: Adding a tag may affect the tags from other component of the site.

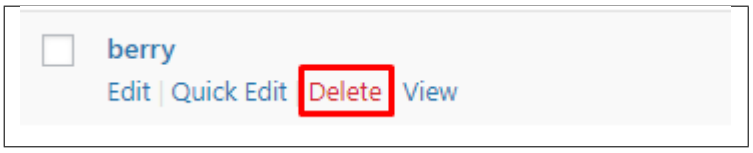
9.3.2 Delete Products Tags

To delete a tag, navigate your Dashboard to *Products* > *Tags*.

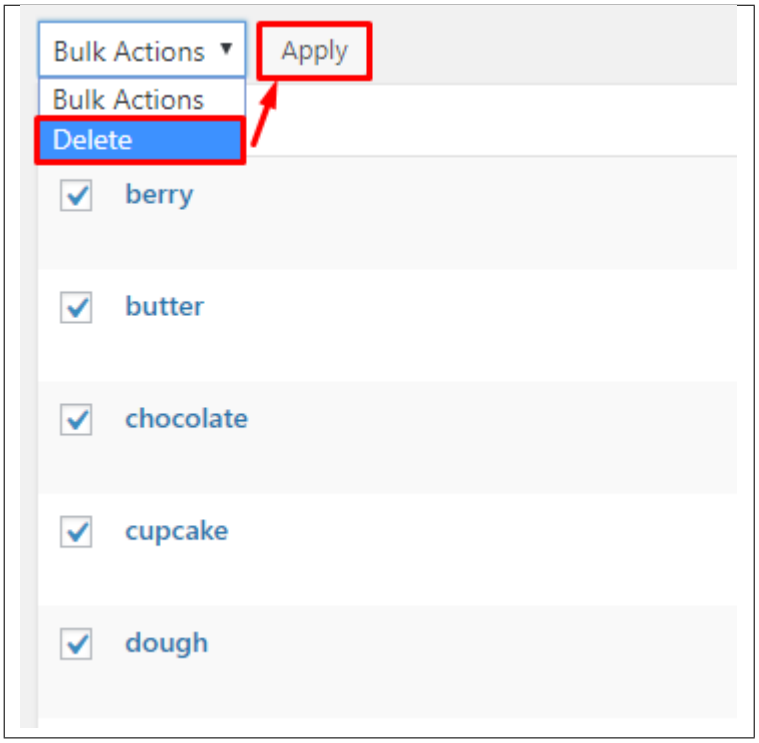
In the *Tags* page, you will see all the created tags.

To delete a tag, you have two options:

- **Single Delete** - Hover your mouse pointer on the tag that you would like to delete. You will see a *Delete* option pop-up. Click on *Delete* to delete.



- **Multiple Delete** - To delete multiple tags, click on the box beside the tags you would want to delete. Then click on the drop-down box for **Bulk Actions** and choose the *Delete* option. Click on *Apply* button to delete.



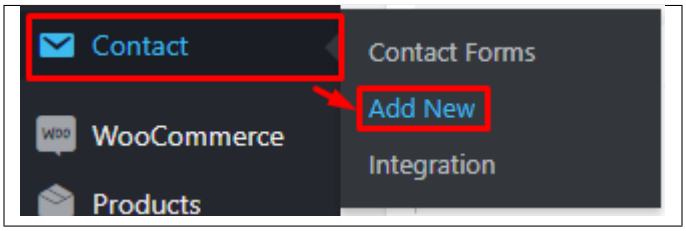
Note: Deleting a tag may affect the tags from other component of the site.

CHAPTER 10

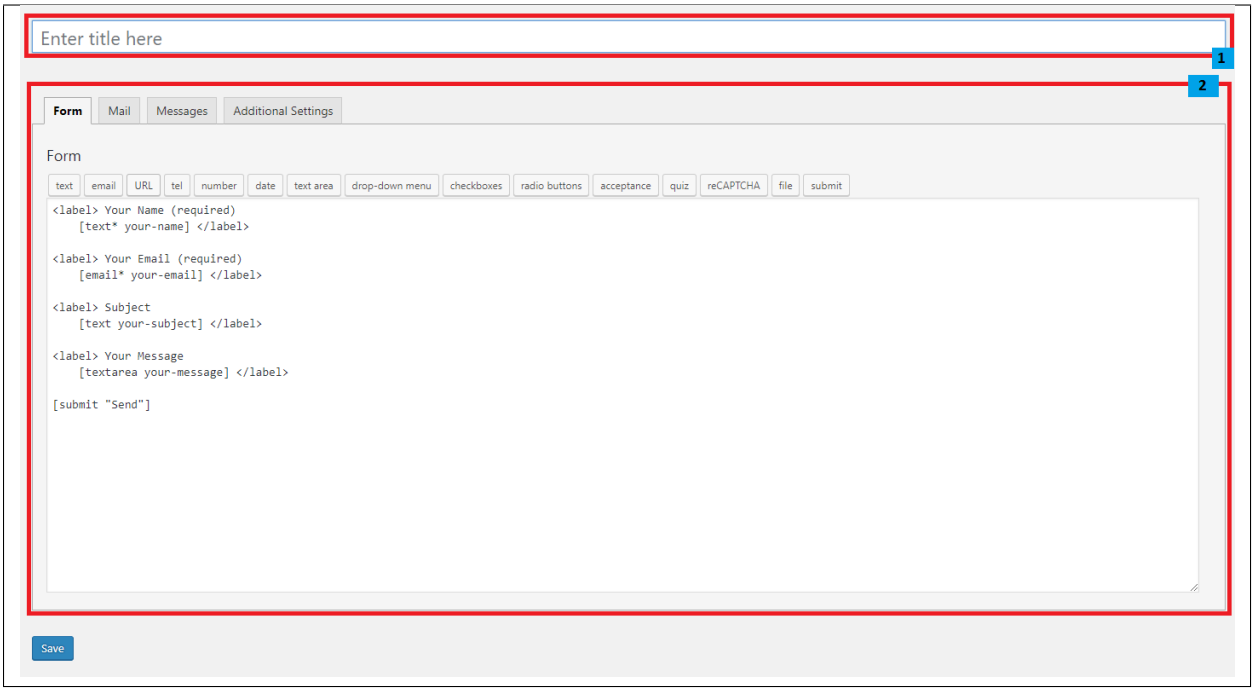
Contact Form

10.1 Create Contact Form

To create a new *Contact Form* item, navigate in WordPress Dashboard to *Contact* > *Add New*.



The *Add New Contact Form* page will show. Add the details for the *Contact Form*.



1. **Title** - The title for the *Contact Form*
2. **Form Details** - Details and information of the form.
    - Form - The codes for the user interface of the form.
    - Mail - Set the email template of the form.
    - Messages - Message prompt when an action is done with the form.
    - Additional Settings - You can add customization code.

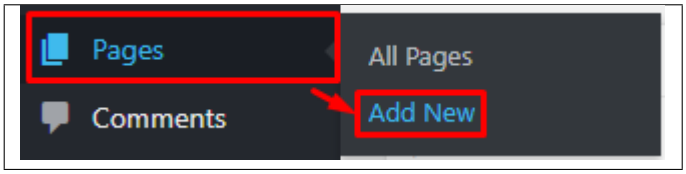
After adding all the details, click on *Save* button to save.

10.2 Create Contact Page

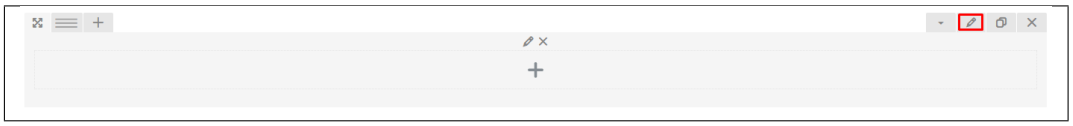
Contact Form Page of Sella is generated by the theme from *Contact Form* item.

To create an *Contact Form Page*, follow these steps:

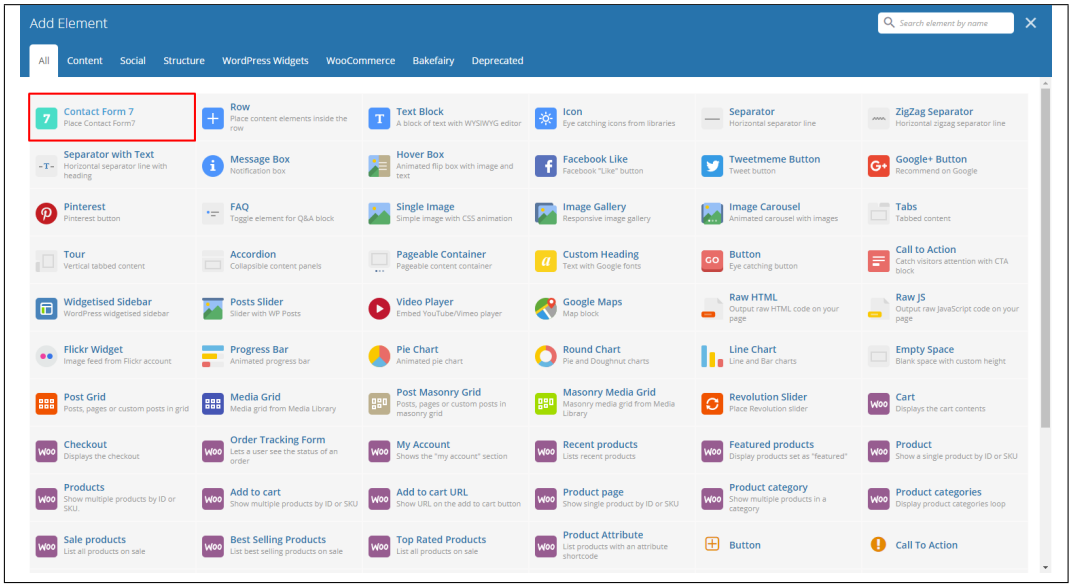
- **Step 1** - Create a new page where to add the *Contact Form*.



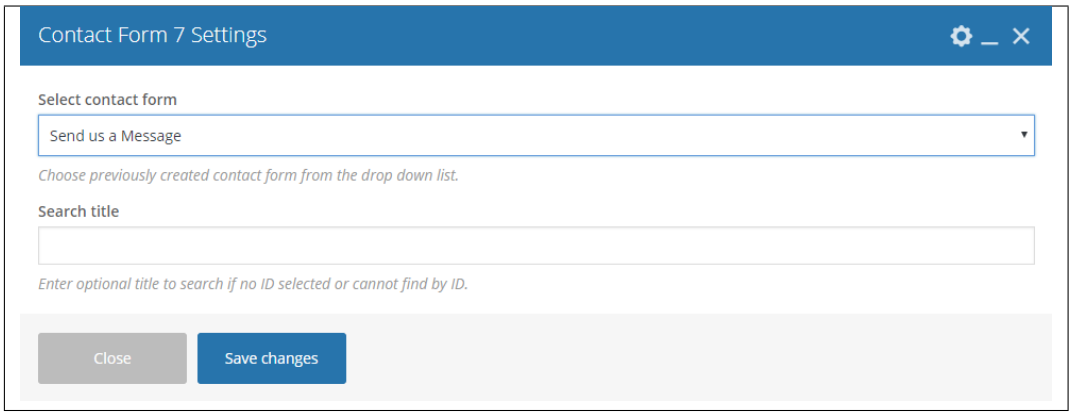
- **Step 2** - Add a row element to the page, click the *Edit this row* option of the row. The *Row Settings* will pop-up.



- **Step 3** - Change the settings to your preference.
- **Step 4** - In the row, to add a title for the page. You have the option to add a *Text Block* or *Section/Header Title* element.
- **Step 5** - Add a new row to add the *Contact Form* item. The *Contact Form* can be generated by *Contact Form 7* of *Theme Element*.



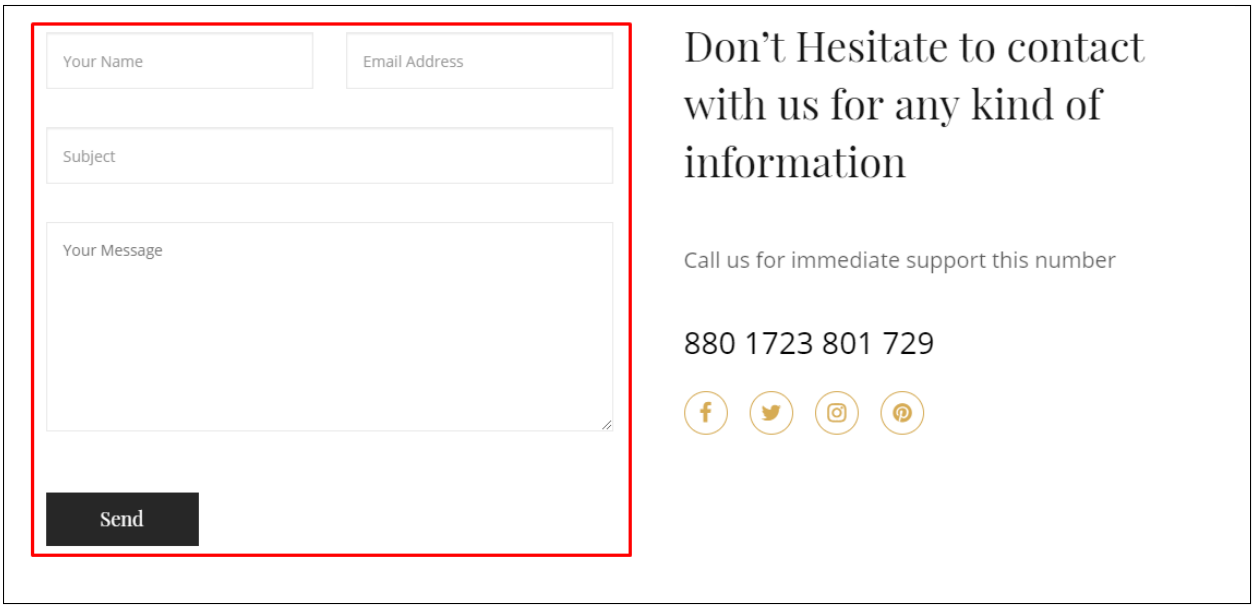
- **Step 6** - The *Contact Form 7 Settings* will pop-up. Change details as needed.



  - **Select contact form** - The form you want to add to the page.
  - **Search title** - Optional title to search if no form is added.

- **Step 7** - You can customize the page by adding other elements to the page.
- **Step 8** - Once you have finished customizing the page, click on the *Publish* button.

Sample Contact form



CHAPTER 11

MailChimp Plugin

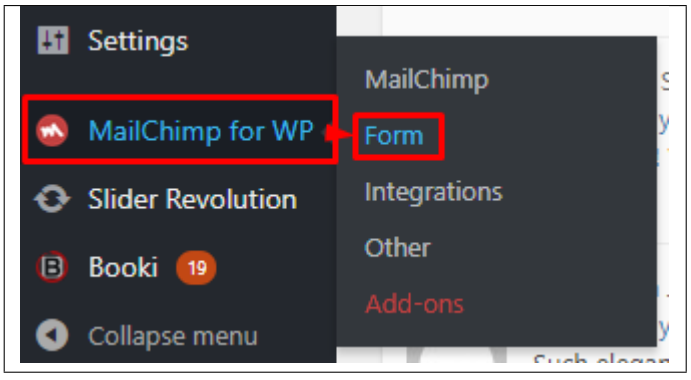
MailChimp for WordPress helps you add more subscribers to your MailChimp lists using various methods. You can create good looking opt-in forms or integrate with any other form on your site, like your comment, contact or checkout form.

11.1 Create New MailChimp Form

To start with making a MailChimp Form, you must set up a MailChimp list in your MailChimp Dashboard. You can read how to make a MailChimp list in this article.

Once you have made the MailChimp list, you can make the MailChimp Form.

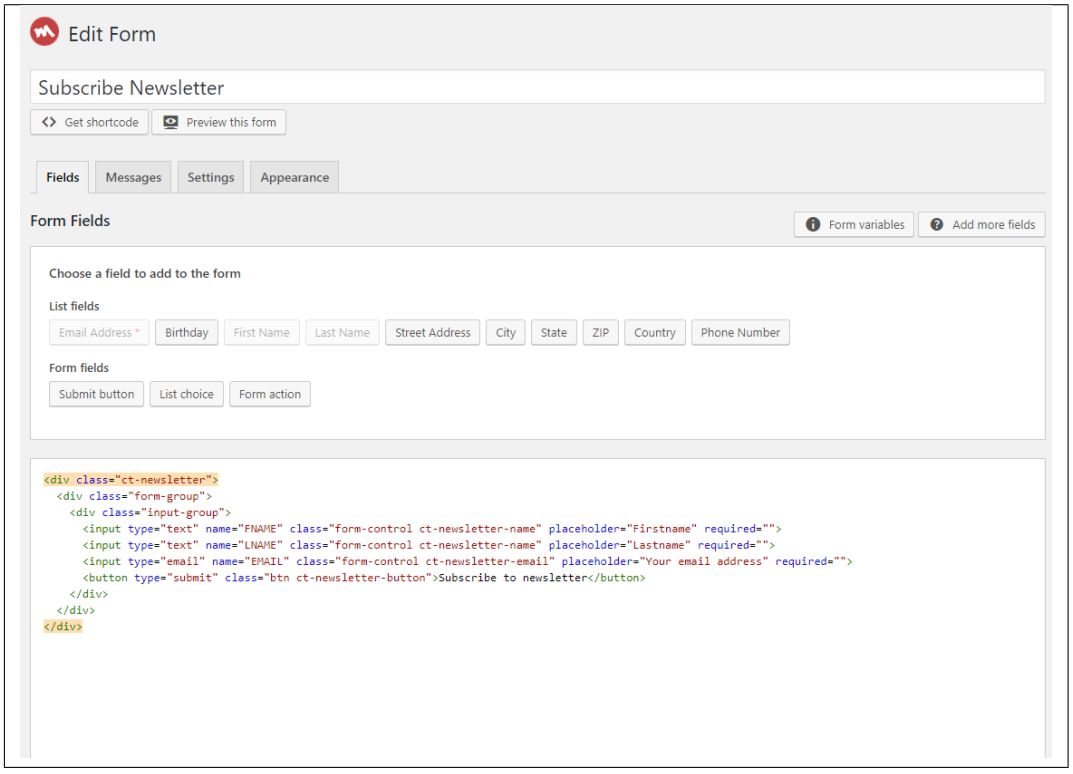
- In your wordpress dashboard go to *MailChimp for WP* > *Form*



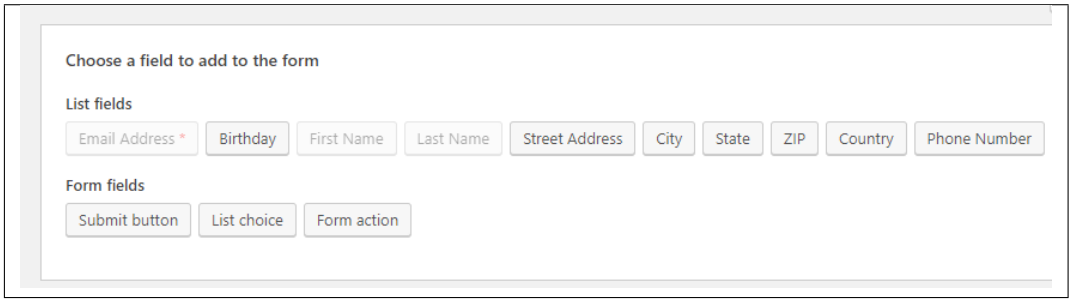
Note: Free users: You should be taken to the 'Edit form' page straight away.

Premium users: you will need to make a new form by clicking the 'Create New Form' button atop the Sign-up Forms list.

- You will be redirected to *Edit Form*, you will see the content of the form here.



- You can add a field in your form by clicking the buttons in *Choose a field to add to the form*. The items in the List fields are the items in your MailChimp list.



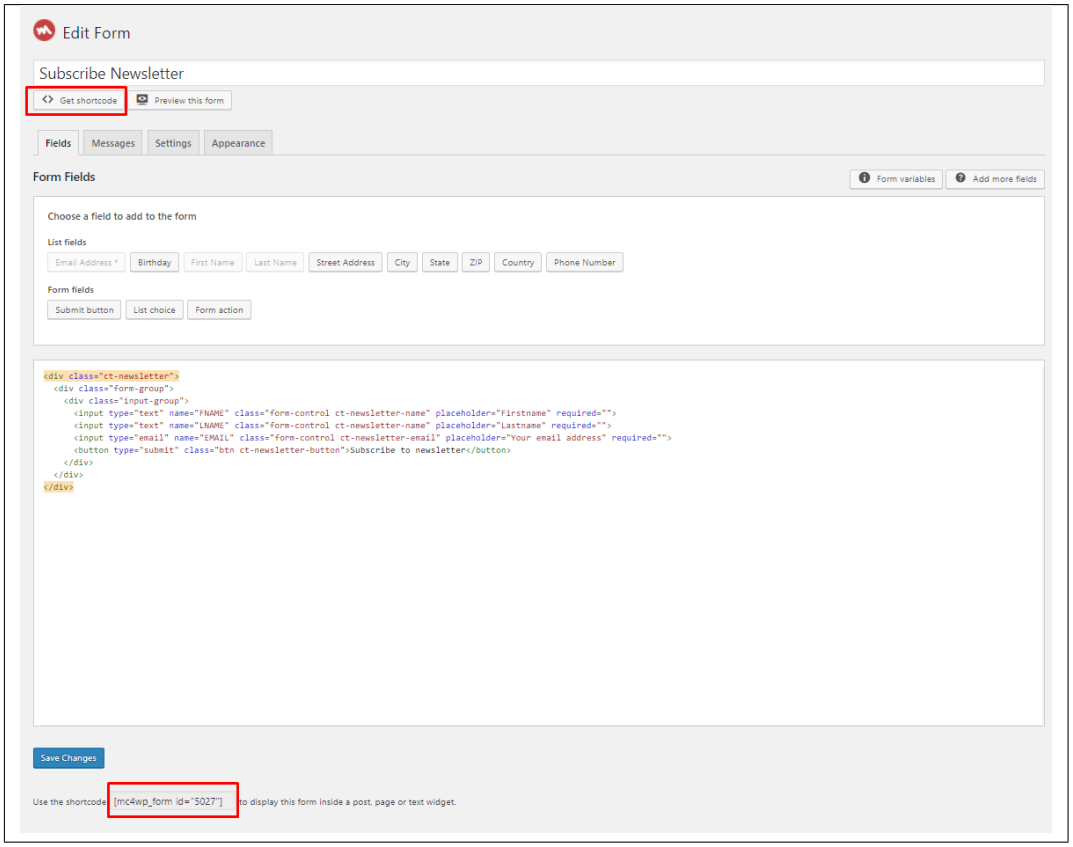
- To change the look of your form, you can go to the *Appearance* tab of the MailChimp form. You can choose the style in *Form Style*. You can customize the style of the form, just read these article.
- Once you are done, click on the *Save Changes* button.

11.2 MailChimp Form on Page

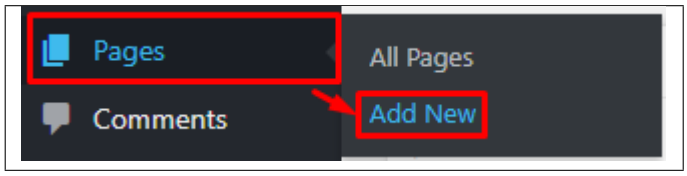
Directly to the Page

- You can add the MailChimp shortcode directly to the page where you would like to add it.

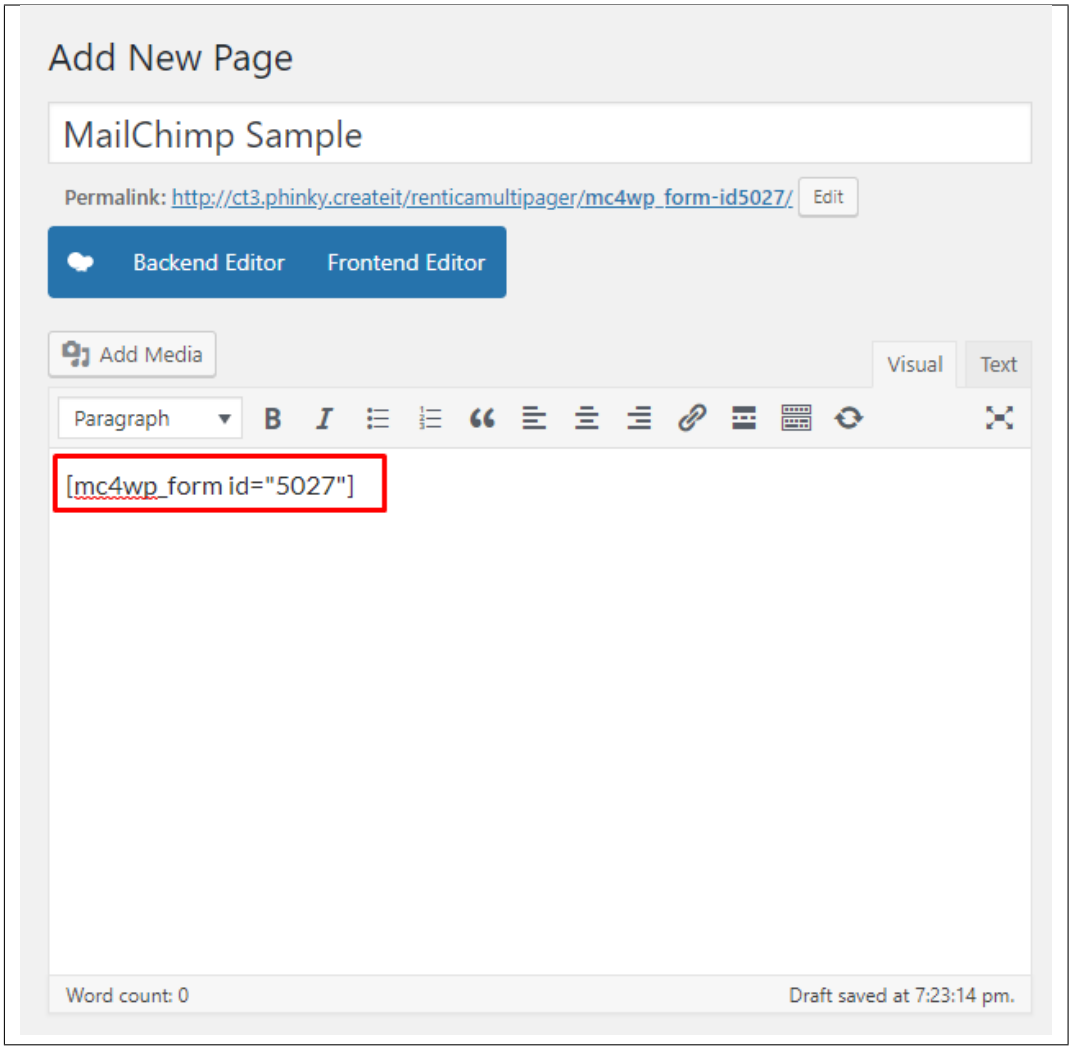
- You can get the MailChimp shortcode at the bottom of the Mailchimp Form or by clicking <> *Get shortcode* button below the title of the form.



- Create a new page where to add the the shortcode.



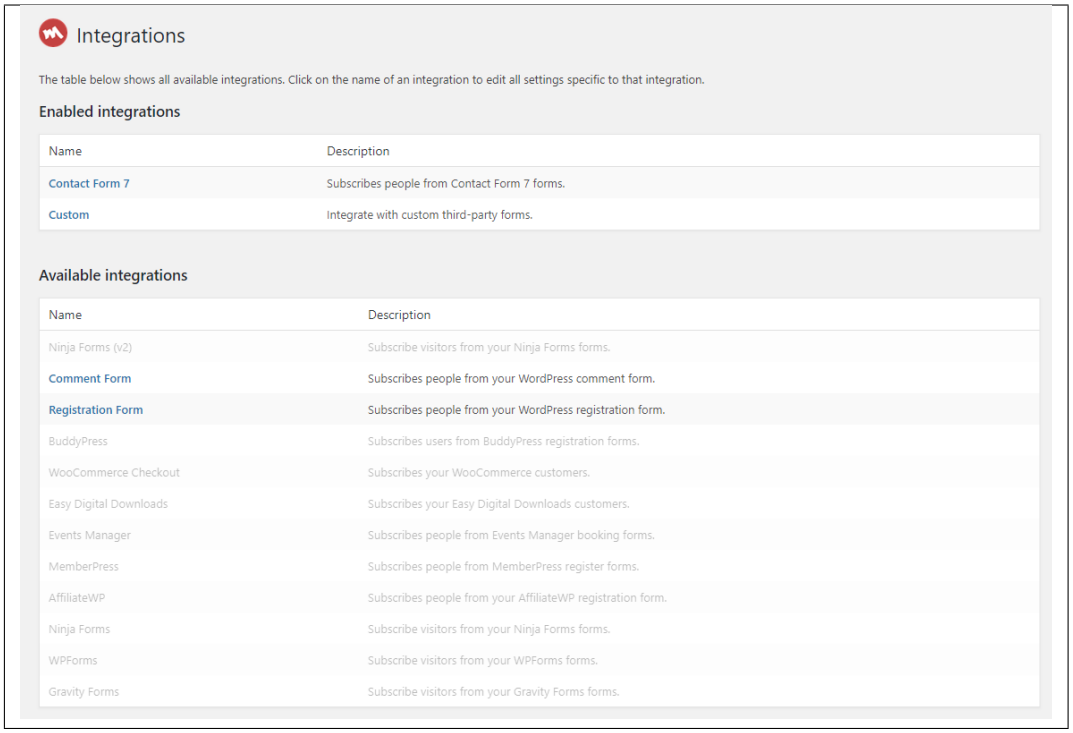
- Write the MailChimp shortcode at the Editor container.



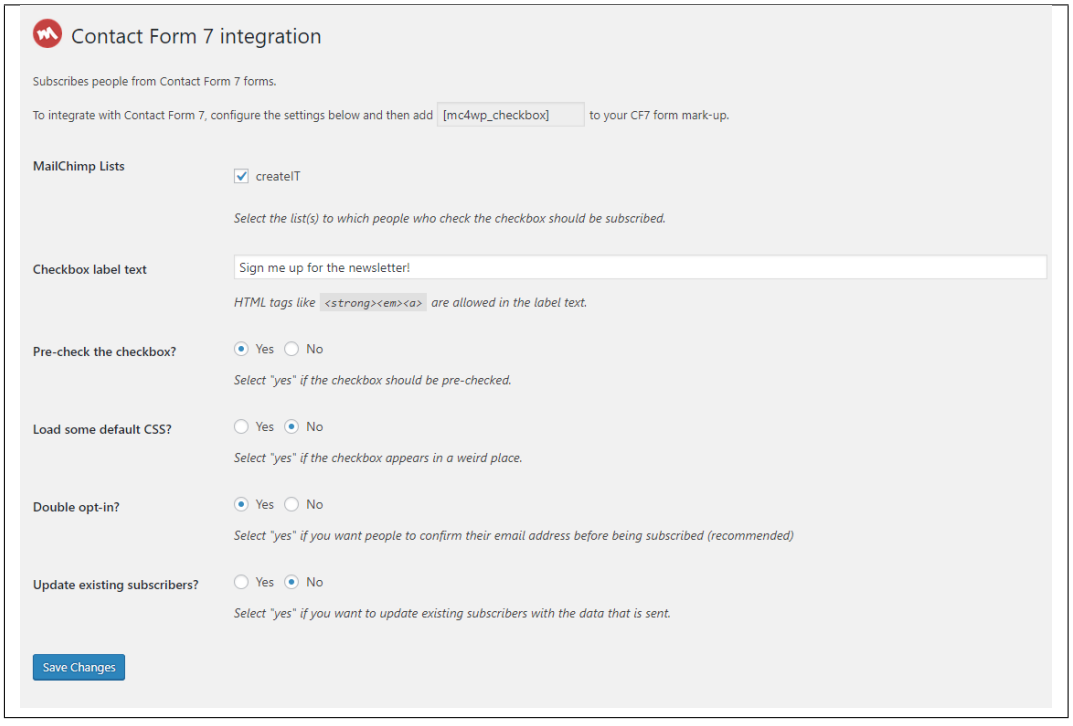
- You can add other elements in the page if you like. Once done, click on publish.

Integration with Contact Form 7

- You can see other plugins that can be integrated with MailChimp in *MailChimp for WP > Integrations*.
- Here you can see that contact form 7 is capable on integrating with MailChimp.

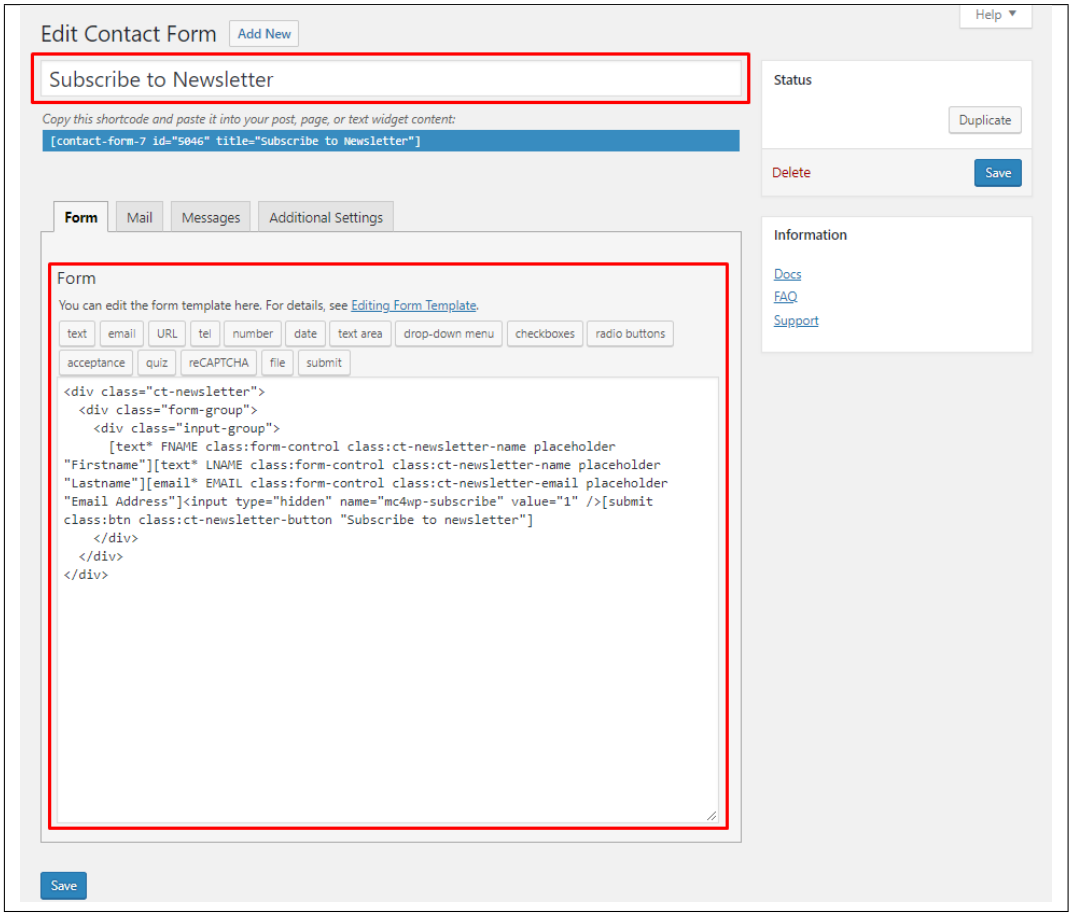


- Click on Contact Form 7 under Enabled Integration to configure the settings.

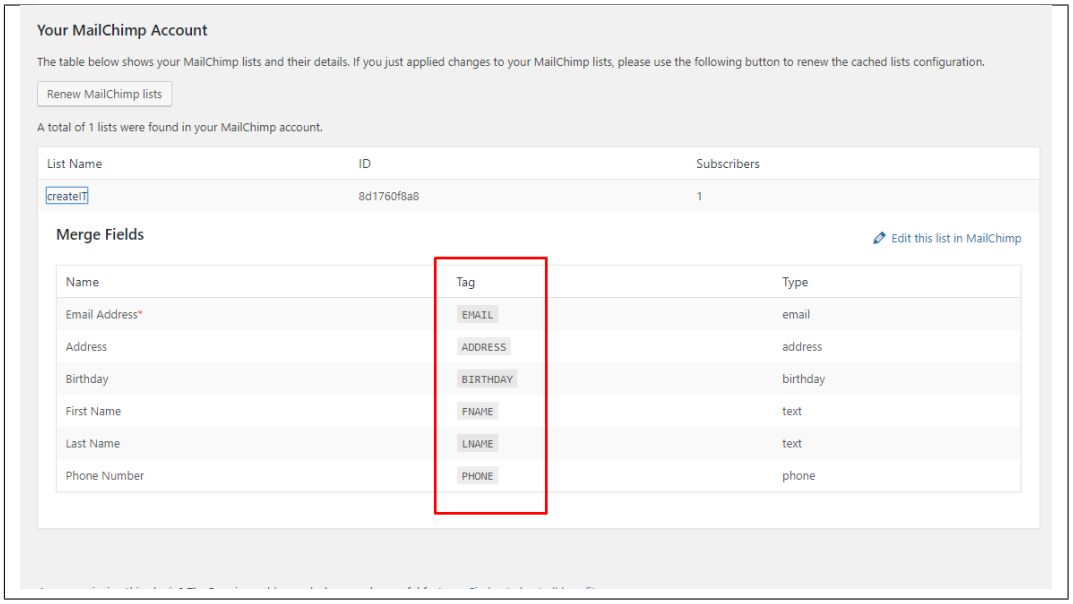


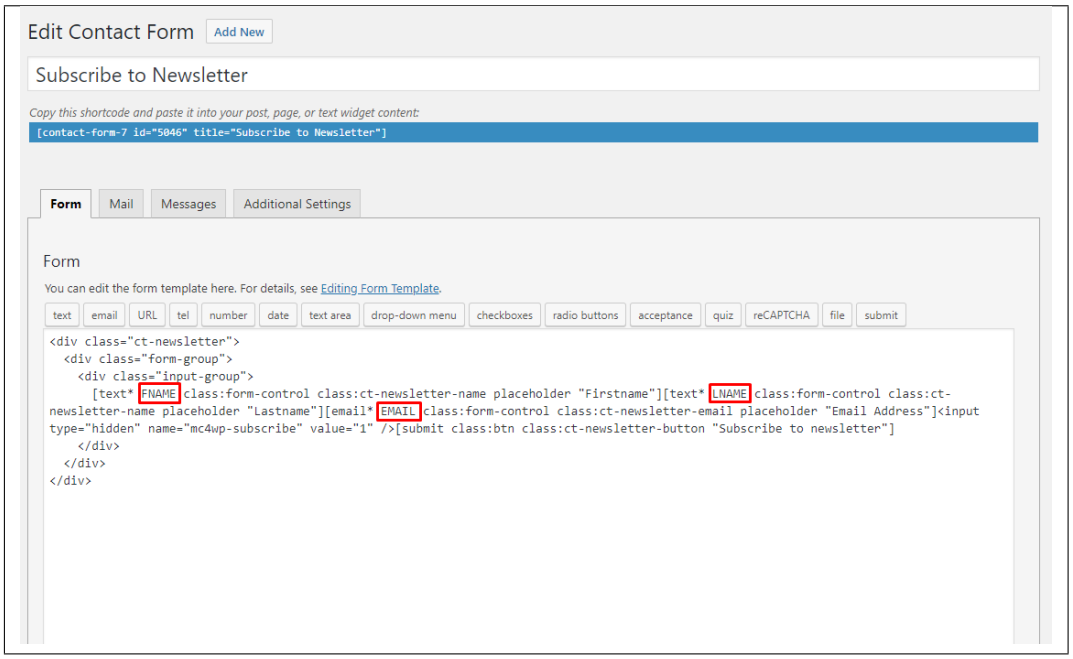
- Once you are done with the configuration, click on *Save Changes* button.
- On your dashboard, go to *Contact* > *Add New* to create a integrated form in contact form 7.

- Add the title of the form then create the form by clicking the coding or clicking the buttons on what you would like the form to show.

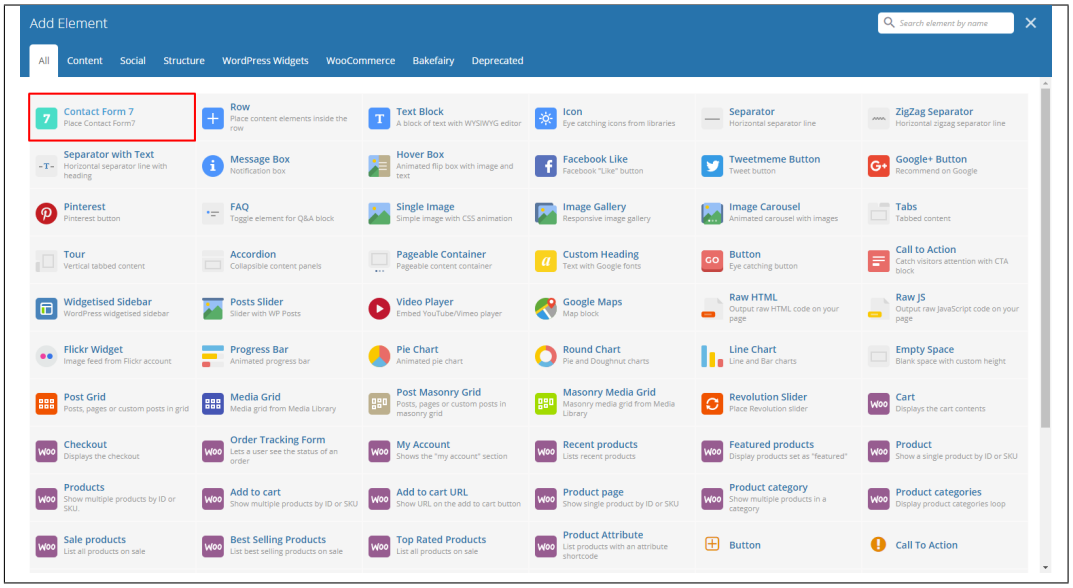


Note: To successfully integrate the value from the Contact Form to MailChimp, the tags in contact form should be the same as of the tags in MailChimp.





- On the page where you want to add the contact form, add a Contact Fom 7 element to the area you want the form to show.



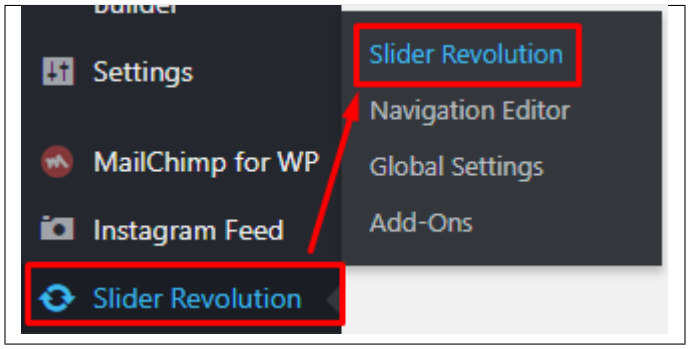
- Then select the form title of the form. You can add other elements in the page if you like. Once done, click on publish.

CHAPTER 12

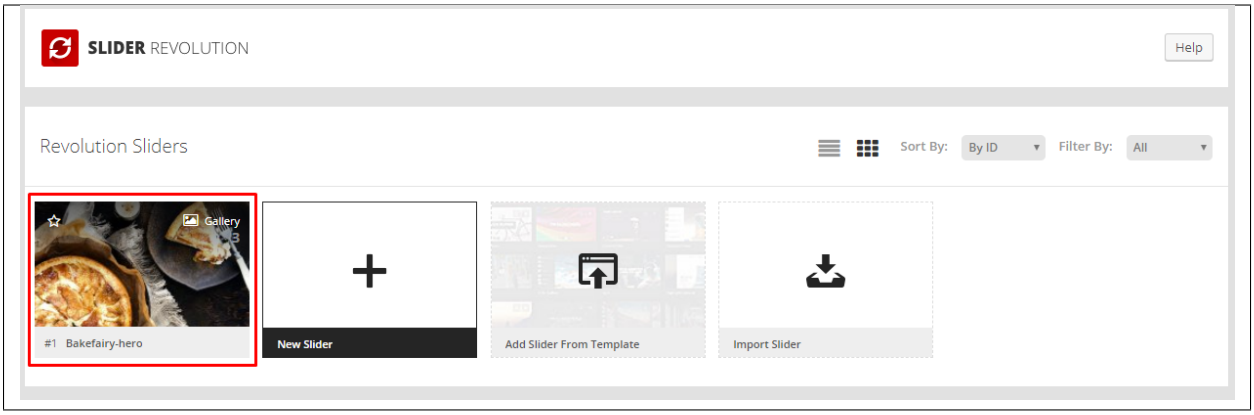
Revolution Slider

12.1 Edit a Revolution Slider

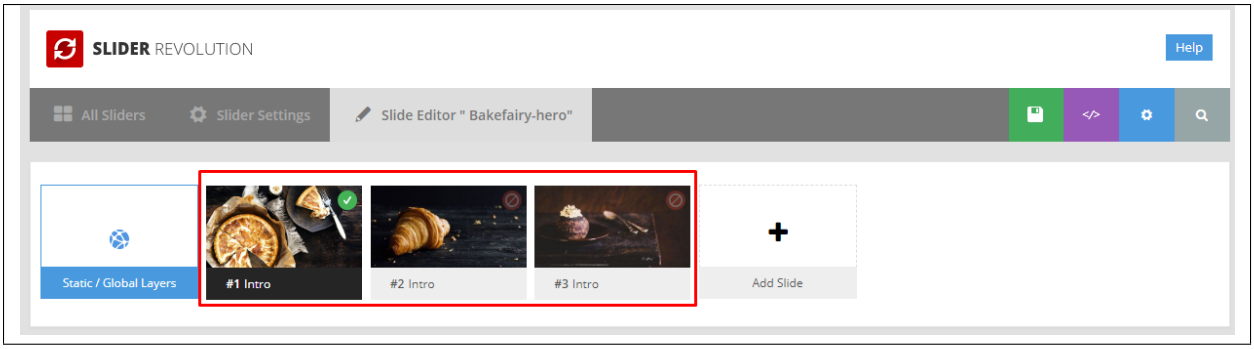
To edit an existing revolution slider, in your dashboard go to *Slider Revolution* > *Slider Revolution*.



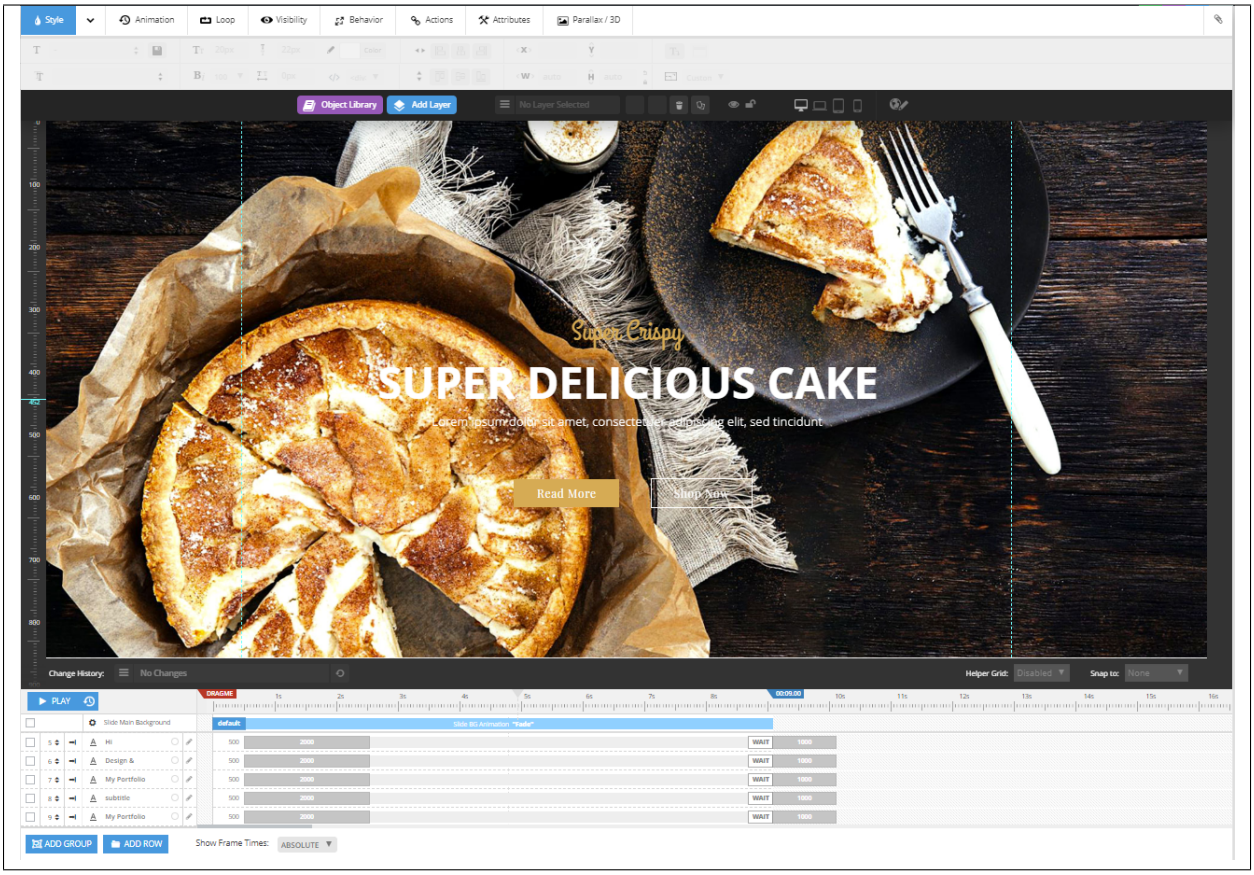
You can see the existing revolution slider at the *Revolution Sliders* area. Choose the revolution slider that you would like to edit.



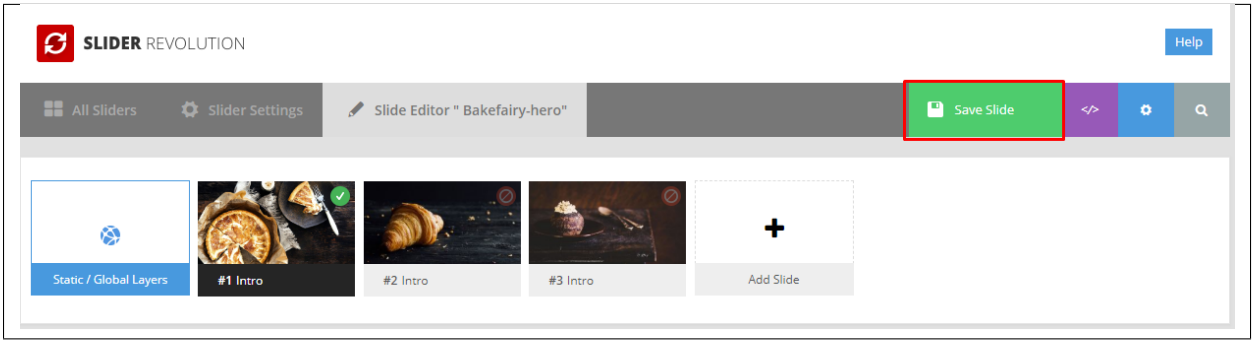
In the Slide Editor, you will see the slides that are created for a revolution slider. Click on the slide you want to edit.



You can edit the text and image content of the revolution slider as you see fit in the editor. For more info on how to use the Revolution Slider, click here.



Once you are satisfied, click the *Save Slide* button at the upper right of the page.

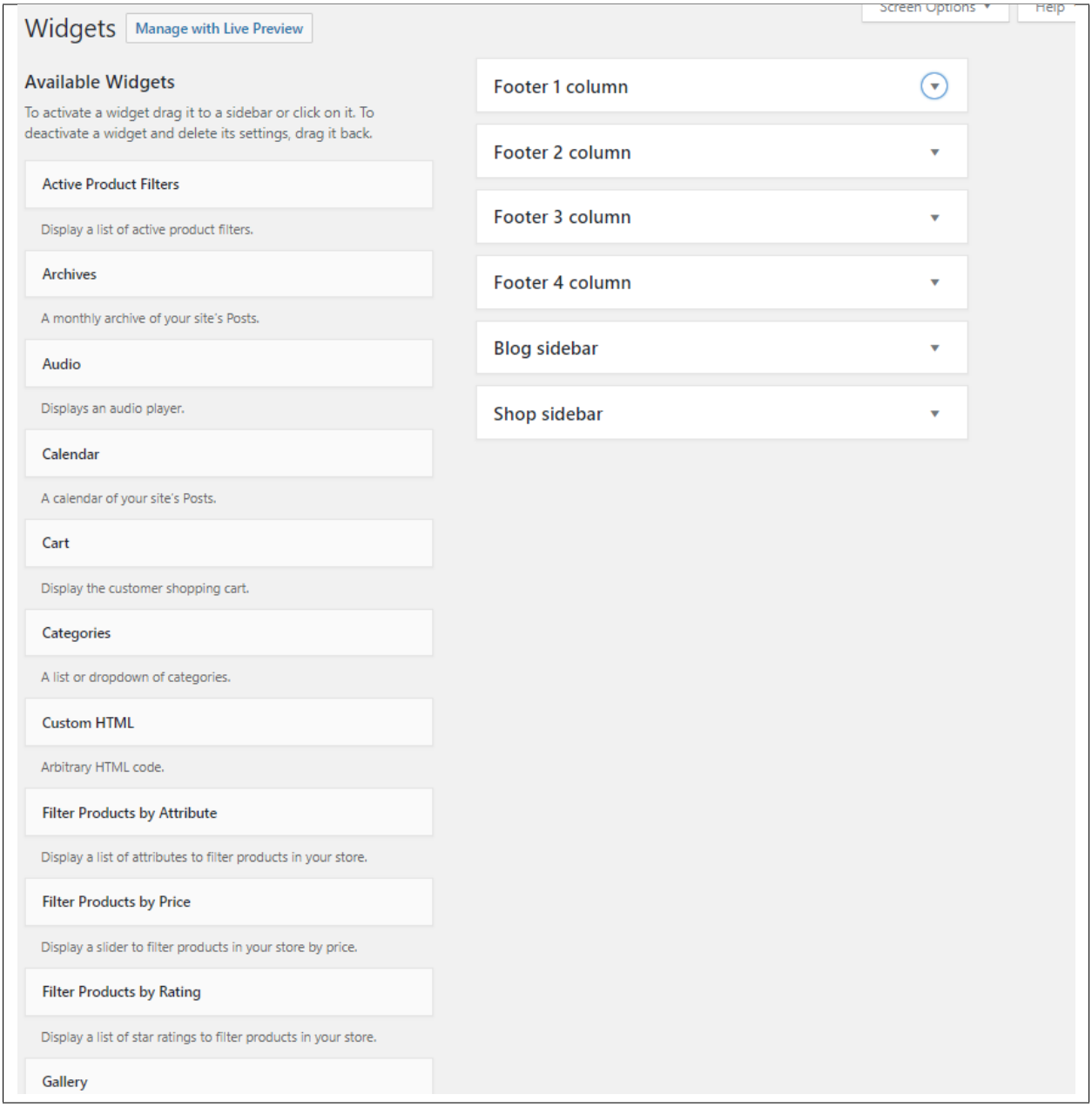


CHAPTER 13

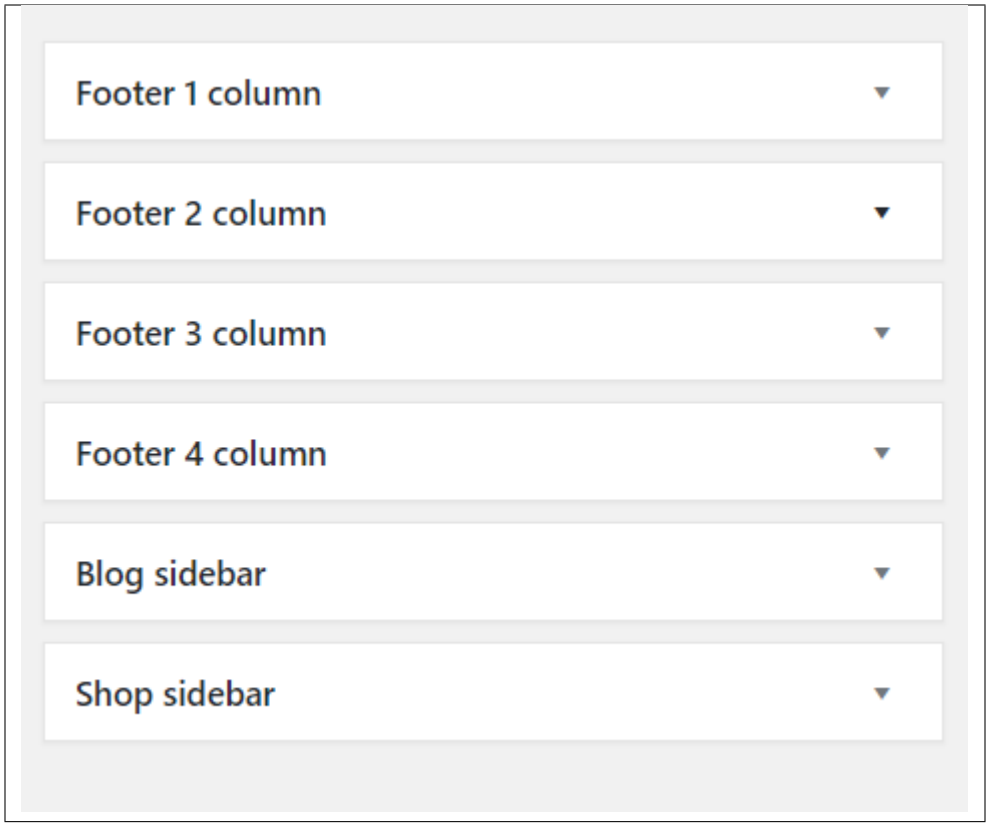
Widgets & Menu

13.1 Widgets

Widgets are small blocks of content, which you can find in theme footer or sidebar. They were originally designed to provide a simple and easy-to-use way of giving design and structure control of the WordPress Theme to the user, which is now available on WordPress Themes to include the header, footer, and elsewhere in the WordPress design and structure.

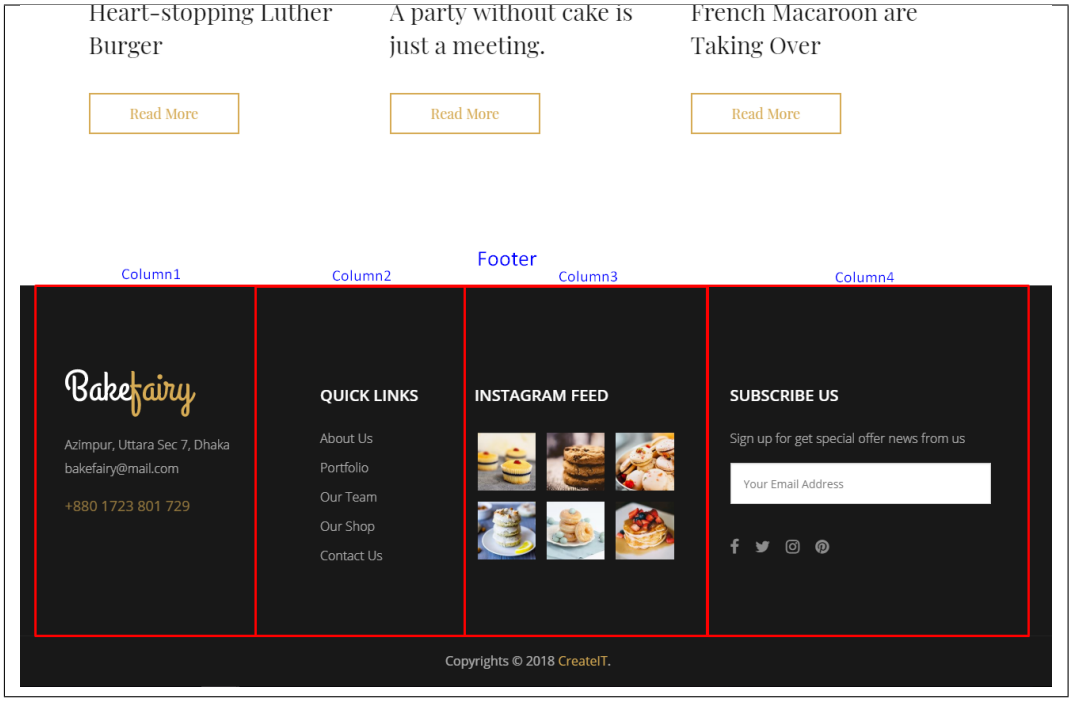

Widgets
Manage with Live Preview
Screen Options
Help
Available Widgets
To activate a widget drag it to a sidebar or click on it. To deactivate a widget and delete its settings, drag it back.
Active Product Filters
Display a list of active product filters.
Archives
A monthly archive of your site's Posts.
Audio
Displays an audio player.
Calendar
A calendar of your site's Posts.
Cart
Display the customer shopping cart.
Categories
A list or dropdown of categories.
Custom HTML
Arbitrary HTML code.
Filter Products by Attribute
Display a list of attributes to filter products in your store.
Filter Products by Price
Display a slider to filter products in your store by price.
Filter Products by Rating
Display a list of star ratings to filter products in your store.
Gallery
Footer 1 column
Footer 2 column
Footer 3 column
Footer 4 column
Blog sidebar
Shop sidebar

13.1.1 Sidebars



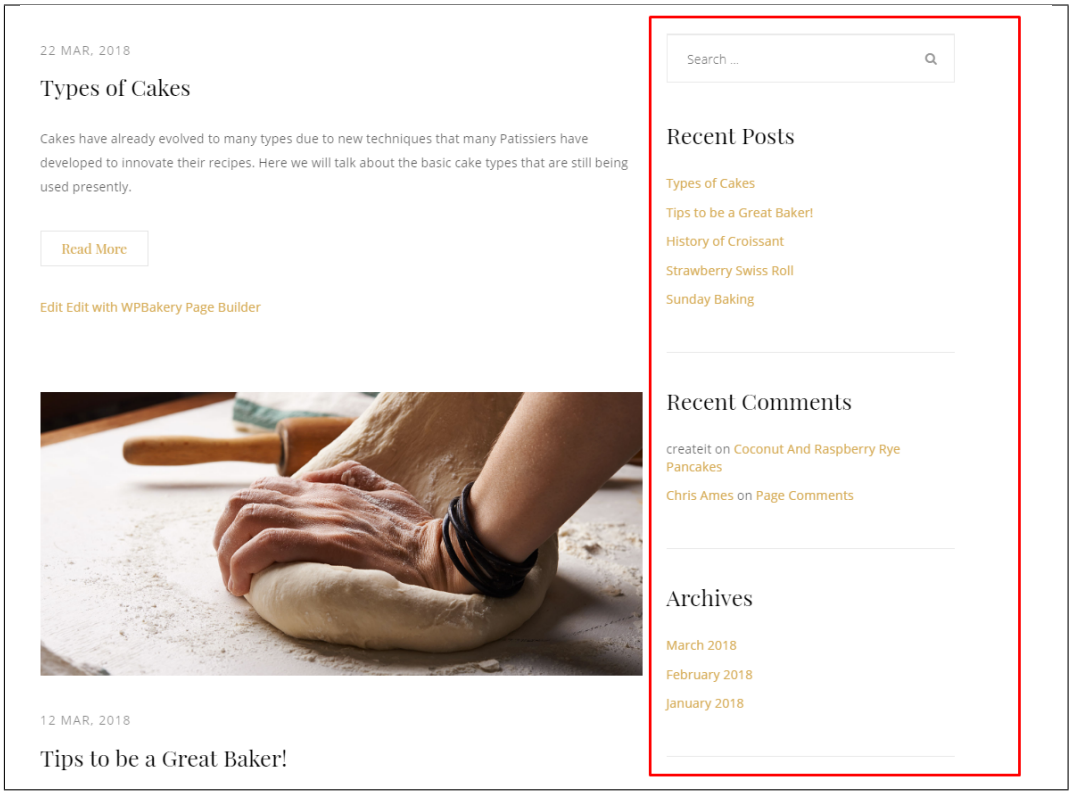
In Bakefairy you have access to 6 sidebars that can be customized using available theme widgets.

- **Footer 1 to 4 column**



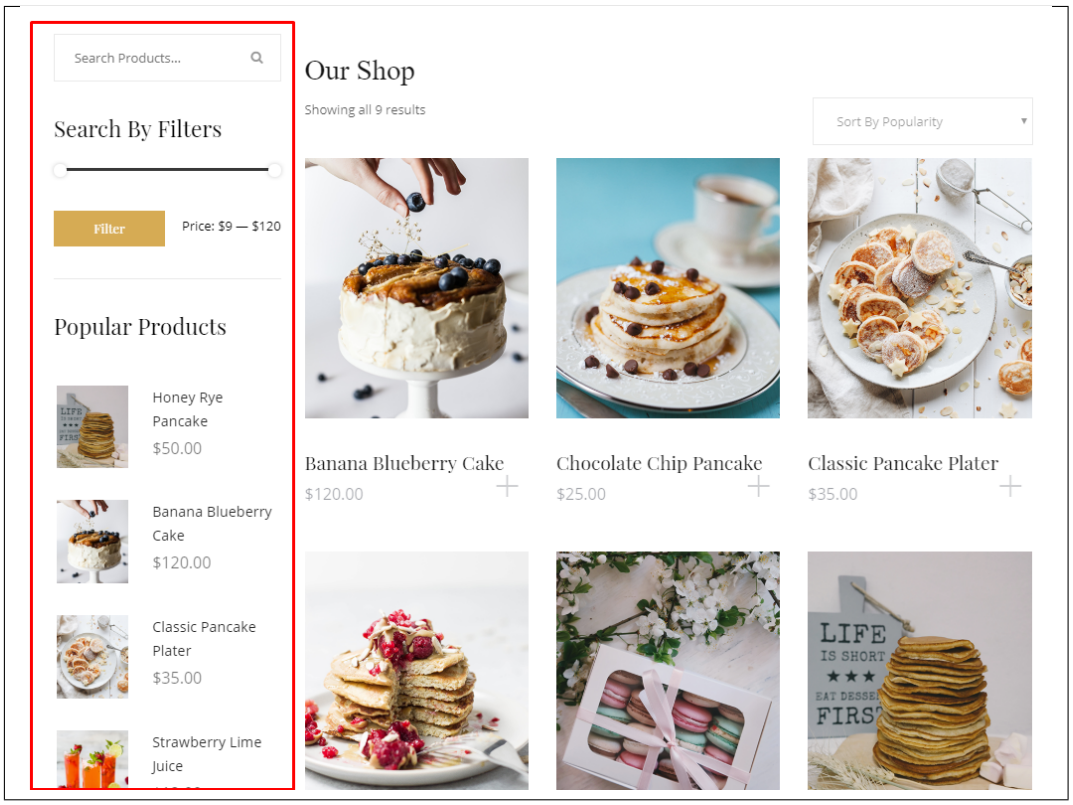
You can enable/disable the footer in the *Appearance* > *Customize* > *Footer*, then uncheck the *Footer display*.

- **Blog sidebar**



You can enable/disable blog sidebar in the *Appearance* > *Customize* > *Blog Settings* > *Blog/Single blog post*, then uncheck the *Display blog sidebar*.

- **Shop Sidebar**



13.1.2 How to Edit Widgets

You can access widget edit screen under *Appearance* > *Widgets* panel or via Customize on path *Appearance* > *Customise* > *Widgets*. It has three main areas:

- Available Widgets
- Inactive Widgets
- Inactive Sidebars and widget areas

To add a widget to your site, drag and drop the name of the widget you want to use from the *Available Widgets* section into one of the widget areas on the right-hand side of the window. After you have added it, the widget will open up (or if it doesn't, you can click on the triangle to open it) and you can change the settings and save the widget. The specific settings needed will depend on what type of widget you are using. For instance, if it is a text widget, you just need to type in the text (and optionally, HTML code), and save the widget.

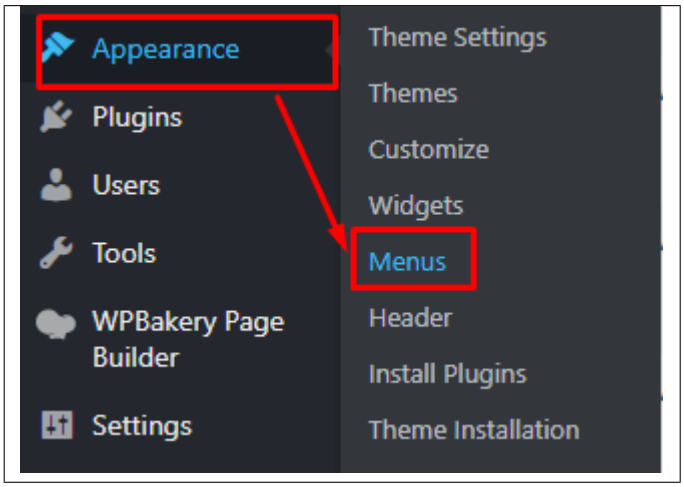
13.2 Menus

This guide covers the basic tasks a user may carry out when using the built-in menu editor.

13.2.1 Menu Setup

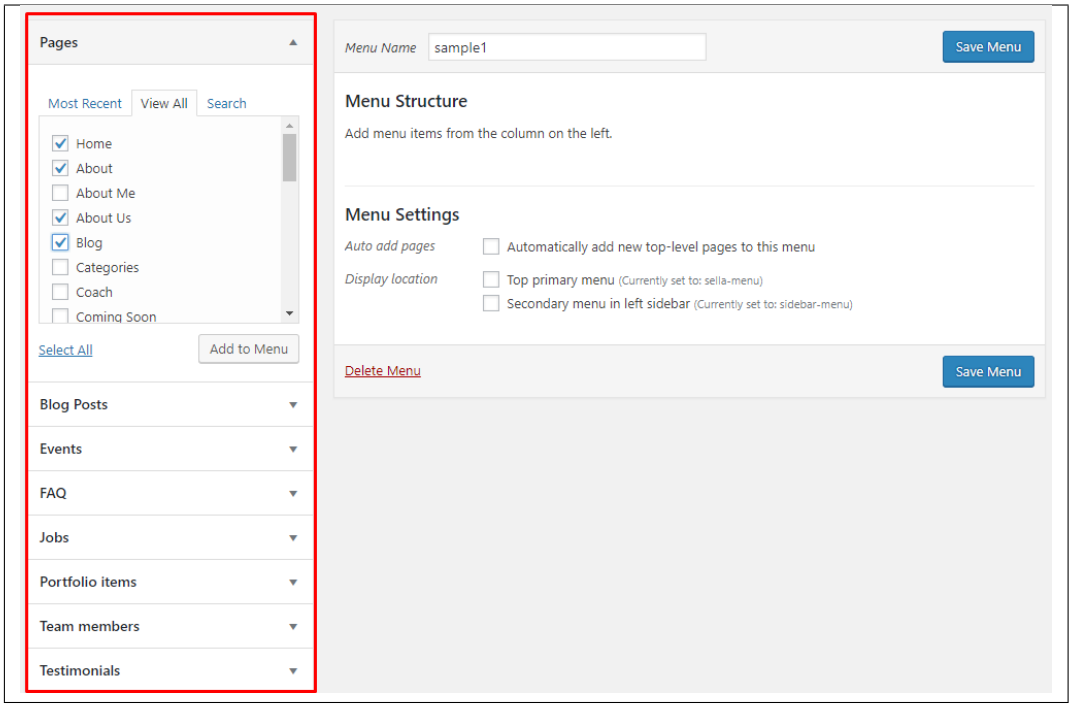
To make a simple menu, follow the steps:

- **Step 1** - Navigate your Dashboard to *Appearance* > *Menus*. The *Menus* page will show.

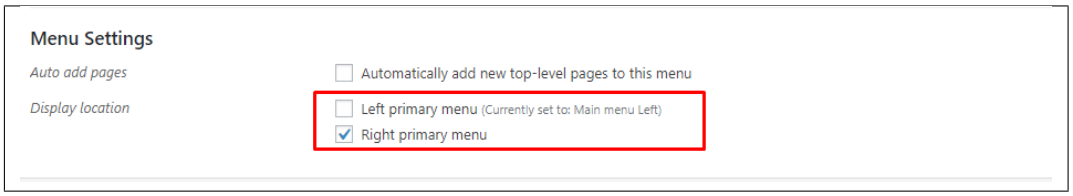


- **Step 2** - In the menus page, you can edit a menu or make a new menu. To make a new menu, locate *create a new menu*.

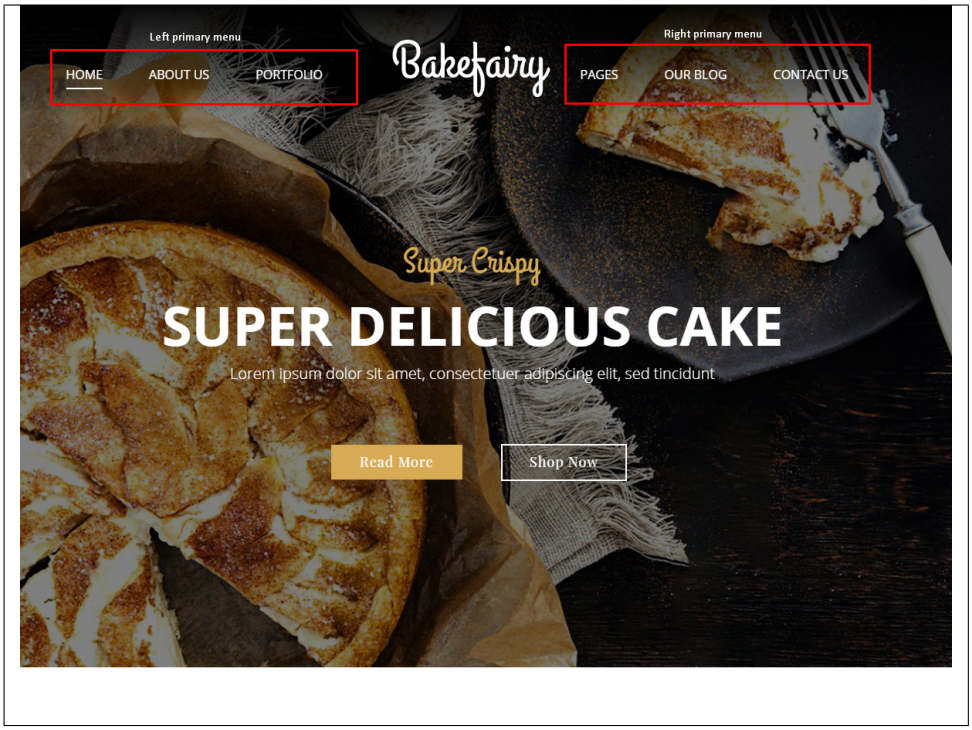
- **Step 3** - You will be ask to name your menu. After naming the menu, click *Create Menu*.
- **Step 4** - From the right side choose pages, links, or categories that you want to add to your menu and click on *Add to Menu*. Once menu items are added, you can reorder or nest them via drag and drop tool. Remember to click Save Menu when you finish to keep your changes saved.



- **Step 5** - You can set a menu as a *Left primary menu* or *Right primary menu*. Visible on the top of the page.



1. **Left primary menu**
2. **Right primary menu**



- **Step 6** - After any changes, click on *Save Menu* button.

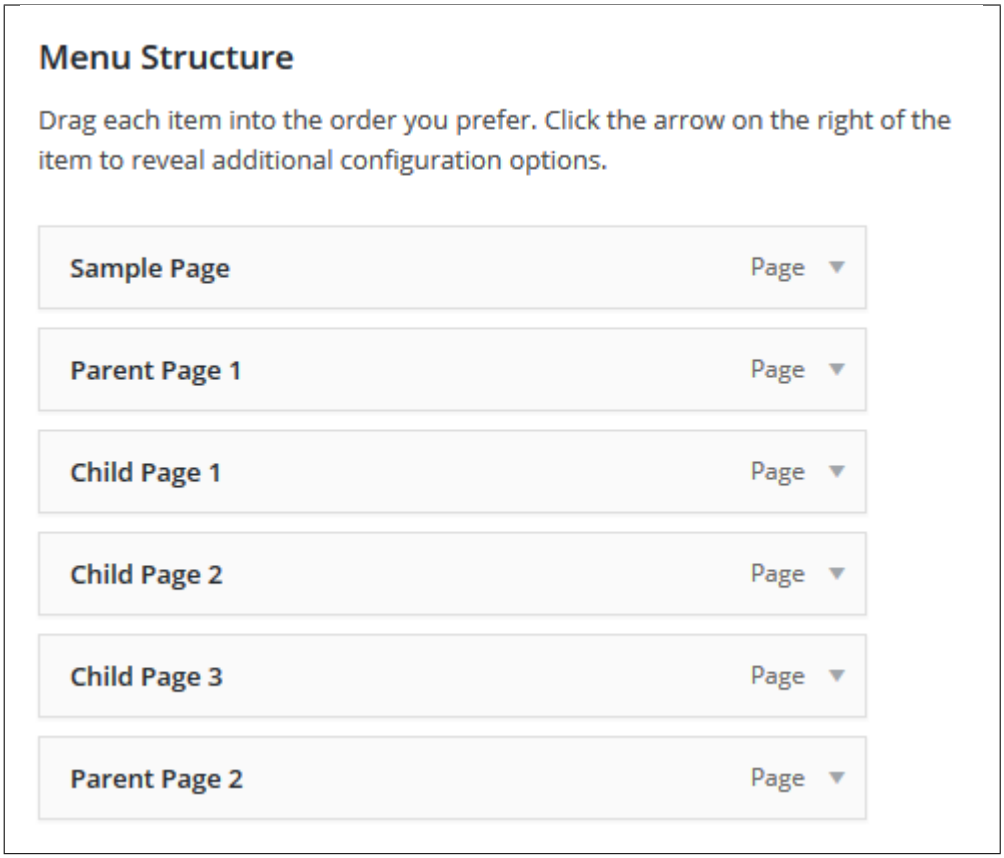
13.2.2 Multi-level Menu Setup

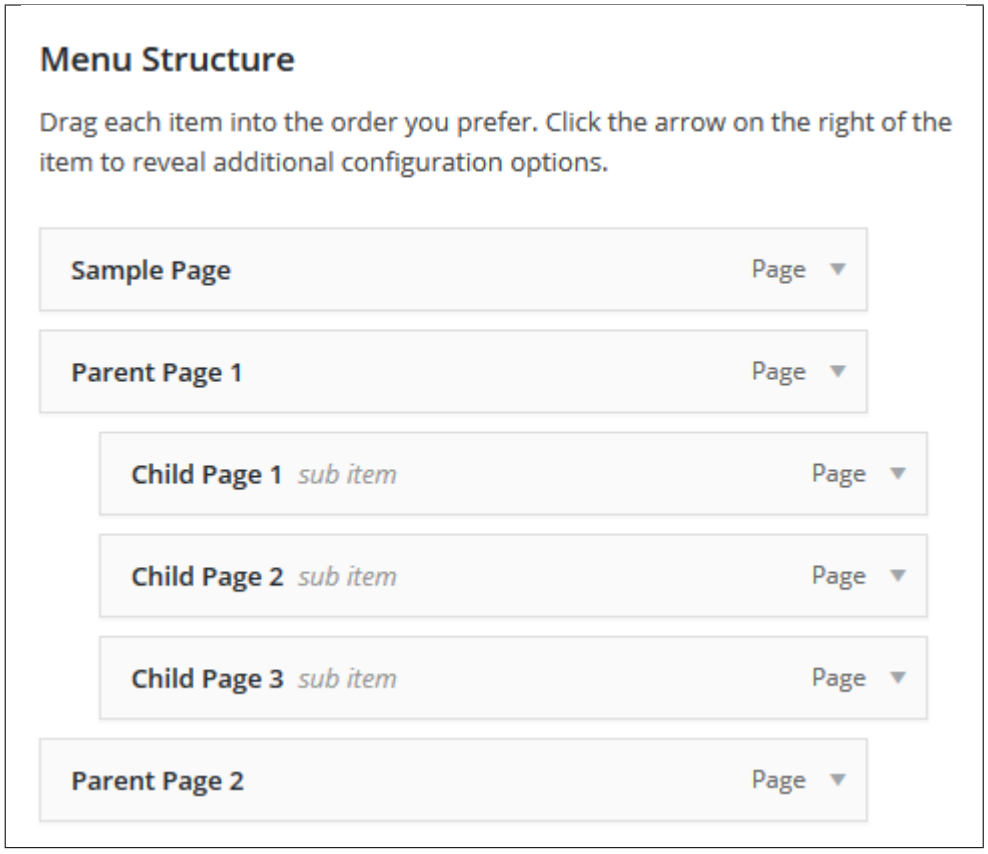
When planning the structure of your menu, it helps to think of each menu item as a heading in a formal report document. In a formal report, main section headings (Level 1 headings) are the nearest to the left of the page; sub-section headings (Level 2 headings) are indented slightly further to the right; any other subordinate headings (Level 3, 4, etc) within the same section are indented even further to the right.

The WordPress menu editor allows you to create multi-level menus using a simple 'drag and drop' interface. Drag menu items up or down to change their order of appearance in the menu. Drag menu items left or right in order to create sub-levels within your menu.

To make one menu item a subordinate of another, you need to position the 'child' underneath its 'parent' and then drag it slightly to the right.

- Position the mouse over the 'child' menu item.
- While press and holding the left mouse button, drag it to the right.
- Release the mouse button.
- Repeat these steps for each sub-menu item.
- Click the **Save Menu** button in the *Menu Editor* to save your changes.

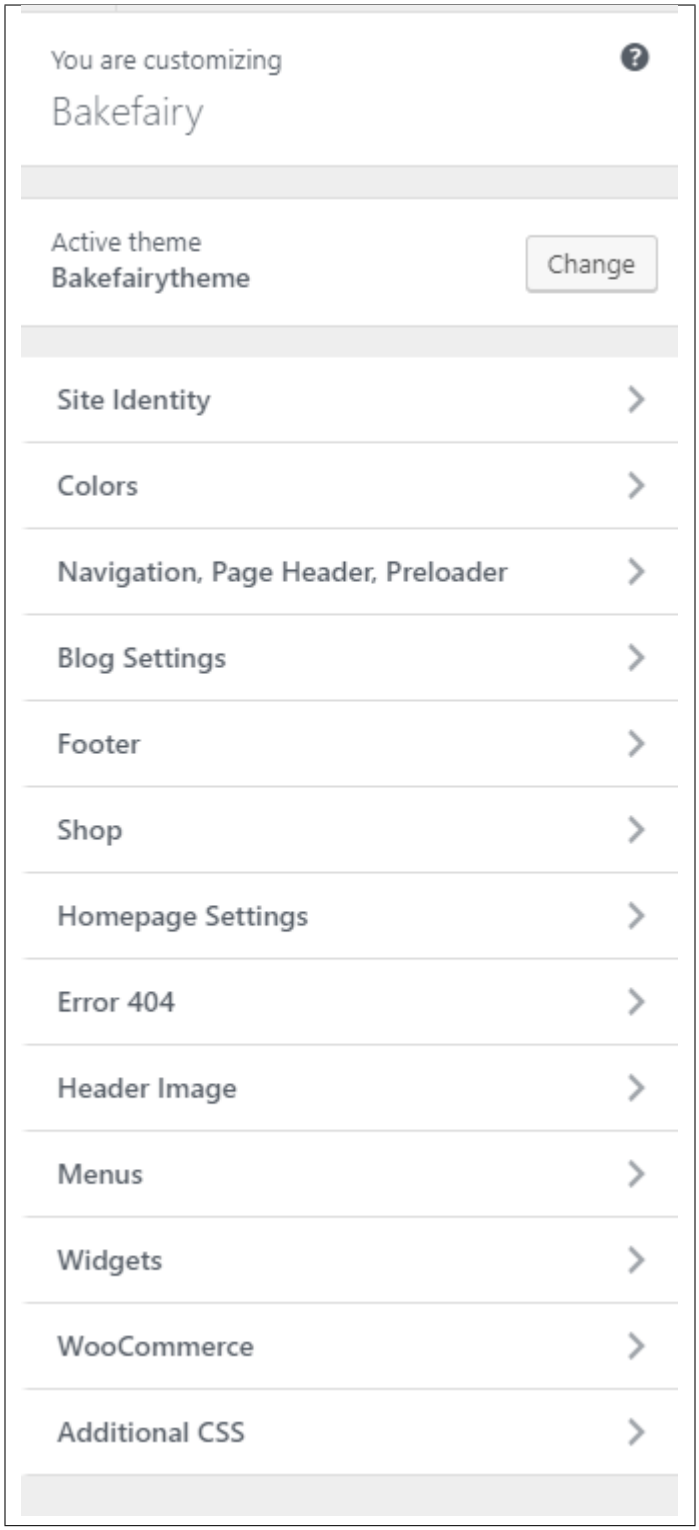

Menu Structure
Drag each item into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.
Sample Page
Page
Parent Page 1
Page
Child Page 1
Page
Child Page 2
Page
Child Page 3
Page
Parent Page 2
Page


Menu Structure
Drag each item into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.
Sample Page
Page
Parent Page 1
Page
Child Page 1 sub item
Page
Child Page 2 sub item
Page
Child Page 3 sub item
Page
Parent Page 2
Page

CHAPTER 14

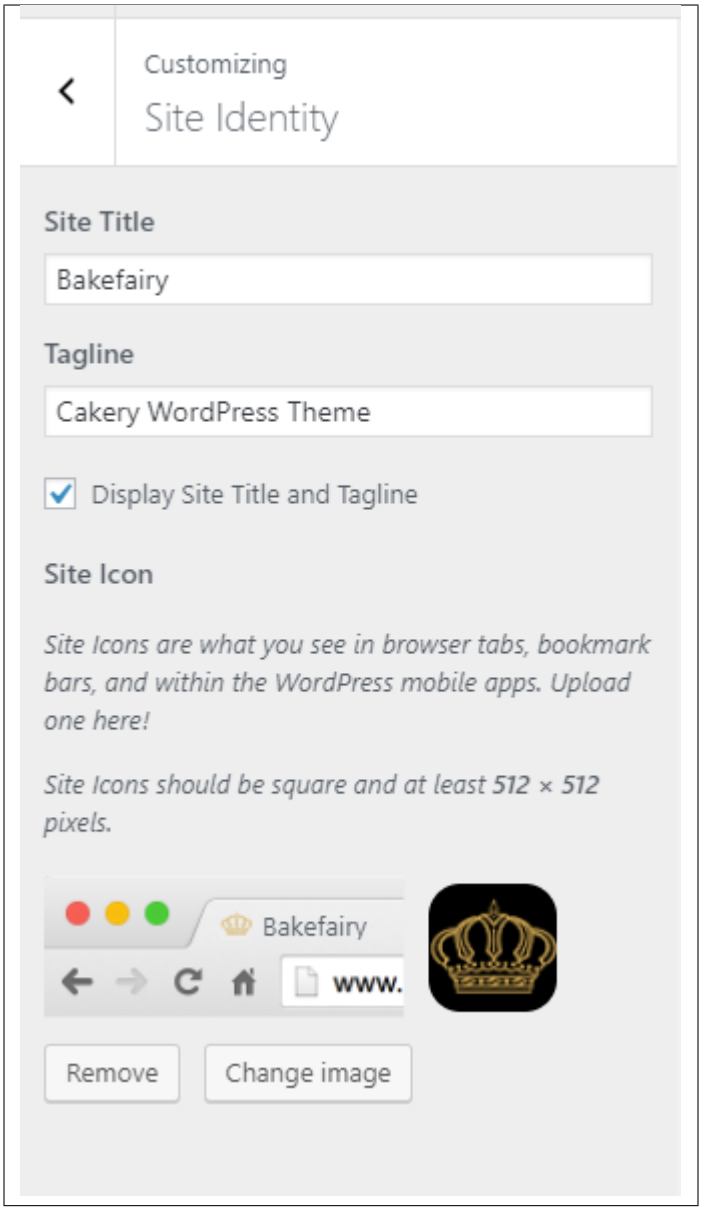
Customising Bakefairy

Bakefairy comes with an advanced customizer, which allows to edit most of the theme's elements in one place. If you want to use it, navigate to *Appearance* > *Customize*.



14.1 Site Identity

Here you will have the option to customize your site's identity or how it can be viewed by people.

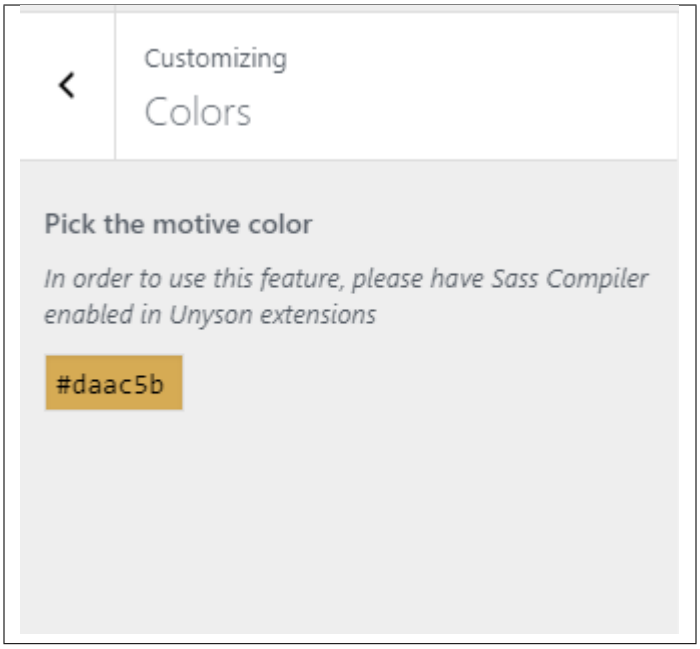


- **Site Title** - The title of the site you created.
- **Tagline** - The slogan/catchphrase for you site. What people will remember if they see your site.
- **Site Icon** - The icon used as a browser icon. Icons must be square, and at least 512 pixels wide and tall.

Add all the information you like to add, then click on the *Publish* button.

14.2 Colors

You can pick the color scheme of the site here.



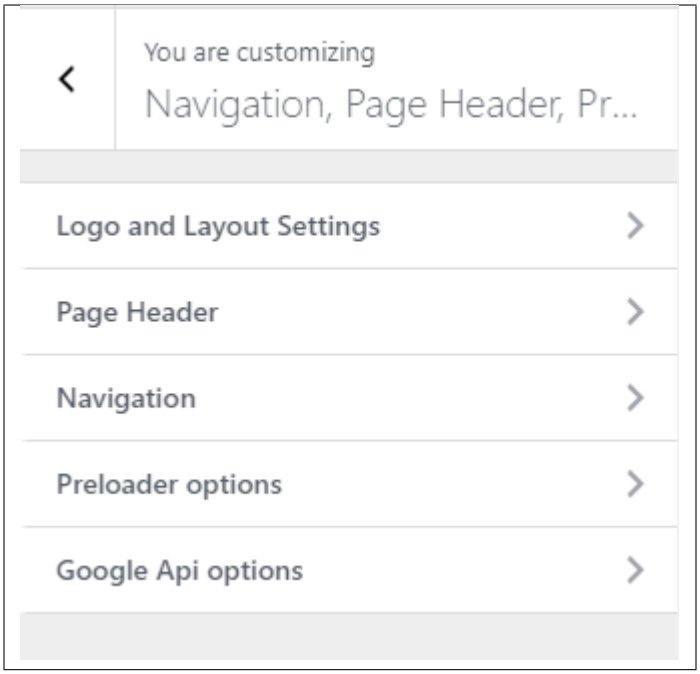
Note: In order to use this feature, please have SASS Compiler enabled in Unyson extensions.

- **Pick the motive color** - Pick the main color scheme of the site.

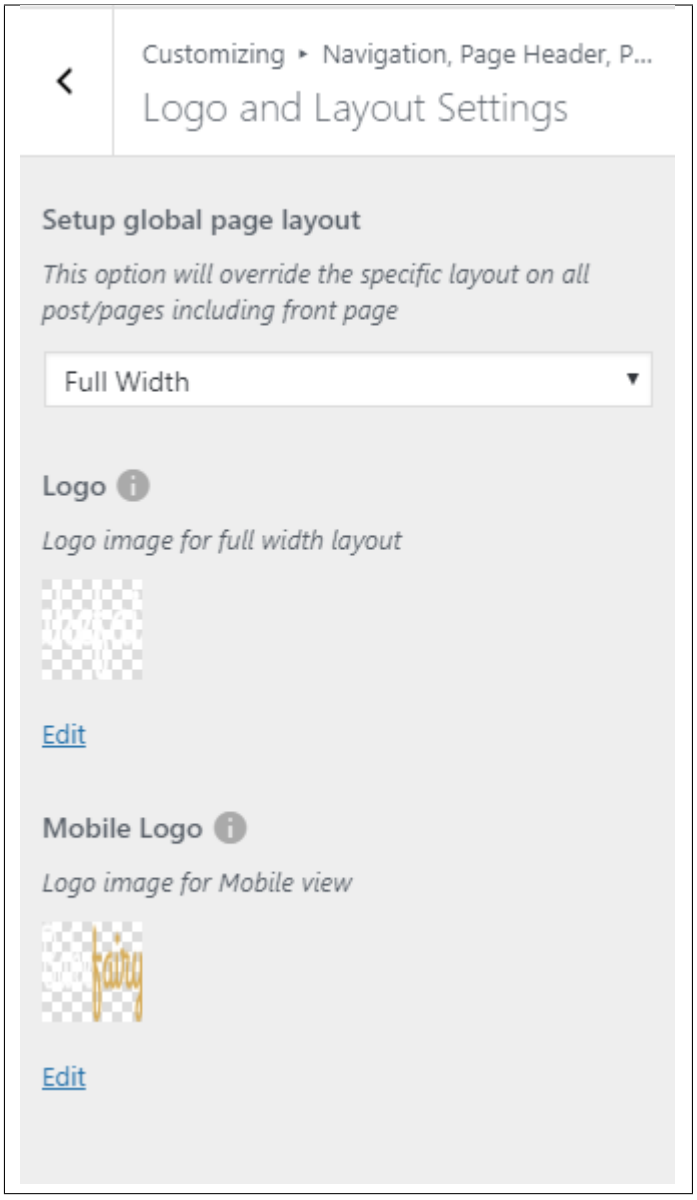
Add all the information you like to add, then click on the *Publish* button.

14.3 Navigation, Page Header, Preloader

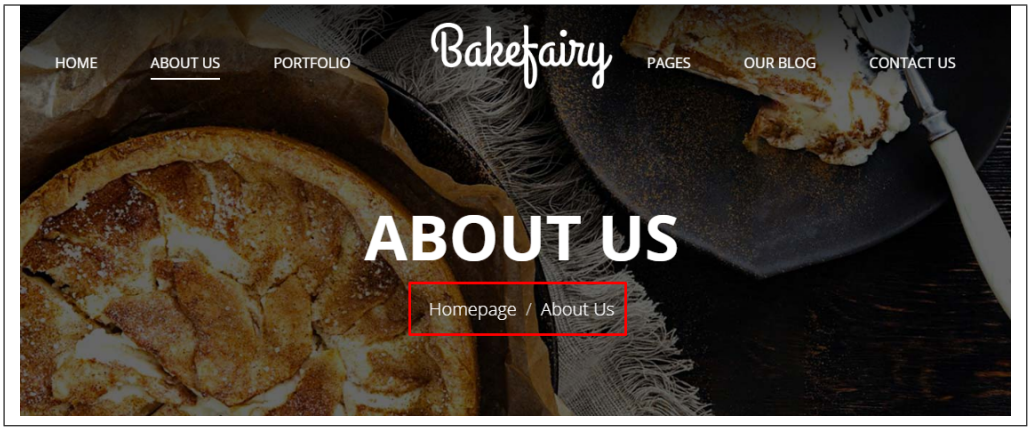
This is divided into 5 parts:



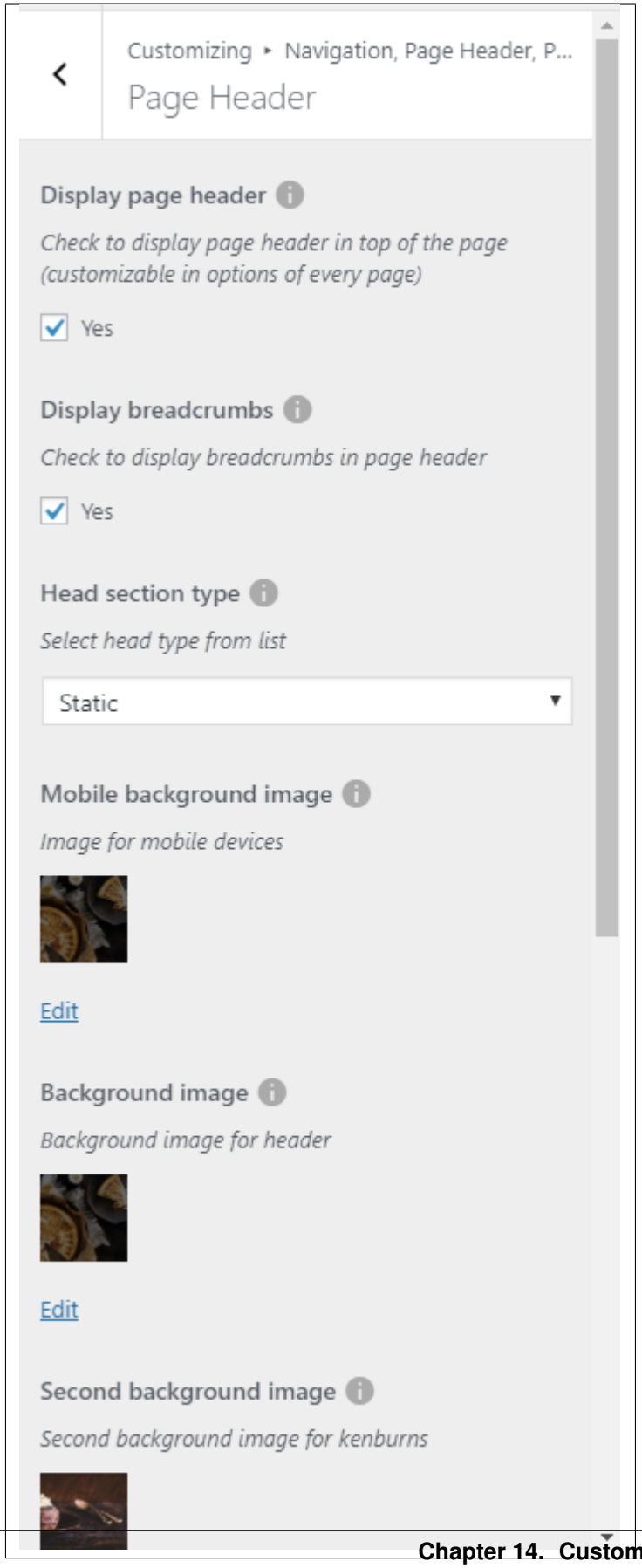
- **Logo and Layout Settings**
  - **Setup global page layout** - This option will override the specific layout on all post/pages including front page.
  - **Logo** - Logo for the site. It will be shown at the top-center of the site.
  - **Mobile Logo** - Logo for the site in mobile view.



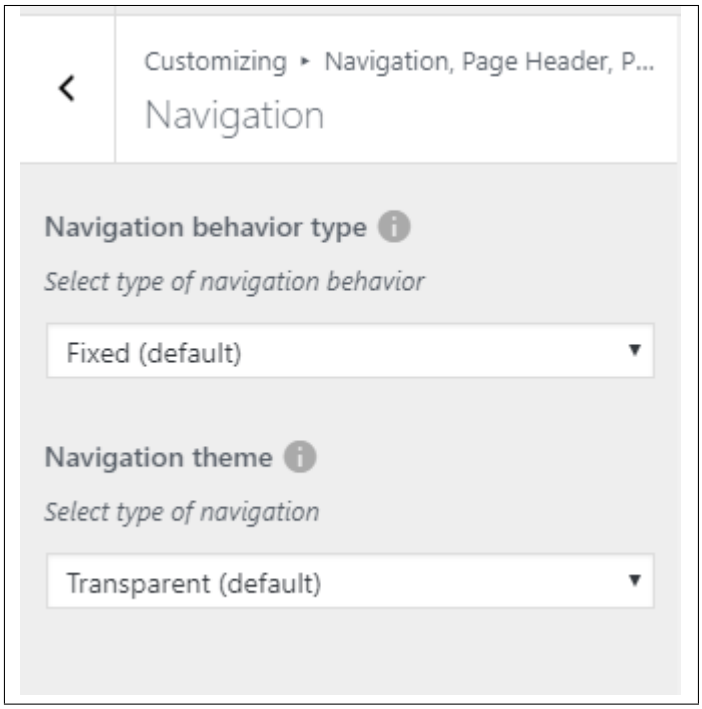
- **Page Header**
  - **Display page header** - Option to show default header to pages that don't have custom headers.
  - **Display breadcrumbs** - Option to show breadcrumbs in the site.



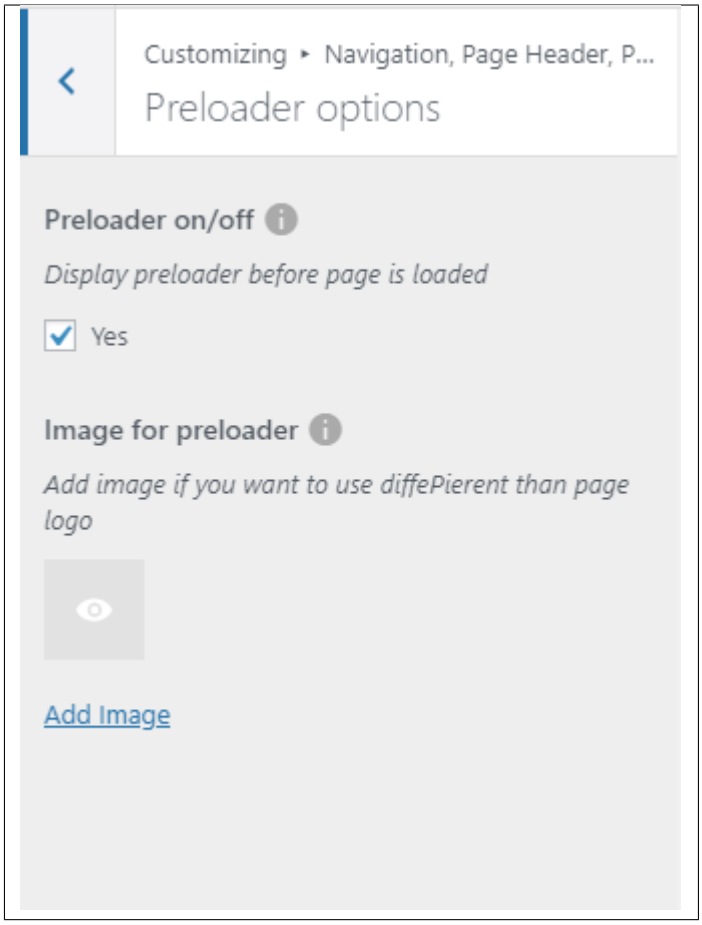
- **Head section type** - Header section's animation type.
- **Mobile background image** - Set an image as the header background in mobile view.
- **Background image** - Set an image as the default header for the site.
- **Second background image** - Set an image as the 2nd header background. This will only show when Head section type is set to *Kenburns*.
- **Third background image** - Set an image as the 3nd header background. This will only show when Head section type is set to *Kenburns*.
- **Head height** - Set the height of the default header.
- **Parallax ratio** - Set the parallax speed. This will only apply when Head section type is set to *Parallax*.
- **Video url** - Set the video url to show in the header.


Customizing ▸ Navigation, Page Header, P...
Page Header
Display page header
Check to display page header in top of the page (customizable in options of every page)
Yes
Display breadcrumbs
Check to display breadcrumbs in page header
Yes
Head section type
Select head type from list
Static
Mobile background image
Image for mobile devices
Edit
Background image
Background image for header
Edit
Second background image
Second background image for kenburns

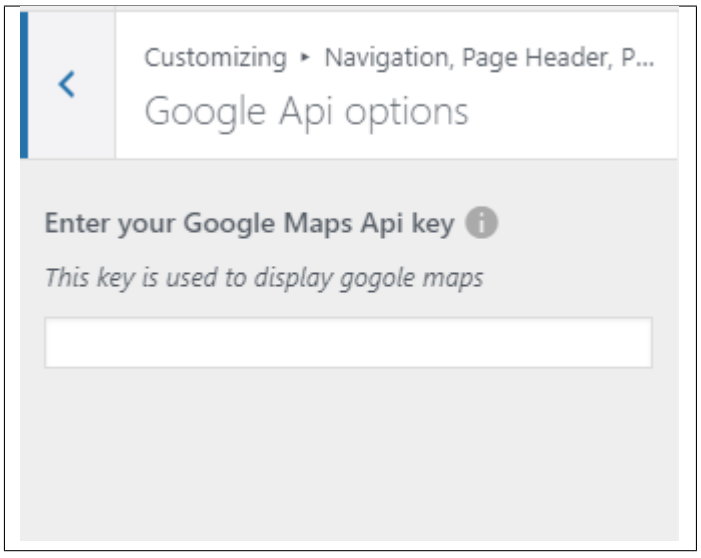
- **Navigation**
  - **Navigation behavior type** - How the navigation area of the site behaves.
  - **Navigation theme** - How the navigation area looks.



- **Preloader options**
  - **Preloader on/off** - Option to show preloader when page in site is loading.
  - **Image for preloader** - Set an image as the preloader.



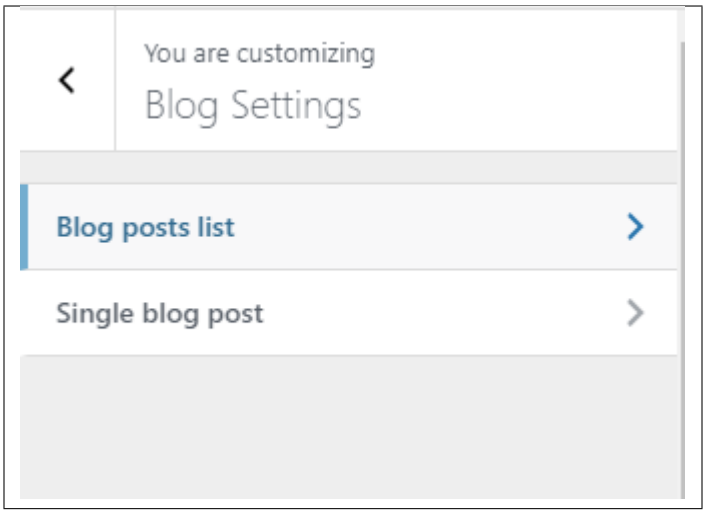
- **Google Api options**
  - **Enter your Google Maps Api key** - API key for the google map in the site.



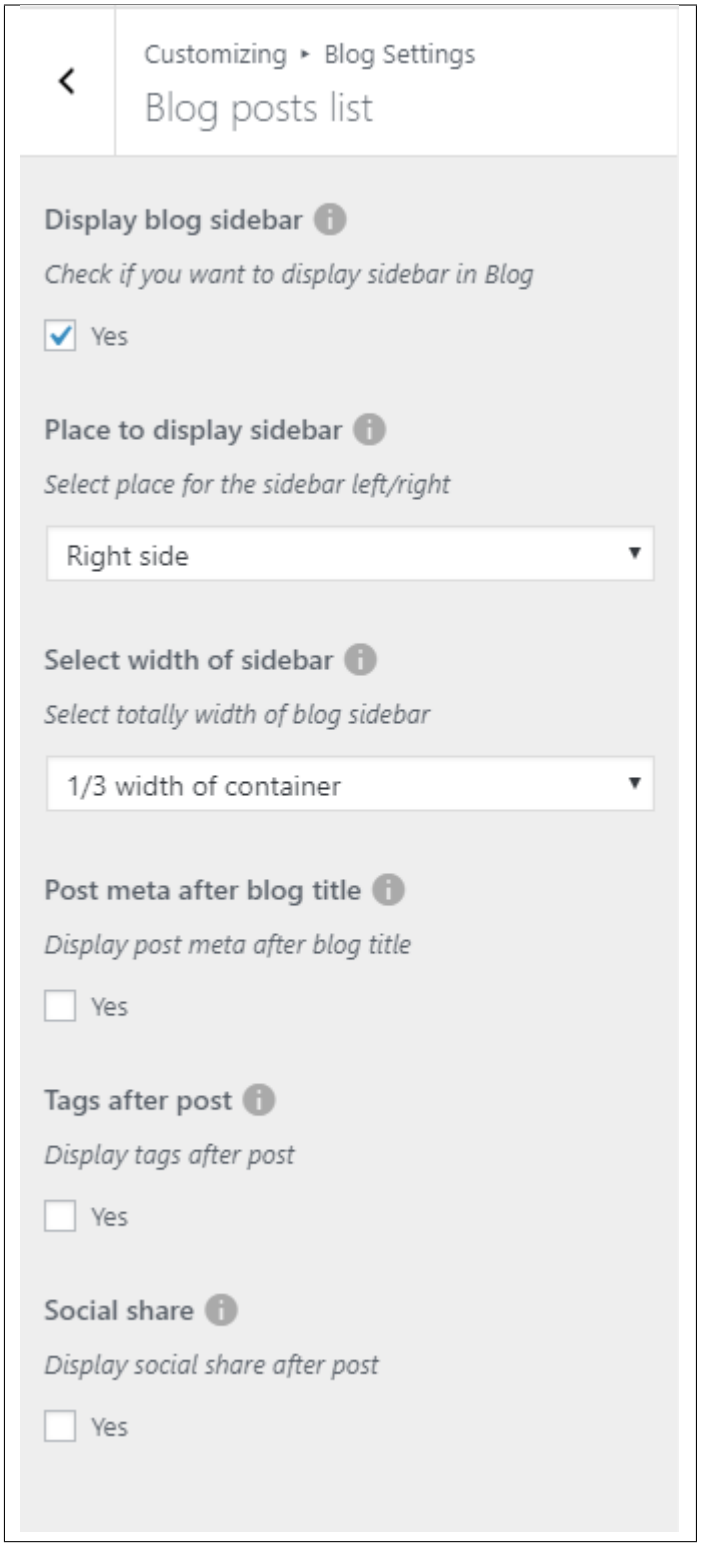
Add all the information you like to add, then click on the *Publish* button.

14.4 Blog

The blog settings is divided into 2:

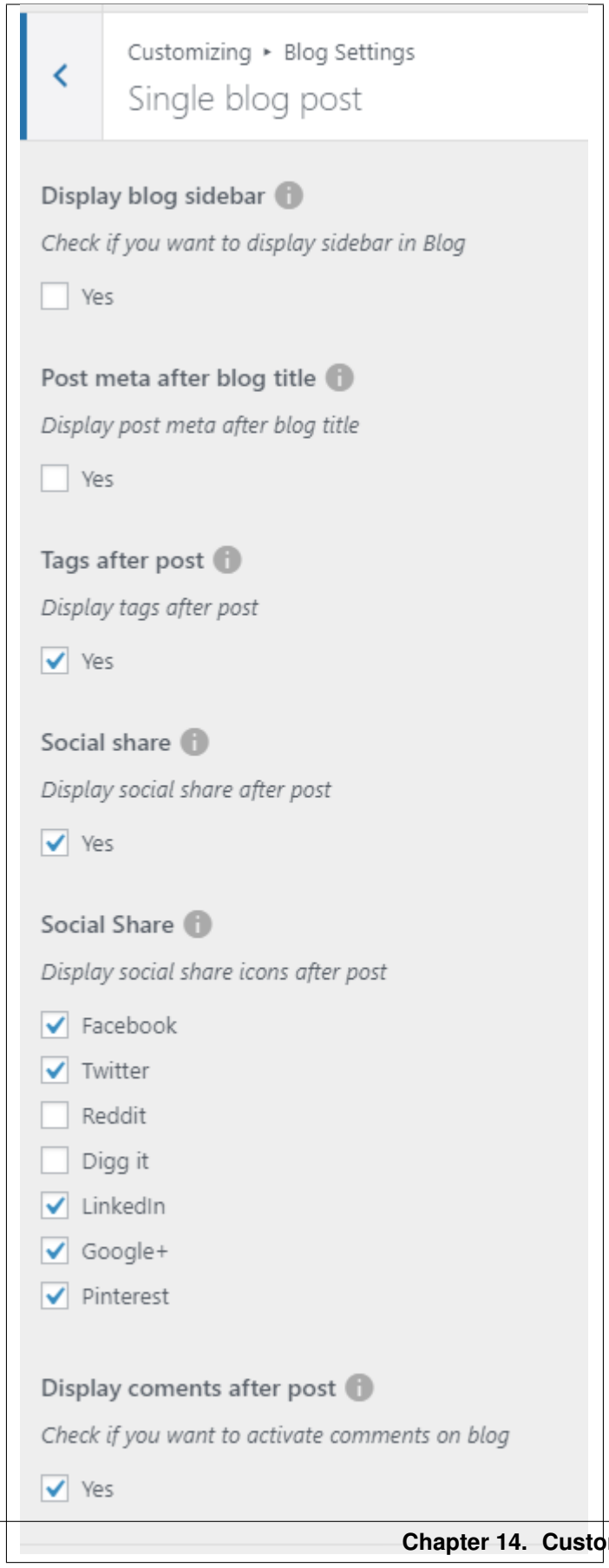


- **Blog List**
  - **Display blog sidebar** - Option to show sidebar in the all blog's page.
  - **Place to display sidebar** - Location on the page where the sidebar is placed.
  - **Select width of sidebar** - Select width of blog sidebar.
  - **Post meta after blog title** - Option to display post meta after blog title.
  - **Tags after post** - Option to display tags after post
  - **Social Share** - Option to show the *Social Media Share Buttons*.



- **Single blog post**
  - **Display blog sidebar** - Option to show sidebar on the individual blog's page.
  - **Post meta after blog title** - Option to display post meta after blog title.

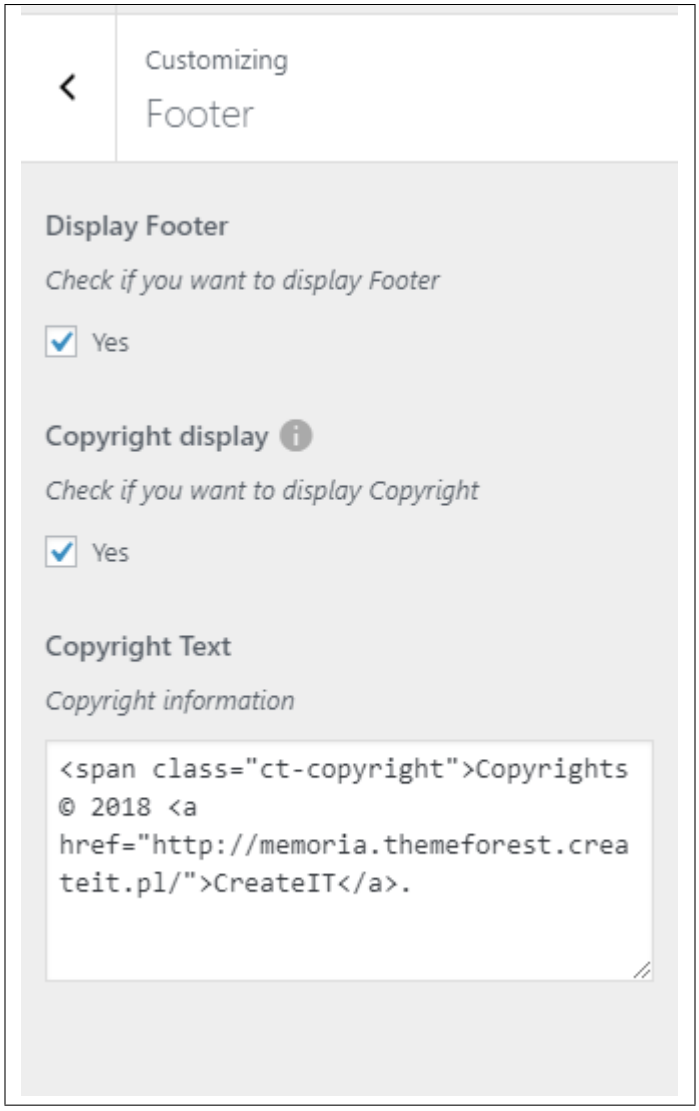
- **Tag after post** - Option to show blog's tags at the end of the post.
- **Social Share** - Option to show the *Social Media Share Buttons*.
- **Social Share** - Options of social media to show as *Social Media Share Buttons*.
- **Display comments after post** - Option to have a comments area after the post.


Customizing ▸ Blog Settings
Single blog post
Display blog sidebar
Check if you want to display sidebar in Blog
Yes
Post meta after blog title
Display post meta after blog title
Yes
Tags after post
Display tags after post
Yes
Social share
Display social share after post
Yes
Social Share
Display social share icons after post
Facebook
Twitter
Reddit
Digg it
LinkedIn
Google+
Pinterest
Display coments after post
Check if you want to activate comments on blog
Yes

Add all the information you like to add, then click on the *Publish* button.

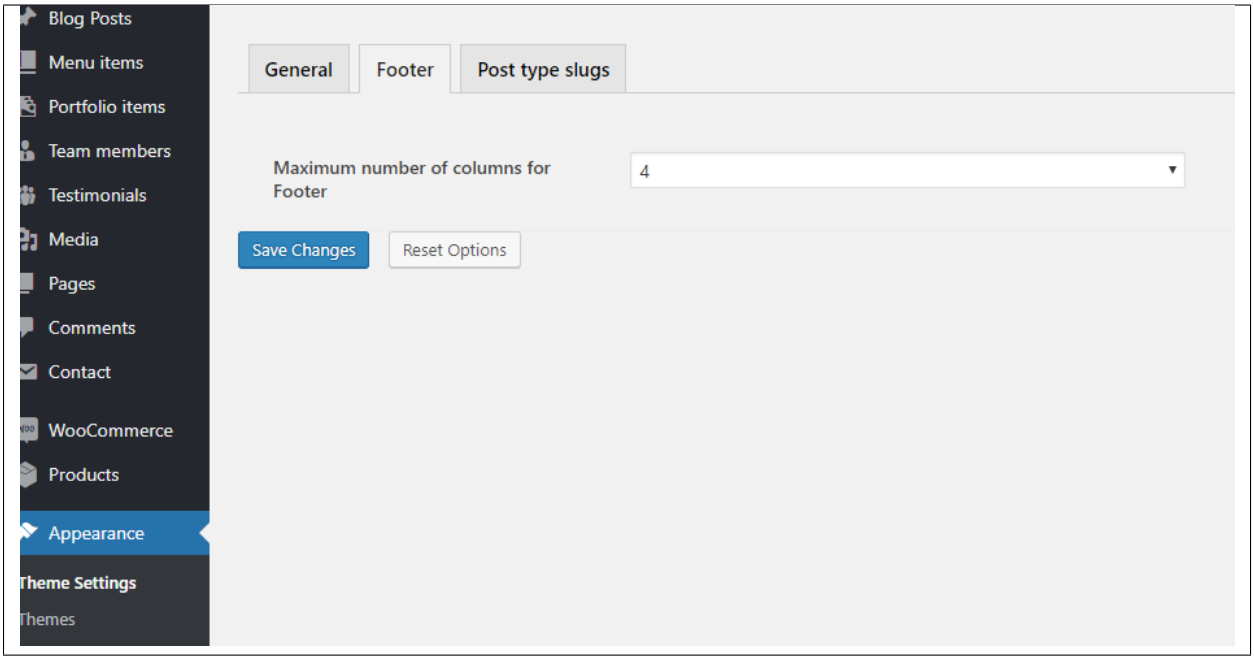
14.5 Footer

You can customize the footer here.



- **Display Footer** - Option to display footer on the page.
- **Copyright display** - Option to display copyright in your site.
- **Copyright Text** - The text to be displayed as copyright.

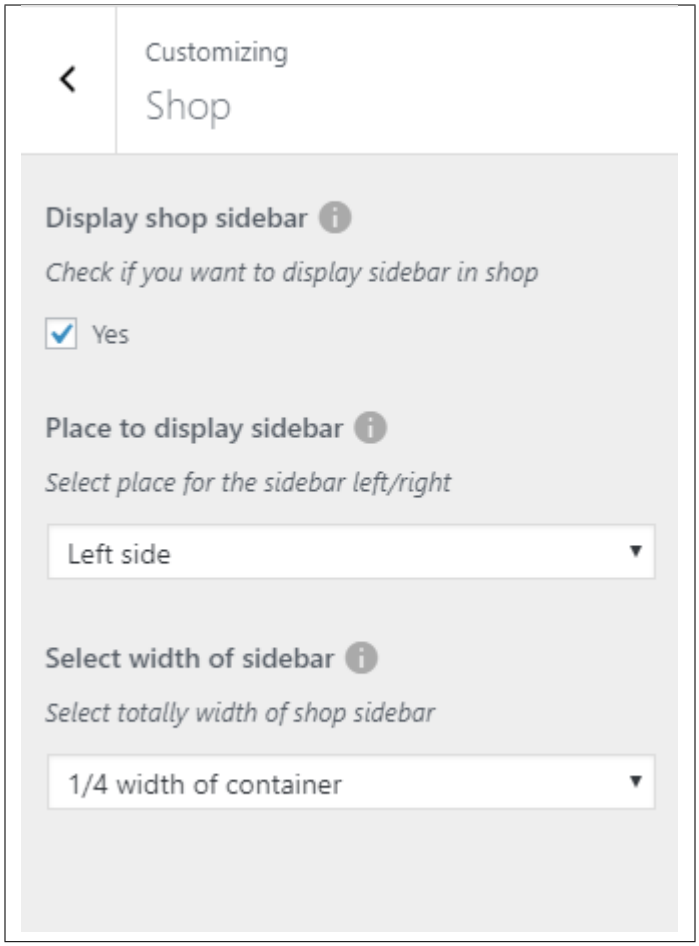
Note: To set the number of footer to display, go to **Appearance > Theme Settings > Footer tab**



Add all the information you like to add, then click on the *Publish* button.

14.6 Shop

You can customize the page where you are displaying the shop here.



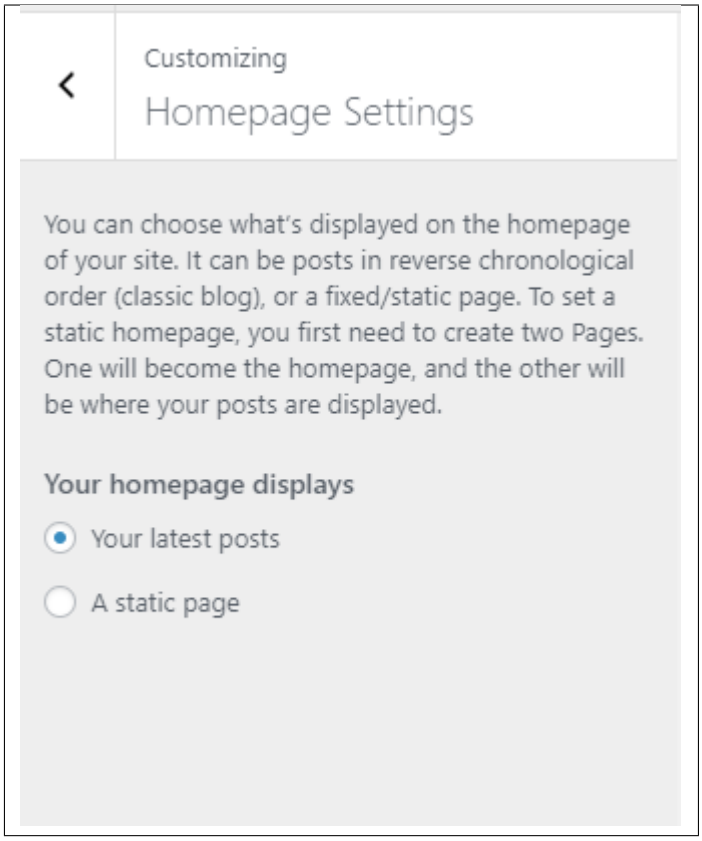
- **Display shop sidebar** - Option to show sidebar on the products page.
- **Place to display sidebar** - Location on the page where the sidebar is placed.
- **Select width of sidebar** - Select width of shop sidebar.

Add all the information you like to add, then click on the *Publish* button.

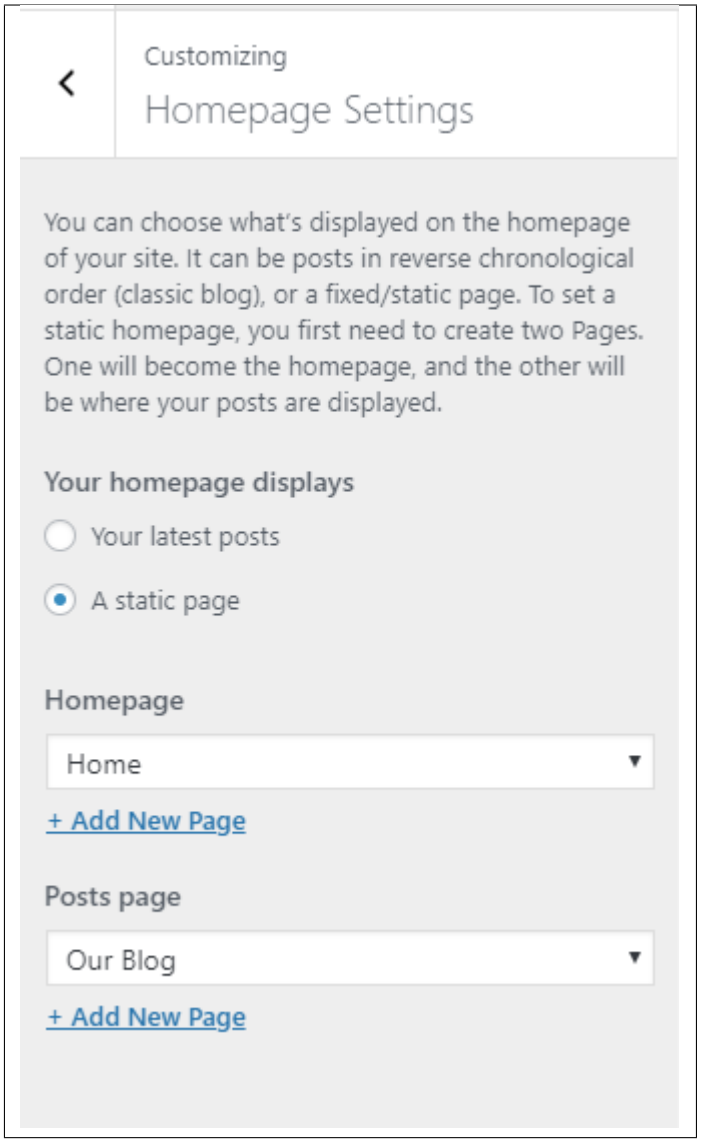
14.7 Homepage Settings

Option for the front page is shown here.

- **Front page displays** - Options on how the front page/home page looks like.
  - **Your latest posts** - Show the latest post on your blogs.



– **A static page** - Set a page that would stay the same until the page is replaced manually.

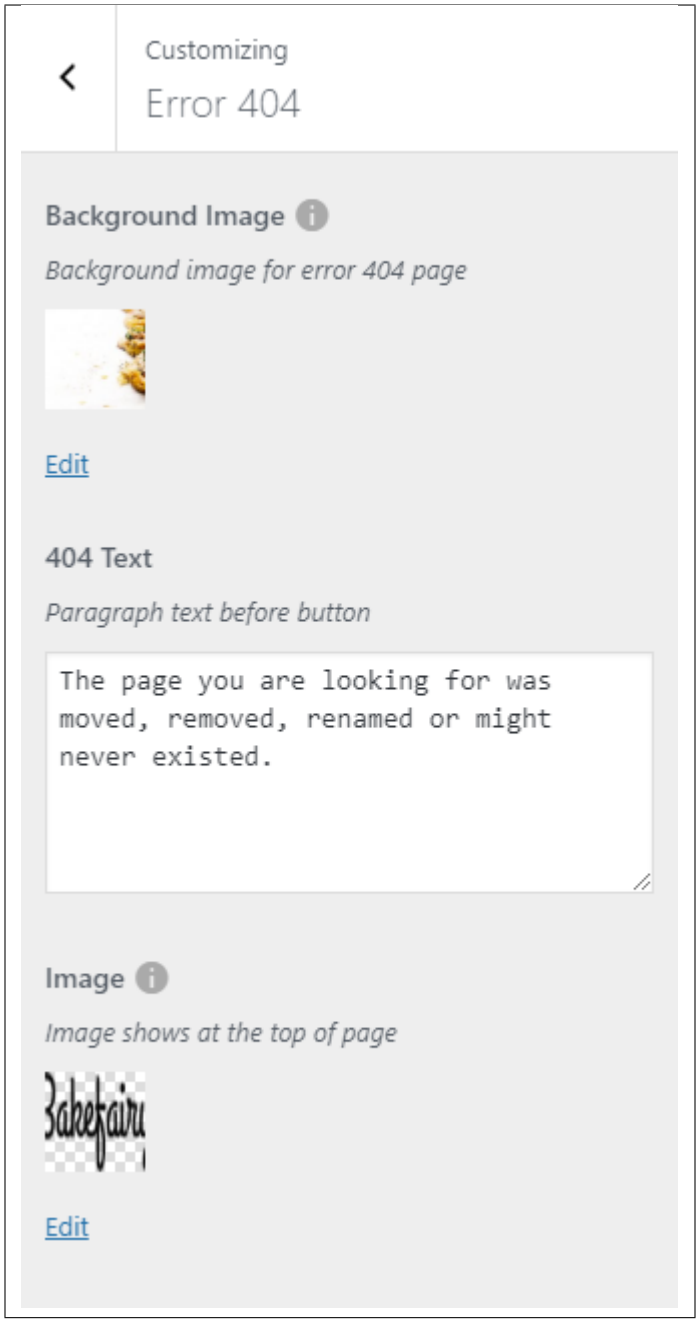


Add all the information you like to add, then click on the *Publish* button.

Note: You can also do this using the **Homepage Setup** instructions in Page > Homepage Setup.

14.8 Error 404

You can customize the page where error 404 is shown.

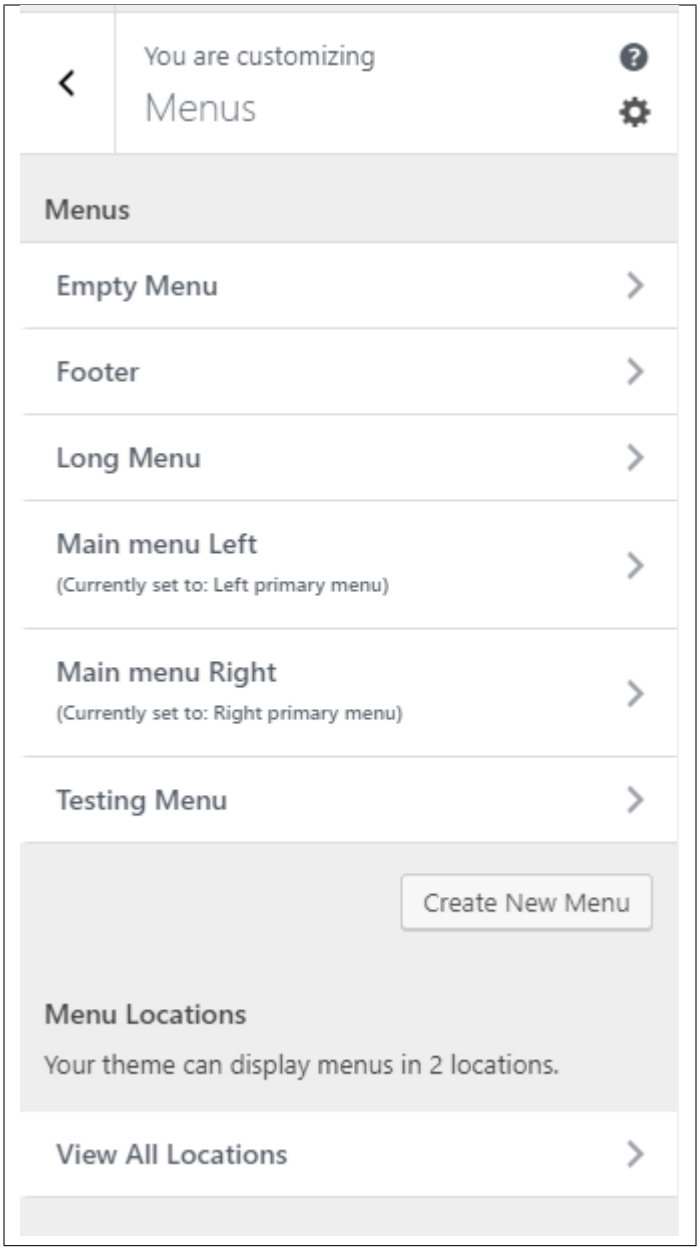


- **Background Image** - Background image for the error 404 page.
- **404 Text** - Text that is shown in the page.
- **Image** - Image that will show on top of the page.

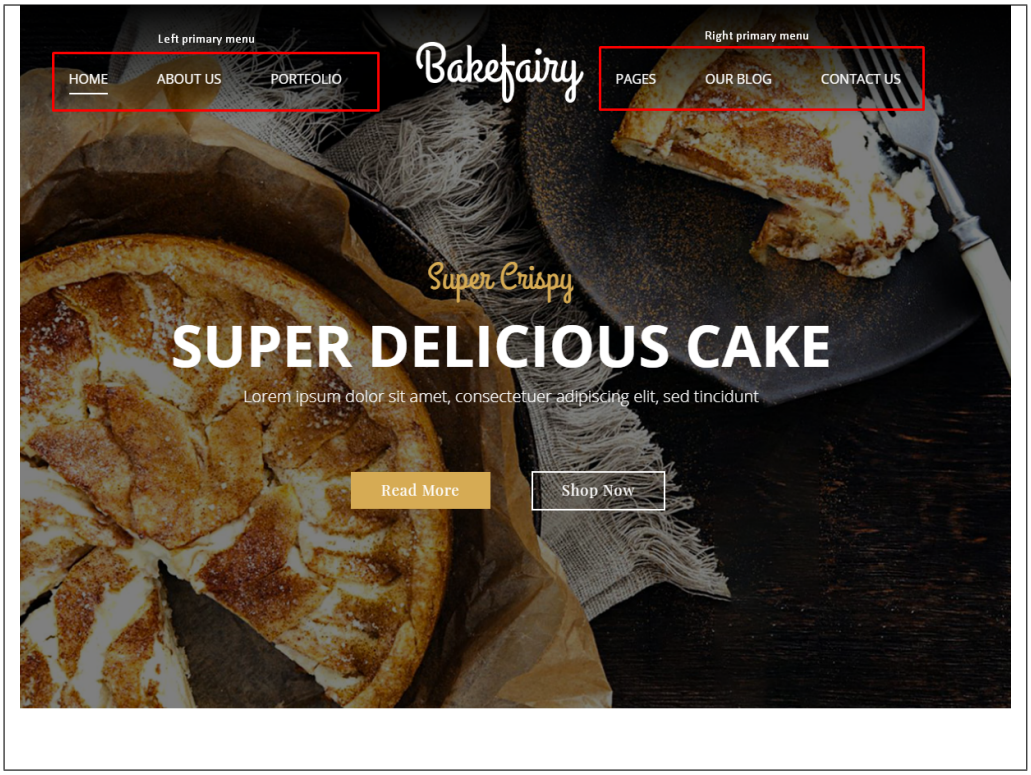
Add all the information you like to add, then click on the *Publish* button.

14.9 Menus

You can change the details and settings of a menu here.



1. **Menus** - These are the menus made by you. You can make/add a new menu or delete it here.
2. **Menu Location** - Bakefairy supports 2 menus: *Left primary menu* or *Right primary menu*
    - **Left primary menu** - Choose which menu in the *Menus* would like to use as the Left primary menu.
    - **Right primary menu** - Choose which menu in the *Menus* would like to use as the Right primary menu.

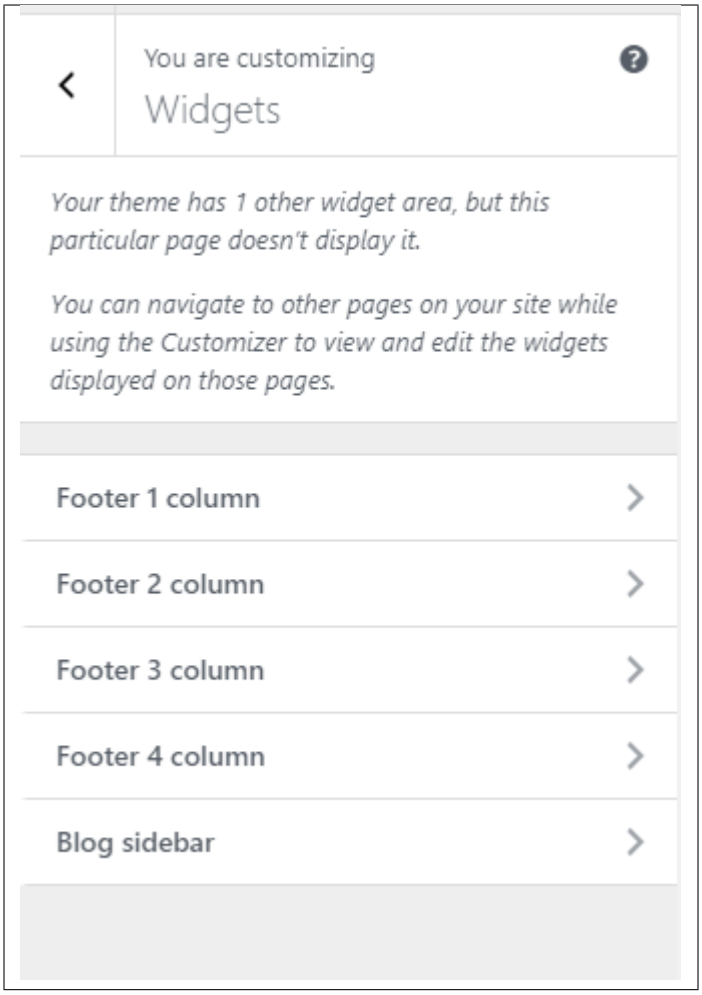


Add all the information you like to add, then click on the *Publish* button.

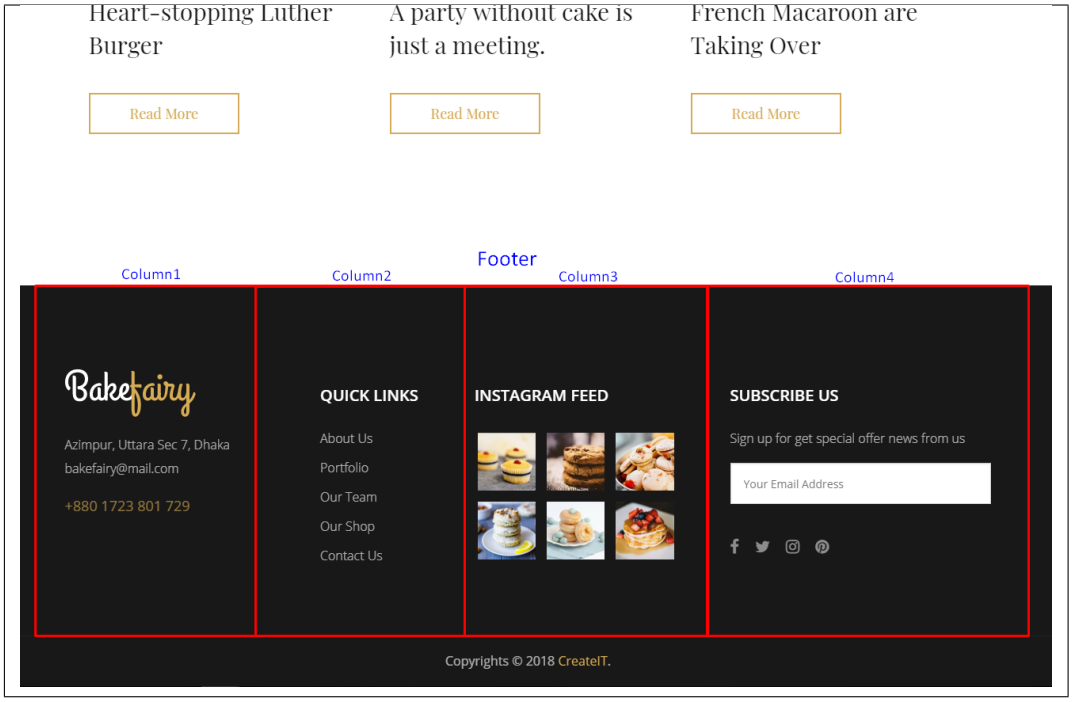
Note: You can also do the same thing by following Menu Setup instructions in Widgets & Menu > Menu > Menu Setup.

14.10 Widgets

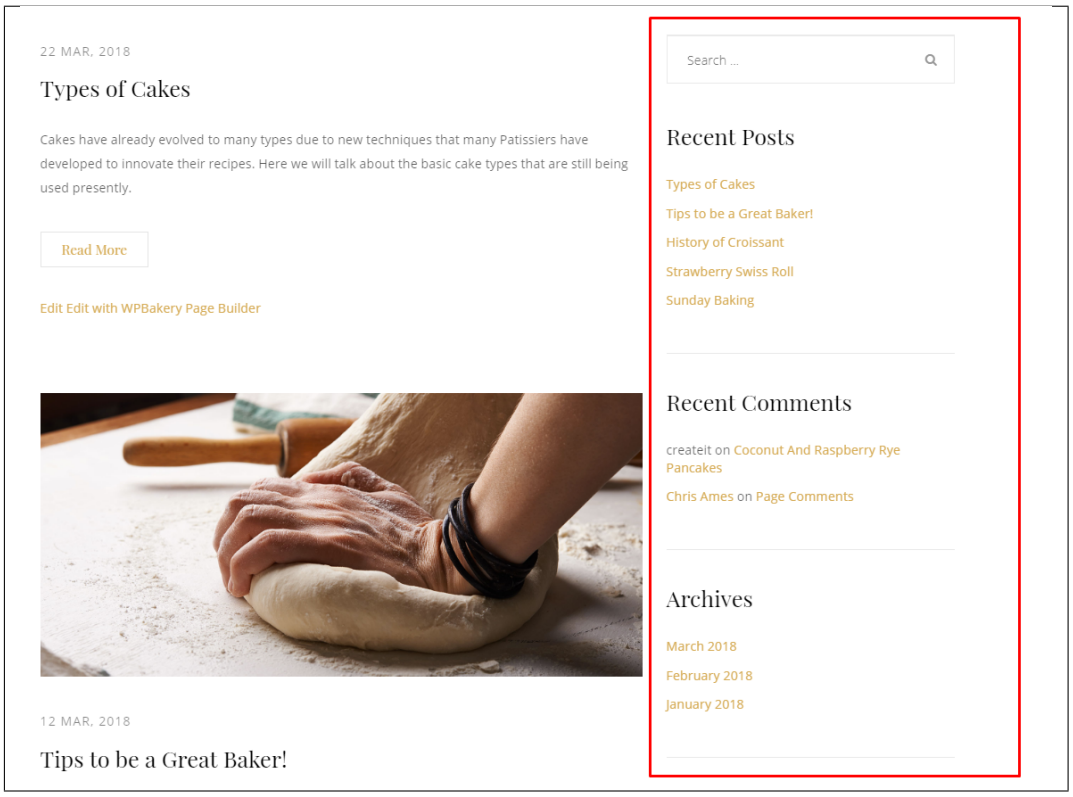
You can customize what is inside the widgets on the page. If a widget is placed on the page you see on the preview, it will be listed on the left side under widgets.



- **Footer 1 column**
- **Footer 2 column**
- **Footer 3 column**
- **Footer 4 column**



- **Blog sidebar**

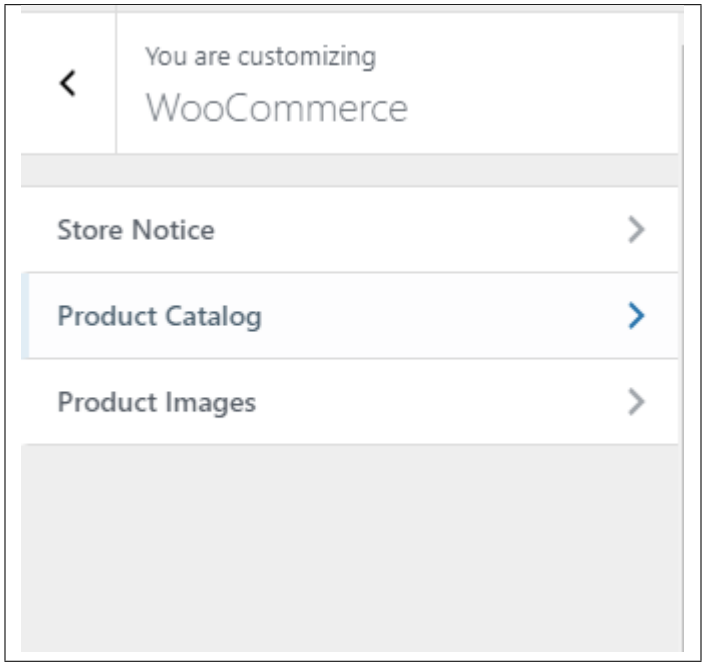


Add all the information you like to add, then click on the *Publish* button.

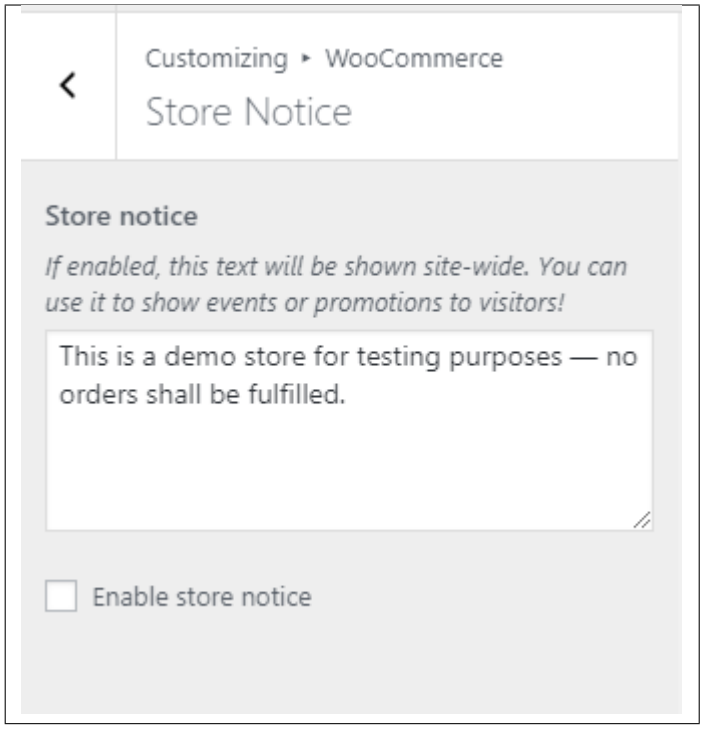
Note: You can also do the same thing by following How to Edit Widgets instructions in *Widgets & Menu > Widgets*.

14.11 WooCommerce

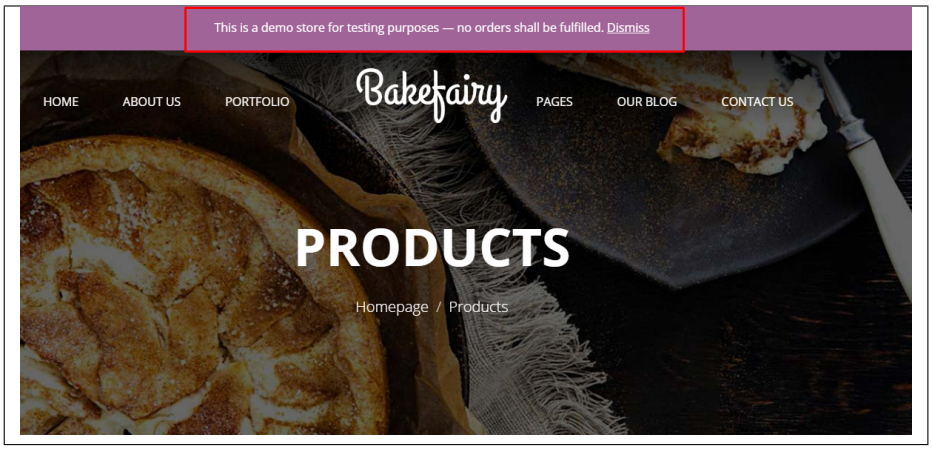
The WooCommerce customizer is divided into 3:



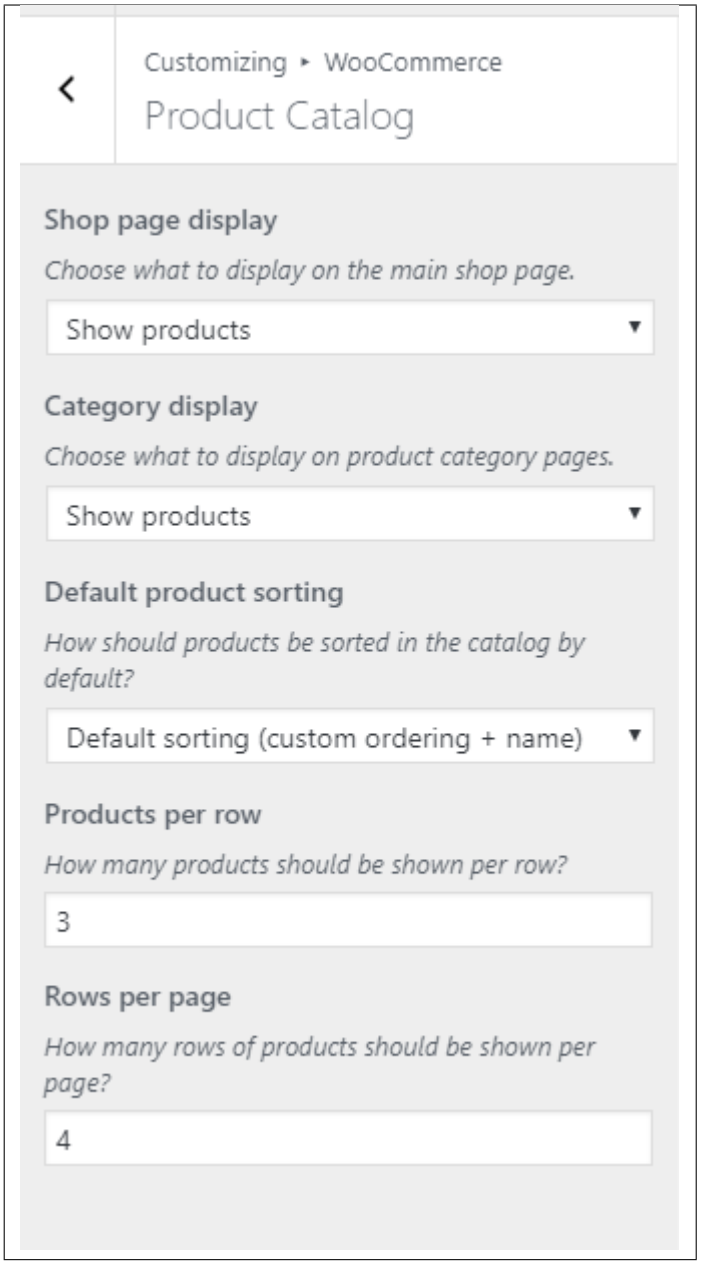
- **Store notice**



- **Store notice** - Text that is shown at the top most area of the site in a drop-down animation.
- **Enable store notice** - Option to enable the store notice.

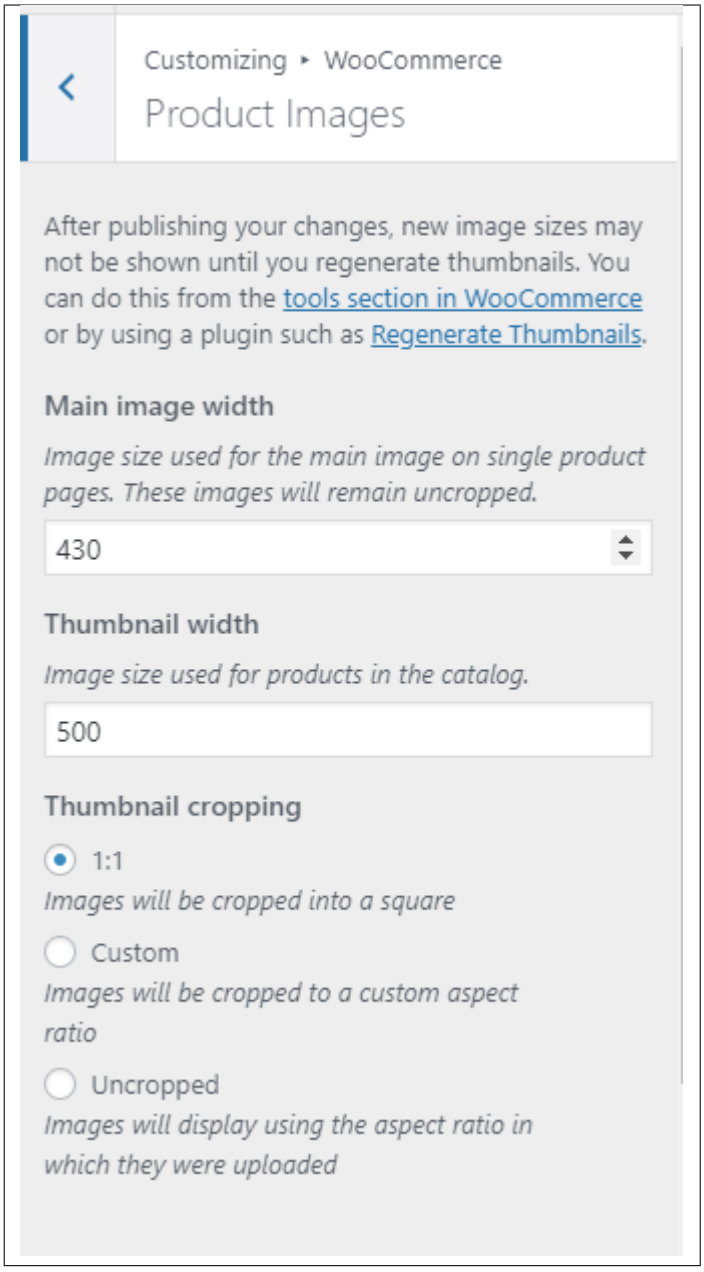


- **Product Catalog**



  - **Shop page display** - Choose what to display at the main shop page.
  - **Category display** - Choose what to display at the product category page.
  - **Default product sorting** - How the products are sorted by default.
  - **Products per row** - Number of products in a row. Maximum per row would be 6 products.
  - **Rows per page** - Number of rows per page.

- **Single blog post**

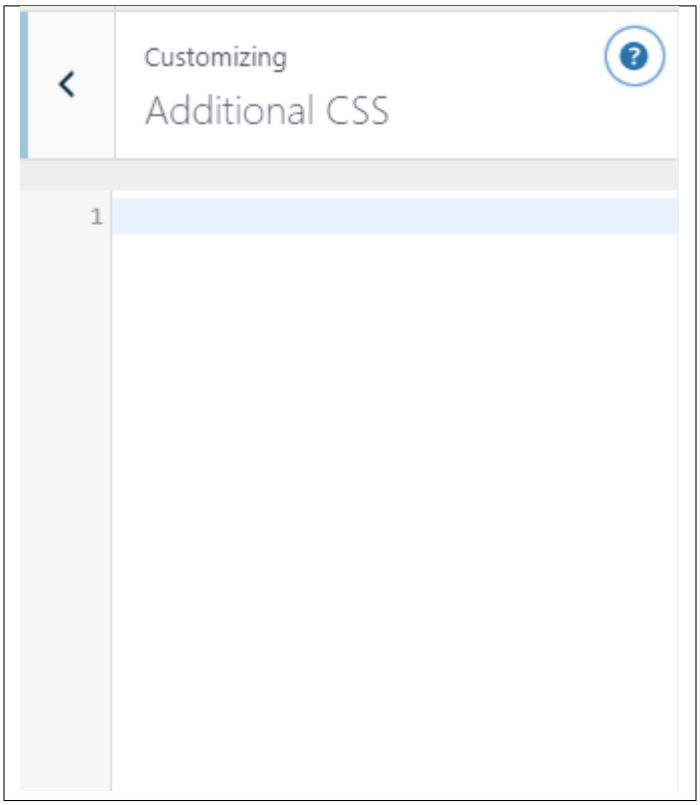


- **Main image width** - Image size used in the single page of the product.
- **Thumbnail width** - Image size used in the products page of the product.
- **Thumbnail cropping**
  - **1:1** - Images will be cropped into a square.
  - **Custom** - Images will be cropped to a custom aspect ratio.
  - **Uncropped** - Images will display using the aspect ratio in which they were uploaded.

Add all the information you like to add, then click on the *Publish* button.

14.12 Additional CSS

You can add your own CSS code for your site.



Add all the information you like to add, then click on the *Publish* button.