<VISUALKICKS/>

Clipboard

Setup & Installation

Before we dive in, we want to thank you for purchasing one of our items. We truly appreciate your support!

This guide covers the installation and use of this theme. We strongly recommend you read this documentation as it contains the solution to many frequently asked questions.

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Your website should now be fully functional once reaching this point.

1.0 Install

1.1 Requirements
To have a functional Wordpress site you will need a few things. Make sure you have the following items ready to go:

- Web hosting
- An FTP uploading program (Filezilla or Cyberduck will do)
- A text editor in which to edit code (don't worry nothing big)

1.2 Installing Wordpress
Installing Wordpress is relatively easy, all you need to do is download it (http://wordpress.org/download/). Then follow the step by step guide found at http://codex.wordpress.org/Installing_WordPress#Famous_5-Minute_Install. It shouldn't take more than 5 minutes (a lot less if you have done it before). Once you have Wordpress setup we are ready to move on to the fun stuff.

1.3 Installing The Theme
There are two ways we can install the theme. Both of which are very straightforward. You can install the theme via the admin panel using the supplied zip file which is included in the download of the theme. Or by directly uploading the files via FTP.

Uploading via ZIP
The theme comes already packaged in a ZIP archive called **clipboard.zip**. You can use this archive to install the theme on your Wordpress site. To install your theme, do the following:

• Login into your Wordpress Admin section (http://www.your-web-site.com/wp-admin)
• Go to Appearance > Themes
• Click on the "Install Themes Tab", next to the "Manage Themes" tab.
• Click on Upload
• Click on Browse and look for the clipboard.zip file (this file is INSIDE the zipped file you've downloaded from ThemeForest).
• Click on Install Now.
• Once the theme has installed itself, click "activate".

Uploading via FTP

The theme's files are located inside the clipboard/ directory. To install onto your server via FTP, do the following:

- Login to your site with your preferred FTP client
- Navigate to the /wp-content/themes/ directory
- Upload the clipboard/ directory inside the /wp-content/themes/ directory
- After the upload is complete, you will be able to choose the Clipboard theme from Appearance > Themes. You can then proceed to activate the theme and begin using it.

Please note that this is the method in which you will need to update your theme. Should an update be available.

Troubleshooting: Corrupted theme

Sometimes, problems can arise when uploading/installing, and the theme can become corrupted, due to an incomplete/incorrect installation. Wordpress usually reports the broken theme and it says that the Stylesheet (style.css) is missing. If your theme becomes corrupted for any reason, do the following to fix it:

- Login to your Wordpress site with your preferred FTP client
- Navigate to the /wp-content/themes/ directory
- Remove the clipboard/ directory completely
- After you have removed the clipboard/ directory, you can proceed to re-install the theme, either by using the ZIP File method, or by using the FTP method.

2.0 Setting Up

2.1 Theme Customization

Now that you have successfully installed the theme, you will be met with one of two messages on your sites homepage. If the message is telling you that you need to activate your theme, follow the prompts displayed on screen. This should lead you to the Wordpress Theme Customizer. Active the theme.

If you are met with a message that prompts you to update your Wordpress installation. Navigate to your Wordpress dashboard > update - then update your Wordpress installation to the latest version.

OK, so now that we are all up and running with the new theme installed AND activated. We can begin to customize the theme using the theme customizer. The theme customizer should already be open as we needed to use it to activate the theme. The theme customizer contains a lot of options and going over all of them would be for the most part a waste of time as they are all pretty self explanatory. However, there are some things you should know before getting started.

Live Update

Most options in the Wordpress theme customizer will take advantage of some clever jQuery to update the site on the fly. Some areas though can't be manipulated so easily with jQuery and may fail to update. A good example would be input placeholder text color. If this occurs, don't stress, you can always click save and refresh the page and the new changes should be seen.

Non Live Update

Some items on the site will not update automatically and will require the customizer to refresh it self. You wont ever really notice this as the customizer refreshes it self without any page flicker. However, you wont see the change occur to the page until the page has reloaded which sometimes appears to be lag. A good example is if you change the layout of the site, or the pagination type.

2.2 Initial Page Setup

Depending on the type of site you will be running you may need to setup up many pages. However, as this is an installation guide we will simple cover two pages, which are the "home" and "contact" page. If for any reason you do not need to setup any pages just proceed to step 3.0. Also it's not required for you to create any pages for your site to run correctly.

• Click "Add New Page" in the dashboard and then add a title to the page.
• If this page is going to be used as the main blog area (the page that lists the posts) you do not need to do anything else.
• If this is a page that requires a template (contact page etc) select the pages template on the right hand side.
• Click publish.

Please note: You can select the layout of the blog in clipboard within the theme customizer. You do not have to set a page template unless you have both a home and blog page.

2.3 Define the Home and Posts Page

If you are going to have both a home page and a blog page. You will need to navigate to settings > reading. Here we can set our previously created home page as the front page and the blog page (should you have one) as the posts page.

If you are going to make your home page / front page the same page as your blog page / posts page you do not have to anything. The site should already be functioning correctly.

2.4 Nav Menu Setup

One of the first things you will see on your site is that your nav menu needs to be setup. Now that we have some pages, lets do just that. Click the nav menu to be taken to the menu settings in your dashboard.

- In the menu name field give your nav menu a name. Something like "main menu" will do.
- Click on the "Create / Save menu" button located top right.
- We can assign this menu to any place on the site that allows for a premade menu. In this case the only area is the "Main Menu"
- The menu is now setup and needs pages added to it.
- Lets go ahead and add all the pages we have just created. To add them to the menu use the tick boxes in the pages tab and then click "add to menu".
- You can now arrange the order of the menu items.
- Note that you can change the name of the menu title but it will not change the title of the page. For example you can have the menu title of the "contact" page as "contact us".
- Once you're happy, click "save menu".
- Your Nav header menu should now be viewable on the site.

You will also need to add any future pages to the Nav menu should you want them to be included in the Nav.

Please note: As stated above if your home page is your blog / posts page, you do not need to create a page for it. Instead you can simply create a custom menu item with a link to www.yourwebsite.com and title that menu item "Home".

Upon reaching this point, your website should now be fully operational.

3.0 Widgets

3.1 Sidebar Areas

A widget to put it simply its a block of code that we can put into various areas, also known as sidebars. Navigate to appearance > widgets, and lets get started. This theme comes with the following sidebar 'areas':

- Main Nav Sidebar
- Post 1 Sidebar (used post pages and default page template)
- Post 2 Sidebar (Floats with screen - used posts and default page template)
- Blog 1 Sidebar (used on any blog page template)
- Blog 2 Sidebar (Floats with screen - used on any blog page template)
- Contact Sidebar (used on the contact page template)

3.2 Adding Widgets

To add a widget to a sidebar area, navigate to Appearance > Widgets. Here you will find the list of widgets available and to the right of them the sidebar areas where we can implement them. Let's start with something basic.

- Locate the "Text" widget
- Drag and drop it to the "Post 1 Sidebar" sidebar.
- Add a title to the widget (Optional)
- Add the content to the widget
- Click save

Now if you go to a post you will see the text widget has been added to the page.

4.0 Shortcodes

4.1 Available Shortcodes

Please note shortcodes are only availble after you have installed our "Visualkicks - Shortcodes" plugin. If you installed all the recommended plugins on activation you should already have it installed and working. If you are new to Wordpress you may not have heard of a 'shortcode' before. It's basically an easy way to include small snippets of code into content areas. This theme comes with the following shortcodes:

- Alerts
- Buttons
- Columns
- Tabs
- Toggles
- Code

4.2 Adding Shortcodes

Adding a shortcode is easy and we can do it in most content areas of the site. Lets go ahead and add a button to the first post of the website. If this is on a new installation of Wordpress we should have a post called "Hello World". Navigate to this post via the "Posts" menu. Find the "Hello World" post and click edit. In the content window, you will notice there is a button with a the letter V. This is where all the shortcodes live. Do the following to add a button:

- Click the button shortcode
- Input the URL of the button
- Specify the size of the button
- Specify the color of the button
- Input the Text of the button
- Click the "Insert shortcode" button

Now you will see some code that looks something like this:
[button url="http://www.123.com" style="default" target="_blank" size="small"] Button [/button]

Update the post and view it in your browser, you will see you have added a button to the page. These same basic implementation rules apply to all the shortcodes.

5.0 Images

5.1 Image Sizes

Before adding posts, it's important to know the size of the images that will be in use. If crop your images to the **standard** size in an image editor (like Photoshop) you will significantly speed you sites loading time up.

Standard (used for the blog listings)
680px / unlimited height

Unlimited (used in the lightbox)
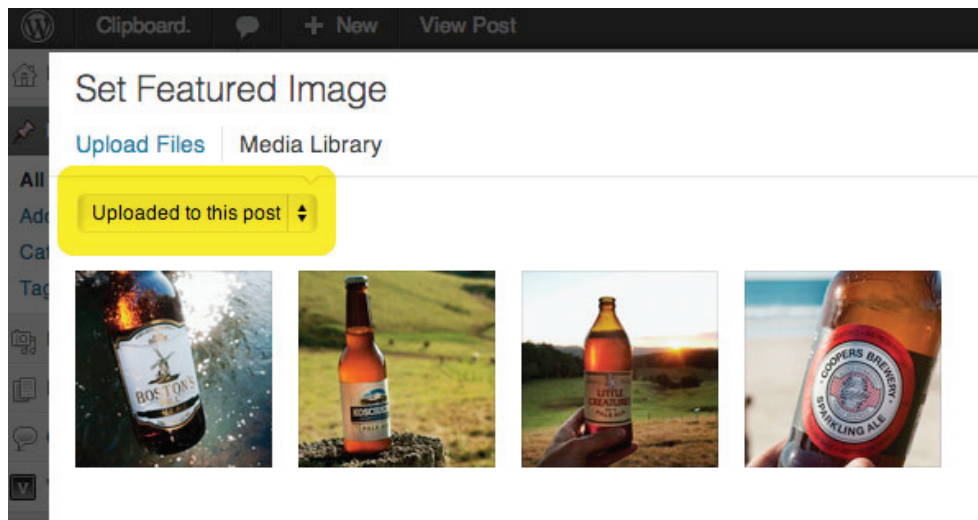9999px / 9999px

5.2 Lightbox Overview

One of the main features of clipboard is its implementation of lightboxes. Below is a list of frequently asked questions in regard to the lightbox

Q. My featured image is not appearing in the lightbox

Wordpress works in mysterious ways - so lightboxes can only grab images that are uploaded to a post. More specifically a posts featured image (or any image) will only work in the lightbox if the image has been added to the post as a post attachment. **Do not add images for use in posts via "Media" in the dashboard admin.**

Q. How can I tell if my image/s has been added to my post?

The quickest way to see what images are attached to your posts is to bring up the media manager. Click on your posts featured image or the link "set featured image" to bring the media manager up. In the top left you will see a drop down menu. Make sure this menu is set to "uploaded to this post". This will then show you all the images that have been uploaded to this specific post. Meaning all the images here will be displayed in the posts lightbox link. See the below image for reference.

Please note: These same rules apply to gallery posts that have multiple image attachments. Also the lightbox will display ALL images attached to a post in the order they are appear above.