the BROADSWORD
USER GUIDE
- A Warriors of Code Document to Help You Share Stories

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Getting Started

Thank you for purchasing BROADSWORD – we hope it helps you share your journey with the world.

This document assumes that you:

- Have already installed a WordPress site on which you would like to add BROADSWORD as a theme.

- Know the basics of using WordPress to add and edit posts and pages.

- Have downloaded the Broadsword WordPress theme file from your Themeforest account.

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<u>New to WordPress?</u>

If you need help beyond the scope of this manual, here are some things to try:

- Read the Getting Started section on the [WordPress Support (Codex)](#) page at wordpress.org.
- Take the free [Beginner's Guide to Using WordPress](#) at Envato's Tuts+ site.
- Check out some of the many helpful YouTube tutorials on getting started with WordPress.

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Installing BROADSWORD

Installing a new theme for WordPress can be done in one of two ways:

1. **Use FTP** – Unzip the BROADSWORD WordPress theme zip file that you downloaded to your computer and connect to your web host using FTP. Details on how to do this can be provided by your web host. Once connected, upload the unzipped files to the **/wpcontent/themes/** folder on your web host's server.

2. **Use WordPress** – WordPress allows you to install new themes directly from the Admin panel.

    a. **Login** to the WordPress Admin Panel.

    b. Click on '**Appearance**', then '**Themes**', and then '**Add New'**.

    c. The page will refresh and you should now see a button that says 'Upload Theme' next to the 'Add Themes' title at the top. Click this '**Upload Themes**' button.

    d. You should now be asked to select a zip file to upload. Click the '**Choose File**' button and navigate to your zipped BROADSWORD file.

    e. Click '**Install Now**'.

    f. After your theme has been installed you'll need to activate it. Find your theme in the list of themes and hover over it with your mouse – an 'Activate' button will appear.

    g. Click the '**Activate**' button to bring BROADSWORD to life!

    h. Once activated, you should now be ready to instill any necessary plugins and customize as needed.
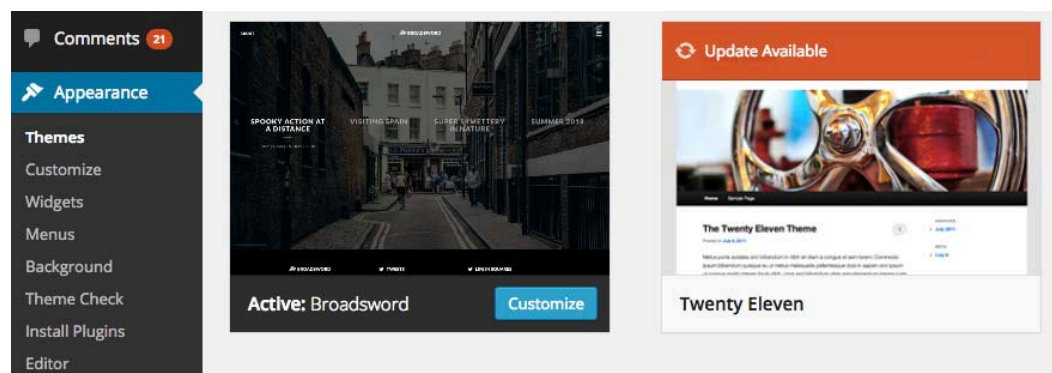
Installing Plugins

BROADSWORD uses three plugins upon initial installation, **one required** and two recommended.

Required plugin: WP Retina 2x

This plugin provides the ability for your site to serve retina images to retina-ready (High-DPI) displays.

Recommended plugins:

- Responsive Lightbox
- WP Tiles

While not required, these plugins will allow you to present images in beautiful dynamic tiled galleries and with lightbox effects, as seen on our demo site.

To install plugins:

You will see the required and recommended plugins at the top of the 'Plugins' section of the Admin panel when you first install BROADSWORD.
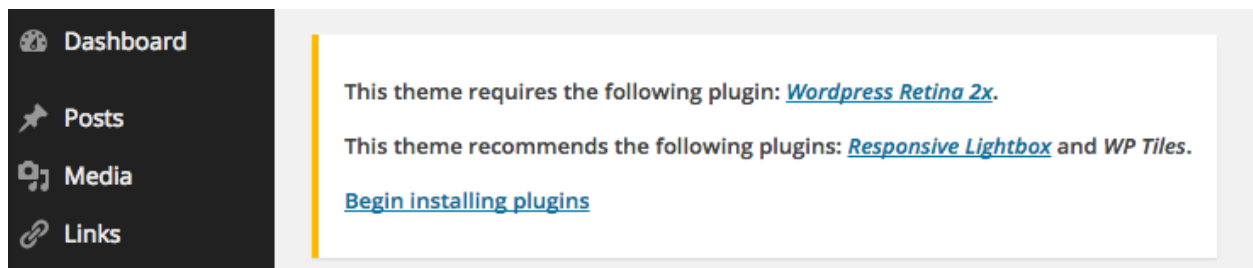
To install these plugins simply click on '**Begin installing plugins**' in the notification box at the top of the 'Plugins' section.

Be sure to active these plugins once installation is complete by clicking on 'Activate Plugin'.

BROADSWORD Features

BROADSWORD comes installed with a number of customizable features that will allow you to configure your site just the way you like.

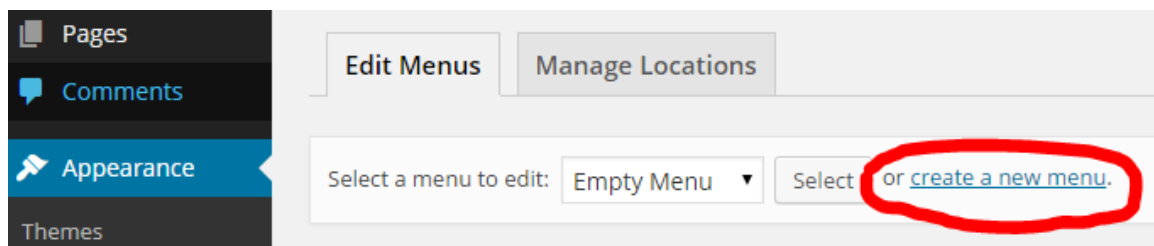Read on to learn how to use the BROADSWORD theme settings.

Configuring Navigation (Menus)

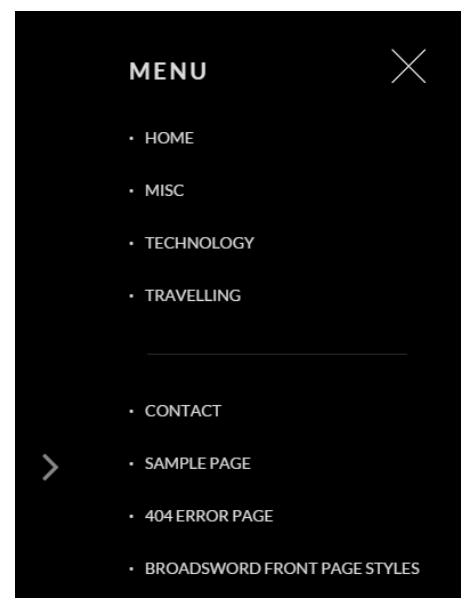BROADSWORD comes packaged with two menus:

- Primary menu
- Secondary menu

You can set these menus by:

- Click on '**Appearance**' in the Admin panel, and then click '**Menus**'.

- Click '**Create a new menu**' and set up the menus as per WordPress instructions.

- **Assign** each menu to either the primary (top) or secondary (bottom) menu location on the slide-out menu.

These menus will appear when you click on the menu link in the upper right corner of the site.

This will slide out the menu block and show the Primary menu on the top half, followed by a horizontal separator, and then the Secondary menu entries.

Using Retina Images

BROADSWORD comes with the capability to serve up retina images – these are images that are **twice the size** of regular images and allow retina devices to display crisp images.

In order to provide the option for visitors to your site that have retina devices to take advantage of these new capabilities you'll need to identify which images are retina ready.

To do this, you will need to: **upload two different versions of each image** you want to show – **a non-retina version and a retina version, and ensure that:**

- The retina image is **twice the size** of the non-retina image.

  If your original image size is 400px x 400px, your retina image will need to be double that, so 800px x 800px.

- The retina image has the **same file name** as the non-retina image, **but** with a **@2x** added to it just before the file extension.

  For example, if you have a non-retina image called mountains.png, your retina image will have the file name mountains@2x.png.

BROADSWORD will take care of the rest and serve up your retina image when a retina-ready device is viewing your page.

Please note: If you don't have a retina version of your image, not to worry – just upload your regular image without the @2x version and your non-retina version will get served up to all visitors.

Using the WordPress Customizer

BROADSWORD takes advantage of the native WordPress customizer, which **allows you to see your changes in real-time** without having to save and refresh.

You can access the WordPress Customizer by clicking on **Appearance -> Customize**.
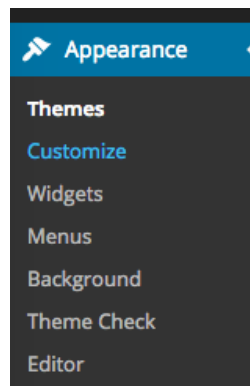
The customizer is very simple to use – the settings appear on the left, while your site is shown on the right side.

You can expand each section you see on the left to see the individual settings, and each time you change a setting you'll see that change reflected in your page on the right side of the screen.
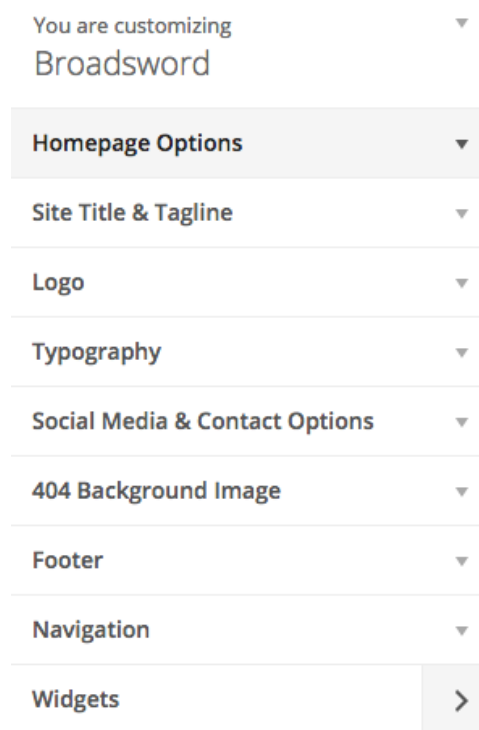
Let's look at each of the individual customizer sections.

Home Page Options

This is a section you'll end up spending quite a bit of time in. The settings in this section affect the look and feel of your site, in particular the layout of your front page.

Select a Homepage Layout

BROADSWORD offers **four** different front page layout styles, each of which looks great! Let's look at each one in a bit more detail:

- **Vertical Full Background** – this layout option will show a full page image as the page background, with your transparent post or pages columns laid out vertically from left to right. You can view more posts/pages by clicking on the right side of the screen (desktop), or by swiping (mobile devices).

    Note: To set the background image for this layout, use the background image box that displays just under the layouts when either a vertical or horizontal full background layout is selected.

- **Vertical Column Background** – this layout is similar to the layout above, except that instead of a full page background image, each post or pages column uses the featured image associated with that post/page as the background for that post/page column. You still navigate the posts/pages in the same way as above.

- **Horizontal Full Background** – as with the first option, this layout offers a full page background, except that this time the posts or pages are laid out horizontally in rows rather than vertically. You can view older

posts/pages by clicking on the chevron at the bottom of the page if on a desktop, and by swiping and tapping on the 'View More' button on mobile devices.

Note: To set the background image for this layout, use the background image box that displays just under the layouts when either a vertical or horizontal full background layout is selected.

- **Horizontal Row Background** – the posts or pages are laid out horizontally, except that this time there is no full page background – each post/page row uses the featured image associated with that post/page as the row background. Navigation is the same as with the full page horizontal option.

Select Homepage Source

Broadsword can support either posts or pages as part of the Homepage layouts. To select which to use, go to **Appearance -> Customize -> Homepage Options**, and look for the '**Select Homepage Source (posts or pages)**' box. Make a selection via the dropdown field.

Featured Page Link (Top Left Corner)

The upper left side of your BROADSWORD site **will display a link to a page of your choice**. Under **Appearance -> Customize -> Homepage Options**, look for the '**Select Top Left Corner Page**' and select the page (the slug) from the drop down box that you want to show. Now when visitors click on this link the content of that page will scroll in over the site, with the background shaded out.
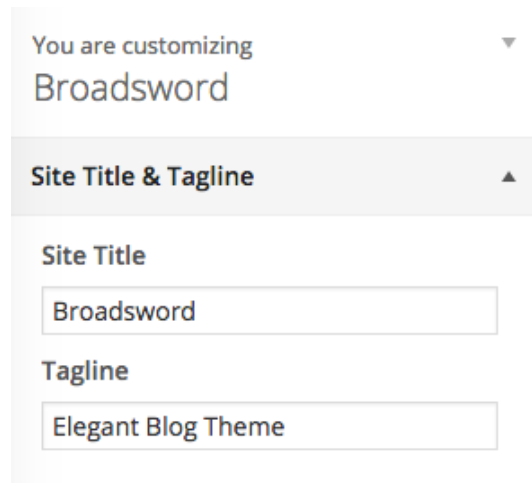

Date display toggle

By default, the date a post or page was created shows under the post or page titles on the homepage. If you prefer to not show these dates they can be removed by going to **Appearance -> Customize -> Homepage Options**, look for the '**Extra Options**' box. Uncheck the 'Show the post/page date line on hover'

Site Title & Tagline

This section is pretty straightforward – it allows you to set the title and tagline of your site. These appear in the tab of web browsers, and in search engine results. Simply go to **Appearance -> Customize ->Site Title & Tagline** to make these changes.

Logo

You can set the logo for your site via **Appearance -> Customize ->Logo**. Your logo appears in the top center of your site (or on the left on smaller devices), and we <u>recommend</u> that you keep your logo size to roughly **200px by 30px** for best results.

Typography

The three settings under **Appearance -> Customize ->Typography** allow you to set the fonts for your site.

The defaults are 'Merriweather' for the primary font which styles the post and page content text, while 'Lato' is used as a secondary font for styling post/page headers and titles. There is also a setting for a third level font which is used for h3 tags which is set to VollKorn by default.

There are many fonts to choose from, so if the default fonts aren't your taste then pick some others via the drop down fields and see how they look in real time on the right side of the screen.

Typography ▲

Select your primary font. Used primarily for post and page content text.

Merriweather ▲▼

Select your secondary font. Used primarily for headers and titles.

Lato ▲▼

Select your third level font. Used primarily for h3 tags such as post bylines.

Vollkorn ▲▼

Social Media & Contact Options

This section allows you to link to any social media networks you belong to and add in contact and/or location information.

To configure this section, go to **Appearance -> Customize ->Social Media & Contact Options**

Social Media

To configure this section, simply enter in the URLs of the social media sites you want to share and those icons will appear on the contact page.

Contact Number

Additionally, you can enter in the phone number you can be reached at – if your visitors are on a phone-enabled mobile device, tapping the 'phone' link will start a call to your number.

Location via Google Maps

The last option in this section allows you to set your map location, very handy if you're showcasing your business.

To show this map:

- Head to Google maps (http://maps.google.com) and enter your address. Once your location is displayed you'll need to get the iframe code for the map. To do this you'll need to click on the little gear at the bottom right of the page, then click 'Share or embed map'. A window will appear with two tabs – click on the 'embed map' option at the top. You'll now see some code with an 'iframe' code at the beginning.

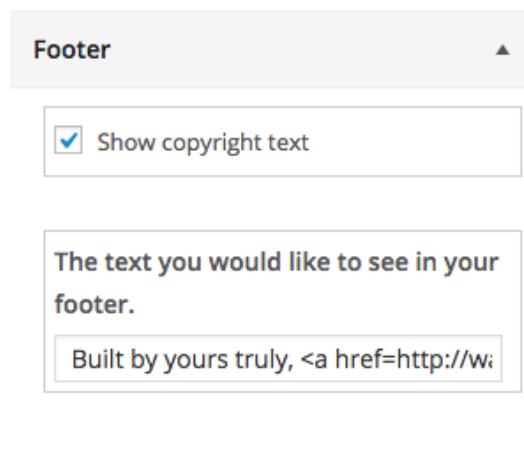- Select this entire line of code and paste it in the Google Maps setting back in the BROADSWORD customizer, and your map will now appear on the Contact page.

404

This section allows you to set the header background image for your 404 page. Remember, choose an image that is wide enough to fit your header at full-width.

Footer (Copyright Text Toggle)

If you would like to not show the copyright text in the footer or if you would like to change the text, go to **Appearance -> Customize ->Footer** and change the values as needed.

Footer ▲

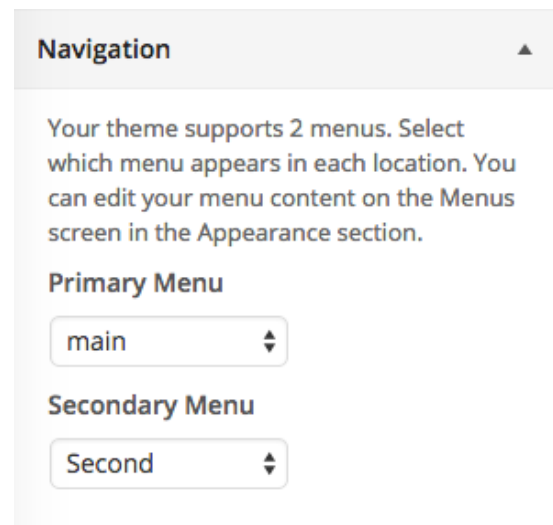☑ Show copyright text

The text you would like to see in your footer.

Built by yours truly, <a href=http://wi

Navigation (Menus)

Navigation ▲

Your theme supports 2 menus. Select which menu appears in each location. You can edit your menu content on the Menus screen in the Appearance section.

Remember how we talked about the different menu locations that BROADSWORD offers? This is where you assign those menu locations.

Primary Menu

main ▼

After you have created two menus, go to **Appearance -> Customize ->Navigation** and assign menu one as your **Primary Menu**, and the other menu as your **Secondary Menu** via the drop down fields.

Secondary Menu

Second ▼

These menus will appear in the slide-out menu when your users click on the menu icon in the upper right side of the site.

Using Widgets

Widgets are self-contained blocks of functionality that you can easily insert into your WordPress site.

Widgets need to be placed in pre-configured widget areas, and **BROADSWORD offers you three of these widget areas** in the footer of the site.

You don't have to place any widgets in your site footer if you don't want to, but if you do they are configured to appear in the left, middle, and right side of the footer area, and are labeled Footer 1, Footer 2, and Footer 3 respectively.

To get you started, Broadsword comes with three default footer widgets - Text, Pages and Search. These can be removed or changed as needed.

There are **two ways** to customize the three footer widgets areas:

- Via the **WordPress Customizer** for easy configuration. Go to **Appearance -> Customize ->Widgets and select a footer widget to change.** To add a widget, click 'Add a Widget' – a list of available widgets will appear next to the customizer menu. Click on the widget you want and fill out any options it may ask for. Your changes will be reflected immediately in the site preview on the right side of the window. You can also click on any existing widget area to make changes to the widget content (e.g. text, images, settings, etc.) or to delete the widget.
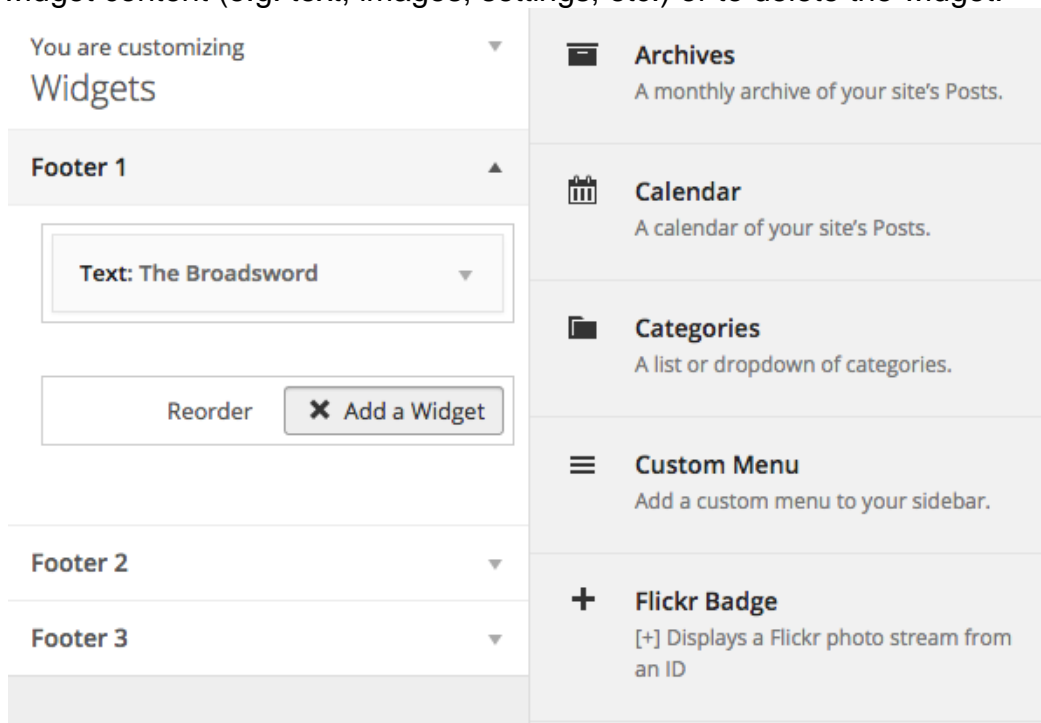
- Via the WordPress widgets screen: **Appearance -> Widgets.** The instructions for selecting and changing the footer widgets are similar to the instructions as above.
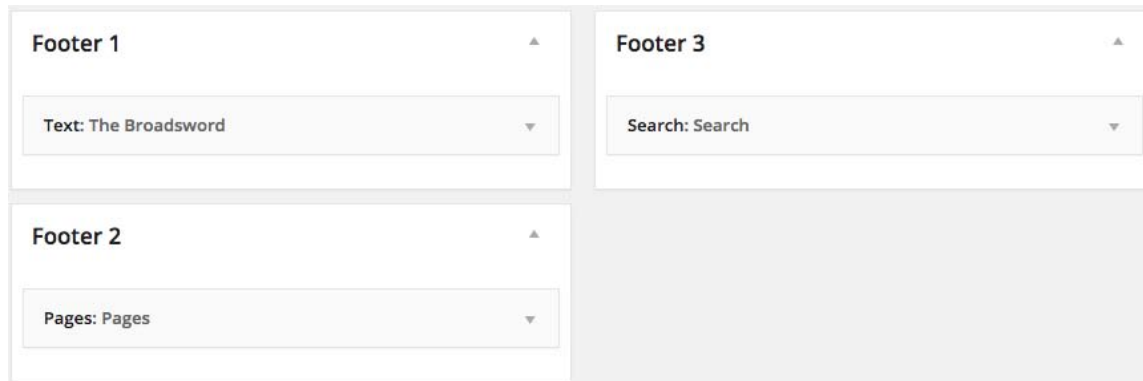
Configuring Page Types

BROADSWORD has a **pre-defined style for your front page**, which you can configure in several ways as listed above. There is no need to assign a particular page as your front page, as BROADSWORD takes care of this for you – all you need to do is decide how you want your page laid out, and then start publishing posts!

The only other custom page configuration is the Contact Page type.
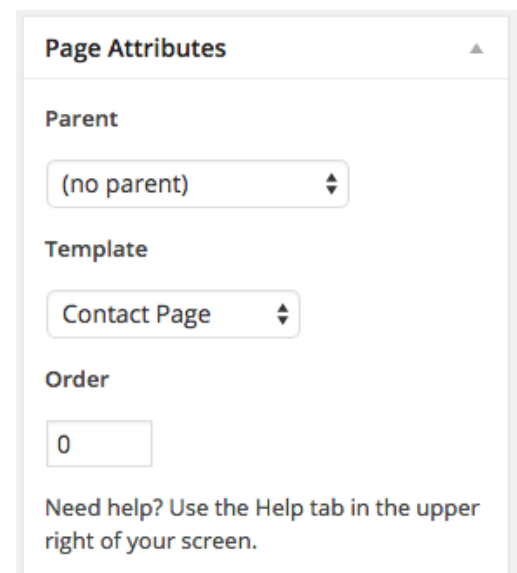
Contact Page

In order to make use of this page type, simply create a new page and under the 'template' setting on the right side select 'Contact Page'. This page will now display the configuration settings you set in the 'Social Media & Contact' setting, as shown above.

Included PSD Files

BROADSWORD comes **packaged with a psd folder** that contains the Photoshop (psd) files that BROADSWORD used for its design. These files are well grouped and layered, so you should find editing and slicing very easy. Use these psd files to make any custom graphical changes you may want, and then incorporate them back into your BROADSWORD site.

Creating a Child Theme

When using any WordPress theme it is always recommended to create and use a child theme. Child themes help ensure that your important adjustments to the original (parent) theme won't be overwritten when upgrading the theme in the future or switching to a different theme down the road.

You can find out more information on how to create child themes by searching on the web and by having a look at [WordPress](#).

Final Thoughts and Well Wishes

We at Warriors of Code hope you enjoy using BROADSWORD as much as we enjoyed creating it.

If you run into any problems along the way, please be sure to let us know via the BROADSWORD [support page](#) at Themeforest.

We also love hearing feedback on how BROADSWORD is working for buyers and what they would like to see in future updates. Please consider dropping us a little note, leaving a comment, and/or giving us a star rating.

Also don't forget to follow us on Twitter, Facebook and Themeforest so that you will be one of the first to know about upcoming new updates and themes.

Now get out there and tell your story – we know it'll be a good one!