

# Documentation: Agency X WordPress Theme

Install **Agency X** WordPress Theme within a few minutes.



**Agency X** is responsive WordPress theme which can be used for web design firms or any other corporate, business, agencies, consulting, legal, attorney, law firms, online shops, digital, medical, clinic, dental, spa, beauty, massage, gym, fitness, trainer, coach, restaurant, cafe, food, recipes, technology and any other kind of website purpose. It can also be used for portfolio, photography, personal and blogging as well. This theme is simple, white, minimal, clean.

# Agency X documentation: How to start?

**Agency X** can be configured by following three simple steps:

1. **Creating a static front page.**
2. **Configured Homepage Options**
3. **Placing widgets**

This documentation will show you step by step how to complete the basic configuration of **Agency X**. 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 upload, install and activate Agency X?**
2. **What is page and how to create it?**
3. **What is category and how to create it?**
4. **How to set up a static front page in WordPress?**
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?**

## 1 – How to upload, install and activate Agency X?

From WordPress Dashboard

- Login to Wordpress admin panel
- Go to > **Appearance > Themes**
- Click in **add New > Upload agency-x-o.zip file > Install Now**
- **Activate the theme**

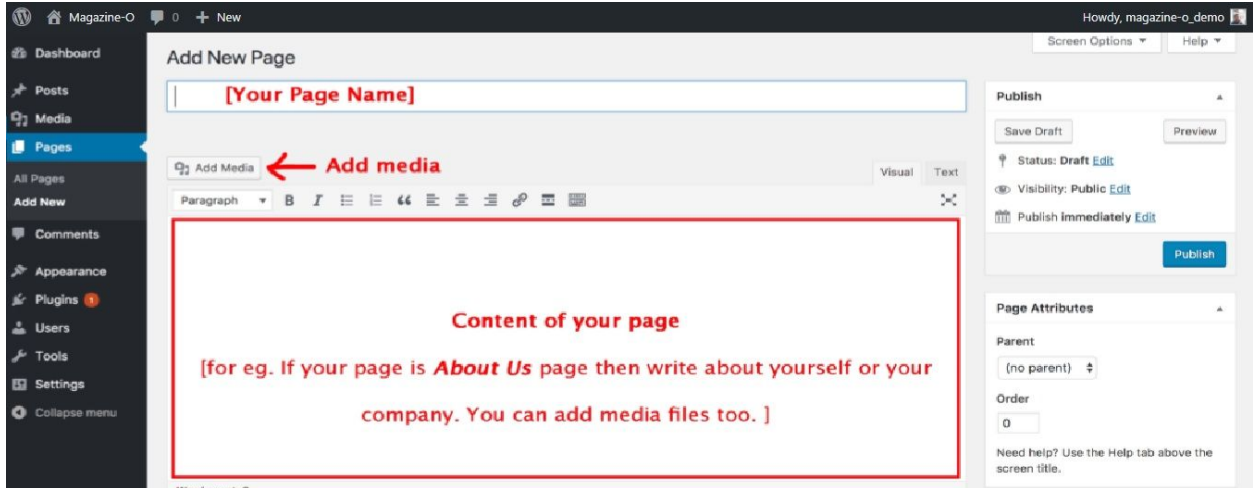
After installing the theme, now you can customize your website as per your preference.

## 2 –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**



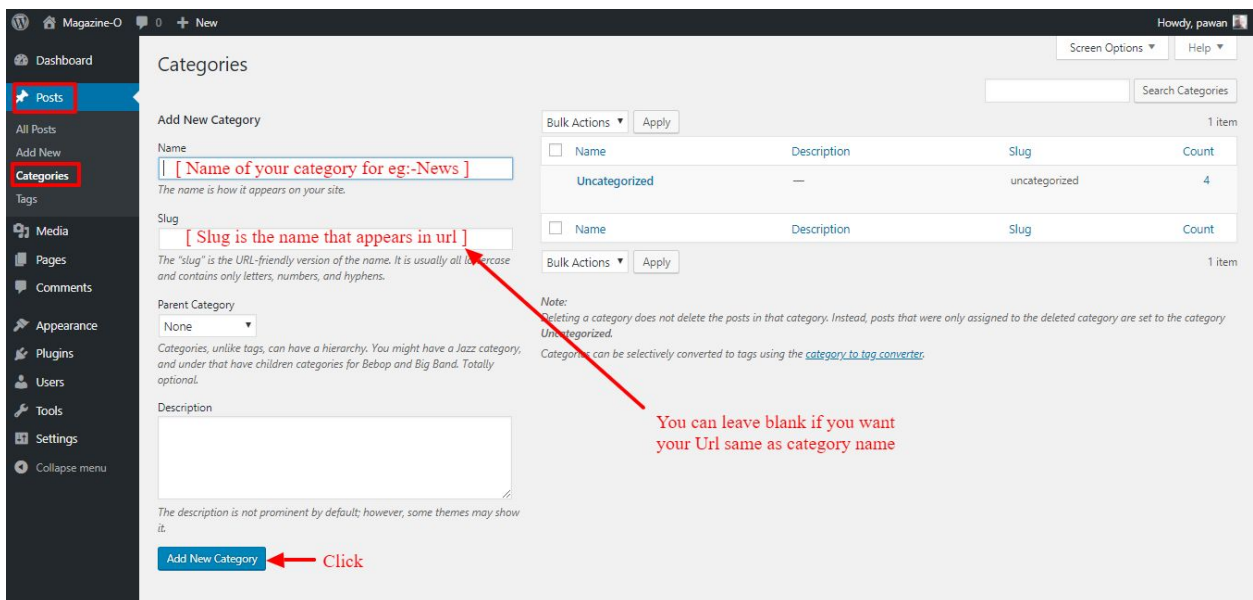
- After adding all content, you can publish your page and create necessary pages by same method.

### 3 – 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, but 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.

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

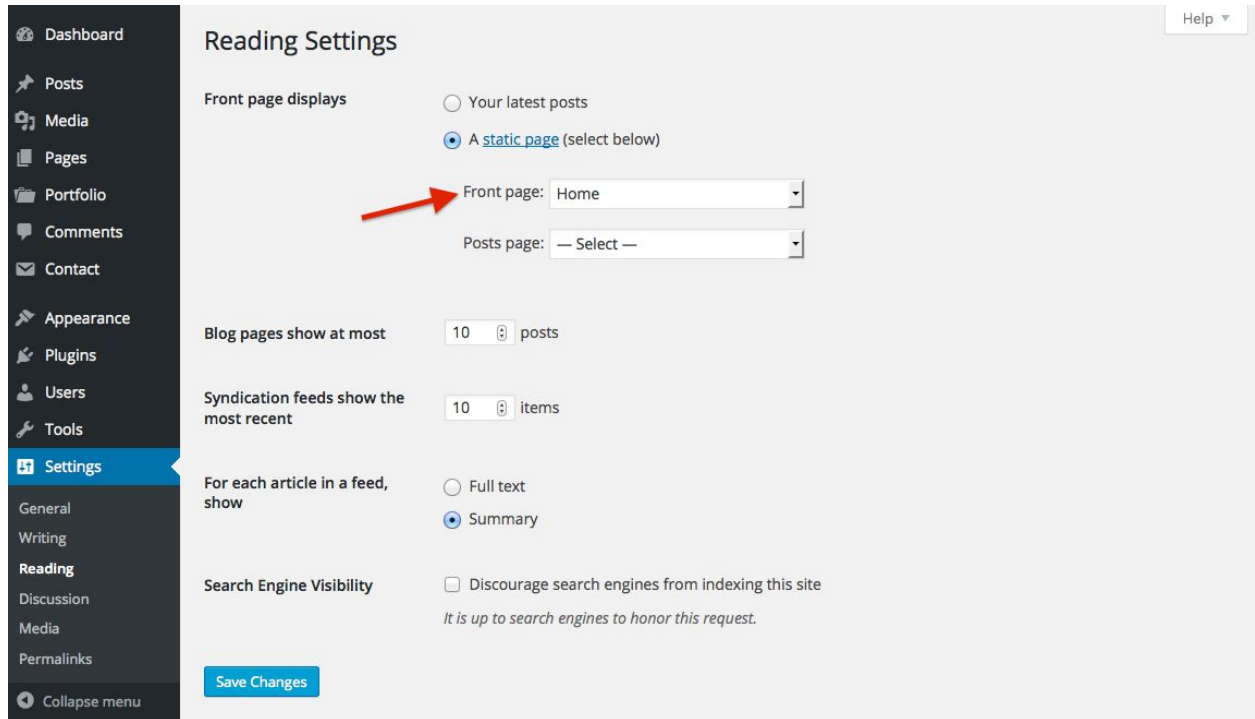
In order to create a agency like front page like shown in the theme demos for **Agency X**,

- 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.

The screenshot shows the WordPress 'Add New Page' editor. The main content area is empty with the text "Leave Empty this section". The right sidebar shows the "Page Attributes" section where the "Template" dropdown menu is open, and "Front Page" is selected. A red box highlights the "Front Page" option. A red arrow points to the "Publish" button with the text "Finally, click publish". Another red arrow points to the "Template" dropdown with the text "Select front page from dropdown".

- 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



The image shows the WordPress 'Reading Settings' page. On the left is a dark sidebar with navigation links: Dashboard, Posts, Media, Pages, Portfolio, Comments, Contact, Appearance, Plugins, Users, Tools, Settings (highlighted), General, Writing, Reading, Discussion, Media, Permalinks, and Collapse menu. The main content area is titled 'Reading Settings' and includes a 'Help' dropdown in the top right. The settings are organized into sections: 'Front page displays' with radio buttons for 'Your latest posts' and 'A static page (select below)'; 'Front page:' dropdown set to 'Home' (indicated by a red arrow); 'Posts page:' dropdown set to '— Select —'; 'Blog pages show at most' with a numeric input set to '10' and 'posts'; 'Syndication feeds show the most recent' with a numeric input set to '10' and 'items'; 'For each article in a feed, show' with radio buttons for 'Full text' and 'Summary'; and 'Search Engine Visibility' with a checkbox for 'Discourage search engines from indexing this site' and a note: 'It is up to search engines to honor this request.' A 'Save Changes' button is at the bottom left.

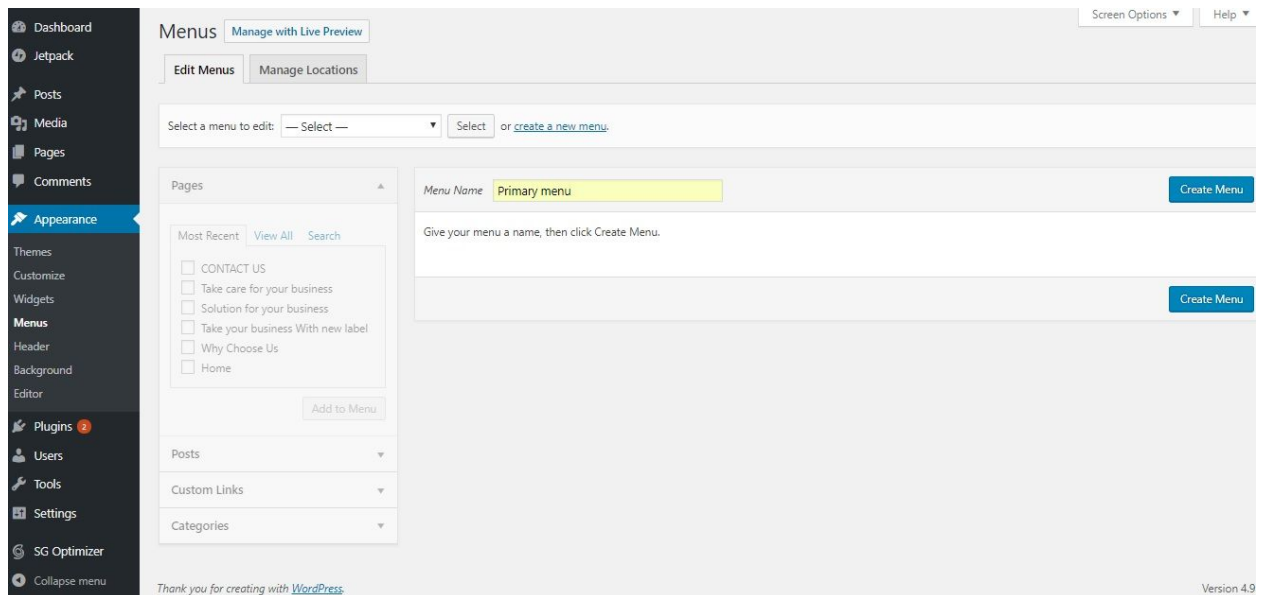
## 5 – How to create menus?

This theme comes with only one menu locations. **Primary menu.**

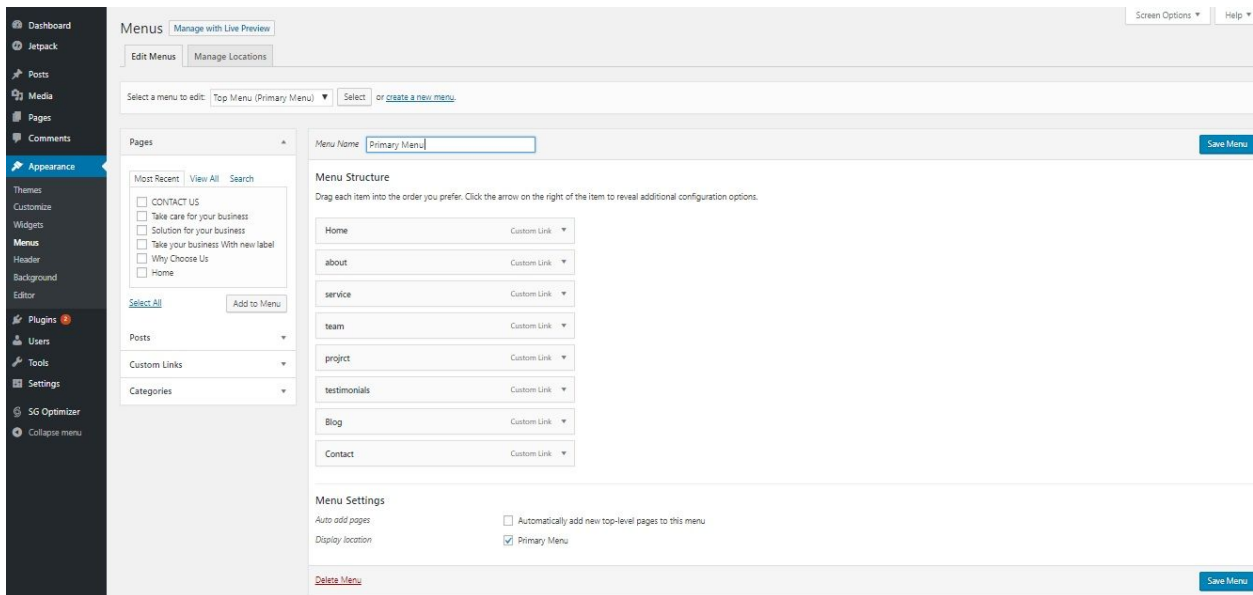


You can create menus in **two ways**.

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



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



- Now add menus from left side. Whether you want your pages to be menu or Categories. You can also add custom URL as menu.
- Click in **Add to Menu** button.
- Select your menu is Primary.

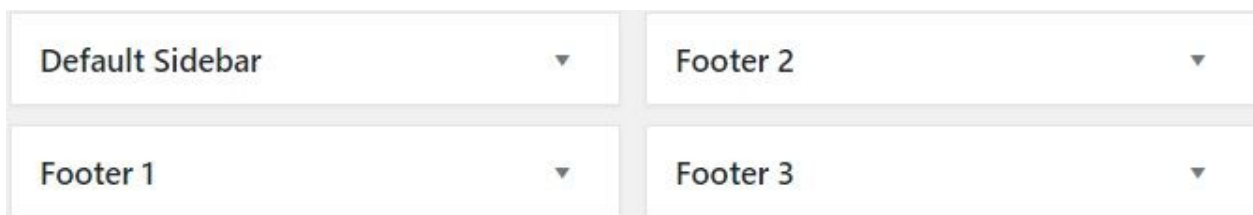
## 6 – How & where to place widgets on your website?

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

- **Appearance => Widgets**
- **Appearance => Customize => Widgets**

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

**Our registered widgets:-**



Here you can see the **Available widgets** areas of **Agency X** WordPress Theme.

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

## 7-How to create post?

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

- Go to dashboard > **Posts** > **Add New**



The screenshot shows the WordPress 'Add New Post' editor. At the top, there is a title field with the placeholder text 'Enter title here [ Title of your post ]'. Below the title field is the 'Add Media' button and a rich text editor toolbar with options for Paragraph, Bold, Italic, Bulleted List, Numbered List, Quote, Indent, Outdent, Link, Unlink, and Table. The main content area is a large text box with the placeholder text 'Body of your post goes here' and 'You can add media files from the Add media options'. Below the text box is a 'Word count: 0' indicator. On the right side, there are several panels: 'Publish' with buttons for 'Save Draft', 'Preview', and 'Publish', and status information; 'Categories' with a list of categories (Article, Entertainment, News, Uncategorized) and a '+ Add New Category' link; 'Tags' with an input field and an 'Add' button; and 'Featured Image' with a 'Set featured image' link. Red arrows point from text annotations to these elements: 'Choose categories' points to the Categories panel, 'Include 2/3 tags' points to the Tags input field, and 'Upload Featured Image' points to the Featured Image panel.

- 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?

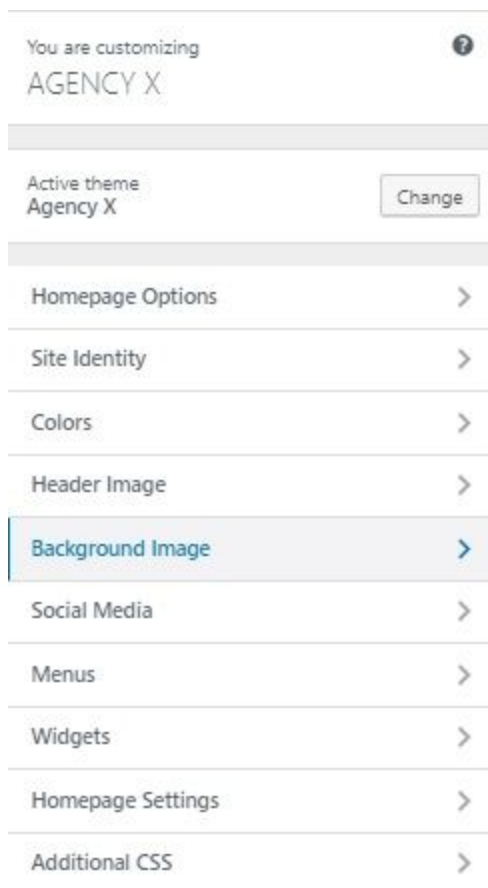
With **Agency** you may customize your header in many different ways. To upload a full-width header image, go to **Appearance => Customize => Header Image** in your WordPress dashboard. To upload a logo and display/hide the site title and tagline, you can navigate to **Appearance => Customize => Site Identity** and apply your changes based on your personal requirements.



## 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 **Agency X**.

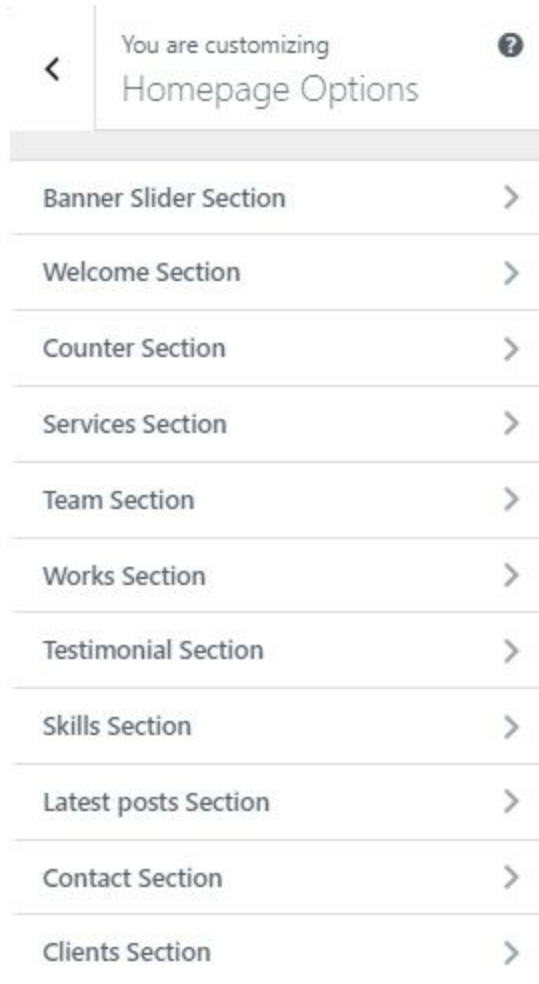
Please navigate to **Appearance => Customize** in your WordPress Dashboard to see the theme options panel within the WordPress customizer.



## 9.1- Homepage Options

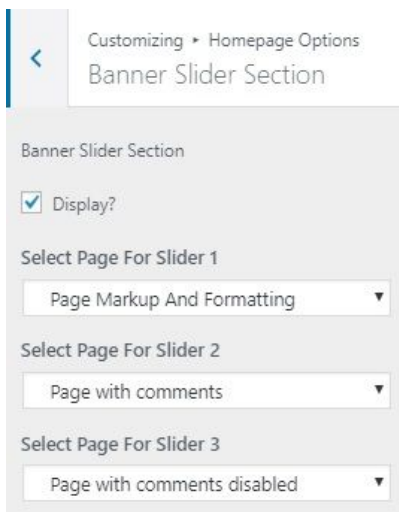
This options are used to enable/disable home page section and select page or category for it.

- **Appearance => Customize => Homepage Options**



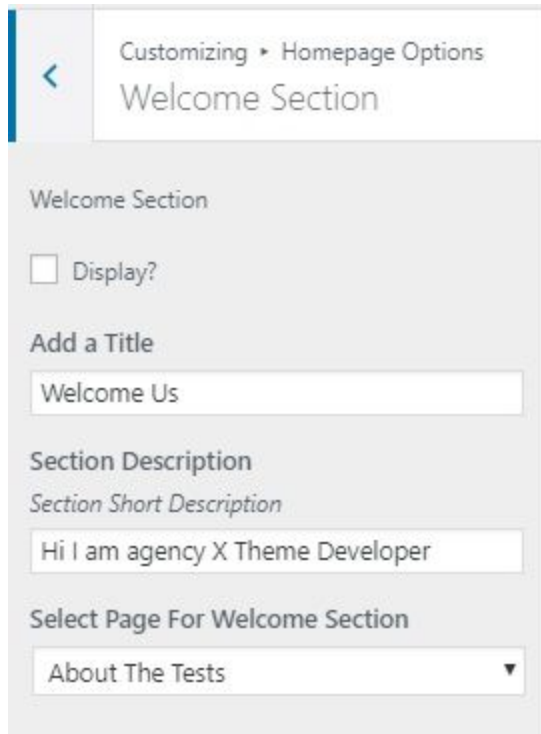
### 9.1.1- Banner Slider Section:-

- **Appearance => Customize => Homepage Options => Banner Slider Section**



### 9.1.2- Welcome Section:-

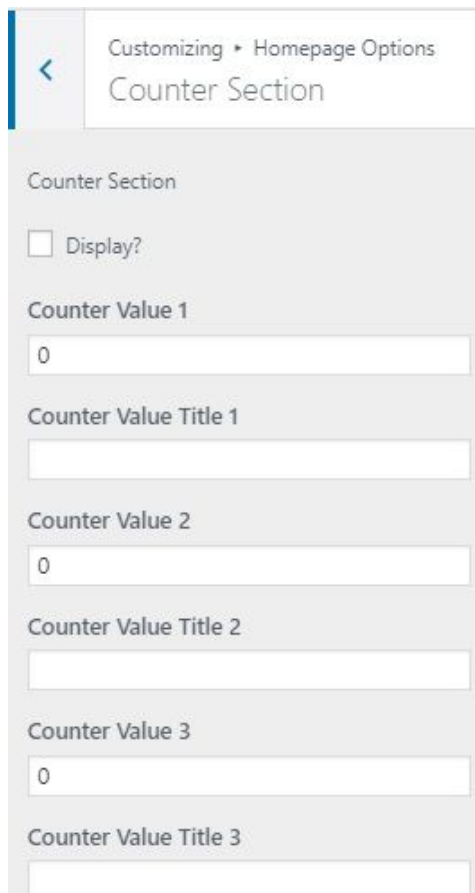
- Appearance => Customize => Homepage Options => Welcome Section



The screenshot shows the 'Welcome Section' settings in the WordPress Customizer. At the top, there is a breadcrumb trail: 'Customizing > Homepage Options > Welcome Section'. Below this, the section is titled 'Welcome Section'. There is a checkbox labeled 'Display?' which is currently unchecked. Under the heading 'Add a Title', there is a text input field containing 'Welcome Us'. Under the heading 'Section Description', there is a sub-label 'Section Short Description' and a text input field containing 'Hi I am agency X Theme Developer'. At the bottom, there is a dropdown menu labeled 'Select Page For Welcome Section' with 'About The Tests' selected.

### 9.1.3- Counter Section:-

- Appearance => Customize => Homepage Options => Counter Section



The screenshot shows the 'Counter Section' settings in the WordPress Customizer. At the top, there is a breadcrumb trail: 'Customizing > Homepage Options > Counter Section'. Below this, the section is titled 'Counter Section'. There is a checkbox labeled 'Display?' which is currently unchecked. The settings are organized into three identical blocks. The first block has a 'Counter Value 1' input field with '0' and a 'Counter Value Title 1' input field. The second block has a 'Counter Value 2' input field with '0' and a 'Counter Value Title 2' input field. The third block has a 'Counter Value 3' input field with '0' and a 'Counter Value Title 3' input field.

### 9.1.4- Services Section:-

- Appearance => Customize => Homepage Options => Services Section

The screenshot shows the 'Services Section' configuration panel. At the top, there is a breadcrumb trail: 'Customizing > Homepage Options > Services Section'. Below this, the panel is titled 'Services Section'. It contains a 'Display?' checkbox which is currently unchecked. Underneath is an 'Add a Title' section with an empty text input field. This is followed by a 'Short Description' section with a placeholder text 'Short Description' and an empty text input field. At the bottom, there is a 'Choose category' section with a dropdown menu currently set to 'Select'.

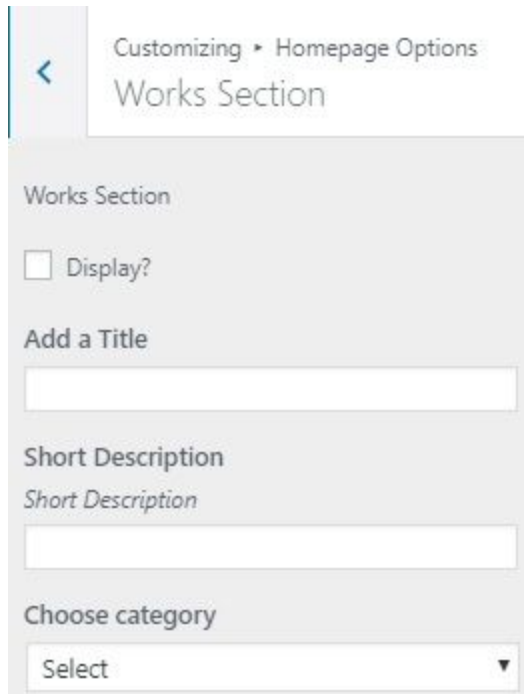
### 9.1.5- Team Section:-

- Appearance => Customize => Homepage Options => Team Section

The screenshot shows the 'Team Section' configuration panel. At the top, there is a breadcrumb trail: 'Customizing > Homepage Options > Team Section'. Below this, the panel is titled 'Team Section'. It contains a 'Display?' checkbox which is currently unchecked. Underneath is an 'Add a Title' section with an empty text input field. This is followed by a 'Short Description' section with a placeholder text 'Short Description' and an empty text input field. At the bottom, there is a 'Choose category' section with a dropdown menu currently set to 'Select'.

### 9.1.6- Works Section:-

- Appearance => Customize => Homepage Options => Works Section



Customizing > Homepage Options  
Works Section

Works Section

Display?

Add a Title

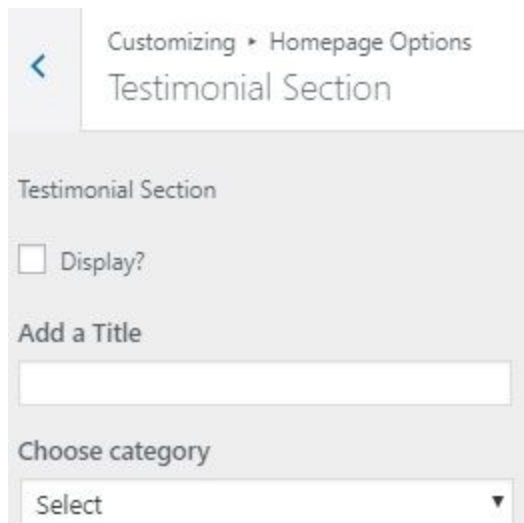
Short Description  
*Short Description*

Choose category

Select ▼

### 9.1.7- Testimonial Section:-

- Appearance => Customize => Homepage Options => Testimonial Section



Customizing > Homepage Options  
Testimonial Section

Testimonial Section

Display?

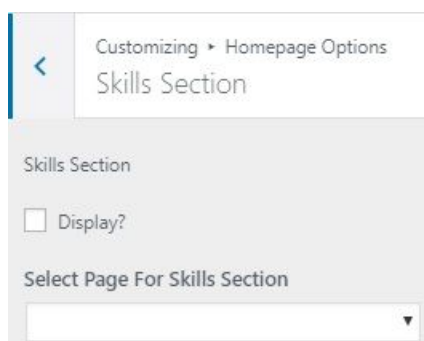
Add a Title

Choose category

Select ▼

### 9.1.8- Skill Section:-

- Appearance => Customize => Homepage Options => Skill Section



Customizing > Homepage Options  
Skills Section

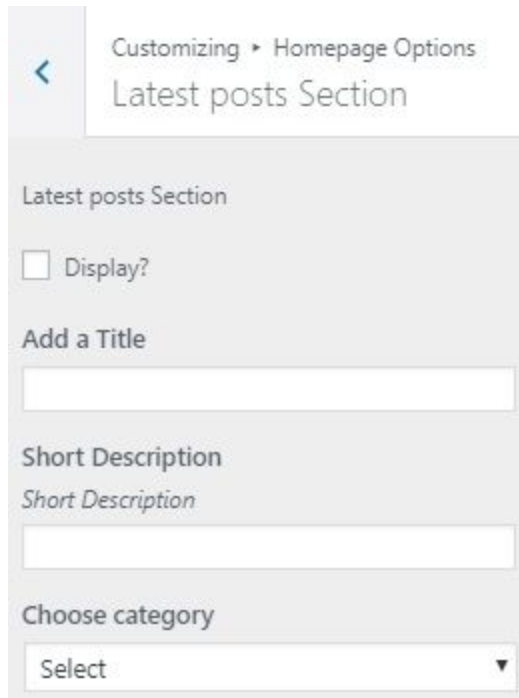
Skills Section

Display?

Select Page For Skills Section

### 9.1.9- Latest posts Section:-

- Appearance => Customize => Homepage Options => Latest posts Section



Customizing ► Homepage Options  
Latest posts Section

Latest posts Section

Display?

Add a Title

Short Description

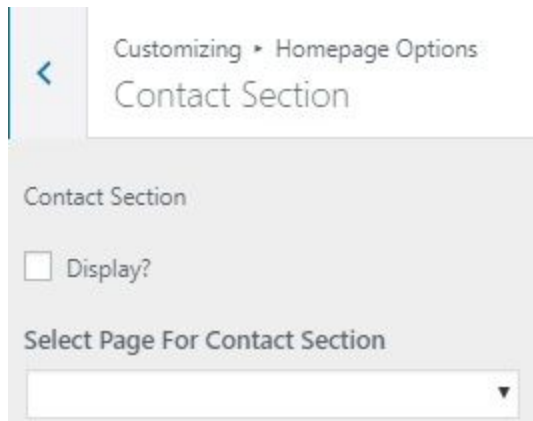
*Short Description*

Choose category

Select ▼

### 9.1.10- Contact Section:-

- Appearance => Customize => Homepage Options => Contact Section



Customizing ► Homepage Options  
Contact Section

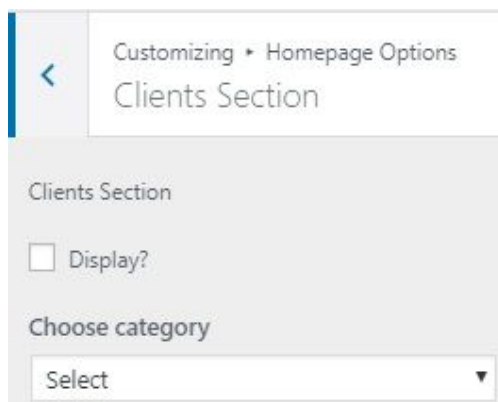
Contact Section

Display?

Select Page For Contact Section

### 9.1.11- Clients Section:-

- Appearance => Customize => Homepage Options => Clients Section



Customizing ► Homepage Options  
Clients Section

Clients Section

Display?

Choose category

Select ▼

