Hi! Before we begin, thanks for purchasing this theme, we really appreciate you support!

In the following pages we'll cover the installation, setup and use of this theme, together with a reference to its special features. We tried to cover every important side of it, so we truly suggest you dig into it if you have doubts or difficulties. However, if you find yourself with no answers or have any question beyond the scope of this document, please feel free to post it in our support forum at http://quadroideas.com/support/ and we'll try to get to it as soon as possible.

Happy blogging!

Quadro Ideas

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1. Getting Started

Before we begin the installation of the theme you have to be running an updated version of WordPress. If this is your first time using WordPress and need help with that you may want to have a look at the Codex page for Installing WordPress:

http://codex.wordpress.org/Installing_WordPress. Don't worry, it should be really easy.

1.1   Installing Minuscula Theme

Important notice: The file you downloaded from Themeforest contains both the theme and some other files you may find useful as the Documentation file, the PSD files and the licenses. That is not the file you should upload to install the theme. Instead, extract it with a software like UnRarX or Winzip, and then you'll find inside it a smaller file called minuscula-v.x.x.x.zip (with the appropriate version number). That's the file you'll want for the installation.

There are two steps required in order to install a WP theme: uploading and activating. For uploading it, you have two options:

Upload through WordPress: From the WP menu go to *Appeareance » Themes*, select the tab "Install themes" and click on "Upload". Then, choose the minuscula.zip folder contained in the folder you downloaded from ThemeForest.

Upload through FTP: Unzip the minuscula.zip folder and upload it using your preferred FTP client into the *wp-content/themes* at your domain.

Once you have uploaded the theme to your server click "Activate" it.

1.2   Installing the Minuscula plugin

There are some features of Minuscula that don't come with every other theme, like the shortcodes or the Portfolio functioning. That's why we decided to put them in a separate plugin so you can keep your content intact should you change your theme afterwards.

Once you activate the theme you'll see a yellowish banner suggesting you to install the Minuscula plugin. Please install it, and activate it too.

We also suggest you install a performance plugin (like W3 Total Cache or WP Super Cache), they can do very good to your site's performance.

1.3   Setting up menus

To actívate your menus navigate to *Appeareance* » *Menus.*

Create a menu adding pages to the right side column, give it a name, save it and then select it on the top-left corner section titled *Theme Locations*.

1.4   Preparing the Homepage

Navigate to *Settings* » *Reading* and make sure that the option "Your latest posts" is selected for "Front page displays". There's no need for creating a page for the homepage as the theme will generate a homepage from your selected homepage layout.

2. Theme Options Panel

Next, we will list the sets of options you will find in Minuscula's Theme Options Panel. Notes are provided when needed.

For the Options Panel navigate to *Appeareance* » *Theme Options.*

2.1 General

Logo options

- ✓ Display text logo
- ✓ Logo Image URL
- ✓ Display Tagline under logo
- ✓ Top left corner logo placement

General options

- ✓ Favicon Image URL
- ✓ Custom Login logo image URL
- ✓ Show widgetized footer
- ✓ Select footer layout
- ✓ Copyright footer text
- ✓ 404 Page custom title
- ✓ 404 Page custom text
- ✓ Top sidebar layout
- ✓ Sidebar position for Contact Template

Blog Options

- ✓ Show blog title on single posts
- ✓ Blog Title on single posts

- ✓ Blog description for single posts
- ✓ Single posts ribbon color
- ✓ Sidebar position for blog
- ✓ Show next and previous post titles on single posts

Google Maps

- ✓ Enable Google Maps plugin

Update Section

In this area you can fill in your QuadroIdeas.com username and password which will allow you to get notified about new updates for the theme right at your WordPress Dashboard, and update it right from there with a simple click. Don't forget to enter your details in there and keep your theme always up to date.

Note: When you update your theme from the admin Dashboard, any custom modification you may have done to the theme's files (if you did any) will get replaced for the new updated files. Please keep a copy of those modified files or, much better, make your own customizations in a child theme. This does not apply to the Theme Options and WordPress settings. If you didn't touch the theme's files you don't need to worry about it.

2.2 Homepage

Homepage Sliders

- ✓ Display Slider option
- ✓ Available slider styles (large or regular)
- ✓ Slider transition
- ✓ Slides quantity
- ✓ Slider timeout (how much to wait between slides)

Homepage Content Areas

- ✓ Display slogan option
- ✓ Enter slogan text
- ✓ Top Custom HTML display
- ✓ Top Custom HTML input
- ✓ Show Services section
- ✓ Show Recent News section
- ✓ Recent news Heading
- ✓ Recent news Tagline
- ✓ Show Portfolio section
- ✓ Category picker for homepage Portfolio
- ✓ Portfolio items size on homepage
- ✓ How many rows for Portfolio on homepage
- ✓ Portfolio Heading
- ✓ Portfolio Tagline
- ✓ Display Portfolio categories on single items
- ✓ Info tag title
- ✓ View project text
- ✓ Show homepage widgets section
- ✓ Homepage widgets section layout
- ✓ Bottom Custom HTML display
- ✓ Bottom Custom HTML input
- ✓ Homepage areas order

2.3 Design

Skin & Background Options

✓ Select background pattern

✓ Select background color

Color Options

✓ Main color picker *(What does it affect? Page ribbons, submenues background, portfolio item hover, portfolio loader, slogan color, home areas subtitles, selected text, search button, call to action buttons, text tags.)*

✓ Links color

✓ Links hover color

Menu Color Settings

✓ Menu tabs color

✓ Colors for each menu item

Custom CSS

✓ Custom CSS input

2.4 Typography

Typography Options

✓ Enable Minuscula's Magic (*This option enabled will turn every first letter in headings and menu into lower case.*)

✓ Logo font

✓ Logo font size

✓ Logo color

✓ Tagline font size

✓ Tagline color

- ✓ Menu font
- ✓ Menu font size
- ✓ Headings font
- ✓ Headings font size
- ✓ Headings color
- ✓ Slogan font
- ✓ Slogan font size
- ✓ Body font
- ✓ Body font size
- ✓ Body color
- ✓ Footer text color

2.5 Contact Form

Contact Form Labels

- ✓ Send to address (if not set will send to the WP admin email)
- ✓ Name label
- ✓ Email label
- ✓ Subject label
- ✓ Send button label

Error & Success Messages

- ✓ Incorrect email message
- ✓ Missing field general message
- ✓ Missing name message
- ✓ Missing email message
- ✓ Missing subject message
- ✓ Missing message message
- ✓ Sending success message

Email Templating

- ✓ Title for Email
- ✓ Intro for Email
- ✓ Name for Email
- ✓ Email from for Email
- ✓ Subject for Email
- ✓ Message for Email

2.6 Social Profiles

- ✓ Input fields for your profile links of the following social networks: *Digg, Dribbble, Facebook, Flickr, Forrst, Google+, RSS Feed, Share This, Skype, Twitter, Vimeo, YouTube.*

3. Homepage Slider

To enable the slider for your homepage please navigate to *Appearance » Theme Options,* go to the Homepage tab and check the "Display Slider" option.

3.1 Adding slides

Navigate to *Slider » Add new Slide.* Fill in the title for your slide and write some text if you want.

3.2 Adding images

Add an image for the slide by clicking on "Set featured image" on the bottom right corner of the screen. *If you are using the Regular Slider, keep in mind that the photos should be at least 1000px wide and 600px tall. If you are using the Large Slider, keep in mind that the photos should be at least 1600px wide to fit the entire slider without being distorted. The theme takes care of the sizes after that. Important note: to keep your server clean of not used image files, the theme only creates the versions for the images for the purposes they were uploaded. To use an image as the image for a slide, you have to upload it specifically for that.*

3.3 Formatting captions

Turn on the Caption for the specific slide by clicking on "Show caption for this slide" on the Slide Options. Turning on "Show slide title" will show the Title as title, while writing text into the content area will automatically display it on the caption.
You can choose colors and font-sizes for them down there too (the typography will be the same as chosen for the headings at Typography Options).

If you want to add a link to some other page at the slide, click on the "Use read more link" checkbox and fill in the URL.

Most shortcodes are available in slide captions too.

3.4 Using a video on slides

Video embeds are enabled for the Regular Slider. To use them, just fill in the URL for the video you want to display for any of the available WordPress oEmbed sources (YouTube, Vimeo, Blip.tv, and such). You don't need to paste an embed code, simply the URL will do it.

4. Page Templates

For every page in WordPress there is a Template option. You will find a selector for it under the "Page Attributes" section in the Add or Edit Page page.

Each template in Minuscula Theme has three custom options that you will find under "Page Options". The "Page description" will be shown next to the title if completed and the Top Ribbon color determines the color used for that page's ribbon (the area where the title is). Lastly, the "Show featured image" will display the featured image selected for that page below the title section. As with the slider, images uploaded for that matter should be at least 1000px wide.

4.1 Default template

A regular page template with a right positioned sidebar.

4.2 Left sidebar

A regular page template with a left positioned sidebar.

4.3 Top sidebar

A regular page template with a top positioned sidebar. This template uses a different set of widgets for the sidebar and you can customize it going to *Appearance » Widgets.*

4.4 Blog

A Blog template that will display your posts. This template has some features controlled by the options under the *Theme Options » General* tab.

4.5 Portfolio page

The Porfolio page displays the Porfolio items you create in the Portfolio section. When choosing the Portfolio template you will be opted to manage a little group of options under the content editor area.

The "Portfolio layout" option allows you to choose how many items will be displaying in a row, while the "How many items to show" sets the final number of items to bring (enter -1 to show all of them with no limits).

You can check or uncheck the "Portfolio Categories" to put up different portfolio pages showcasing different topics of your work, or just to show or hide specific categories.

4.6 Contact template

A contact page with an Ajax powered contact form.
Note: all the options for the contact page are set in the *Theme Options » Contact* tab. Being a Contact template you can choose to display a Google Map instead of the regular featured image at the top of the page. To do that, just check "Show Google Map" in the "Contact Template Options" and enter a regular address for your location as you would normally do when looking for a location in Google Map's site. * *For this, make sure the Google Maps script is enabled in Theme Options » General.*

This page template uses a different named sidebar so that you can throw in a separate set of widgets just for your Contact page. To setup the widgets for this sidebar navigate to *Appearance » Widgets* and open the "Contact Sidebar".

5. Post Formats

Post formats, introduced in WordPress since version 3.1 is a feature that allows you to specify what your post is about to customize the looks of the different posts. Minuscula currently support 9 post formats (almost all of them!) so you can enjoy its benefits while blogging.

Change the post format at the "Format" section while posting (under the "Publish" section).

5.1 Standard post

The standard and regular post. Use it for everything you want. You can specify a featured image as always and check the "Show Featured Image" checkbox if you want it to be displayed when showing the post.

Images should be at least 600px wide and 200px tall, the theme will do the cropping for you if they are bigger. If you want more precision on the framing you may want to upload an image with those exact sizes. *Important note: to keep your server clean of not used image files, the theme only creates the versions for the images for the purposes they were uploaded. To use an image as Featured Image for a post, you have to upload it specifically for that.*

Embeds work as with any WordPress installation just by pasting the URL of the service you want to embed (YouTube, Vimeo, Blip.tv, Twitter) in a new line of text.

5.2 Aside

This is a short piece of text, usually no longer than a couple of paragraphs with no more information than the content itself.

5.3 Gallery

A gallery post format will show your photos in a gallery slider style that is also prepared for swiping in mobile and tablet devices.

To make use of it, just attach some images to a post by **uploading** them through the Media Manager locates above the Content editor area (click on "Add Media"). Once you upload them you can order them as you wish and then just close the Media manager, write some text if you want, hit Publish or Update and that's about it.
Note that you don't need to insert the gallery into the post, as the theme will do that for you. Note also that the images should be uploaded specifically for this post, so files founded in the Media Manager uploaded to other posts won't do it.

5.4 Link

Pretty self explanatory, a link post displays a link. You should insert the link as a URL into the "Insert link" input field. The title of the post will be used as the anchor text.

5.5 Image

The image post format will display any image you set as "Featured Image" in its full size keeping the width of the blog as the max-width for the photo. You don't need to check the "Show featured image" option for this post format.

5.6 Quote

You may use the [blockquote] WordPress shortcode anytime you want, but if your post consists only of a quote the Quote post format will suit it better.
The quote itself and the author can be input right at the top of the Content editor into their

input fields. Any text you write into the content area will be displayed under the Quote.

5.7 Status

Acording to the WordPress Codex the Status post is almost like a tweet. A very short post with no more than a sentence or two. It will display your Gravatar if you have one, with the status next to it in a Tweet fashion, so you may want to keep it short. :)

5.8 Video

The video post format lets you display a video embedded from any of the common social video networks around, and even upload a video to your site for a self hosted video reproduction.

To use a self hosted video upload it to the post by clicking on the "Add Media" button or paste its URL in the input field right above that if you already have it hosted at another location.

In case you want to play video from any of the popular video networks just paste its URL in the proper field (you don't have to paste an embed code, just the URL for the video).

5.9 Audio

And finally, as expected, the Audio post format lets you play an audio file (a song, a podcast, whatever you want) right from the post. To add an audio file to the post upload it though the Media Manager by clicking on the "Add Media" button and it'll be automatically loaded on the post. If you prefer, you can manually paste a URL for the file into the "Audio URLs" field.

6. Portfolio

In this section we will cover the use of the Portfolio items. Remember that most of the general options for the Portfolio will be handled from the General tab at the *Options Panel* or from the Portfolio template page.

6.1 Adding Portfolio Items

To add an item to your Portfolio navigate to *Portfolio » Add New Portfolio Item.*
Firstly, you should enter a title, a description (if it has one) and a picture, by clicking on "Set featured Image". The picture will serve as the thumbnail for the item and will be displayed as its main image when the item is selected. Images should be at least 600px wide by any height (or at least 1000px wide if you are using the One Column layout).
Lastly, picking some portfolio categories for the item will let your visitors filter your works when browsing them.

Very important: The featured image for the portfolio item has to be uploaded for each item and not just selected from the Media library (as in "fresh upload"), otherwise the theme won't crop them nor resize them.

6.2 Portfolio data

There are two available information fields to fill for your Portfolio items in the "Portfolio Item Options" below the content editor.
The "Client" field will display the data you enter next to the "Info Tag Title" you define in the Homepage "Options Panel". It can be anything you want, just use it as a field for displaying extra information for your item.
The Project URL will display a link to an external page with the anchor title being the text you define in the "View Project" text for the Portfolio in the Homepage "Options Panel".

Leaving any of those fields empty will cause them not to show when viewing the item. If you want to leave them empty that's fine.

6.3 Embedding a video

To embed a video in any of your items, just paste the URL for it in the Video Embed input field (remember, just a URL, not an embed code). To make it display before any image or gallery, check the "Show video first" option.
Should you wanted to show just the video, without even displaying the featured image for the Portfolio item, just check the checkbox for "Hide images & leave video alone".

6.4 Creating a gallery

Galleries for Portfolio items are created just by uploading images to the item through the Media Manager (click on the "Add Media" button above the content editor and it will pop up). You can upload as many as you wish, order them as you want, and then just close the manager **without inserting anything into the post**.

Then, in the "Portfolio Item Options" below the content editor, check the option for "Show gallery for this item". That's it!

6.5 Ordering Portfolio items

Minuscula comes with a simple but nice function that lets you re order your Portfolio items in just a couple of clicks. To do that, navigate to *Portfolio » Order Items,* re order them as you want, and they will be saved in that order automatically.

6.6 Portfolio Categories

As with other post types, Portfolio items can use categories for filtering. If you need to manage them in general and not as a *per Item basis*, navigate to *Portfolio* » *Portfolio Categories.*

7. Services

Services are small pieces of text you can include in your Homepage by choosing the "Display Services Section" in the "Options Panel" Homepage tab. Use them to display information about your work, your company, your studio, your coffee place, whatever it'd be.
Some options are available for each Service item under the content editor area in the section called "Service Options".

7.1 Creating a Service Item

Create a Service item simply by navigating to *Services » Add New Service*.
Fill in a title, enter a nice text and *–if you want to-* add a subtitle for it by filling in the "Service Subtitle" field in the "Service Options" section.

7.2 Choosing a Service image

You can pick an icon for your service from any of the 54 icons provided with Minuscula theme. If you prefer to, you can, instead, upload an image by clicking on the "Add featured image" button and choosing the option for Show "Featured Image" in the options. If you want no image for the specific Service Item, select to show a "Featured Image" and just don't upload nor select any.

7.3 Linking to a URL

To add a link to the Service item, check the option titled "Use Read More Link" in the "Service Options" section. Then fill in a "Read More Text" that will be used as your anchor text, your call to action ("Read more", or "Find out more" are just a couple of optios) and insert a URL in the input field bellow that.

8. Shortcodes

Minuscula Theme comes with a lot of shortcodes for helping you out in layouting your content. See examples here: http://demos.quadroideas.com/minuscula/shortcodes/

8.1   Drop cap

Shortcode

`[dropcap]`**`(First letter)`**`[/dropcap]`

Example

`[dropcap]S[/dropcap]ome text here.`

8.2   Text highlight

Shortcode

`[highlight]`**`(Your content)`**`[/highlight]`

Example

`[highlight]Some highlighted text[/highlight]`

Available options
`Color: an hex number (ex. #e53f0b) or a color name (ex. red)`

`[highlight `**`color="#e53f0b"`**`]Some highlighted text [/highlight]`

8.3   Lists

Shortcode

`[list]`

```
<li>(Item 1)</li>
<li>(Item 2)</li>
<li>(Item 3)</li>
[/list]
```

Example

```
[list]
<li>Apples</li>
<li>Oranges</li>
<li>Bananas</li>
[/list]
```

Available options
18 types of icons to use (light icons from 1 to 9, dark icons from 10 to 18).

```
[list style="1"]
<li>Apples</li>
<li>Oranges</li>
<li>Bananas</li>
[/list]
```

8.4   Columns

You may combine them as you want and as mathematics allow you :)

Shortcode
Note: Use the "_last" version when the column will be the closing one of the fraction.

```
[one_half] [/one_half]
[one_half_last] [/one_half_last]

[one_third] [/one_third]
[one_third_last] [/one_third_last]

[two_thirds] [/two_thirds]
```

```
[two_thirds_last] [/two_thirds_last]

[one_fourth] [/one_fourth]
[one_ fourth_last] [/one_ fourth_last]

[three_fourths] [/three_fourths]
[three_fourths_last] [/three_fourths_last]

[one_fifth] [/one_ fifth]
[one_ fifth_last] [/one_fifth_last]

[two_fifths] [/two_fifths]
[two_fifths_last] [/two_fifths_last]

[four_fifths] [/four_fifths]
[four_fifths_last] [/four_fifths_last]

[four_fifths] [/four_fifths]
[four_fifths_last] [/four_fifths_last]

[one_sixth] [/one_sixth]
[one_sixth_last] [/one_sixth_last]
```

8.5   Toggle

Shortcode

[toggle title="**(Title for the content)**"]**(The "toggled" content)**[/toggle]

Example

[toggle title="Click me!"]I'm the text you discovered after clicking[/toggle]

Variable shortcode
To have the section open automatically

```
[toggle_open title="Click me!"]I'm the text you discovered
after clicking[/toggle_open]
```

8.6   Tabs

Shortcode

```
[tabs]
[tab title="(First tab title)"](Your first content)[/tab]
[tab title="(Second tab title)"](Your second content)[/tab]
[tab title="(Another tab title)"](Another content)[/tab]
[/tabs]
```

8.7   Accordion

Shortcode

```
[accordion]
[accordion_toggle title="(First accordion title)"](Your first
content)[/accordion_toggle]
[accordion_toggle title="(Second accordion title)"](Your second
content)[/accordion_toggle]
[accordion_toggle title="(Another accordion title)"](Another
content)[/accordion_toggle]
[/accordion]
```

8.8   Buttons

Shortcode

```
[button url="(Your link URL)"](Your text)[/button]
```

Example

```
[button url="http://quadroideas.com"]Buy now[/button]
```

Available options

```
Size: small, medium, large
Color: an hex number (ex. #e53f0b) or a color name (ex. red)
```

```
[button size="large" color="orange"
url="http://quadroideas.com"]Buy now[/button]
```

8.9   Divider

Shortcode

```
[divider]
```

8.10   Call to action

Shortcode

```
[call_to_action text="(Your text)" button="(Your button call to
action)" url="(Your URL)"]
```

Example

```
[call_to_action text="We make amazing things. Visit our place
to know more about us. Enjoy!" button="Visit Now!"
url="http://someurl.com"]
```

8.11   Contact form

It will show a contact form with the configuration you made on the "Theme Options Panel".

Shortcode

```
[contact]
```

9. Widgets

Minuscula Theme comes packed with six custom widgets you can use in your sidebars, footer and in the Homepage widgetized area.

9.1 Quadro Contact Form Widget

This widget uses the options you set at the "Theme Options Panel" in the "Contact" tab to display a contact form that will adapt its size to the place you put it into.

9.2 Quadro Google Map Widget

The Google Map widget will display a cute map courtesy of the Google Maps site. To use it, just fill in an address of your choice and it will use it to display the map. Enter the address as you normally would do to search a location in Google Maps.

9.3 Quadro Image Widget

The Image widget is simply a widget that lets you easily add an image to your widget area. Fill in a URL for your file or click the "Upload Image" button and hit Save. That's it, a nice image in your widget. :)

9.4 Quadro Recent Posts Widget

This widget displays a list of recent posts from your posts list, next to its respective thumbnails (using the Featured Image for each post). If the post doesn't have a Featured Image it'll show a default thumbnail icon. You can set how many posts to show in the list.

9.5 Quadro Twitter Widget

Want to display your *-or your company's-* latest tweets? The Twitter widget brings them up for you. Just enter your Twitter screen name (your username, without the "@") and set how many tweets to show. You can also configure the text and links color if you want to.

9.6 Quadro Video Widget

The Quadro Video widget lets you include a video from any of the common social video sites (Youtube, Vimeo, Blip.tv, etc.) into your widgets area. Just paste in your video URL and it'll accommodate to show up always nicely and at the correct size.

10. About switching themes

Minuscula comes packed with a plugin that allows you to keep using some of Minuscula's functions even if you switch themes. Especially, keeping your portfolio items safe.

Should you ever switch to another theme, and assuming you want to keep your portfolio items showing up on your site, please navigate to the "Quadro Portfolio Items Conversion Tool" located at the "Tools" menu on the left side of the screen, and just click on the button that says "Convert To Posts". This will bring all your portfolio items to your blog, while keeping all its content.

Please notice that this action converts your current portfolio items. It does not copy them. If you want to bring them back to Minuscula's Portfolio, click on the "Convert Back to Portfolio" button, and they will be there again.