# Documentation:NGO Charity WordPress Theme

Install **NGO Charity** WordPress Theme within a few minutes.



#### **OUR CAUSES**

**NGO Charity** is a simple, clean, responsive and user-friendly charity WordPress theme specially designed for charity, NGO, trust, donation camp, foundations or a non-profit organisation. It can be used by those who often organise fundraising events, blood donation camps, welfare activities, campaigns etc. It has all the features which make it a perfect charity wordpress theme but it can be used for multiple purposes as to write a blog on charity activities and welfare related things or as a portfolio. It has a fully responsive layout and cross-browser compatibility. The NGO theme is written in clean and secure codes. It is SEO-friendly which makes it rank higher in search engine results. It has a testimonial section where people can express their views on your charity work.

# Demo Link:-

https://786themes.com/demo/ngocharity/

# **Required plugins:-**

- 1. Contact Form 7(https://wordpress.org/plugins/contact-form-7/)
- 2. Newsletter(<u>https://wordpress.org/plugins/newsletter/</u>)
- 3. Give Donation Plugin and Fundraising Platform(<u>https://wordpress.org/plugins/give/</u>)

# NGO Charity documentation: How to start?

This documentation will show you step by step how to complete the basic configuration of **NGO Charity.**It is important that you follow these steps carefully because some steps build up on each other and that will help you a great deal to set up your website properly:

- 1. How to set up a static front page in WordPress?
- 2. How to upload, install and activate Ngo Charity?
- 3. What is page and how to create it?
- 4. What is category and how to create it?
- 5. How to create menus?
- 6. How & where to place widgets on your website?
- 7. How to create posts?
- 8. How to add logo, header image and site title/tagline?
- 9. How to adjust options & layout?
- 10. How to add google map in contact page?

# 1 – How to set up a static front page in WordPress?

In order to create a **NGO Charity** like front page like shown in the theme demos for **NGO Charity**,

- First to create new page named Home(or else).
- Select Homepage template for your just newly created page under Page Attributes on the right side.
- Finally, publish this page.

| 2 Dashboard            | Add New Page  | Screen Options 🔻 Help 🔻   |
|------------------------|---|---|
| Ø Jetpack              | Enter title here Enter page name for Front Template | Publish   |
| 📌 Posts                |   | Save Draft Preview  |
| 9] Media               |   | Status: Draft Edit  |
| 📮 Pages 🔸              | 91 Add Media  |   |
| All Pages              | Paragraph 🔻 B I 🗄 🗄 🖆 🖆 🖉 🗮 🧱                       | Publish immediately Edit  |
| Add New                |   |   |
| Comments               |   | Finally, click publish  |
| Appearance             | Leave Empty this section                            | Page Attributes   |
| 😰 Plugins 🔕<br>📥 Users |   | Parent  |
| 🖌 Osers                |   | (no parent) 🔻   |
| Settings               | Select front page from                              | Template<br>Default Template  |
| SG Optimizer           | dropdown  | Default Template Front Page   |
| Collapse menu          | Word count: 0                                       | Fullwidth page<br>No Featured Image<br>Need help: ose the nelp tab above the<br>screen title. |

- Second, go to **Settings => Reading** in your WordPress dashboard.
- Select A static page and select your just created new page Home as *Front page*.

**Note:-** Don't forget to save your changes

| 🙆 Dashboard   | Reading Settings                          |   | Help 🔻 |
|---|---|---|--------|
| <ul> <li>➢ Posts</li> <li>➢ Media</li> <li>☑ Pages</li> <li>➢ Portfolio</li> <li>☑ Comments</li> <li>☑ Contact</li> </ul> | Front page displays                       | <ul> <li>Your latest posts</li> <li>A static page (select below)</li> <li>Front page: Home </li> <li>Posts page: - Select - </li> </ul> |        |
| <ul> <li>Appearance</li> <li>Plugins</li> </ul>   | Blog pages show at most                   | 10 🕃 posts  |        |
| 🚢 Users 🌮 Tools   | Syndication feeds show the<br>most recent | 10 🕃 items  |        |
| General<br>Writing  | For each article in a feed,<br>show       | <ul> <li>Full text</li> <li>Summary</li> </ul>  |        |
| <b>Reading</b><br>Discussion<br>Media   | Search Engine Visibility                  | <ul> <li>Discourage search engines from indexing this site</li> <li>It is up to search engines to honor this request.</li> </ul>        |        |
| Permalinks Collapse menu  | Save Changes                              |   |        |

# 2 – How to upload, install and activate NGO Charity?

From WordPress Dashboard

- Login to Wordpress admin panel
- Go to > Appearance > Themes
- Click in add New >Upload ngo-charity.zip file > Install Now
- Activate the theme

After installing the theme, now you can customize your website as per your preference.

#### 3 –What is page and how to create it?

Pages are static and are not listed by date. Pages do not use tags or categories. An about page is the classic example. Pages can be displayed in the sidebar using the Pages widget, and some themes display pages in the navigation at the top of the site.

#### -To create page

- Go to dashboard
- Click in Pages > Add New > Follow instructions as below

| Dashboard    | Add New Page   | Screen Options ¥                                | Help ¥ |
|--------------|--|---|--------|
| ) Jetpack    | Enter title here [Your Page Name]                                    | Publish   |        |
| Posts        |  | Save Draft P                                    | neview |
| Our Teams    |  | Status: Draft Edit                              |        |
| Testimonials | 92 Add Media Visual Vest   | dip Visibility: Public Edit                     |        |
| Services     | Pangraph * B I = = 44 E ± ± Ø = = = X                                | Publish immediately Edit                        |        |
| Works        |  |   | _      |
| ] Media      |  | Publish   |        |
| Pages        | Content of your page   |   |        |
|              | For eg:- If your page is About Us page and then write about yourself | Page Attributes                                 |        |
| Sd New       | or your company. You can add media files too.                        | Parent  |        |
| Comments     |  | (no parent)                                     | ٠      |
| Appearance   |  | Template  |        |
| Plugins 📵    |  | Default Template                                |        |
| Users        |  | Order   |        |
| Tools        | Word count: 0  | 0   |        |
| Settings     |  | Need help? Use the Help tab above screen title. | the    |
| SG Optimizer |  | Featured Image                                  |        |
|              |  | Set featured image                              |        |

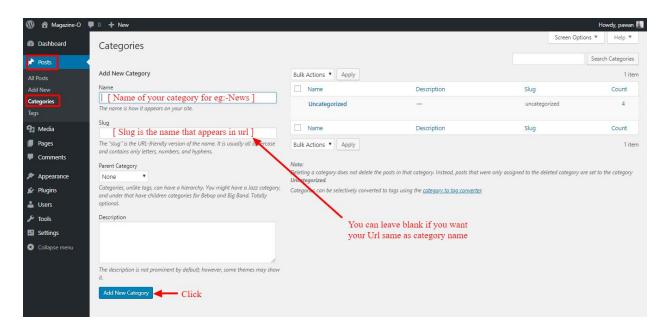
• After adding all content, you can publish your page and create necessary pages by same method.

### 4 – What is category and how to create it?

Categories provide a helpful way to group related posts together, and to quickly tell readers what a post is about. Categories also make it easier for people to find your content. Categories are similar to, put broader than,tags.

How to create categories

- Go to dashboard
- Click in **Posts > Categories**

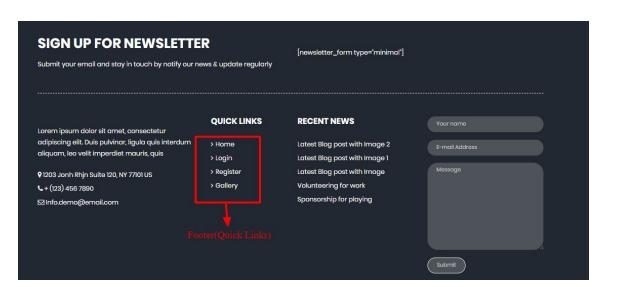


- You can put your own slug too, most of the time it is left blank which means name of the category itself will be its slug.
- [For eg. yoursite.com/category/category\_name]
- You can put description if you want.
- Now after adding category, your category will appear in right side of the post page.
- You can add more categories in same manner.

#### 5 – How to create menus?

This theme comes with two menu locations. Primary & Footer(Quick Links)





You can create menus in **two ways**.

- Appearance=>Customize=>Menus=>Create New Menu
- **Appearance => Menus(**We **RECOMMENDED** this Option for creating menus.)

| 🙆 Dashboard   | Menus Manage with Live Preview   |  | Screen Options 🔻 | Help 🔻        |
|---|--|--|------------------|---------------|
| ✤ Posts ♀ Media   | Edit Menus   |  |                  |               |
| 📕 Pages   | Edit your menu below, or create a new menu.                                |  |                  |               |
| Comments  |  |  | _                | _             |
| 🔊 Appearance 🛛 🗸  | Pages 🔺  | Menu Name Primary menu                         | Cre              | ate Menu      |
| Themes<br>Customize<br>Widgets<br>Menus<br>Header<br>Background<br>Radix Helper<br>Editor | Most Recent View All Search Slider 2 Slider 1 Home Sample Page Add to Menu | Give your menu a name, then click Create Menu. | Cre              | ate Menu      |
| 🖉 Plugins   | Posts 🔻  |  |                  |               |
| 👗 Users   | Custom Links 🔹   |  |                  |               |
| 🔑 Tools   | Categories •   |  |                  |               |
| 5 Settings  |  |  |                  |               |
| Collapse menu   | Thank you for creating with WordPress.                                     |  |                  | Version 4.9.7 |

- Create **New Menu** [You need to create only one menu]
- Give name of the menu[For eg. Primary Menu] > Create Menu

| Dashboard           | Menus Manage with Live Preview             |  | Screen Options 🔻 | Help 🔻    |
|---------------------|--|--|------------------|-----------|
| Posts               | Edit Menus Manage Locations                |  |                  |           |
| 🕽 Media             |  |  |                  |           |
| Pages               | Select a menu to edit: primary (Primary) 🔻 | Select or <u>create a new menu</u> .   |                  |           |
| Comments            |  |  |                  |           |
| Donations           | Pages 🔺                                    | Menu Name primary  |                  | Save Menu |
| Contact             |  |  |                  |           |
| Appearance          | Most Recent View All Search                | Menu Structure   |                  |           |
| iemes               | Become a Volunteer                         | Drag each item into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options. |                  |           |
| ustomize            | Donation History Donation Failed           | Home Page 🔻  |                  |           |
| idgets              | Donation Confirmation                      |  |                  |           |
| enus                | Adam smith                                 | Gallery Category 🔻   |                  |           |
| leader<br>ackground | Martin athley Doodle lys                   | Causes Post Type Archive *   |                  |           |
| port Demo Data      |  |  |                  |           |
| o Charity Setup     | Select All Add to Menu                     | Events Category *  |                  |           |
| tor                 | Posts v                                    | Blog Category 💌  |                  |           |
| Plugins 🚺           | Custom Links v                             | Contact Us Page 💌  |                  |           |
| Users               |  | Contact US Page  |                  |           |
| Tools               | Categories •                               |  |                  |           |
| Settings<br>ader    |  | Menu Settings  |                  |           |
| ackground           |  | Auto add pages Automatically add new top-level pages to this menu Display location I Primary                                   |                  |           |
| nport Demo Data     |  | Dispidy location Primary<br>Footer(Quick Links)  |                  |           |
| Igo Charity Setup   |  |  |                  |           |
| ditor               |  | Delete Menu  |                  | Save Menu |
| 🕼 Plugins 🚺         |  |  |                  |           |

#### 6 - How & where to place widgets on your website?

In this important step, we will show you where and how to place widgets. You can place widgets either through two ways:-

- **Appearance => Widgets(**We **RECOMMENDED** this Option for widget add in widget area.)
- Appearance => Customize => Widgets

**Note:-** Widgets can be placed simply via drag and drop, so just pull your favored widget to the widget area you like.

| Sidebar<br>Add widgets here.         | * | Footer widget 4   |
|--------------------------------------|---|---|
| Footer widget 1<br>Add widgets here. |   | Google map iframe   |
| Footer widget 2<br>Add widgets here, | * | Give Single Form Sidebar<br>Widgets in this area will be shown on the single<br>Give forms aside area. This sidebar will not display for<br>embedded forms. |
| Footer widget 3<br>Add widgets here. |   |   |

Here you can see the **Available widgets** areas of **NGO Charity** WordPress Theme.

| Archives  | Audio  |
|---|--|
| A monthly archive of your site's<br>Posts.              | Displays an audio player.                                  |
| Calendar  | Categories   |
| A calendar of your site's Posts.                        | A list or dropdown of categories.                          |
| Custom HTML   | Gallery  |
| Arbitrary HTML code.                                    | Displays an image gallery.                                 |
| Image   | Meta   |
| Displays an image.                                      | Login, RSS, & WordPress.org links.                         |
| Navigation Menu   | Newsletter   |
| Add a navigation menu to your sidebar.                  | Newsletter widget to add<br>subscription forms on sidebars |
| Newsletter Minimal                                      | Pages  |
| Newsletter widget to add a minimal<br>subscription form | A list of your site's Pages.                               |
| Recent Comments   | Recent Posts   |
| Your site's most recent comments.                       | Your site's most recent Posts.                             |
| RSS   | Search   |
| Entries from any RSS or Atom feed.                      | A search form for your site.                               |
| Tag Cloud   | Text   |
| A cloud of your most used tags.                         | Arbitrary text.  |
| Video   |  |

#### 7 - How to create posts?

Now after all set, you can start writing your post. Follow these steps

- Go to dashboard > Posts > Add New
- Finally, click in publish Button. You can preview your post before actually publish it just make sure everything is ok. If you have not completed writing your post then you can save it as draft.

| Add New Post   | Screen Options 🔻 Help 🔻  |
|--|--|
| Enter title here [ Title of your post ]              | Publish 🔺  |
| 93 Add Media<br>Paragraph → B I ⊞ ⊟ 44 ≣ Ξ ∄ 27 ᠌  ※ | Save Draft Preview  Save Draft Edit  Save Draft Edit  D Visibility: Public Edit  D Usibility: Public Edit  Publish immediately Edit  Publish |
| Body of your post goes here                          | PUDUSH   |
| You can add media files from the Add media options   | Categories   |
|  | All Categories Most Used  Article Entertainment News Uncategorized  + Add New Category   |
| Word count: 0  | -  |
| Choose categories                                    | Tags Add Add   |
| Include 2/3 tags                                     | Choose from the most used tags   |
| Upload Featured Image                                | Featured Image   |

• Finally, click in publish Button. You can preview your post before actually publish it just make sure everything is ok. If you have not completed writing your post then you can save it as draft.

### 8- How to add logo, header image and site title/tagline?

With **NGO Charity**, you may customize your header in many different ways. To upload a full-width header image, go to **Appearance => Customize =>Header Settings = > Header Image** in your WordPress dashboard. **Header Image** Also used for breadcrumbs background image.

To upload a logo and display/hide the site title and tagline, you can navigate to **Appearance => Customize => General Settings => Site Identity** and apply your changes based on your personal.



# 9- How to adjust options & layout?

After you have carefully followed the previous steps, you have successfully completed the basic configuration of the theme. You can now further customize and manage the appearance of your website via the extensive options panel of **NGO Charity**.

Please navigate to **Appearance => Customize** in your WordPress Dashboard to see the **General Settings, Header Settings, Frontpage Settings, Footer Settings** and **Page Template Settings** panel within the WordPress customizer.

| Active theme<br>NGO Charity | Change        |
|-----------------------------|---------------|
| Go Pro Buy Ng               | o Charity Pro |
| General Settings            | >             |
| Header Settings             | >             |
| Frontpage Settings          | >             |
| Footer Settings             | >             |
| Page Template Settings      | >             |
| Menus                       | >             |
| Widgets                     | >             |
| Homepage Settings           | >             |
| Additional CSS              | >             |

#### 9.1 - General Settings

In General Settings, we have following sections:-

| <      | You are customizing<br>General Settings |   |
|--------|---|---|
| Site   | Identity                                | > |
| Colors |   | > |
| Bac    | kground Image                           | > |

To Setting this options, follow these steps:-

- Go to Dashboard, Appearance => Customize => General Settings
- Open each section and start to set content and filled up fields as per your requirement.

#### 9.1.1 Site Identity

#### Go to 8- How to add logo, header image and site title/tagline?

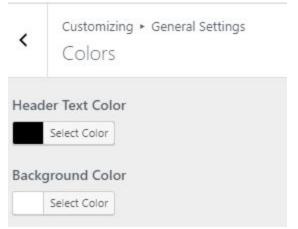
#### 9.1.2 Colors

This theme gives you only two color options.

- Header Text Color
- Background Color

#### To setting colors of theme, Go to Dashboard

• Appearance => Customize => General Settings => Colors



#### 9.1.3 Background Image

To Setting background image of theme. Follow these steps:-

 Go to Dashboard , Appearance => Customize => General Settings => Background Image

| <    | Customizing ► General Settings<br>Background Image |
|------|--|
| Back | ground Image                                       |
|      | No image selected                                  |
| Sele | ect image  |

• Finally, click on publish button.

#### 9.2 - Header Settings

In Header Settings, we have following sections:-

| <   | You are customizing<br>Header Settings |   |
|-----|--|---|
| Тор | Header Section                         | > |
| Hea | der Image                              | > |

To Setting this options, follow these steps:-

- Go to Dashboard, Appearance => Customize => Header Settings
- Open each section and start to set content and filled up fields as per your requirement.

# 9.2.1 Top Header Section

To Setting Top Header left items of theme. Follow these steps:-

 Go to Dashboard , Appearance => Customize => Header Settings => Top Header Section

| <  | Customizing + Header Se<br>Top Header Sectio   | -        |
|--|--|----------|
| Mana<br>sectio                             | ged the content display at to<br>n.  | p header |
| ✓ Er                                       | nable/Disable top header   |          |
| Logir                                      | n Page URL   |          |
| http                                       | s://demo.scorpionthemes.c  | com/ngo  |
| le   |  |          |
|  | ter Page URL   |          |
| Regis                                      | ter Page URL<br>s://demo.scorpionthemes.c  | com/ngo  |
| Regis<br>http                              | 5  | com/ngo  |
| Regis<br>http<br>Top H                     | s://demo.scorpionthemes.c  | com/ngo  |
| Regis<br>http<br>Top F<br>(12              | s://demo.scorpionthemes.c  |          |
| Regis<br>http<br>Top F<br>(12<br>For       | s://demo.scorpionthemes.c<br>Header Contact items  |          |
| Regis<br>http<br>Top F<br>(12<br>For       | s://demo.scorpionthemes.o<br>leader Contact items<br>(3) 456 7890<br>nt Awesome Icon                                 |          |
| Regis<br>http<br>Top H<br>(12<br>For<br>fa | s://demo.scorpionthemes.o<br>leader Contact items<br>(3) 456 7890<br>nt Awesome Icon                                 |          |
| Regis<br>http<br>Top F<br>(12<br>For<br>fa | s://demo.scorpionthemes.o<br>Header Contact items<br>(3) 456 7890<br>Int Awesome Icon<br>I fa-phone                  |          |
| Regis<br>http<br>Top F<br>(12<br>For<br>fa | s://demo.scorpionthemes.o<br>Header Contact items<br>(3) 456 7890<br>Int Awesome Icon<br>In fa-phone<br>cation Title |          |

# 9.2.2 Header Image

Got to 8- How to add logo, header image and site title/tagline?

# 9.3 - Frontpage Settings

In Frontpage Settings, we have following sections:-

| <    | You are customizing<br>Frontpage Setting | S |
|------|--|---|
| Slid | er Section                               | > |
| Serv | vice Section                             | > |
| Our  | Causes Section                           | > |
| Who  | o We Are Section                         | > |
| Ever | nts Section                              | > |
| Volu | unteer Section                           | > |
| Nev  | vsletter Section                         | > |
| Test | imonials Section                         | > |
| Gall | ery Section                              | > |
| Blog | g Section                                | > |

To Setting this options, follow these steps:-

- Go to Dashboard, Appearance => Customize => Frontpage Settings
- Open each section and start to set content and filled up fields as per your requirement.

#### 9.3.1 Slider Section

To Setting Frontpage slider section of theme. Follow these steps:-

 Go to Dashboard , Appearance => Customize => Frontpage Settings => Slider Section

| Lorem ipsum dolor sit amet<br>vesti arat leatus eo odio. Polic<br>ipsum dolor sit armet, consec  | Home       Outer       Years       Years       Year       Year |
|--|---|
| <ul> <li>Customizing * Frontpage Settings</li> <li>Slider Section</li> </ul>   |   |
| Managed the slider display at Frontpage section.   Image: The slider of the slider slider slider select Page for Slider 1 title with featured image set statement of the slider set set statement of t |   |
| Helping for education  |   |
| First Button Title For Slider 1<br>Join with Us  |   |
| Join with Us   |   |
| Select URL For button Title 1 of slider 1<br>#   |   |
| #  |   |

# 9.3.2 Service Section

To Setting Frontpage Service section of theme. Follow these steps:-

• Go to Dashboard , Appearance => Customize => Frontpage Settings => Service Section

|                                   | Service \$<br>MAKE A DONATION<br>Lorem ipsum dolor sit amet, consectetur<br>adipiscing elit. Duis pulvinar, licommodo.<br>Integeriectus sed ex accumsan |            | Service 2<br>EECOME A VOLUNTEER<br>Lorem ipsum dolor sit amet, consectetur<br>adipiscing eilt. Duis pulvinar, licommodo.<br>Integerlectus sed ex accumsan | Join us<br>Lorem ipsum dolor sit amet, consectetur<br>adipiscing elit. Duis pulvinar, licommodo.<br>Integeriectus sed ex accumsan |  |
|-----------------------------------|---|------------|---|---|--|
| (                                 | omizing + Frontpage Settings<br>Vice Section  |            |   |   |  |
| Managed the section.              | Service display at Frontpage  |            |   |   |  |
|                                   | isable for service<br>for Service 1   |            |   |   |  |
| Make a Do                         |   | ٠          |   |   |  |
|                                   | For Service 1<br>some icon: Eg.fa fa-usd. <u>See more</u>   | Ľ          |   |   |  |
| fa fa-usd                         |   |            |   |   |  |
| Select Page                       | for Service 2   |            |   |   |  |
| Become a                          | Volunteer   | ۳          |   |   |  |
| Use font awes<br><u>more here</u> | For Service 2<br>some icon: Eg.fa fa-handshake-o.   | <u>See</u> |   |   |  |
| fa fa-hands                       | hake-o  |            |   |   |  |
| Select Page                       | for Service 3   |            |   |   |  |
| Join Us                           |   | ٠          |   |   |  |
|                                   | For Service 3<br>some icon: Eg.fa fa-paperclip. <u>See</u>  |            |   |   |  |
| fa fa-paper                       | clip  |            |   |   |  |

# 9.3.3 Our Causes Section

To Setting Front Page Our Causes section of theme. Follow these steps:-

• Go to Dashboard , Appearance => Customize => Frontpage Settings => Our Causes Section

# OUR CAUSES

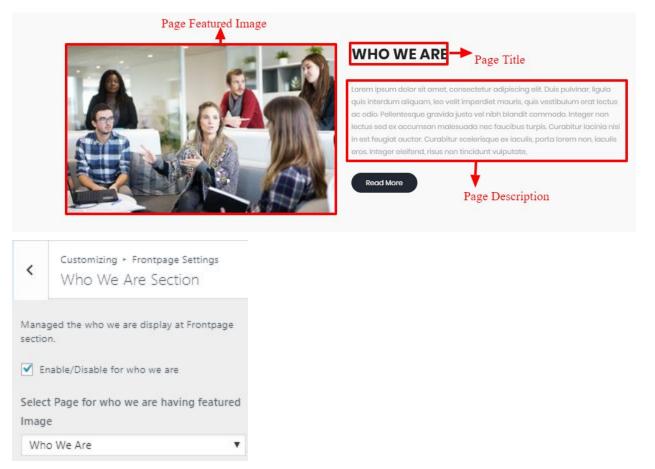
| POVERTY DONATION Rejsect: \$3,000.00 Gool: \$4,000.00   | 57.0%<br>NEW BOOKS FOR CHILDREN  | GOOD EDUCATION   |
|---|--|--|
| Lorem ipsum dolor sit amet, consectetur<br>adipiscing elit. Duis pulvinar, ligula quis<br>interdum aliquam, leo velit imperdiet | Raised: \$2,000.00 Goal: \$3,500.00<br>Lorem ipsum dolor sit amet, consectetur<br>adipiscing elit. Duis pulvinar, ligula quis<br>interdum aliquam, leo velit imperdiet | Raised: \$1,900.00 Goal: \$3,000.00<br>Lorem ipsum dolor sit amet, consectetur<br>adipiscing elit. Duis pulvinar, ligula quis<br>interdum aliquam, leo velit imperdiet |
| Managed the Our Causes display at F<br>section.<br>Enable/Disable for Our Causes  | Frontpage  |  |
| Causes Heading Our Causes   |  |  |
| Number of Recent Causes to Shor<br>Page<br>input 3,4,5,6,7,8,9,10   | w in Front   |  |
| 4<br><u>So to Give form Page</u> click here   |  |  |

• Finally, click on publish button.

# 9.3.4 Who We Are Section

To Setting Frontpage Who We Are section of theme. Follow these steps:-

• Go to Dashboard , Appearance => Customize => Frontpage Settings => Who We Are Section



# 9.3.5 Events Section

To Setting Frontpage Events section of theme. Follow these steps:-

 Go to Dashboard , Appearance => Customize => Frontpage Settings => Events Section



| <              | Customizing + Frontpage Settin<br>Events Section     | igs |
|----------------|--|-----|
| Mana<br>sectio | iged the Events display at Frontpag<br>on.           | e   |
| 🗹 Er           | nable/Disable for Events                             |     |
| Event          | ts Heading   |     |
| Our            | Events   |     |
| Selec          | t Category for Events                                |     |
| Eve            | ents   | ۳   |
|                | ber of event to Show in Front Pa<br>3,4,5,6,7,8,9,10 | ige |
| 4              |  |     |

# 9.3.6 Volunteer Section

To Setting Frontpage Volunteer section of theme. Follow these steps:-

• Go to Dashboard , Appearance => Customize => Frontpage Settings => Volunteer Section

|                | BECOME  | A PROUD VOLUNTEER   |
|----------------|---|---|
|                | odio. Pellentesque gravida justo vel nibh blandit commodo. Intege | nar, ligula quis interdum aliquam, leo velit imperdiet mauris, quis vestibulum erat lectus ac<br>r n Curabitur Iacinia nisi in est feugiat auctor. Curabitur scelerisque ex iaculis, porta lorem<br>nd, risus non tincidunt vulputate, diam augue semper<br>Description |
| <              | Customizing + Frontpage Settings<br>Volunteer Section             |   |
| Mana<br>sectio | naged the Volunteer display at Frontpage<br>ion.                  |   |
| V E            | Enable/Disable for Volunteer                                      |   |
| Selec          | ect Page for Volunteer  |   |
| Bec            | ecome A Proud Volunteer 🔹 🔻                                       |   |

• Finally, click on publish button.

### 9.3.7 Newsletter Section

To Setting Front Page Newsletter section of theme. Follow these steps:-

 Go to Dashboard , Appearance => Customize => Frontpage Settings => Newsletter Section

|   | WANT TO JOIN US? Newsletter Title |
|---|-----------------------------------|
| Your Email  | Your name Use Shortcode           |
| <ul> <li>Customizing + Frontpage Settings</li> <li>Newsletter Section</li> </ul>                                      |                                   |
| Managed the Newsletter display at Frontpage section.  |                                   |
| Enable/Disable for Newsletter   |                                   |
| Newsletter Title  |                                   |
| Eg:- Want to join us?   |                                   |
| Want to join us?  |                                   |
| News Letter Section Use Shortcode<br>Use Newsletter Plugins shortcode: Eg:<br>[newsletter_form]. <u>See more here</u> |                                   |
| [newsletter_form button_label="Join Now"]   |                                   |

• Finally, click on publish button.

#### 9.3.8 Testimonials Section

To Setting Frontpage Testimonials section of theme. Follow these steps:-

 Go to Dashboard , Appearance => Customize => Frontpage Settings => Testimonials Section

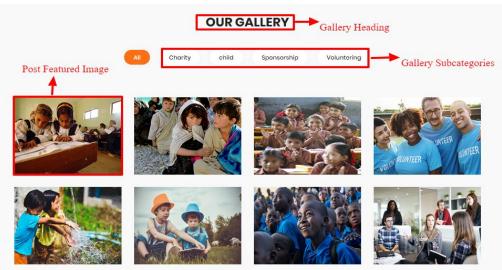


| <      | Customizing + Frontpage Settings<br>Testimonials Section |
|--------|--|
|        | ged the Testimonials display at<br>page section.         |
| ✓ E    | nable/Disable for Testimonials                           |
| Testi  | monials Heading  |
| Wha    | at People Say  |
| Selec  | t Testimonial Page 1                                     |
| Do     | odle lys 🔻   |
| Selec  | t Designation or Company Name 1                          |
| Positi | on like Developer, CEO MD                                |
| Prof   | essor  |
| Selec  | t Testimonial Page 2                                     |
| Ma     | rtin athley 🔻  |
| Selec  | t Designation or Company Name 2                          |
| Positi | on like Developer, CEO MD                                |
| CEO    | 6  |
|        |  |

# 9.3.9 Gallery Section

To Setting Frontpage Gallery section of theme. Follow these steps:-

• Go to Dashboard , Appearance => Customize => Frontpage Settings => Gallery Section



| <              | Customizing + Frontpage Settings<br>Gallery Section |
|----------------|---|
| Mana<br>sectio | ged the Gallery display at Frontpage<br>n.          |
| 🗹 Er           | nable/Disable for Gallery                           |
| Galle          | ry Heading  |
| Our            | Gallery   |
|                | t Category for Gallery having<br>ategories          |
| Gal            | ery 🔻   |

# 9.3.10 Blog Section

To Setting Frontpage Blog section of theme. Follow these steps:-

 Go to Dashboard , Appearance => Customize => Frontpage Settings => Blog Section



| <           | Customizing + Frontpage Settings<br>Blog Section |
|-------------|--|
| Mana        | ged the Blog display at Frontpage section.       |
| ✓ E         | nable/Disable for Blog                           |
| Blog        | Heading  |
| Late        | st Blog  |
| Selec       | t Category for Blog                              |
|             |  |
| Bio         | g 🔻  |
|             | g • • • • • • • • • • • • • • • • • • •          |
|             | ber of Recent Blogs to Show in Front             |
| Num<br>Page | ber of Recent Blogs to Show in Front             |

### 9.4 - Footer Settings

In Footer Settings, we have following sections:-

| <   | You are customizing<br>Footer Settings |   |
|-----|--|---|
| Foo | ter Top Section                        | > |
| Foo | ter Middle Section                     | > |
| Foo | ter Bottom Section                     | > |

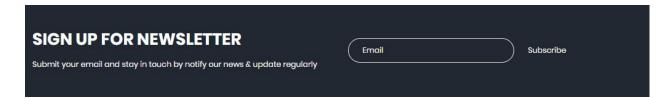
To Setting this options, follow these steps:-

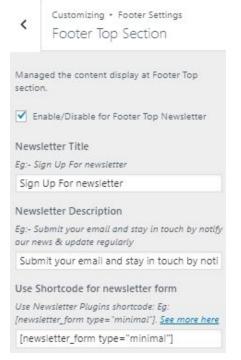
- Go to Dashboard, Appearance => Customize => Footer Settings
- Open each section and start to set content and filled up fields as per your requirement.

### 9.4.1 Footer Top Section

To Setting Footer Top section of theme. Follow these steps:-

 Go to Dashboard , Appearance => Customize => Footer Settings => Footer Top Section

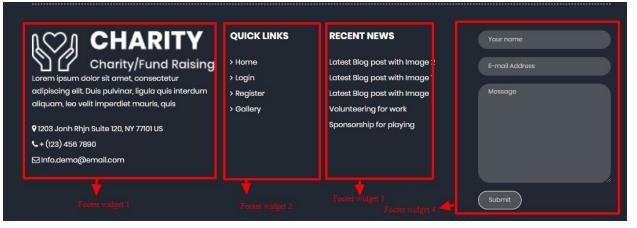


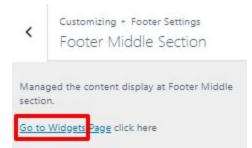


# 9.4.2 Footer Middle Section

To Setting Footer Middle section of theme. Follow these steps:-

 Go to Dashboard , Appearance => Customize => Footer Settings => Footer Middle Section





#### 9.4.3 Footer Bottom Section

To Setting Footer Bottom section of theme. Follow these steps:-

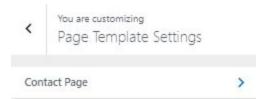
• Go to Dashboard , Appearance => Customize => Footer Settings => Footer Bottom Section

|  | Footer Bottom social Links 🛛 🗲 📊 🖌 🗤 |
|--|--------------------------------------|
| Customizing + Footer Settings                          |                                      |
| Footer Bottom Section                                  |                                      |
| Footer Bottom Section                                  |                                      |
| naged the content display at Footer Bottom             |                                      |
| tion.  |                                      |
|  |                                      |
| Social Links<br>Enable/Disable social links in Footer. |                                      |
| Enabley Disuble social links in Pooler.                |                                      |
| ial Links  |                                      |
|  |                                      |
| nttps://www.facebook.com/ *                            |                                      |
| ont Awesome Icon                                       |                                      |
| Example: fa-facebook                                   |                                      |
| fa fa-facebook   |                                      |
| la la-lacebook   |                                      |
| ink  |                                      |
| xample: http://facebook.com                            |                                      |
|  |                                      |
| https://www.facebook.com/                              |                                      |
| https://www.facebook.com/                              |                                      |

• Finally, click on publish button.

### 9.5 - Page Template Settings

In Page Template Settings, we have following sections:-



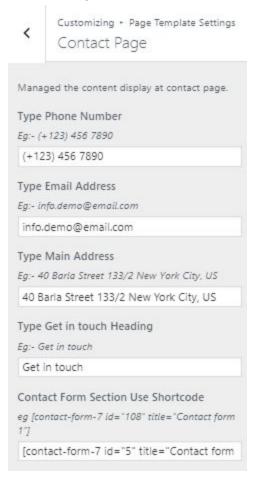
To Setting this options, follow these steps:-

- Go to Dashboard, Appearance => Customize => Page Template Settings
- Open each section and start to set content and filled up fields as per your requirement

#### 9.5.1 Contact Page

To Setting Contact Page of theme. Follow these steps:-

 Go to Dashboard , Appearance => Customize => Page Template Settings => Contact Page

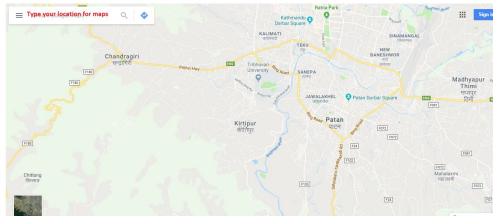


• Finally, click on publish button.

### 10- How to add google map in contact page?

To add google map in contact section, Follow these steps:-

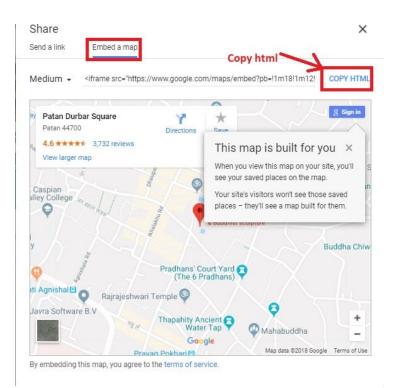
- I. Go to <u>https://www.google.com/maps</u>.
- II. Type address on search bar



#### III. Click on SHARE button.



IV. Copy html on click Copy HTML.



V. Go to Dashboard, **Appearance => Widgets.** 

# VI. Drag and drop Custom HTML Widget in Google map widgets area.

| Dashboard               | Widgets Manage with Live Previo  | ew   |                     |                 | Screen Options    | • He |
|-------------------------|--|--|---------------------|-----------------|-------------------|------|
| Jetpack                 | Available Widgets  |  | Sidebar             | •               | Google map iframe |      |
| Posts<br>Team Profiles  | To activate a widget drag it to a sidebar or<br>and delete its settings, drag it back. | r click on it. To deactivate a widget                      | Sidebar             | •               | Add widgets here. |      |
| Services                | Archives   | Audio  |                     |                 | Custom HTML       |      |
| Testimonial             | A monthly archive of your site's Posts.  | Displays an audio player.                                  |                     |                 |                   |      |
| Media                   | Calendar   | Categories   |                     |                 |                   |      |
| Pages<br>Comments       | A calendar of your site's Posts.   | A list or dropdown of categories.                          |                     |                 |                   |      |
| Contact                 | Custom HTML  | Gallery  | Drag and Drop Custo | om HTML tp Goog | le map ifram      |      |
| Newsletter              | Arbitrary HTML code.   | Displays an image gallery.                                 |                     |                 |                   |      |
| Appearance              | Image  | Meta   |                     |                 |                   |      |
| mes                     | Displays an image.   | Login, RSS, & WordPress.org links.                         |                     |                 |                   |      |
| tomize<br>I <b>gets</b> | Navigation Menu  | Newsletter   |                     |                 |                   |      |
| us<br>der               | Add a navigation menu to your sidebar.   | Newsletter widget to add subscription<br>forms on sidebars |                     |                 |                   |      |
| kground                 | Newsletter Minimal   | Pages  |                     |                 |                   |      |
| or<br>Testimonial       | Newsletter widget to add a minimal<br>subscription form                                | A list of your site's Pages.                               |                     |                 |                   |      |
| Media                   | Recent Comments  | Recent Posts   |                     |                 |                   |      |
| Pages                   | Your site's most recent comments.  | Your site's most recent Posts.                             |                     |                 |                   |      |
| Comments<br>Contact     | RSS  | Search   |                     |                 |                   |      |
| Newsletter              | Entries from any RSS or Atom feed.   | A search form for your site.                               |                     |                 |                   |      |

VII. After that, paste copied html of **step IV**. in content field of Custom HTML widget

|                      | Google map iframe<br>Add widgets here.   |
|----------------------|--|
| Custom               | HTML   |
| Titl <mark>e:</mark> |  |
| Content              |  |
| 1                    | <iframe <br="" frameborder="0" height="450" src="https://www.google.com/maps/embed?&lt;br&gt;pb" width="600">style="border:0" allowfullscreen&gt;</iframe> |
| <u>Delete</u>        | Save   |

VIII. Finally, Click **save** button.