THEMESCORPION

Leafory

User manual

Set up and manage a WooCommerce bookshop.



THEME 1.14.3 / CORE 1.9.12

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Install Leafory

Choose the two installable ZIPs and activate the theme.

Before you start

Use a WordPress site where you can upload themes and plugins. Leafory declares WordPress 6.4 and PHP 8.0 as its minimums. Use a WooCommerce version supported by your WordPress and PHP versions. For an existing shop, take a database and files backup and install on a staging copy first.

Package	Where it goes
`leafory-1.14.3-INSTALLABLE.zip`	Appearance > Themes > Add New > Upload Theme
`leafory-core-1.9.12-INSTALLABLE.zip`	Plugins > Add New > Upload Plugin

1. **Install WooCommerce**
   In **Plugins > Add New**, find WooCommerce, install it, and activate it. Start WooCommerce setup on a new store.

2. **Install Leafory Core**
   Upload the Core ZIP under **Plugins**, choose **Install Now**, then activate it. Core supplies book details, author and publisher tools, search, and Favorites.

3. **Install the Leafory theme**
   Upload the theme ZIP under **Appearance > Themes**, choose **Install Now**, then activate it. The theme supplies the storefront design.

4. **Open the Leafory workspace**
   Choose **Leafory** in the WordPress sidebar, or **Open Leafory** from the plugin row. Check **Setup** for active dependencies, then open **Store readiness**.

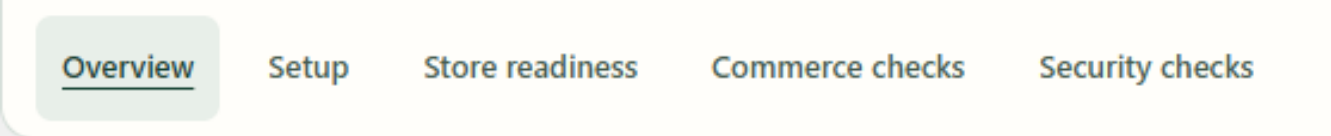
> **Which file should I upload?**
> Open the outer download archive first if it contains both installers. Upload the individual files ending in **INSTALLABLE.zip**. The standalone HTML file is an offline preview.

Connect your store pages

Set up WooCommerce pages and use the Leafory workspace.

Page	Where to connect it
Shop	**WooCommerce > Settings > Products**. Assign the page used for the product catalogue.
Cart and Checkout	**WooCommerce > Settings > Advanced > Page setup**. Assign the pages generated by WooCommerce, or the equivalents already on your site.
My Account	Assign the account page under **Advanced > Page setup**. It normally contains `[woocommerce_my_account]`.
Authors and Favorites	Leafory Core sets up or reuses these pages. If you need to recreate one, add a Shortcode block with `[leafory_authors]` or `[leafory_wishlist]` and update your links.

Check each assigned page from a signed-out browser. For Cart and Checkout, add an in-stock product before opening the page.



Leafory workspace in WordPress. Readiness links open the relevant settings.

> **Optional sample catalogue**
> In a staging store that already uses USD, open **Leafory > Setup > Import sample books**. The importer adds 20 sample books as out of stock and skips existing samples on repeat. Use your own catalogue on non-USD stores. Use cleared artwork and accurate data in any public store or demo.

Customize your bookshop

Set visual options, menus, and information pages.

Brand and layout

In **Appearance > Customize > Leafory Bookshop**, preview changes before publishing. Set the logo in **Site Identity** if available. The **Customize storefront** shortcut in the Leafory workspace opens the Customizer.

Customizer section	What to change
Colors and typography	Choose your palette and font pairing. Check body text, buttons, links, and focus outlines against the new colours.
Homepage sections	Edit the main headline, introduction, and collection imagery. Use **Homepage layout and order** to show, hide, or reorder sections.
Catalogue and product grids	Adjust the desktop book grid and featured sorting. Use **Single book pages** for gallery and purchase card layout.
Footer and contact	Set the shop name, service email, phone, and address. Add social links under **Social profiles** and a newsletter shortcode only after its form works.

Menus and store information

- In **Appearance > Menus**, assign the **Primary navigation** menu and the footer Shop, Support, Account, and Legal locations. Check links on desktop and mobile.
- In **Pages**, edit or create About, Contact, Delivery, Returns, Book Condition, FAQ, Privacy Policy, Terms and Conditions, and Accessibility pages as needed. Select the matching Leafory page template and publish your own content.
- In **Support and policy pages** within the Customizer, select the published pages used by footer links. Set Privacy Policy under **Settings > Privacy** and Terms and Conditions under **WooCommerce > Settings > Advanced**.

For a custom contact page, insert `[leafory_contact_form]` in a Shortcode block. Send a test message to your configured **Customer service email**.

Publish books and authors

Add catalogue data, stock, covers, and author profiles.

Create a book with one purchasable format

1. **Add the listing**
   Go to **Products > Add New**. Enter the title, long description and short description. Add a clear cover as the **Product image** and any extra views in **Product gallery**.

2. **Set price and availability**
   Select **Simple product** in **Product data**. Set the regular price. Configure SKU, stock and backorders in **Inventory**. Add weight and dimensions in **Shipping** when used by your rates.

3. **Complete Book details**
   Open **Product data > Book details**. Add the correct ISBN-13, page count, edition, language, binding or format, publication date, and condition when relevant.

4. **Make the book discoverable**
   Assign a genre using **Product categories**. Add the author and publisher in their product panels. Keep author names consistent across titles.

5. **Preview before publishing**
   Check cover, price, purchase availability, and book details. Publish the product, then look it up by title, author, and ISBN from the storefront.

> **Enter ISBNs for the edition you are selling**
> Leafory stores ISBN-13 as 13 digits beginning with 978 or 979. Spaces and hyphens are normalized. For variable books, set the ISBN on the relevant edition instead of using one number for several formats.

Build author profiles

Open **Leafory > Manage authors** or **Products > Authors**. Add or edit the author, write a verified bio and choose a portrait you can publish. Use **Feature this author on the homepage** and the display priority when helpful. Assign the author to at least one published book and open the author link from the public catalogue.

Sell editions and ebooks

Configure formats, variation stock, and protected files.

Offer multiple formats on one listing

1 **Create a variable product**
In **Product data**, choose **Variable product**. Under **Attributes**, add **Format** with values such as Paperback, Hardcover, and Ebook. Enable **Used for variations** and save.

2 **Configure each variation**
In **Variations**, set the price, stock, SKU, and cover per format. Enter **Edition format** and **Edition ISBN-13** where applicable. Keep both format labels consistent.

3 **Test the format selector**
Switch formats in the storefront and check the price and availability. Add two formats to verify the cart shows the correct editions.

Keep ebook delivery private

Setting	How to use it
Virtual	Enable for ebooks when the item requires no shipping. For a variable book, set this on the ebook variation.
Downloadable	Enable on the ebook product or variation. Add the file using the product's download fields and set any download limits or expiry.
File delivery	Open **WooCommerce > Settings > Products > Downloadable products**. Set a delivery method and access rules, and confirm protected storage with your host.
Access timing	Check when permission is granted for your order status and payment method. Test the order email and **My Account > Downloads**.

Check file access. Download from a completed test order as the buyer. Check that the source file is protected from direct access by a signed-out visitor.

Configure checkout

Set currency, shipping, payments, accounts, and email.

Open **WooCommerce > Settings** to set up the parts of checkout that depend on your shop, hosting, and payment provider.

WooCommerce area	What to configure
General	Set the actual store location, selling regions and currency. Enable taxes and coupons if appropriate for your business.
Shipping and Tax	Set shipping zones and methods for physical books. Configure tax settings as applicable and verify the totals for your target regions.
Payments	Enable an offline method for initial practice orders. Set up your chosen provider using its own sandbox instructions and confirm that it supports your checkout format.
Accounts & Privacy	Choose where registration is allowed and whether customers may check out as guests. Decide how new customers set up a password.
Emails	Configure the sender details and enabled notifications. Verify order and password setup or reset emails in a real test inbox.

Choose Classic or Checkout Block

Edit the assigned **Checkout** page. Use either the native **Checkout** block or a Shortcode block containing `[woocommerce_checkout]` for Classic checkout. Keep a single checkout form on the page. Use the format supported by your gateway and other checkout extensions, and test it after switching.

> **Check a physical and an ebook order**
> Start with a physical book to verify shipping and any taxes. Then run an ebook-only order and confirm that no shipping is requested. Follow with a mixed cart if you sell both formats.

Manage orders and accounts

Fulfil purchases and help customers find their books.

Fulfil orders in WooCommerce

1 **Open the order**
Go to **WooCommerce > Orders**. Open the order and confirm the payment method, payment status, items, quantities, customer address, and notes.

2 **Fulfil at the right time**
For offline bank transfer, confirm receipt of funds before fulfilling. Apply the correct WooCommerce order status according to your workflow. Check download permissions for orders containing ebooks.

3 **Communicate and reconcile**
Use the order's customer notes or your configured fulfilment extension to send updates when applicable. Verify refunds in WooCommerce and with your provider when a gateway is involved.

What the customer sees

Account item	Customer action
Orders	See past purchases and open the order detail. Available actions depend on its WooCommerce status and extensions.
Downloads	Open files that the order grants to the account. Access depends on product settings, order status, expiry, and any download limit.
Addresses and Account details	Manage saved addresses and edit names, email, and password. The guest view provides sign-in, registration if enabled, and password recovery.
Favorites	Save or remove titles for later. Favorites is a separate storefront page linked from the header's Saved control.

> **Password requirements**
> When a customer chooses a new password in a supported Leafory account flow, use at least eight characters, with one uppercase A-Z, one lowercase a-z, and one digit.

Check before opening

Test the buyer journey on your staging store.

Verify on staging before enabling sales

- [ ] **Install from the buyer ZIPs.** Follow this manual on a clean staging site. Check dependencies and work through **Leafory > Store readiness**.
- [ ] **Open the catalogue on a phone and desktop.** Test search by title, author and ISBN, product filters, a variation, the bag, and the footer links.
- [ ] **Run a complete purchase.** Check shipping, taxes, an applicable coupon, and the final total. Verify the order record, stock, and the confirmation email.
- [ ] **Test your online payment setup.** Use your gateway's sandbox for a successful payment, a declined or cancelled attempt, and a refund. Verify order status as callbacks arrive.
- [ ] **Test the whole account journey.** Register a disposable customer, complete any confirmation, use password recovery, sign in, and check orders and protected downloads.
- [ ] **Review public content.** Confirm that cover and portrait rights cover your intended use. Remove sample book details, addresses, and policy copy from the public store.
- [ ] **Check accessibility and host performance.** Walk the purchase flow with a keyboard and screen reader, check errors and focus, and measure core pages on the intended host.

> **Status of this release**
> Both checkout types completed offline test orders with Leafory. Verify your own online gateway, email delivery, and screen-reader workflows on staging before taking payments.

When your store passes the checks, review **WooCommerce > Settings > Site visibility** to control when shoppers can access it.

Troubleshoot common issues

Diagnose missing pages, results, payments, and email.

Symptom	First checks
Leafory menu is missing	Confirm **Leafory Core** is installed and active. Sign in as a WordPress administrator. Check the Plugins screen for **Open Leafory**.
Theme upload fails	Upload the theme's installable ZIP under **Appearance > Themes**. Check the WordPress/PHP requirements and the host's upload-size limit if WordPress rejects the file.
Shop, Cart, or Account is missing	Confirm the page is published and selected in WooCommerce settings. For broken routes, save **Settings > Permalinks** on staging and clear the relevant caches.
Product cannot be purchased	Check publication, catalogue visibility, regular price, stock, and variation availability. Sample books are out of stock by design.
A search misses an ISBN or author	Confirm that ISBN-13 is saved on the correct book or variation and the author is assigned to the published product. Try the exact ISBN in the storefront search.
Payment or shipping option is absent	Check supported countries, shipping zones, the cart contents, and any provider requirements. Verify the gateway supports the assigned checkout format.
Customer cannot download	Check the order status, account ownership, download permission, expiry or limit, and file path. Inspect the WooCommerce status logs or ask the host about protected-file delivery.
Email or contact form fails	Check sender settings, the recipient, the spam folder, and the host or mail provider delivery logs. For the contact form, verify the Customizer's customer service address.

> **If the issue persists**
>
> Reproduce it on staging with a disposable customer. Note the route, device, steps, expected result, and actual result. Keep any screenshots and logs clear of customer data and credentials.

Update and get support

Back up, update, roll back, and share useful diagnostics.

Update without losing shop data

1. **Take and verify a backup**
   Save the database, uploads, active versions, and configuration. Confirm you can restore them to staging. Keep theme customizations in the Customizer or a child theme.

2. **Apply the update on staging**
   Use the separate installer for each component you are updating. Upload it in the appropriate WordPress screen and choose to replace the installed version when prompted. Keep the versions paired as specified by the release.

3. **Verify before deploying**
   Check key pages, product details, cart, checkout, account, and downloads. Confirm the existing catalogue, menus, orders, settings, and design are intact.

If you need to roll back

Pause checkout during maintenance. Restore the previous known-working theme and plugin files, clear caches, and retest the storefront. If a database restore is needed, reconcile any orders placed after the backup before restoring it. Ask your host or developer to help if you need to recover order data.

What to include in a support request

Send the versions of WordPress, WooCommerce, PHP, Leafory, and Leafory Core, plus the affected URL, browser, device, and steps to reproduce. Mention whether the site uses Classic or Checkout Block. Include a redacted screenshot or relevant log from **WooCommerce > Status**. Keep passwords, gateway credentials, and customer information private.

Official reference guides

- WordPress theme installation
- WooCommerce settings and page setup
- WooCommerce variable products
- WooCommerce customer account options