

## **Portal – Theme Documentation**

Thank you for purchasing Portal! This documentation covers the installation and the usage of this theme, so we encourage you to read through this document and keep it handy for reference. If you have any questions about your theme, or need assistance with something, please feel free to contact us and our dedicated support staff will be happy to assist you.

**Contact Support:** <http://community.mythemeshop.com/>

### **A) Getting Started**

#### **A1. Installing Portal:**

- 1) First, make sure you have the latest WordPress installation, by checking the update panel within your current WordPress installation. If you don't have WordPress already, you can download it from the WordPress repository here: <http://wordpress.org/download/>
- 2) Download the WordPress theme ZIP file from the MyThemeShop admin panel, and save it somewhere handy on your computer, as you will be using the included files for the rest of the installation process. Unzip the downloaded ZIP file onto your computer, but don't upload the unzipped folder to your WordPress installation just yet.
- 3) Inside the unzipped folder, you will notice a variety of files and folders such as theme PSDs, documentation, your license, and also a **Portal.zip** file. From here, you have two options for installation, outlined below and explained in detail in the following sections:
  - Installation from the WordPress admin panel: If you want to upload the theme via WordPress admin, simply navigate to the 'Appearance' tab, choose the 'Themes' tab, and select 'Install Themes'. Then, simply select Portal.zip from the extracted folder, and upload it using the WordPress integrated uploader.
  - Installation via FTP: If you are using FTP client (such as FileZilla) to upload your theme files, simply extract 'Portal.zip' from within the unzipped folder, and then upload the resulting 'Portal' folder to /wp-content/themes.

#### **A2. Installing via WordPress Admin panel:**

Login to your WordPress admin panel, such as [yoursite.com/wp-admin/](http://yoursite.com/wp-admin/) and then navigate to Appearance > Themes > Install Themes, and upload 'Portal.zip' file.

**Dashboard**

- Posts
- Media
- Links
- Pages
- Comments
- Appearance**
  - Themes** step 1
  - Widgets
  - Menus

**Manage Themes** **Install Themes** step 2

**Current Theme**

**Twenty Eleven 1.3** by [the WordPress team](#)

The 2011 theme for WordPress is sophisticated, light options for light or dark color scheme, custom link a showcase to show off your best content, widget s Aside, Link, Quote, or Status posts. Included are st images on featured "sticky" posts), and special styl

OPTIONS: [Widgets](#) | [Menus](#) | [Theme Check](#) |

Tags: dark, light, white, black, gray, one-column, two-columns, left-sidebar, right-s header, featured-images, full-width-template, microformats, post-formats, rtl-lang

**Dashboard**

- Posts
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**Manage Themes** **Install Themes**

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**Install a theme in .zip format**

*If you have a theme in a .zip format, you may install it by uploading it here.*

**Choose File** No file chosen **Install Now**

Step 3

OR

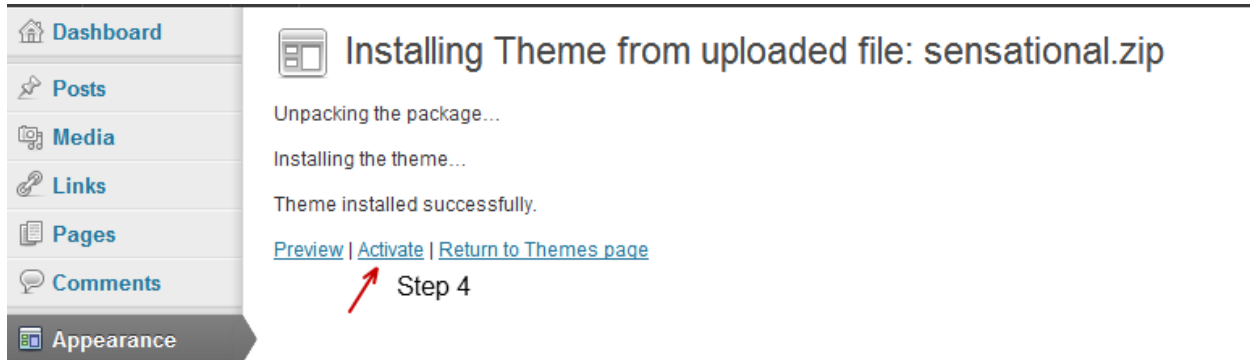
### A.3 Installing via FTP:

- 1) Open your FTP client application (example: FileZilla).
- 2) Fill in your login details (host, username, and password), then press connect.
- 3) Once connected, navigate to 'wp-content' folder.
- 4) Navigate to 'themes' folder.
- 5) Now upload the "Portal" folder to /wp-content/themes.

#### A4. Activating the theme:

If you installed from the admin panel, after the theme .zip file has finished uploading, you should be presented with three options (Preview, Activate, Return to Themes). Select the “Activate” option.

If you installed via FTP, you will see these options appear on the Themes page.



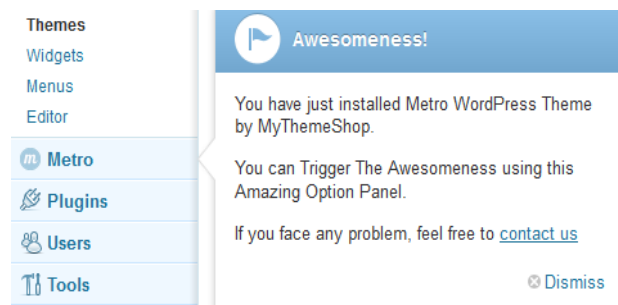
**Note:** Got an error during installation process? Try the following:

- Make sure you are using the latest version of WordPress.
- Make sure your hosting is running the latest version of PHP and MySQL.
- Be sure you have at least PHP 5 with GD-library installed on your server. PHP 5 is better. GD library is something that can be installed by your web server admin. If you do not have this, please ask for that to your web administrator, and also at least WordPress 3.2 engine is installed.
- Make sure your WordPress user has permissions to install themes and ability to upload to the /wp-content/themes/ folder.

#### **B) Theme Options**

Once you have activated the theme, you will see a welcome message, which will show you how to use the theme options panel. The theme options panel will allow you to configure the settings of your theme.

You will find all the instructions for each setting inside the MyThemeShop options panel. Now, have fun configuring your brand new theme, and explore the various options to make your site truly customized.

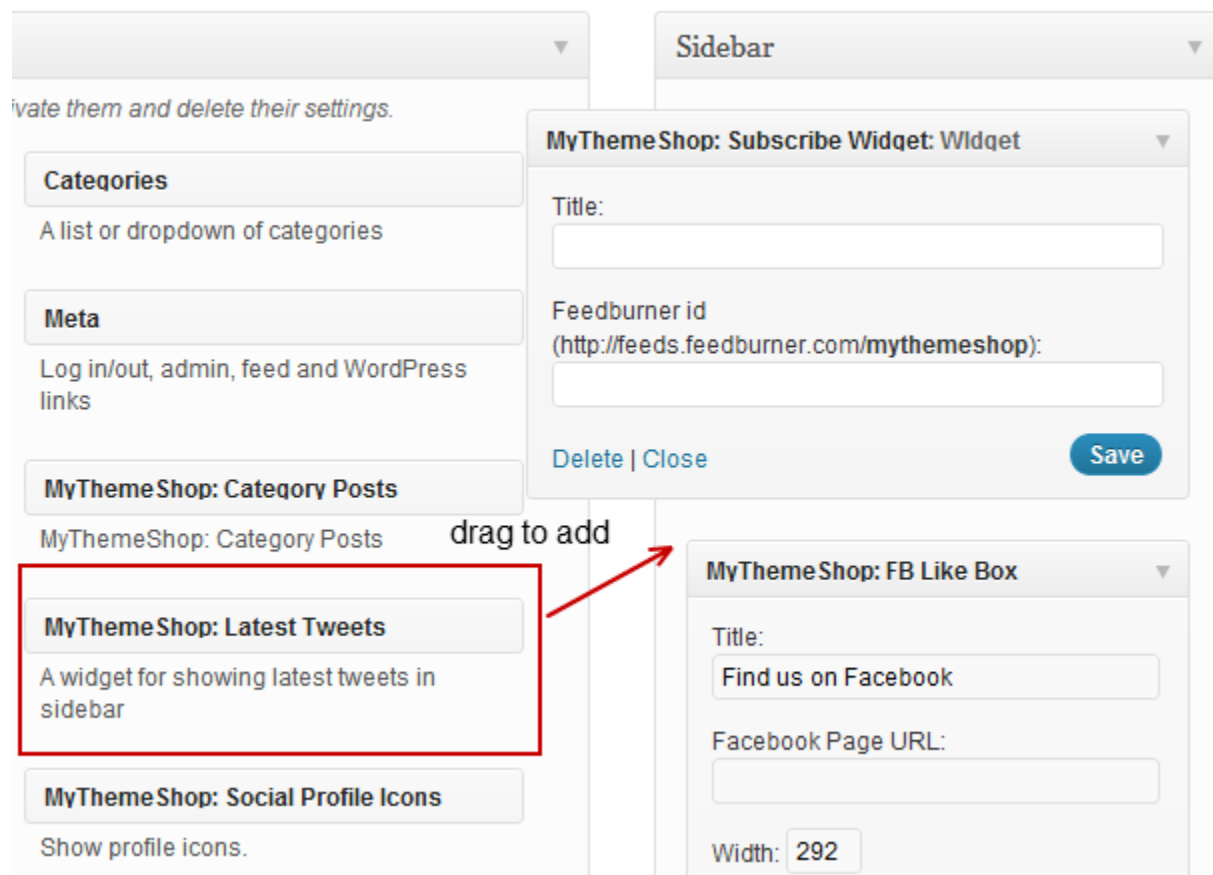


## C) Custom Widgets

MyThemeShop offers 12 powerful custom widgets to help you easily add features and functionality to your WordPress theme without having to tinker with any code.

### **C1. Adding widgets:**

First, decide what widget you are looking to add, and where you want it to appear on your site. To add the custom widget in your theme, navigate to "Appearance > Widgets", and drag the desired widget to the right side, under the "Sidebar" or "Footer" widgets box.

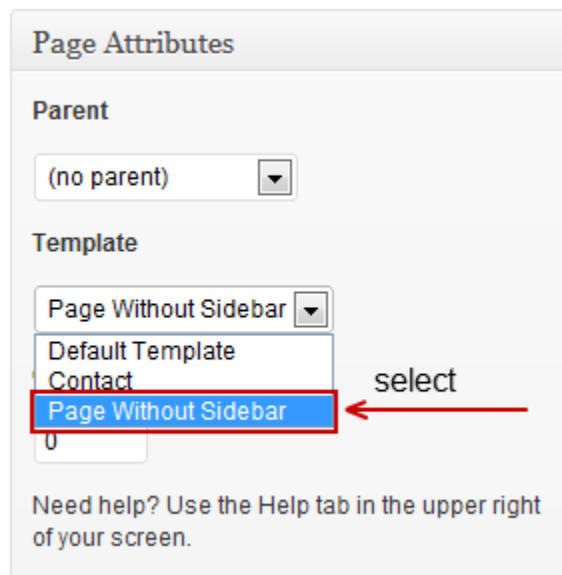


## **E) Full-Width Page**

Your theme comes with a pre-made “Page without Sidebar” template that is very easy to add into the theme.

### **E.1 Adding the full width page:**

Go to your WordPress Admin panel, navigate to Pages > Add New, go to Page Attributes > Template and choose the “Page without Sidebar” template from the drop-down menu.



**Knowledge Base:** <http://mythemeshop.com/support>