

# Documentation

## Introduction

Thank you for purchasing Timeline theme. Before you get started, please be sure to always check out these documentation files. If you have any questions that are beyond the scope of this help file, please contact me via **thucha.1391@gmail.com**

### Additional information

- [What is WordPress?](#)
- [WordPress Download link](#)
- [WordPress in your language](#)
- [TutsPlus – WordPress](#)
- [WP Beginner](#)
- [Learn WordPress](#)

## Installing the theme

Download the theme files from your account. Locate the **timeline.zip** (this is the theme you want to install). Please, follow the steps below to install the theme via WordPress:

**Step 1** – Navigate to **Appearance → Themes**.

**Step 2** – Click Install Themes and hit the upload button

**Step 3** – Navigate to find the **timeline.zip** file on your computer and click Install Now.

**Step 4** – Wait while the theme is uploaded and installed.

**Step 5** – Activate the newly installed theme. Go to Appearance → Themes and activate it

**Step 6** – After you activate it you will see a notification message to activate the required plugins in the Plugins section of your dashboard.

**Step 7** – Click on Install Button on each plugin to start installing them. After you've installed them, Activate them.

## Installing demos content

Setting up the demo content is super easy with [One Click Demo Import](#) plugin. A click and you're done.

Please, follow the steps below to import the demo data using the One Click Demo Importer:

**Step 1** – Log into your WordPress Dashboard.

**Step 2** – Go to **Appearance > Demo Import**

**Step 3** – Click the **Import Demo Data** button to start the import process.

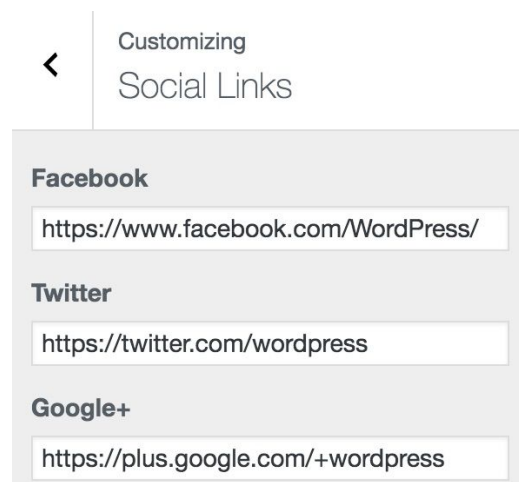
**Step 4** – Wait until the process is done and the page is reloaded. This may take a while. **Do not interrupt/cancel the import process!**

## Adding social icons

Navigate to **Appearance > Customize > Social Links**.

Here, you will see a list of social networks followed by a text input box. If you'd like to have a social icon for a particular social network, you can type in your link for that particular network.

Once you enter your username into a particular social network's text box, its icon will appear in your top-bar & footer social icon areas. If you leave a social network's box blank, the social icon will not appear in the top-bar or footer areas.



Customizing Social Links

**Facebook**

**Twitter**

**Google+**

## Adding copyright text

At the very bottom of the theme is a bar which features a text area to include copyright or disclaimer text. To edit the text in this Copyright Text area, look within **Appearance > Customize > Footer Settings > Copyright**.

## Change Website Logo

The theme allows you to set your logo as an image file or a text. Please, follow the steps below to upload your logo:

Step 1 – Login to your WordPress Dashboard.

Step 2 – Go to **Appearance > Customize > Site Logo**

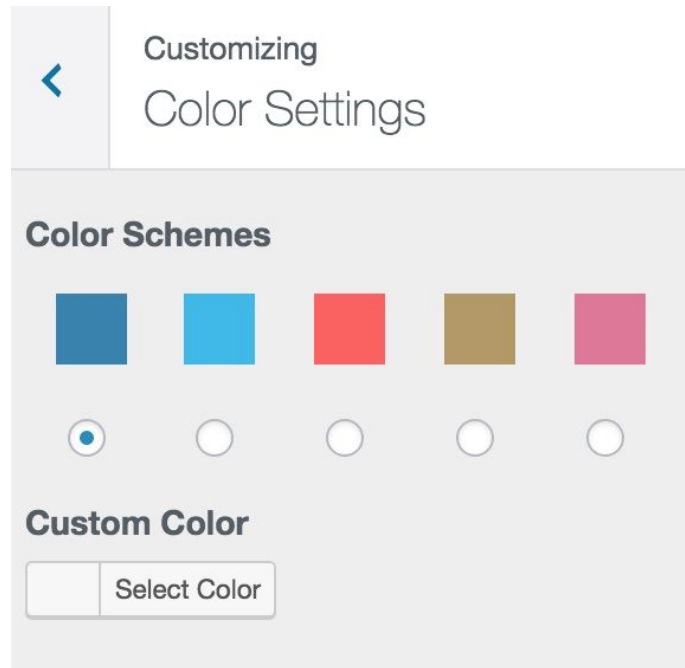
Step 3 – Upload your logo

Step 4 – After finishing the upload click the Publish button.

## Change theme color

The theme comes with a powerful tool - Live Color Customizer. This will allow you to change the colors of your website while live previewing it.

From Appearance > Customize, click "Color Setting" , and then choose your favorite color



## Create a Contact page

1. First, please be sure that you have installed and activated the **Contact Form 7** plugin.
2. On your WordPress Dashboard, navigate to Contact > Add New
3. If you would like your contact form to display in English simply click "Add New", otherwise, select your desired language Along the top of the contact form's settings box, there are 4 tabs: Form, Mail, Messages, and Additional Settings.
4. Once finished setting up your form, click the "Save" button.
5. A bit of code snippet will be generated at the top of the page, highlighted in blue. Copy this code snippet as we will then paste it into a WordPress page.

**IMPORTANT!** Please be sure to navigate to the "Mail" tab and insert your own email address within the "To:" form.

## Creating the page

1. Create a new "Contact Me" page (via WP Dashboard > Pages > Add New) and add it to your navigation menu if you have not already done so.
2. Copy and paste the generated contact form short code into the text box on the create/edit page screen
3. Your new contact form will appear when the page is published.

# Add newsletter sign-up form

Timeline comes with pre-stylings included for the "Mailchimp for WordPress" plugin. In order to add a MailChimp newsletter sign-up form widget to your sidebar, you can follow the instructions below. We'll need to first create a MailChimp Account, install the necessary plugin, and then set up your newsletter widget.

## Sign-up for Mailchip

1. First, please ensure you have signed up and created an account with MailChimp (<http://mailchimp.com>).
2. The first step you'll want to do is to create a "List" within your MailChimp account. This is where all of your subscribers' information will be kept.
3. Log into your MailChimp account > In the top menu area, click "Lists" > Click the "Create List" button > Fill in the requested information like List name & the email address you will be sending your newsletter from, etc. > finalize creating your List.
4. Next you will need to have your MailChimp account generate a unique "API Key" number. This API Key is used to link your MailChimp account to your WordPress "MailChimp for WordPress" plugin which is collecting your newsletter sign-ups.
5. Log into your MailChimp account > Your Account Page > Extras > API Keys > Create a key.

## Install the plugin

1. Log into your WordPress Dashboard > Plugins > Add New > Search for term "MailChimp for WordPress" > Install Now > Activate Plugin.
2. Once installed, navigate to the plugin's Settings page. Here, you'll want to copy and paste your MailChimp account's API Key into the form and click "Save changes".

Please don't forget to rate Timeline with 5 stars and leave a nice review, it means a lot.

Thanks!