

# Flexo Setup Guide

*This documentation was developed by, and is property of Bind Lda, Portugal.*

*As with any software product that constantly evolves, our themes are in constant evolution. If you can't find an answer to your questions by reading this manual, please contact us directly. See how in section Customer Support. We'll be glad to assist you!*

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# Theme Details

flex-o
Home
Layouts
Blog
Pages
Features
Shortcodes

Meet Flex, a responsive corporate theme that fits your needs!

Customizable

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Read more

Responsive

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Mauris sed lorem vitae dui sagittis ullamcorper. Etiam sagittis porta neque in tincidunt.

Read more

Cool features

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Mauris sed lorem vitae dui sagittis ullamcorper. Etiam sagittis porta neque in tincidunt.

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Support

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Read more

Latest projects

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Mauris sed lorem vitae dui sagittis ullamcorper.

View all projects

Graceful label

Graceful label

Graceful label

FLEX-O

Meet Flex-o, fully configurable, amazingly flexible and 100% responsive.

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Email: Contact us by mail  
Web: Visit our website

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LOGOUT MY ACCOUNT

Theme name Flexo (based on Flexo)

Platform WordPress

Date generated 2015-16-11 15h16m

Customer email mail@bind.pt

# Installation

## Files available for download

Your custom theme includes the following files:

Flexo.WP3.zip

*This is the installation file*

Flexo.WP3.SetupGuide.pdf

*Current documentation file*

Flexo.WP3.DemoContent.zip

*This is demo content file*

## Installing and applying the theme

Your installation file is **Flexo.WP3.zip**

For install the theme Flexo you need to follow one of two simple ways to install themes in WordPress:

### 1. Install theme in Browser (WordPress Installation):

Newer versions of WordPress themes allow the installation through the administration panel. To do this go to "**Appearance ->Themes**" and on that page click "**Add New**".



Then click "**Upload**".



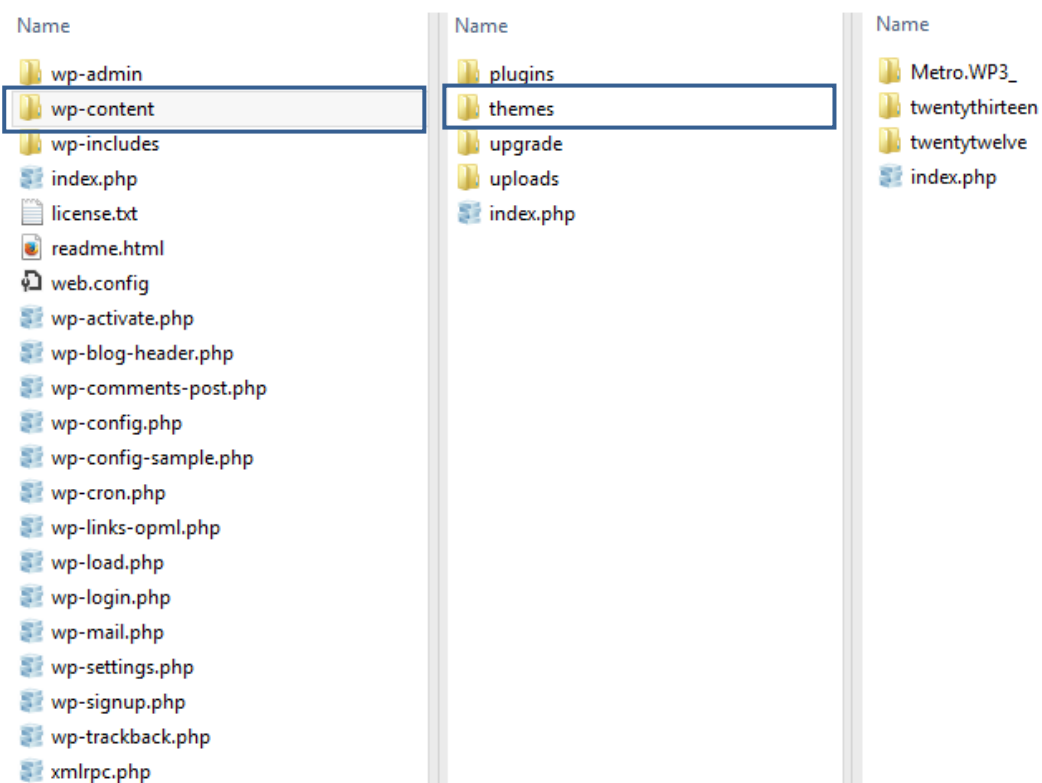
**Upload:** Only the folder of the theme can be sent, the installation file (**Flexo.WP3.zip**). Upload the theme downloaded to your computer and click "**Install Now**". After upload process finish, if the theme was successful installed, click on **Ativate**.

## 2. Install theme with FTP

On the folder of WordPress installation, go to the folder "wp-content" » "themes";

Unzip file **Flexo.WP3.zip** on your computer and drag the theme folder to folder "themes", and let the transfer finished.

Now you have to activate the theme. Go to the WordPress admin panel in the "**Appearance » Theme » Manage Themes**", in bellow options **Available Themes**, click in activate for desired theme.

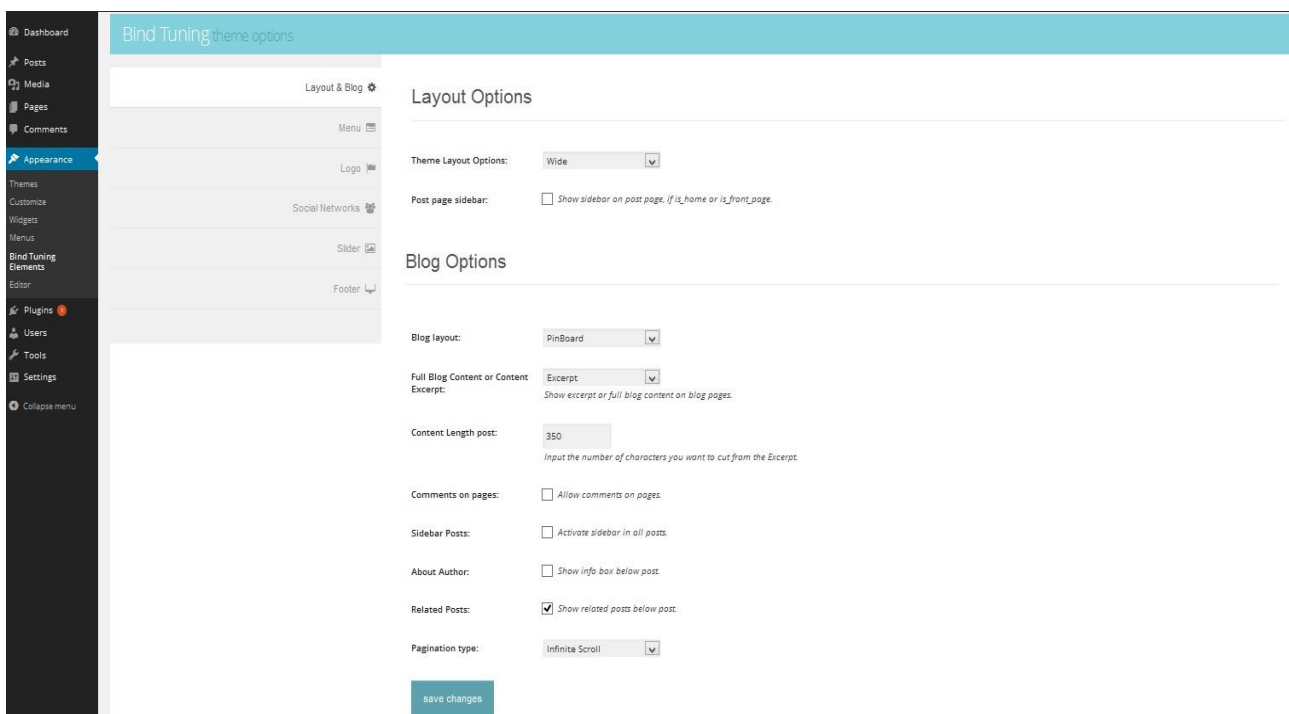


# Further adjustments

## BindTuning Elements

BindTuning Elements has an advanced Theme Options panel that is loaded with options. There is a set of options that facilitates the optimization and customization of your WordPress. Go over in these docs but please take some time and navigate through each tab.

Go to **Appearance > BindTuning Elements** and take a look. We've organized them into logical sets and have given descriptions for items that need it. Be sure to hit Save Changes to save your settings once you are done



## Setting up New Pages

### Follow These Steps Below To Create a New Page

There are options that have been created by BindTuning, that control specific zones on theme. These options can be easily accessed in the menu "Appearance" » "Bind Elements". Here you will find a number of possibilities that can be manipulated as you prefer.

1. Navigate to **Pages** and click **Add New**;
2. Input a new name for your page;
3. You can then select few couple of **Page Options** and ever select a use of **Sidebar** to show on the page;

4. Content for your page goes in the editing field, use the **Visual** or **HTML** editor.

Page content is mainly built using **Shortcodes**, see the **Shortcodes** section for how to use them.

**Pages** [Add New](#)

**All** (11) | **Published** (10) | **Draft** (1) | **Trash** (1)

Bulk Actions   Show all dates

<input type="checkbox"/>	<a href="#">Title</a>
<input type="checkbox"/>	<a href="#">About</a>
<input type="checkbox"/>	<a href="#">Media Remote Android</a>
<input type="checkbox"/>	<a href="#">Page 1</a>
<input type="checkbox"/>	<a href="#">Page 2</a>

Here is a screenshot that shows you the areas and descriptions of the page settings described above

The screenshot displays the WordPress 'Add New Page' interface. On the left is a sidebar with navigation links: Dashboard, Posts, Media, Pages (selected), All Pages, Add New, Comments, Appearance, Plugins, Users, Tools, and Settings. The main content area is titled 'Add New Page' and includes a text input for 'Enter title here'. Below this is a toolbar with various editing options. A blue box highlights the 'Shortcodes' panel, which lists various content blocks like Accordion, Alert, Buttons, Email, Hero-unit, Image, Popover, Progress Bar, Slider, Social Links, Tabs, Title, Video, and Youtube. A blue arrow points from the text 'This is where you insert content, use the visual editor to access the shortcode.' to the Shortcodes panel. On the right side, there are sections for 'Publish' (Save Draft, Preview, Status: Draft, Visibility: Public, Publish immediately, Move to Trash, Publish) and 'Page Attributes' (Parent: (no parent), Order: 0, Need help?, Featured Image: Set featured image). At the bottom, a blue box highlights the 'Options Page' section, which includes fields for 'Page Title' (Yes), 'Sidebar Position' (No), and 'Video Embed (code)'. A blue arrow points from the text 'Page options that can be set for each page.' to this section.

This is where you insert content, use the visual editor to access the shortcode.

Page options that can be set for each page.

## Setting up The Menu

BindTuning available support in theme for custom WordPress menus, with up to multi levels of dropdown support for the main menu. There are 2 areas of the theme where you can assign a menu; the main menu, and the sidebar menu useful for pages which include a navigation menu

To setup a new menu, please follow the steps below. It's best to already have your pages created, even if they are blank pages

1. Navigate to **Appearance > Menus** page;
2. Click the "+" icon to make a new menu. Enter the name then hit **Create Menu**;
3. To add a menu item, you can easily select one of your already made pages on the left hand side and click **Add to Menu**;
4. You can also add menu items by entering a custom name and custom link into the **Custom Links** box;
5. You can manage your menus using the drag and drop functionality. To create a dropdown menu, simply drag a menu item below and slightly to the right of another menu item and it will lock into place and create a dropdown section;
6. After setting up your menu, select the menu you just created as the **Main Navigation** in the Theme Locations box;
7. Once it's all done, make sure you click the **Save** button.

**Sidebar Navigation Menu:** BindTuning also includes a secondary navigation option it's called **Sidebar Navigation** in the menu section of your admin. Follow the steps above to create a custom menu for your sidebar navigation and set it to show in the **Theme Locations** box.

Here is a screenshot that shows you the important areas of the menu section outlined above

Annotations in the screenshot:

- Make a new menu
- Menu with example dropdown items
- Easily select page from the page list and click the Add to Menu.
- Set menus here

For other addition customization you can also go to BindTuning Elements > Menu, and choose different animation type for menu

Our themes contain two regions where the menus are implemented.

These areas are identified in HTML with unique identifiers for the effect (horizontal Menu id=**MenuH** and **MenuV** for Vertical).

For the menus:

- We can define for each region the menu to be shown and even the type of layout that it will have.
- Layouts for horizontal can be of two types and vertical contains one more option, so you have a total of three choice.
  - *Horizontal:*
    - None
    - Default
    - Mega\*
  - *Vertical:*
    - None
    - Default
    - Mega\*
    - Accordion

Bind Tuning theme options

Layout & Blog

Menu

Logo

Social Networks

Slider

Footer

Menu Options

Horizontal:

☐ None
☒ Default Menu
☐ Mega Menu

Vertical:

☒ None
☐ Default Menu
☐ Mega Menu
☐ Accordion

save changes

### \*Mega Menu (Options):

The new version of Mega Menu have the ability to format some values to have more control in the construction of this type of menu.

So, for take advantage of this chance, just place desired values in the fields:

- **Max Columns:** *Set the maximum columns allowed. Ideal for several menu items;*
- **Min Width:** *Set the minimum width for menu items;*
- **Max Width:** *Set the maximum width for menu items.*

Bind Tuning theme options

Layout & Blog

Menu

Logo

Social Networks

Slider

Footer

Menu Options

Horizontal:

☐ None
☐ Default Menu
☒ Mega Menu

Max Columns (Horizontal):
Set the maximum columns allowed. Ideal for several menu items. (Optional)

Min Width (Horizontal):
 px
Set the minimum width for menu items. (Optional)

Max Width (Horizontal):
 px
Set the maximum width for menu items. (Optional)

Vertical:

☒ None
☐ Default Menu
☐ Mega Menu
☐ Accordion

save changes

*These choices are optional and also only available for the Mega Menu.*

**Note:**

*There is also the possibility that the menu be omitted, for this in the Menu Type, should be chosen the Hide option.*

## Setting up The Layout Template

BindTuning provides on themes, an option that can define what type of layout you want to use. Each theme contains own specific layouts (Boxed, Home, Inner...) and can be easily changed on **BindTuning Elements > Layout & Blog**.

Bind Tuning theme options

Layout & Blog ⚙️

Menu 📋

Logo 🖼️

Social Networks 🌐

Slider 🖼️

Footer 📄

### Layout Options

Theme Layout Options: Home ⌵ ← Options that can be changed.

Admin bar on THEME: ☒

### Blog Options

Blog layout: Full width ⌵

Display preview on blog list?: No preview ⌵

Full Blog Content or Content Excerpt: Full Content ⌵  
Show excerpt or full blog content on blog pages.

Content Length post: 350  
Input the number of characters you want to cut from the Excerpt.

Comments on pages: ☐ Allow comments on pages.

Sidebar Posts: ☐ Activate sidebar in all posts.

About Author: ☒ Show info box below post.

Related Posts: ☒ Show related posts below post.

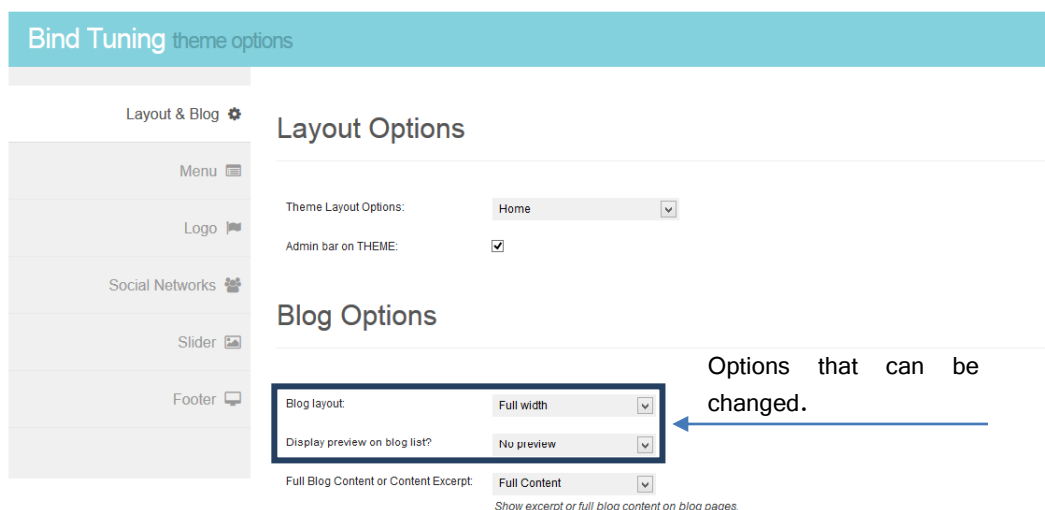
Pagination type: Numeric pagination ⌵

[save changes](#)

## Setting up The Blog Layout

To setup your blog page, create a new page and name it anything that you want include the option of sidebar in that page. BindTuning has 8 different blog layout designs where each of them may still contain variants:

1. List style 1 (*Small preview, Large preview and No preview*);
2. List style 2 (*Small preview, Large preview and No preview*);
3. List with icons (*Small preview, Large preview and No preview*);
4. List with date (*Small preview, Large preview and No preview*);
5. List with date and icons (*Small preview, Large preview and No preview*);
6. Full width (*Large preview and No preview*);
7. Grid;
8. Pin Board.



To select a specific blog page layout design, simply follow the steps below

1. Navigate to **Appearance > BindTuning Elements > Layout & Blog** (Blog Options);
2. Then Navigate to **Settings > Reading** and select your blog page name for the Posts Page.

After your Blog page is made, you have to create posts to show up on the blog page. Follow the steps below to create a blog post.

1. All of your blog posts are made in the **Posts** section of your WordPress admin. Click on **Posts** to open the section;
2. At the top of the posts page, click on **Add New** to make a new post. Create a title and insert your post content in the editing field;

3. On the right hand side of the post page is the **Categories** box. To make a new Category, click **+ Add New Category** and give it a name. You can have as many as you want. To apply a Category to a post, simply check the box next to the Category name;
4. You can also apply **Tags** to a post. The **Tag** box is below the Category box. Simply insert your tags, separate multiple tags with commas;
5. To set a **Featured Image**. Click the Featured Image box and select an image from the media window and click **Use As Featured Image**;
6. Once you have everything you want selected, click **Publish** and your post will show up on your blog page.

Here is a screenshot that shows you the important areas of the blog post page outlined above

The screenshot shows the WordPress 'Add New Post' interface. Annotations with arrows point to the following areas:

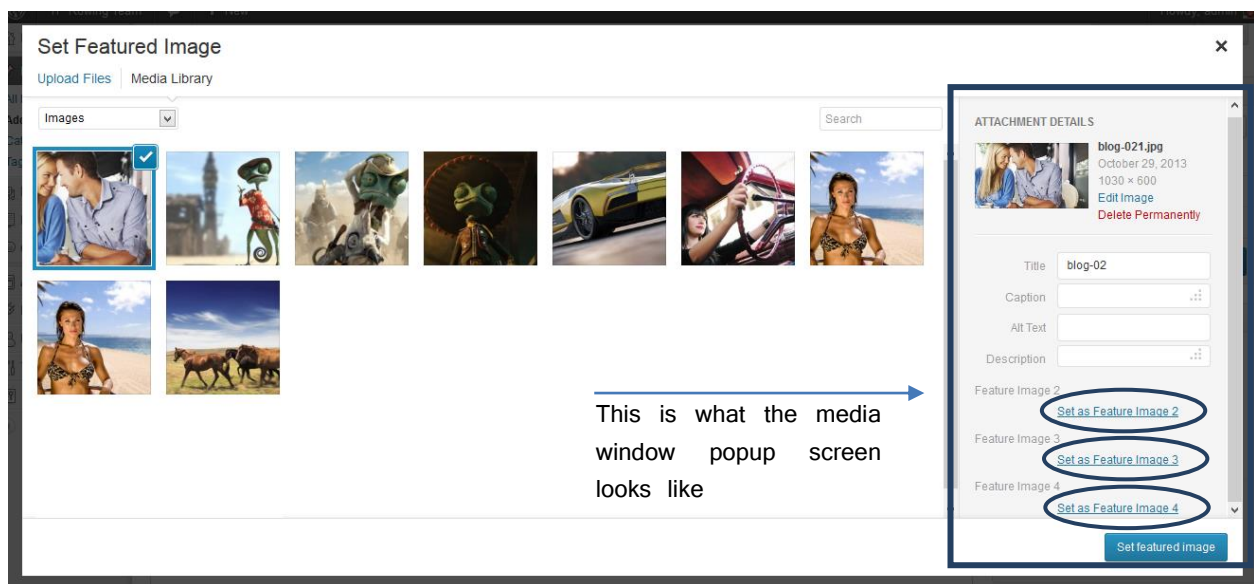
- Shortcodes:** A box highlights the 'Shortcodes' panel in the Visual editor, which lists various content blocks like Accordion, Alert, Buttons, Email, Hero-unit, Image, Popover, Progress Bar, Slider, Social Links, Tabs, Title, Vimeo, and Youtube. An arrow points to this box with the text: "This is where you insert content, use the visual editor to access the shortcode."
- Format:** A box highlights the 'Format' dropdown menu, which includes options like Standard, Aside, Gallery, Link, Image, Quote, Status, Video, Audio, and Chat. An arrow points to this box with the text: "Define post format".
- Categories:** A box highlights the 'Categories' panel, which shows a list of categories (Books, Design, Image, Internet, Music, News, Photography, Training, Uncategorized) and an 'Add New Category' button. An arrow points to this box with the text: "This is where you set your Categories".
- Tags:** A box highlights the 'Tags' panel, which includes a text input field, an 'Add' button, and a link to 'Choose from the most used tags'. An arrow points to this box with the text: "This is where you set your Tags".
- Options Page:** A box highlights the 'Options Page' section, which includes settings for 'Page Title', 'Sidebar Position', and 'Video Embed (code)'. An arrow points to this box with the text: "These are your post option that can be set for each post".
- Featured Image:** A box highlights the 'Featured Image' section, which includes a 'Set featured image' button and four 'Feature Image' slots (Feature Image 2, Feature Image 3, Feature Image 4) with 'Set Feature Image' buttons. An arrow points to this box with the text: "Set Feature Images here".

## Blog Post Types

BindTuning includes post types for your blog posts. You can have a single image, a slideshow of images or a video

To create a single image post, follow these steps

1. Create a new post in your post section of your admin;
2. In the lower right corner are **Featured Image** boxes;
3. Click on **Set Featured Image** and your media window will popup which will allow you to select an image in your media library or upload a new one;
4. Then select **Use As Featured Image**, only set one Featured Image if you do not want a slideshow;
5. Close the media window and be sure to Publish.

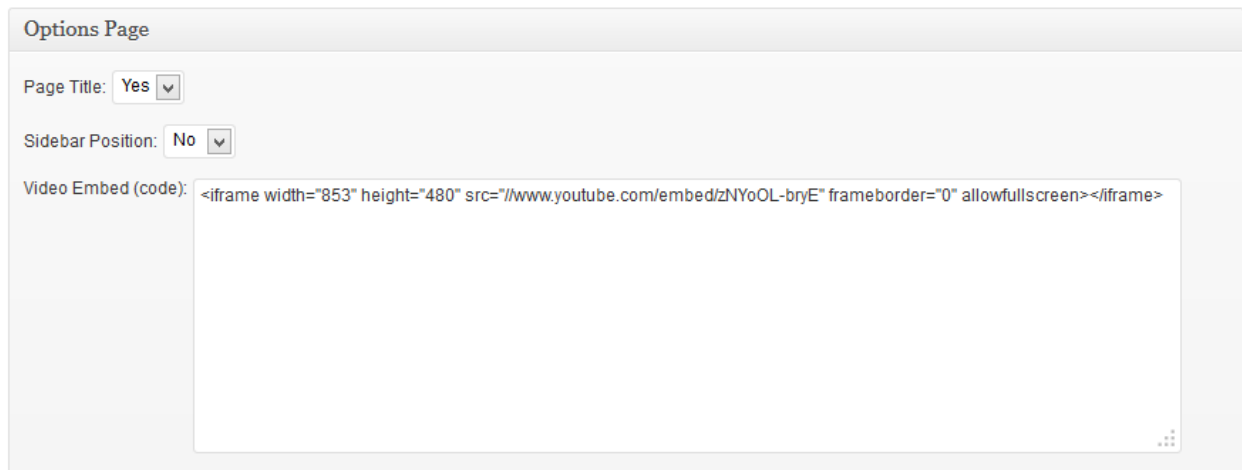


To create a slideshow post, follow these steps

1. Follow the same steps above but set multiple featured images instead of just one;
2. Select **Use As Featured Image** for the first item, and **Use As Featured Image #2, #3 and #4** for the other images in the slideshow;
3. Close the media window and be sure to Publish.

### To create a video in post, follow these steps

1. Create a new post in your post section of your admin;
2. Find the **Video Embed Code** field and paste your iFrame embed code you get from your video source, either YouTube or Vimeo;
3. Close the media window and be sure to Publish;
4. The screenshot on the right gives you an example of the iFrame video embed code.

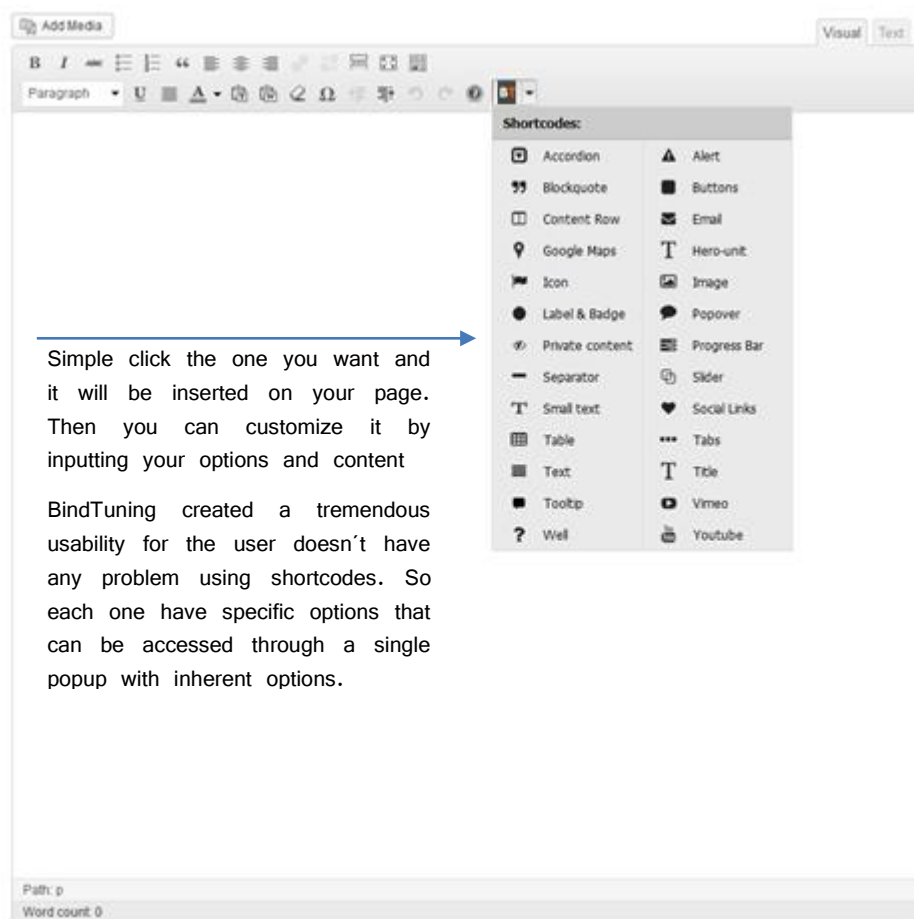


The screenshot shows a web form titled "Options Page". It contains three main sections: "Page Title:" with a dropdown menu set to "Yes", "Sidebar Position:" with a dropdown menu set to "No", and "Video Embed (code):" with a large text area. The text area contains the following iFrame code: `<iframe width="853" height="480" src="//www.youtube.com/embed/zNYoOL-bryE" frameborder="0" allowfullscreen></iframe>`. The form has a light gray border and a subtle shadow.

**Slideshow:** BindTuning works with carrousel bootstrap at this moment in all themes. On BindTuning Elements, in admin panel you can define options to this type of slideshow. Go to BindTuning Elements > Slider. Don't forget to save change.

## Shortcodes

BindTuning includes tons of shortcodes. Most pages and elements are built using shortcodes, it provides major flexibility to use them anywhere, and also allows users to quickly and easily build pages. All shortcodes are accessed in the usual spot, which is in the **Visual Editor** field. See the screenshot below to see where they are located.



## Widgets

BindTuning includes 6 custom widgets. All widgets are accessed in **Appearance > Widgets**.

Drag and drop the widgets you want over into the right hand side where your sidebars, footer widgets our other theme zones are listed. Simply drag your widgets over to the zone, and then populate the content.

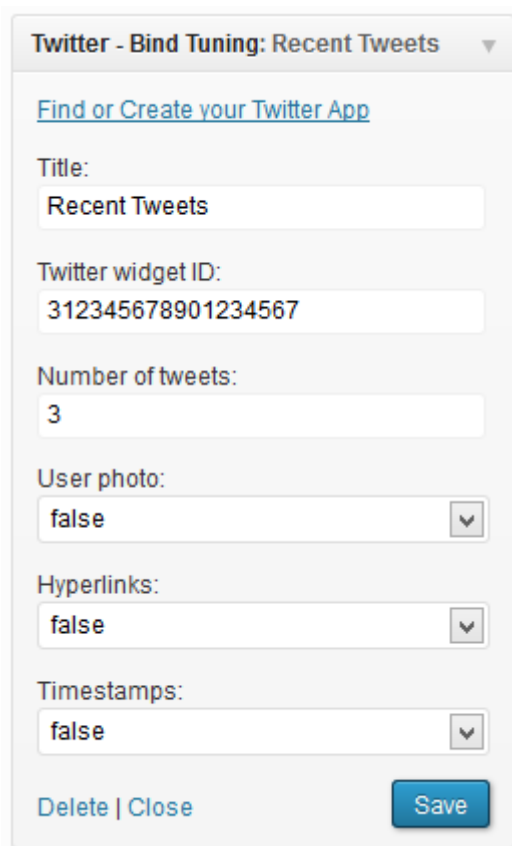
There are various fields and settings you can choose for each individual widget and all are self-explanatory. You can also use multiple widgets per footer column, just drag and drop them into place. And you can put as many widgets as you want inside of a sidebar. Once you have finished populating the widgets, always make sure to hit the Save button to save the settings. Some important notes are below for specific widgets.

BindTuning also provides the option to use the text widget with shortcodes, so we can get a better result.

## How to Setup The Twitter Widget:

1. First go your Twitter account;
2. Click on **Settings > Settings** button;
3. On left sidebar you have an option called **Widgets** (click then);
4. On top right side you have a button **Create new**. Click then and after click on button **Create Widget**. That will be generate the necessary code;
5. Now you will see the field you need located on URL as well on left field after button Save Changes. This is a **Twitter widget ID**, e.g. 312345678901234567;
6. Copy and paste that code on the corresponding twitter widget fields to widget **Twitter - BindTuning** in **Appearance > Widgets**;
7. Make sure you click **Save**, then you're all done!

**Please Note:** There is a 10 minute cache on Twitters end, so it will take 10 minutes for your new twitter widget to show up on the site. Please be patient while that happens, and after 10 minutes if you do not see it, clear your browser cache before you post for support.



Twitter - Bind Tuning: Recent Tweets ▼

[Find or Create your Twitter App](#)

Title:  
Recent Tweets

Twitter widget ID:  
312345678901234567

Number of tweets:  
3

User photo:  
false ▼

Hyperlinks:  
false ▼

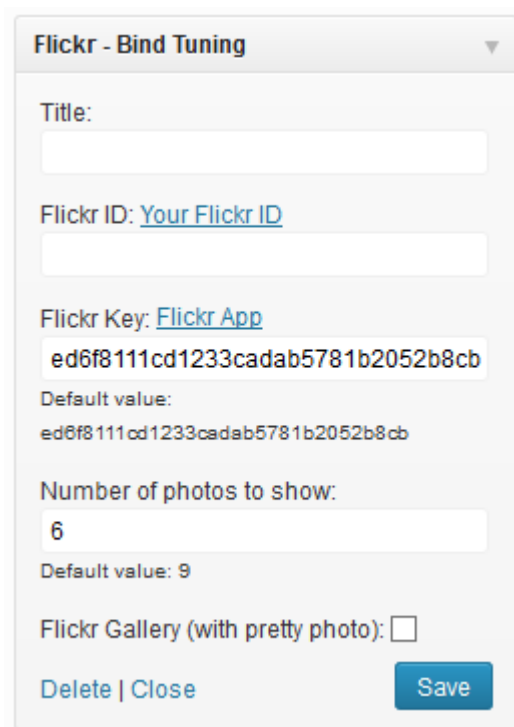
Timestamps:  
false ▼

[Delete | Close](#) [Save](#)

← This field need to be filled in with your own personal data that you receive from creating a new app on your twitter account.

## How to Setup The Flickr Widget

1. Go to **Appearance > Widgets** in your admin section;
2. Find the **Flickr – BindTuning** widget and drag it into a zone of your choice;
3. Click on **Your Flickr ID** link;
4. Then enter your username in place of username in the field and click Find and it will generate your ID;
5. Copy and paste the new ID into the corresponding field of the Flickr widget in the admin section;
6. The default API key will already be filled in and it will work, but if you wish you can also generate your own by clicking the Flickr App link;
7. Make sure you click Save, then you're all done!

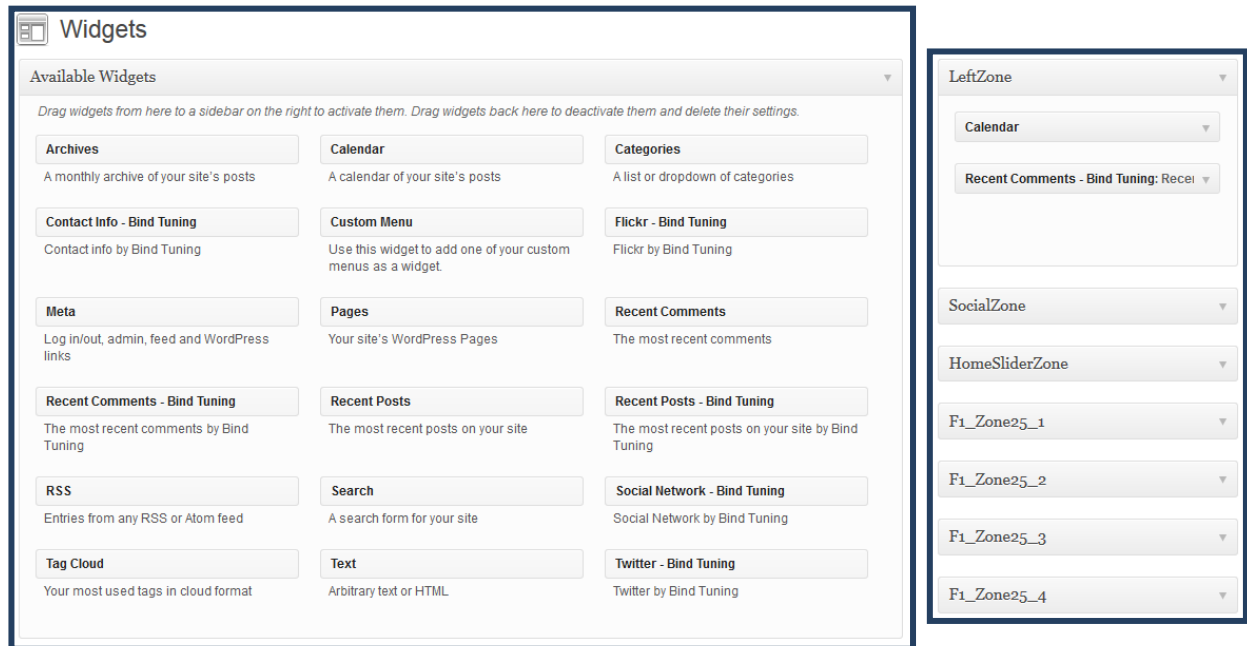


The screenshot shows the 'Flickr - Bind Tuning' widget configuration panel. It contains the following fields and options:

- Title:** An empty text input field.
- Flickr ID:** A text input field with the placeholder text 'Your Flickr ID'.
- Flickr Key:** A text input field with the placeholder text 'Flickr App' and a default value of 'ed6f8111cd1233cadab5781b2052b8cb'.
- Default value:** A text input field with the default value 'ed6f8111cd1233cadab5781b2052b8cb'.
- Number of photos to show:** A text input field with the value '6' and a default value of '9'.
- Flickr Gallery (with pretty photo):** A checkbox that is currently unchecked.
- Buttons:** 'Delete | Close' and 'Save'.

← This field need to be filled in with your own personal data.

## Widget area:



Drag and drop the widgets from the left side, to the zone of widget you want

## CSS Compression

This theme is delivered with **compressed CSS files**, for **performance improvement reasons** (making websites load a lot faster).

Each theme/skin have a **style.css** and **style.uncompressed.css** files. In case you need to edit your CSS, or if you just don't want it compressed, you can rename it and use it, instead of the compressed version.

This theme includes several other CSS files (for containers mainly). Uncompressed versions will be sent upon request.

## Troubleshooting

For other troubleshooting topics visit our Knowledge Base at <http://support.bind.pt>

# Customer support

BindTuning is proud to deliver excellent support service to its customers. You can access support in multiple ways, described below.

## Standard support

### BindTuning Knowledge Base

Our knowledge base is an excellent resource when you need support. Access our team's articles with solutions to common questions or to issues previously encountered by others. Suggest further enhancements to our products by posting your ideas, or vote on other users ideas.

Please note that our knowledge base is a resource for search and community sharing. Other options are available for urgent support.

To access the forum please visit <http://support.bind.pt/forums>

### BindTuning Helpdesk

You can also choose to post your questions and suggestions directly to our support team, through our helpdesk system.

Your question will be reviewed and forwarded to the proper department.

Always remember to mention your invoiceID when submitting a new support ticket. You should receive an answer in less than 24 hours.

To access the forum please visit <http://support.bind.pt/tickets/new>

## Premium Support

- Theme installation / upgrade
- Manual theme adjustments and customization
- Further changes to themes
- Premium support is required beyond 60 days after purchase

For further information on Premium Support please visit [www.bindtuning.com](http://www.bindtuning.com) or email us at [support@bindtuning.com](mailto:support@bindtuning.com).