



# Social Portfolio

GRAB NEW CUSTOMERS WITH THIS COOL PORTFOLIO

**Welcome and thank you for your purchase!**

We have created a detailed guide on installing and setting up the Social Portfolio Theme. Please go through it and let us know if you get stuck at step. The initial requirement for installing the theme is that you have to have your own WordPress website. This theme will only work with WordPress. If your current website uses a different platform, it would be best to contact your website administrator.

If needed, we are available at [support@kvsocial.zendesk.com](mailto:support@kvsocial.zendesk.com)

Cheers!

**KVSocial team**

## **Social Portfolio Theme Installation Guide**

License Key: X28AF5MR9X29523JX871



### **What we need:**

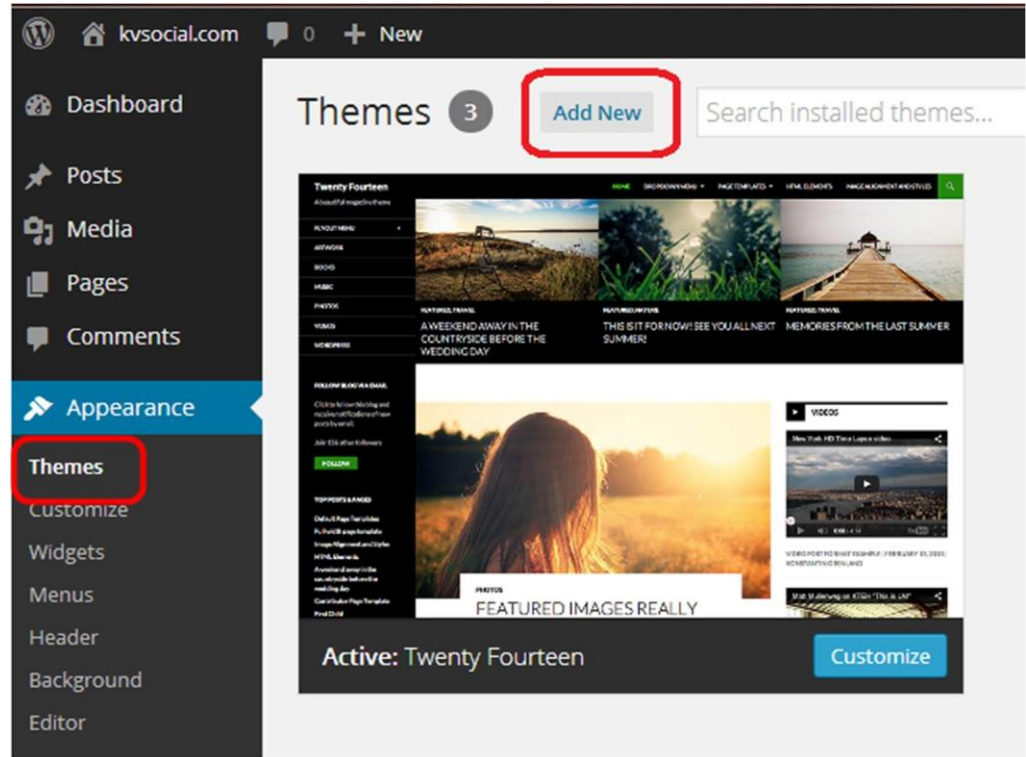
Social Portfolio theme

XML file

The Social Portfolio Theme and XML file can be downloaded in the **Members** area.

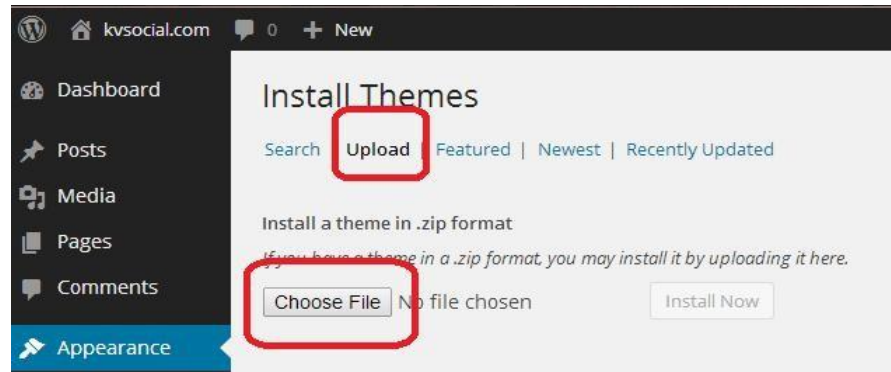
## To Upload the Social Portfolio Theme:

1. In your **WordPress Dashboard**, go to **Appearance**, then click on **Themes**.



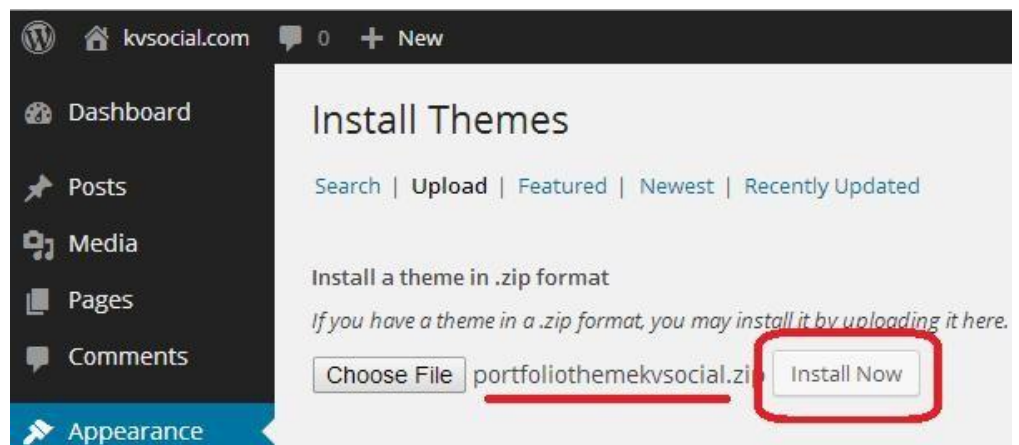
2. Click **Add New**.

3. Under **Install Themes**, click on **Upload**.



4. Choose the file you downloaded - **Socialportfolio.zip**.

5. Click **Install Now**. At the bottom of the screen, you will see the progress of your theme uploading.



6. When the upload finishes, click on the option to **Activate**.

## Installing Theme from uploaded file: portfoliothemekvsocial.zip

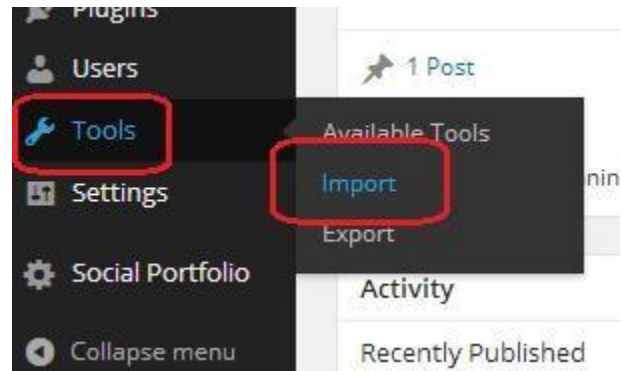
Unpacking the package...

Installing the theme...

Theme installed successfully.

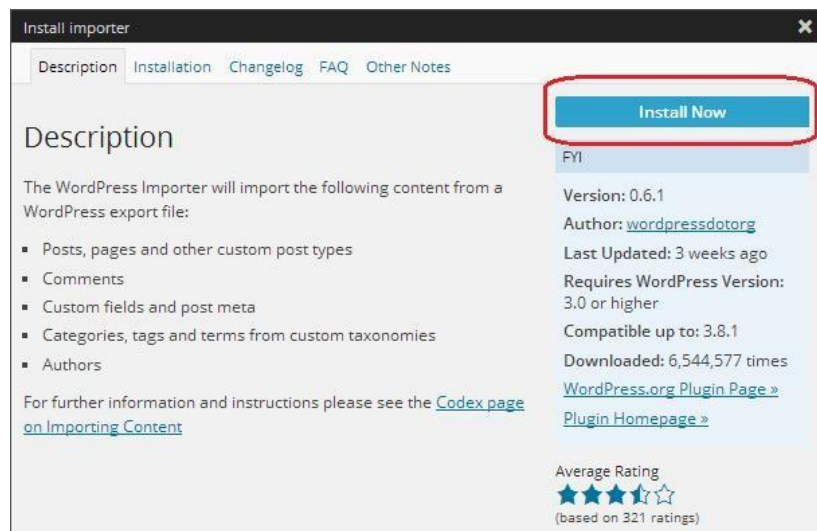
[Live Preview](#) [Activate](#) [Return to Themes page](#)

7. After that, in your **WordPress Dashboard**, go to **Tools** and click on **Import**.



8. At the bottom of the list, choose **WordPress**.

9. A new window will come up and it will prompt you to **install an Importer**. This is a perfectly safe WordPress Plugin. Click on **Install Now**.



10. **Activate plugin & run importer.**

### Installing Plugin: WordPress Importer 0.6.1

Downloading install package from <https://downloads.wordpress.org/plugin/wordpress-importer.0.6.1.zip...>

Unpacking the package...

Installing the plugin...

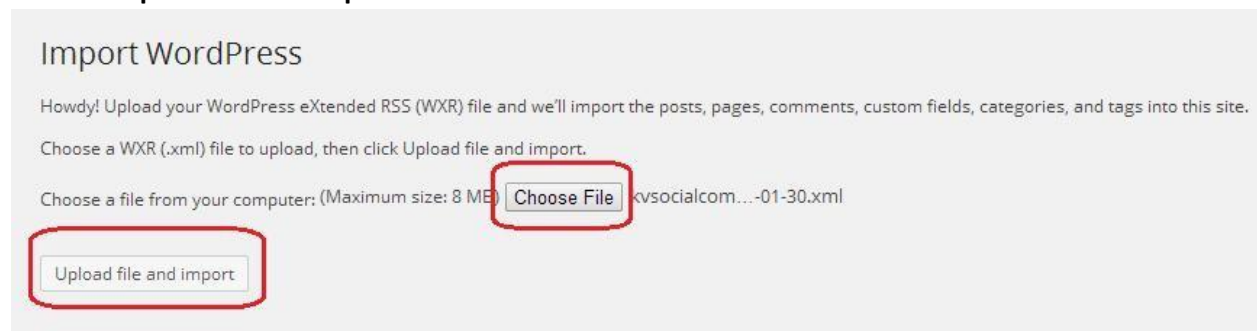
Successfully installed the plugin WordPress Importer 0.6.1.

11. You will be prompted to

[Activate Plugin & Run Importer](#) | [Return to Importers](#)

choose a file to import. Choose the **XML file** that you downloaded in the **Members Area**.

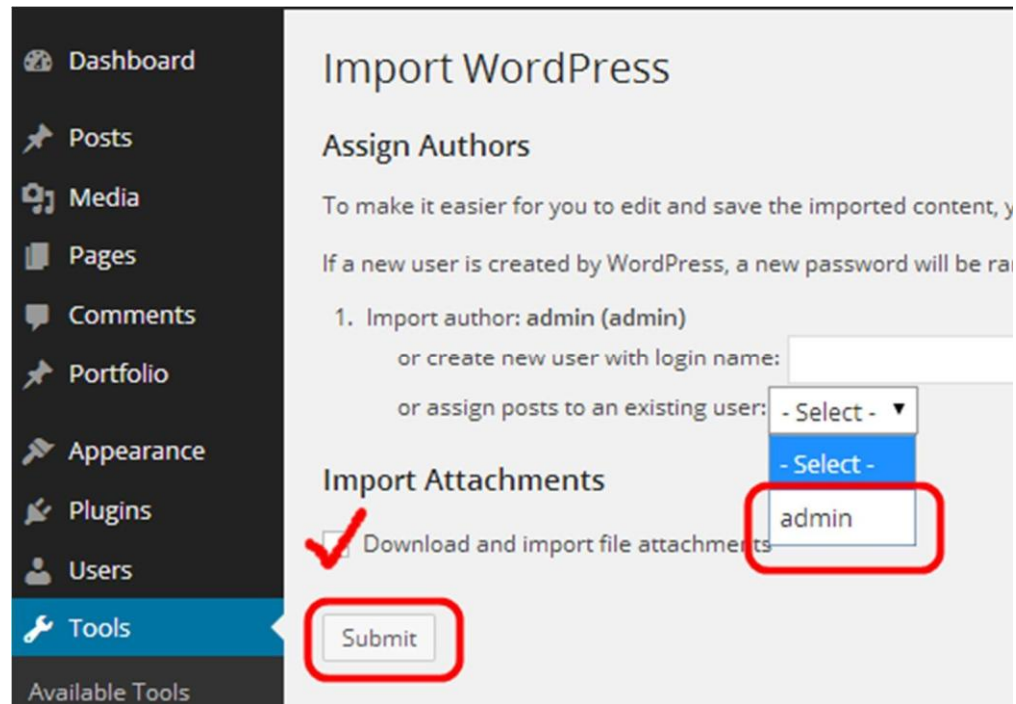
12. Click **Upload file and import**.



13. Select **admin** as the assigned author.

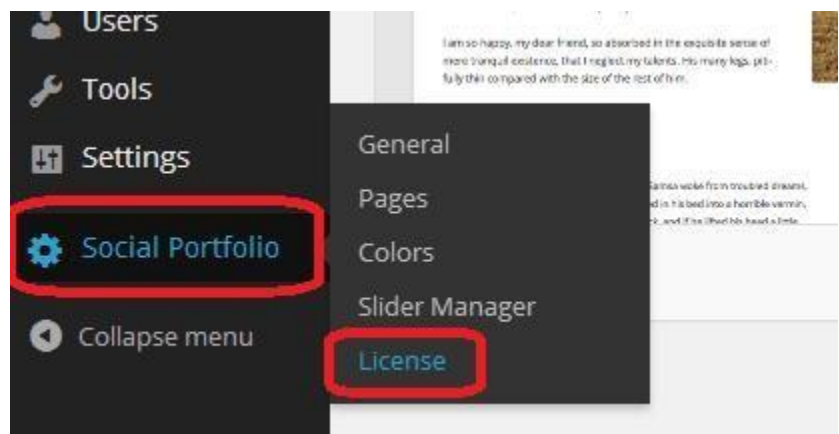
14. Tick the box for **download and import file attachments**.

15. Click **Submit**.



16. Click on the **Social Portfolio Menu** at the bottom left of the WordPress Dashboard.

17. Click on **License**.



18. Enter the **License Key** on the space provided.

Appearance

Plugins

Users

Tools

Settings

**Social Portfolio**

General

Pages

Colors

Slider Manager

License

Collapse menu

### License

#### License Key

Type your license key here

### Status

Status : no license

Key : 000000

For Website : http://demo6.kvsocial.com


19. Don't forget to **Save all changes**.

**Your Social Portfolio theme is now up and running!**

Thank you for making an excellent choice in purchasing the Pro Licence. You have access to the following:  
Five Menu Items (About, Blog, Portfolio, Testimonials, Contact)  
20 + background images

[Click here](#) to find out more.

License: XXXXXXXXXXXXXXXXXXXX  
Status: premium



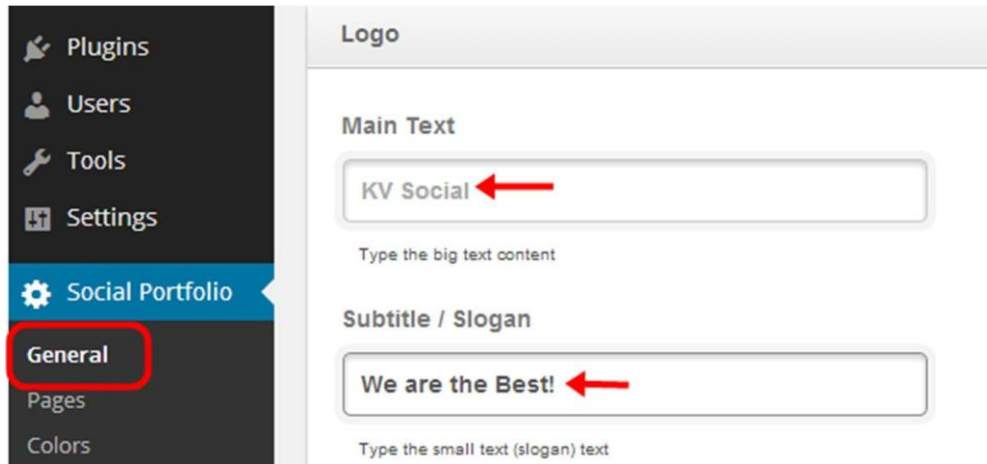
## Social Portfolio Menu

### General



## To Add a Logo or Change Main Text

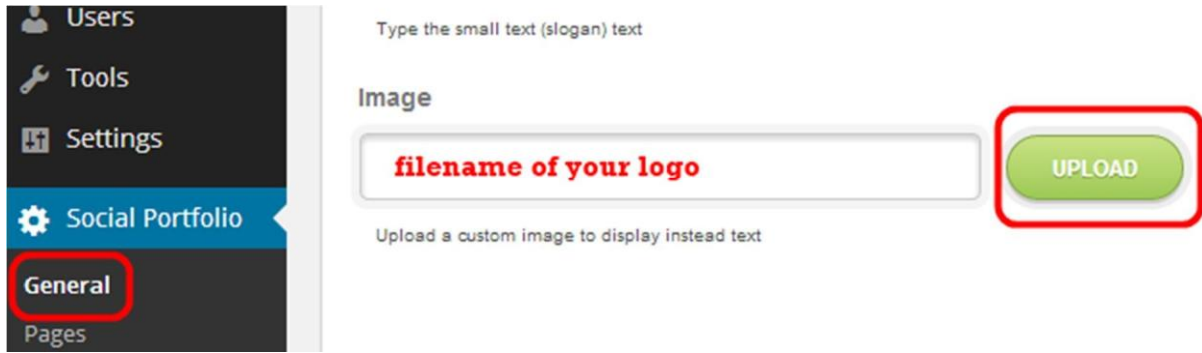
1. You can choose between having your **logo** on the upper right corner of your screen, or your **Company Name** and/or **Subtitle/Slogan**.
2. If you prefer to set it to your **Company Name**, you need to go to your WordPress Dashboard, click on the **Social Portfolio Tab** and go to **General**.
3. You will see an option to enter text for Main Text and Subtitle/Slogan
4. Save changes.



The **Main Text** and **Subtitle** will look like this:

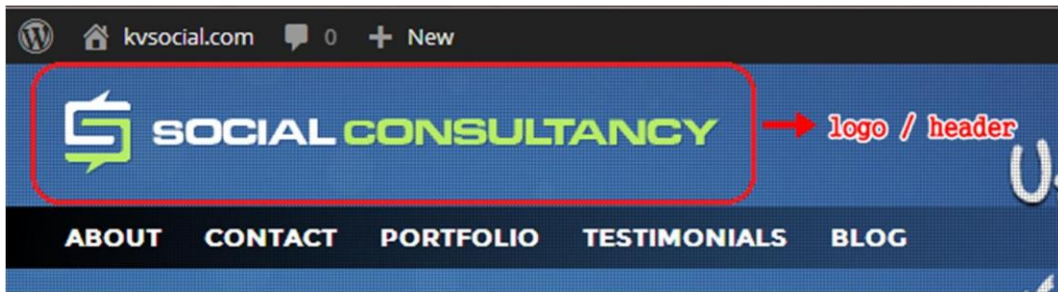


5. To use a **Logo** (Recommended Image Size: 387px by 84px), go to your WordPress Dashboard, click on the **Social Portfolio Tab** and go to **General**.
6. On the right side, under **Image**, click on **Upload** and choose your **Company Logo**.



7. Save changes.

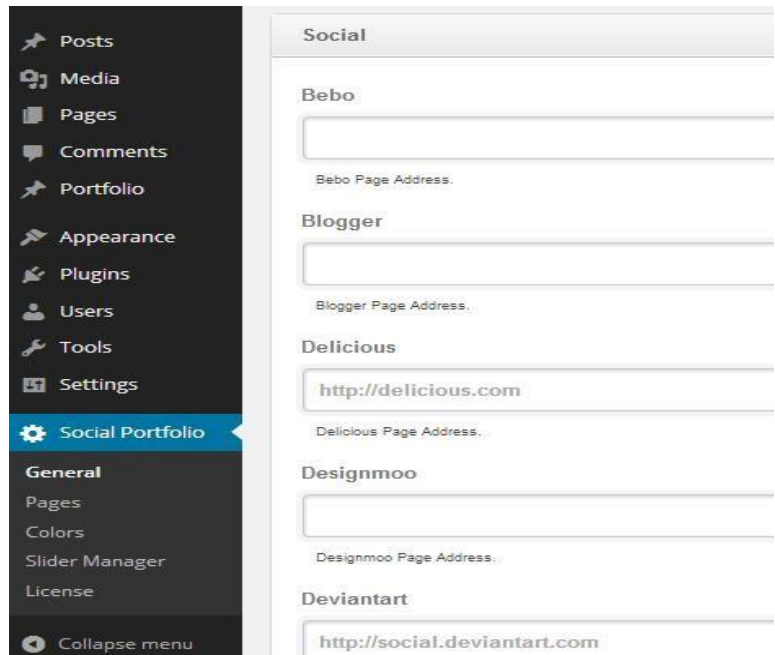
The **Logo** will look like this:



## Social

This feature allows you to connect with your visitors in different social media platforms.

1. Just place your Social Media profile URL on the space provided.
2. Save changes.



3. You will find the **Social Media buttons** on the lower right corner of the home page.



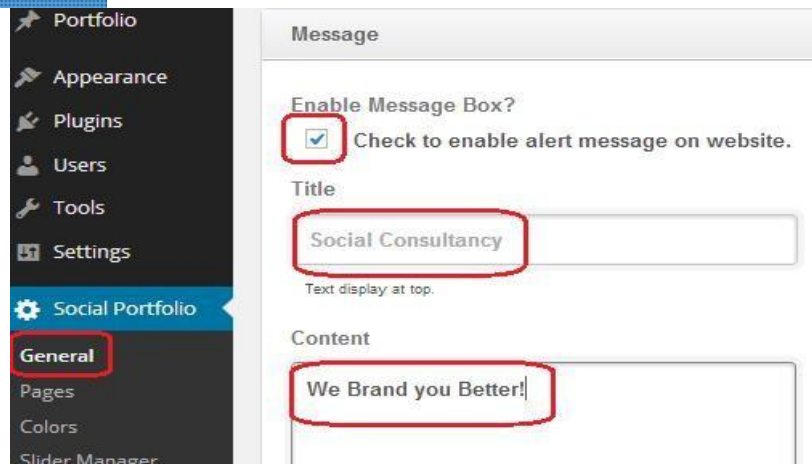
## Message

This can be seen at the lower left side of the home page, just above the slider.

1. Customize this message by going to the **Social Portfolio Menu** in your WordPress Dashboard.



2. Click on the **General** Tab.
3. **Enable** the Message box by ticking the box beside the option to *check to enable alert message on website*.
4. Fill up the **Title** and the **Content** with desired text.
5. Save changes.



6. This is how it will look like on the home page:



## Favicon

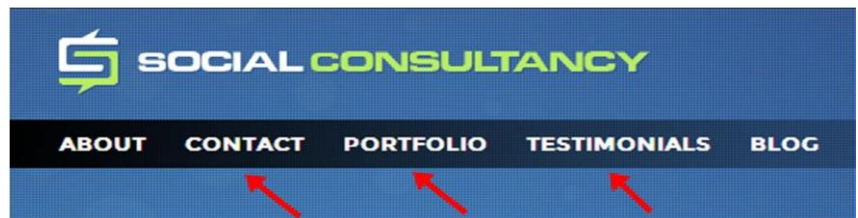
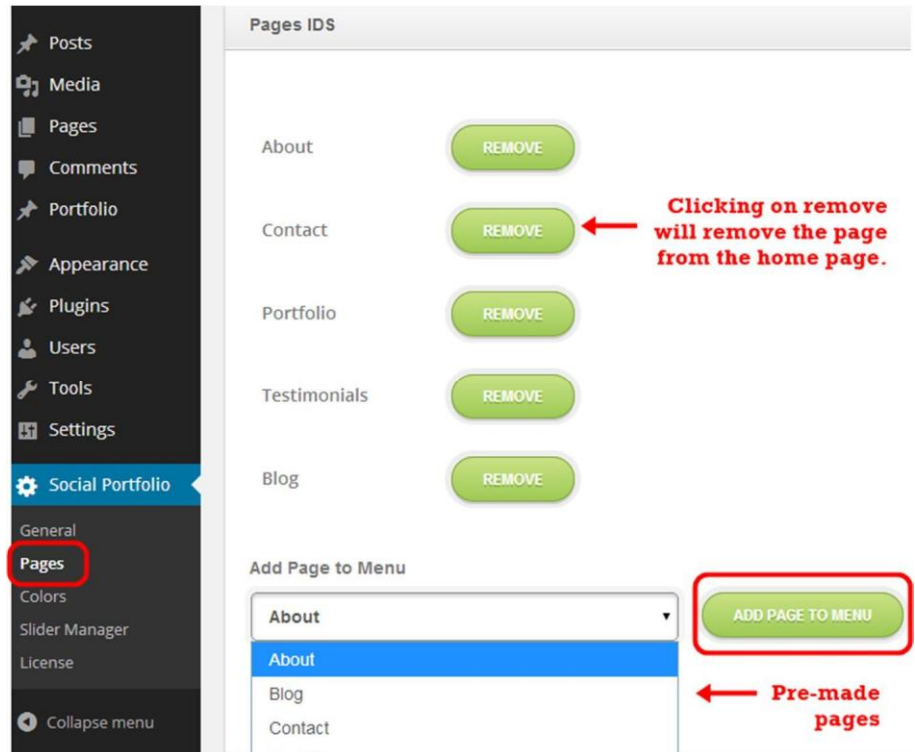


1. You can set your custom favicon (Recommended Image Size: 32px by 32px) so that the admin's comments on posts will show this icon instead of the generic one.

## Pages

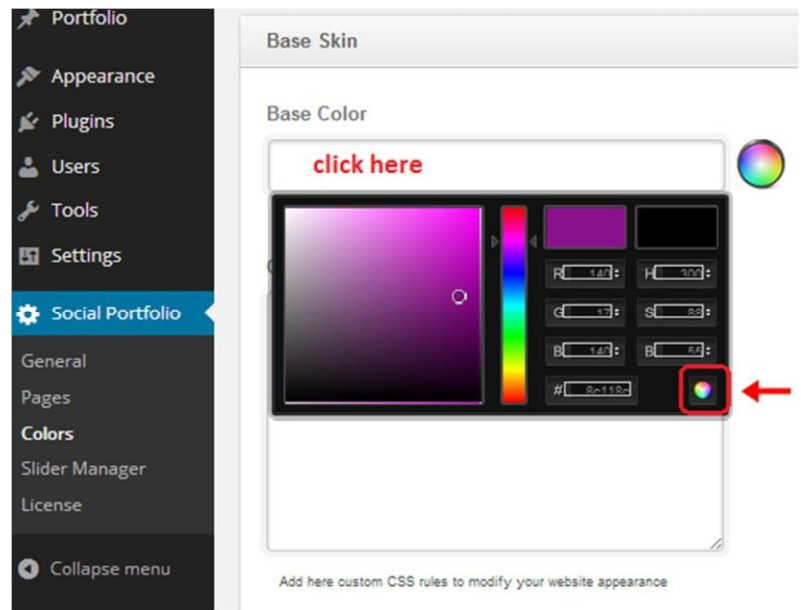
### To Add Pages to the Home Page

1. In your **WordPress Dashboard**, click on the **Social Portfolio Menu** and go to **Pages**.
2. You will find all the pre-made pages in the drop-down box.
3. Choose the **Page** that you want to appear in your home page and click on **Add Page to Menu**.
4. The Pages that you choose will appear just above the drop-down box.
5. **Save changes.**
6. Should you change your mind, you can always click **remove** to remove the pages in the home page.
7. The Pages will look like this in the home screen.



## Colors

1. The Social Portfolio Theme has 2 color schemes. By default, it is set to **Social Media 1**. You can switch to Social Media 2 anytime. 2. You can also change the **Base Color**. Click on the space inside the box and a color palette will come up. Choose desired color and click on the color globe.
3. You can also **customize CSS** by adding desired CSS codes on the space provided just below the color picker.
4. Save changes.
5. To go back to the original theme color, go back to **Base Skin** and click on any of the 2 color schemes.
6. Save changes.



## Slider Manager

The theme comes with 5 Full screen Visual Backgrounds that is pre-loaded in the Slider.

1.

On the far right, click on the pencil icon to edit the Slider Manager.  
This will show the pre-loaded backgrounds.

To add a new background, scroll down to the bottom and click on Add

A form with two main sections. The first section is labeled 'Image' and contains a text input field with the URL 'http://demo6.kvsocial.com/wp-content/themes/' and a green button labeled 'UPLOAD IMAGE'. The second section is labeled 'Thumbnail' and contains a similar text input field and 'UPLOAD IMAGE' button. At the bottom of the form is a green button labeled 'ADD NEW SLIDE', which is highlighted with a red rectangular box.

To Add/Edit the slider, go to the **Social Portfolio Menu** in your **WordPress Dashboard** and click on **Slider Manager**.

2.

3.

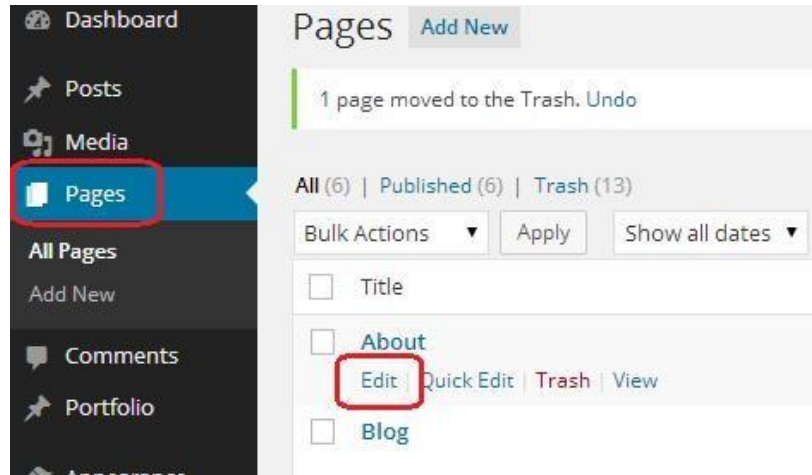
New Slide.

Two (2) images need to be uploaded. One for the **background** and one for the **thumbnail** which is what is seen on the slider in the home page.

4. Click on **Upload Image** and choose the image for the background. You can use any image with dimensions/size like that of a PC wall paper. For the Thumbnail, the current dimensions of the image are **143 × 82**. You can use any thumbnail size that you prefer, but it would be best to use the same thumbnail size for all images for uniformity.
5. Save changes.
6. The new uploaded background will appear in the slider on the home page.

## To Edit the Social Portfolio Pages

1. In the WordPress Dashboard, click on Pages. You will see a list of the Premade Pages for your convenience.
2. Click on Edit and you will be redirected to another page.



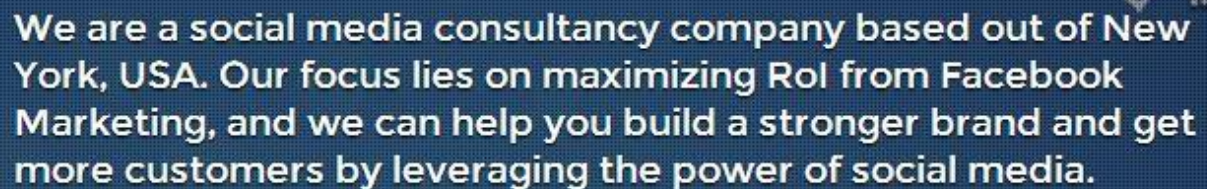
## To Edit the About Page

The text seen in the **About Page** was created using the **Layout Builder**. Make sure that you have a **check** mark beside *Use layout Builder on this page* to **enable** it.



The **Add Column** option in the Layout Builder allows you to add different columns to your text.

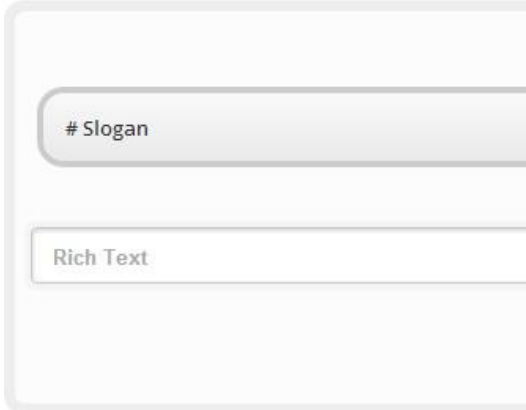
If you choose **1 Column** or **100%**, the text will look like this:



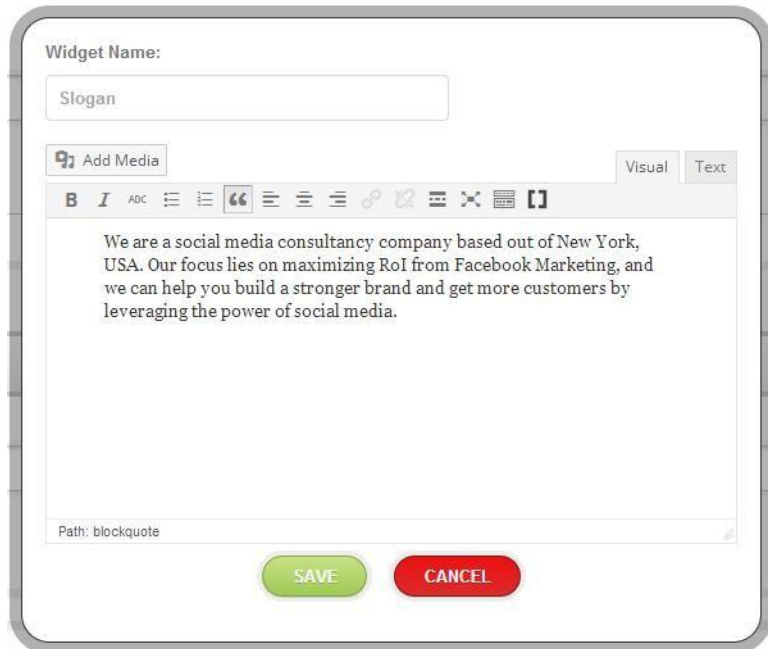
We are a social media consultancy company based out of New York, USA. Our focus lies on maximizing ROI from Facebook Marketing, and we can help you build a stronger brand and get more customers by leveraging the power of social media.



To Edit the **About Page**, click **Slogan**:



The image shows a portion of a web editor interface. At the top, there is a rounded rectangular box containing the text "# Slogan". Below this box is a larger area labeled "Rich Text" with a horizontal line indicating the start of the text area.



The image shows a "Widget Name:" dialog box. The "Widget Name" field contains the text "Slogan". Below the field is an "Add Media" button. To the right of the field are two tabs: "Visual" and "Text". The "Text" tab is active, showing a rich text editor with a toolbar containing icons for bold, italic, underline, bulleted list, numbered list, quote, link, unlink, table, and code. The text area contains the following text: "We are a social media consultancy company based out of New York, USA. Our focus lies on maximizing RoI from Facebook Marketing, and we can help you build a stronger brand and get more customers by leveraging the power of social media." At the bottom left, it says "Path: blockquote". At the bottom right, there are two buttons: "SAVE" (green) and "CANCEL" (red).

This will bring up a new window where you can edit the text and customize it as you want it.

If you choose **3 Columns**, the text will look like this:



To edit this, click on **About / Text / Recent Title / Recent portfolios** and edit the text according to your choosing.



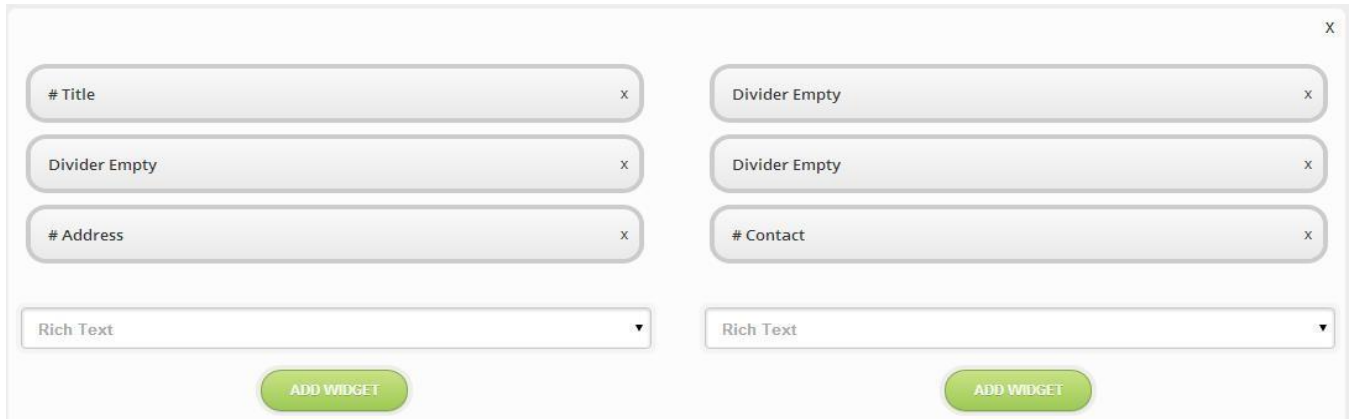
The image shows a widget editor interface with a close button (X) in the top right corner. It contains three columns of widget configuration options. Each column has a title field (e.g., "# About", "# Text", "# Recent Title") with a close button (x) to its right, and a "Rich Text" dropdown menu below it. At the bottom of each column is a green "ADD WIDGET" button.

**To Edit the Blog Page**

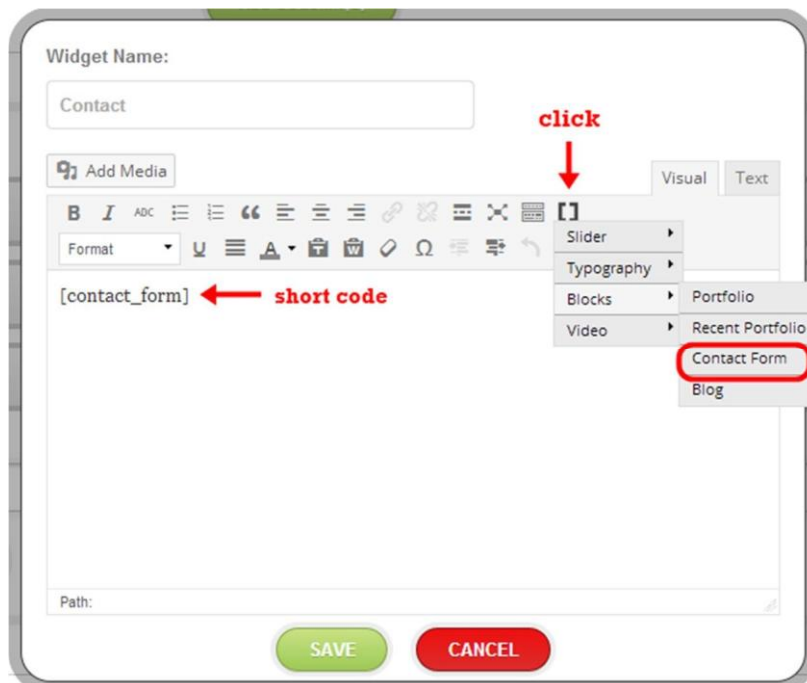
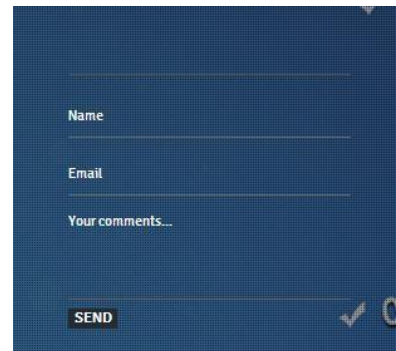
The Blog on the home page, was created using the usual blog text box. You do have the option to use the Layout Builder. Just enable it by putting a check mark on *Use Layout Builder on this page* and you can customize it in anyway you want it.

## To Edit the Contact Page

Go to the **Layout Editor** to edit any information that you want to be changed in the Contact Page.

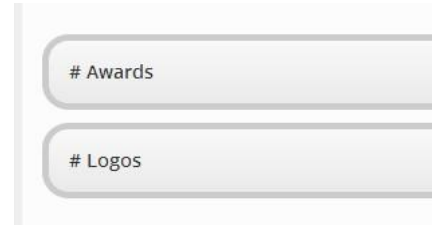


The contact form in the home page was created by using a short code in **#Contact** in **Layout Builder**. Click on the short code icon, go to **Blocks**, and click on **Contact Form** to make the short code **[contact\_form]** appear.

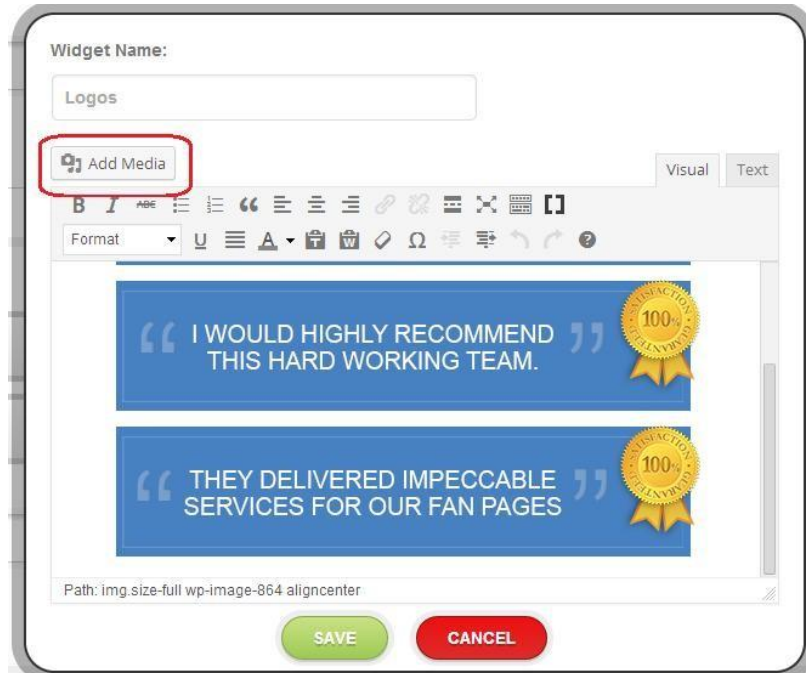


## To Edit the Testimonial Page

The **Testimonial Page** in the home page was created in **Layout Builder**. Click on **#Awards** to edit the text. Click on **#Logos** to see the pre-loaded Testimonial images.

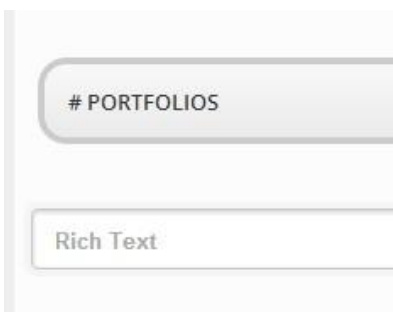


1. To add more Testimonial images, click **Add Media**.
2. Choose the image file and **insert into page**.
3. Save changes.

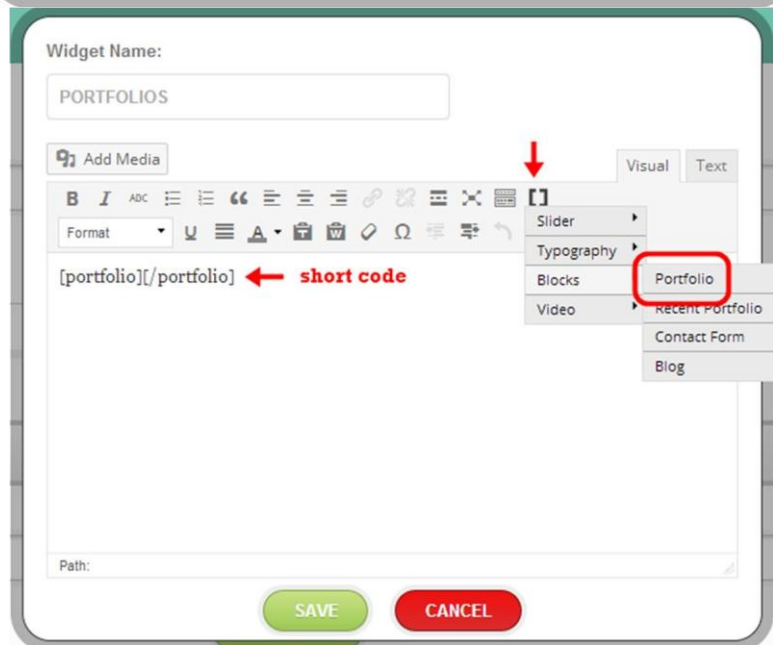


## To Edit the Portfolio Page

Click on **#Portfolios** under **Layout Builder**. Click on the short code icon, go to **Blocks**, and click on **Portfolio** to make the short code `[portfolio][/portfolio]` appear.



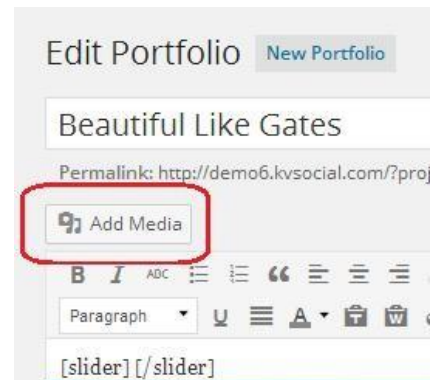
## To Edit the Portfolio Images



In your WordPress Dashboard, click on Portfolio. You will see the list of all the Portfolio Pages that have been pre-loaded with images:

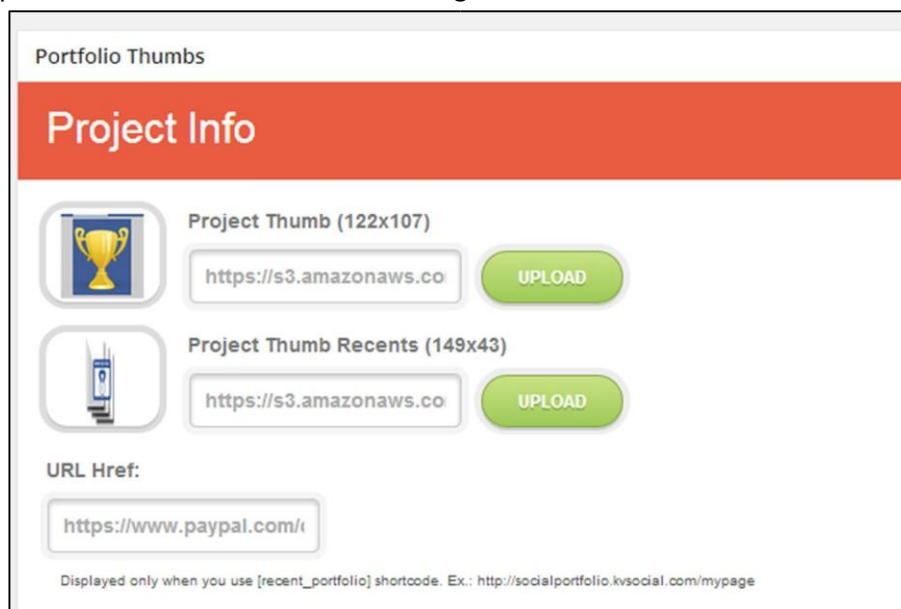
- Beautiful Like Gates
- Awesome Facebook Covers
- Exceptional Fan Page Management Get More Traffic with Ads
- Run Contest for Easy Brand Promotion

1. To add images, click on Add Media and choose desired images.
2. To remove any of the pre-loaded images, you will have to delete the image in the **Portfolio Page** as well as the **Media** folder.
3. To create a new Portfolio Page, paste the short code **[slider] [/slider]** in the text box. After that, add images. You can add multiple images at the same time.



4. If you want to add a hyperlink under the image, follow these steps:
  - a. Put in a text underneath an image (for example: Click to buy this like gate). You can do this by editing the ALT TEXT on the image
  - b. Use the hyperlink in the portfolio tab (see image below)
  - c. This hyperlink would show up on the portfolio images, with the text you set on 4a.

The process is the same for all Portfolio Pages.





## To Edit the Paypal Link in Your Portfolio

The current Paypal Link can be easily edited:

[https://www.paypal.com/cgi-bin/webscr?cmd=\\_xclick&business=payments%40kvsocial%2ecom&item\\_name=Social%2dPortfolio%20All%2din%2dOne%20Package&amount=200%2e00&currency\\_code=USD&button\\_subtype=services&no\\_note=1&no\\_shipping=1&bn=PP%2dBuyNowBF%3abtn\\_buynow\\_LG%2egif%3aNonHosted](https://www.paypal.com/cgi-bin/webscr?cmd=_xclick&business=payments%40kvsocial%2ecom&item_name=Social%2dPortfolio%20All%2din%2dOne%20Package&amount=200%2e00&currency_code=USD&button_subtype=services&no_note=1&no_shipping=1&bn=PP%2dBuyNowBF%3abtn_buynow_LG%2egif%3aNonHosted)

**Legend:**

payments@kvsocial.com - change it to your email address

Social Portfolio-All-in-One Package – Product Name

200 – Amount

**New Link:**

[https://www.paypal.com/cgi-bin/webscr?cmd=\\_xclick&business=info%40mywebsite%2ecom&item\\_name=My%20Product%20Name&amount=500%2e00&currency\\_code=USD&button\\_subtype=services&no\\_note=1&no\\_shipping=1&bn=PP%2dBuyNowBF%3abtn\\_buynow\\_LG%2egif%3aNonHosted](https://www.paypal.com/cgi-bin/webscr?cmd=_xclick&business=info%40mywebsite%2ecom&item_name=My%20Product%20Name&amount=500%2e00&currency_code=USD&button_subtype=services&no_note=1&no_shipping=1&bn=PP%2dBuyNowBF%3abtn_buynow_LG%2egif%3aNonHosted)

This is how the New Paypal Link will look in your browser:

The screenshot displays a PayPal checkout interface. On the left, a box titled "Your order summary" contains a table with the following items:

Descriptions	Amount
My Product Name Item price: \$500.00 Quantity: 1	\$500.00
<b>Item total</b>	<b>\$500.00</b>
<b>Total \$500.00 USD</b>	

On the right, the "Choose a way to pay" section is visible. It features a dropdown menu for "Pay with my PayPal account" with the instruction "Log in to your PayPal account to complete the purchase". Below this are input fields for "Email" (containing "shugarrrr@live.com") and "PayPal password". A checkbox labeled "This is not a shared computer. What's this?" is present. A "Log In" button is located below the checkbox. A link for "Forgot your email or password?" is also visible. At the bottom of the section, there is a link for "Create a PayPal account" with the subtext "And pay with your debit or credit card".

After editing the **Paypal URL**, go to **Project Info in the Portfolio Page** and paste the **NEW Paypal Link** in the **URL Href** box and edit the URL Label.

## Project Info



Project Thumb (122x107)

<https://s3.amazonaws.co>

UPLOAD



Project Thumb Recents (149x43)

<https://s3.amazonaws.co>

UPLOAD

URL Href:

<https://www.paypal.com/>

← Paste the Paypal URL here

Displayed only when you use [recent\_portfolio] shortcode. Ex.: <http://socialportfolio.kvsocial.com/mypage>

URL Label:

**Order NOW!!**

Displayed only when you use [recent\_portfolio] shortcode. Ex.: <http://socialportfolio.kvsocial.com>