

# BUZZBLOG

## Beginning Basics: Getting Started with BuzzBlog

Whether you're brand new to WordPress or would just like a quick lesson on basic **BuzzBlog** theme features, you're in the right place!

Below, we'll go through a number of how-tos regarding standard theme functions, from installing the theme to setting up your sidebar.

To skip directly to a specific section in the article, please use this index:

|  |    |
|--|----|
| INSTALLING THE THEME.....  | 4  |
| Installing required plugins.....   | 5  |
| DEMO IMPORT .....  | 6  |
| Error: Theme is missing the style.css stylesheet .....                     | 7  |
| CREATING A POST .....  | 7  |
| Standard Post .....  | 8  |
| Gallery Grid and Slideshow Post.....                                       | 8  |
| Video Post.....  | 9  |
| Audio Post .....   | 9  |
| CREATING A PAGE.....   | 10 |
| HOW DO YOU MAKE THE FIRST LETTER OF EVERY BLOG POST BIGGER AND BOXED?..... | 11 |
| CREATING ABOUT ME PAGE .....   | 11 |
| CREATING A CATEGORY PAGE .....   | 12 |
| CREATING A GALLERY PAGE .....  | 12 |
| CREATING A GALLERY CATEGORY PAGE .....                                     | 13 |
| ADJUSTING THE LAYOUT OF YOUR CATEGORY PAGES .....                          | 14 |
| HOMEPAGE SETTINGS.....   | 15 |
| CREATING A MAIN MENU .....   | 15 |
| Adding Pages, Categories, etc. to your menu.....                           | 15 |
| Adding a "Home" link to your menu .....                                    | 16 |
| Adding a category page.....  | 16 |
| Sub Menus.....   | 16 |
| MEGA MENU .....  | 16 |
| ADDING A FEATURED IMAGE .....  | 18 |
| ADDING SOCIAL ICONS.....   | 19 |
| ENABLING THE FEATURED AREA SLIDER .....                                    | 19 |
| SETTING UP THE SLIDER .....  | 19 |
| CHOOSING YOUR SLIDER'S POSTS .....   | 20 |
| SETTING UP YOUR SIDEBAR.....   | 20 |
| ADDING WIDGETS TO YOUR SIDEBAR.....  | 20 |
| EDIT WIDGETS IN YOUR SIDEBAR .....   | 20 |

|   |    |
|---|----|
| INSTAGRAM FOOTER AREA .....   | 20 |
| How do I update my theme with the latest version? .....               | 21 |
| DOWNLOADING THE NEW THEME VERSION.....                                | 21 |
| INSTALLING THE NEW THEME VERSION .....                                | 21 |
| How do I set the number of posts to display on my homepage? .....     | 22 |
| How do I enable/disable comments on my posts and pages? .....         | 22 |
| Enabling/Disabling Comments in Posts/Pages .....                      | 22 |
| Ensure Post Comments are Auto Enabled/Disabled for Future Posts ..... | 23 |
| How do I create a Contact Me page?.....                               | 23 |
| Creating the form.....  | 24 |
| Creating the page.....  | 24 |
| How do I translate my theme to another language? .....                | 25 |
| How do I set up my Author Box? .....                                  | 26 |
| To create the Author Box biographic text .....                        | 26 |
| To insert the Author Box social icons.....                            | 26 |
| To insert the Author Box avatar image .....                           | 27 |
| Why are my posts' Featured Images missing from my RSS feed? .....     | 27 |
| How to determine a post, page, or category ID .....                   | 28 |
| Configuring Twitter Widget.....                                       | 28 |
| SUBSCRIBE.....  | 30 |
| Creating an email list in MailChimp .....                             | 30 |
| Final thought .....   | 32 |

## INSTALLING THE THEME

So you've purchased **BuzzBlog** you're ready to get started-- great!

When you'll purchase a **BuzzBlog** license from ThemeForest & download the theme package, you will receive a zipped folder. Unzip this first folder.

Within the unzipped theme package, you will find a number of folders such as documentation, psd project, etc. There are also 2 additional zipped folders within, titled "**BuzzBlog.zip**" and "**BuzzBlog-child.zip**"

**Important: DO NOT** unzip these folders! These 2 folders should remain zipped.

| Name             | Ext | Size       | Date             | Attr |
|------------------|-----|------------|------------------|------|
| [.]              |     |            | 2016-12-17 15:55 | —    |
| [buzzblog]       |     |            | 2016-12-16 21:41 | —    |
| [buzzblog-child] |     |            | 2016-12-16 22:17 | —    |
| [Documentation]  |     |            | 2016-12-16 22:17 | —    |
| [PSD project]    |     |            | 2016-12-16 22:18 | —    |
| buzzblog         | zip | 2 300 923  | 2016-12-17 15:54 | -a-  |
| buzzblog-child   | zip | 18 112     | 2016-12-16 22:17 | -a-  |
| BUZZBLOG-MAIN    | zip | 11 445 943 | 2016-12-17 15:55 | -a-  |

" **BuzzBlog.zip**" is the main theme.

" **BuzzBlog-child.zip**" is the theme's optional child theme should you wish to use it.

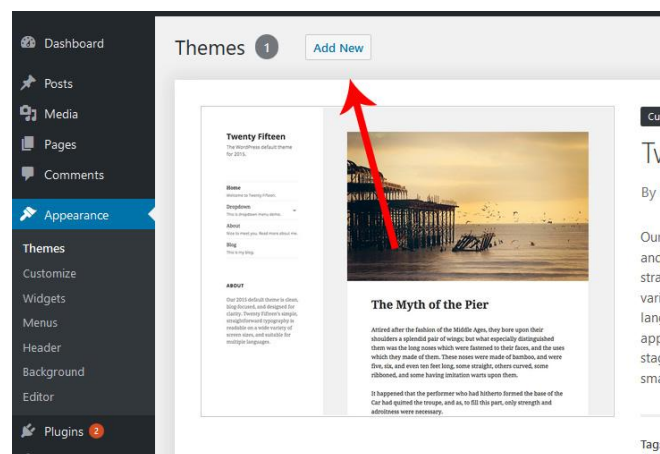
There are a few reasons why you would want to use a child theme:

- If you modify a theme directly and it is updated, then your modifications may be lost. By using a child theme you will ensure that your modifications are preserved.
- Using a child theme can speed up development time.
- Using a child theme is a great way to learn about WordPress theme development.

Within your WordPress Buzzboard, navigate to **Appearance > Themes**.

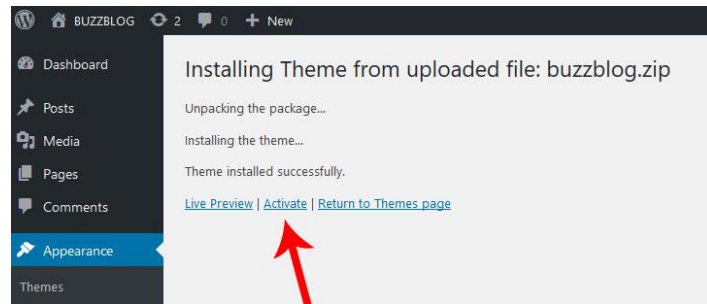
Click the "**Add New**" button at the top-left of the page > Click the "**Upload Theme**" button at the top.

Click "**Choose File**" > find your zipped "**BuzzBlog.zip**" file > Click the "**Install Now**" button.



Once the theme is successfully installed on your WordPress, you can "**Activate**" it via the installation page or via **Appearance > Themes** to switch over and begin using your **BuzzBlog** theme!

If you wish to use a child theme, now it's a good time to install and activate it.



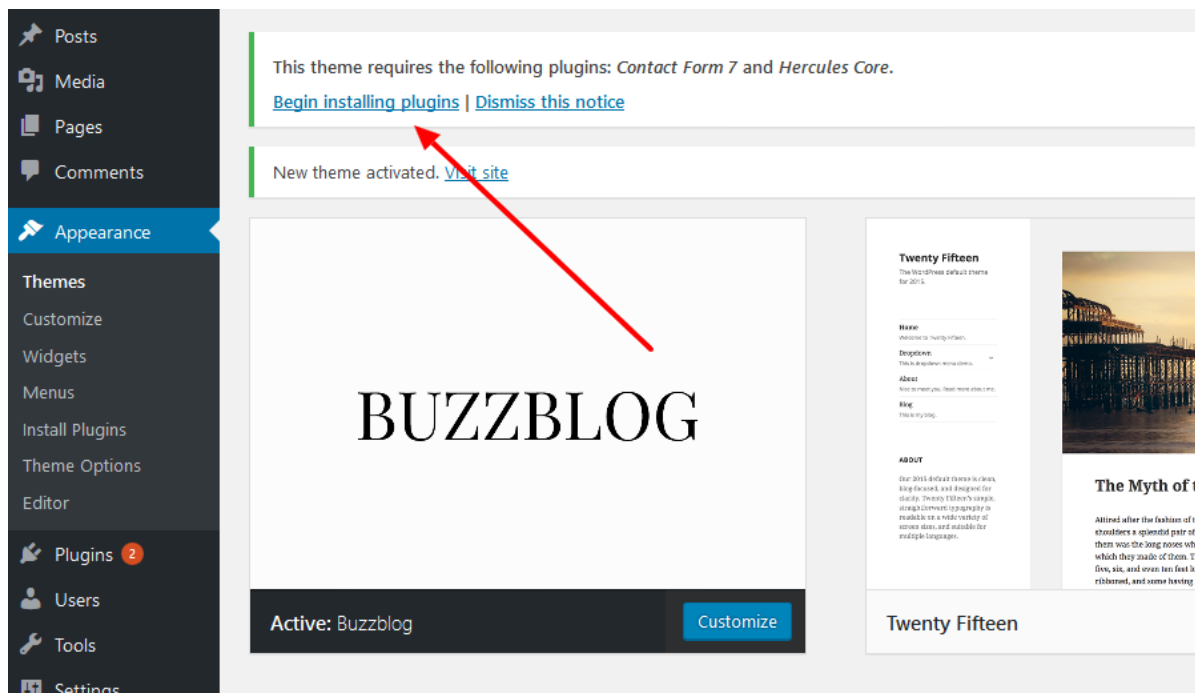
**Please note:** If you try installing the entire zipped theme package or another incorrect file, you'll likely receive this error message:

"The package could not be installed. The theme is missing the style.css stylesheet. Theme install failed."

If you receive this error message, please be sure that you're installing the ZIPPED file titled "BuzzBlog.zip".

## Installing required plugins

When you first activate **BuzzBlog**, you should notice a banner notification across the top of your Buzzboard advising you to install specific required & recommended plugins.



Make sure to Install & activate the Hercules Core, Contact Form 7 plugins by clicking the "Begin installing plugins" link. Check the boxes next to the plugins > select "Install" from the drop-down menu > and click "Apply".

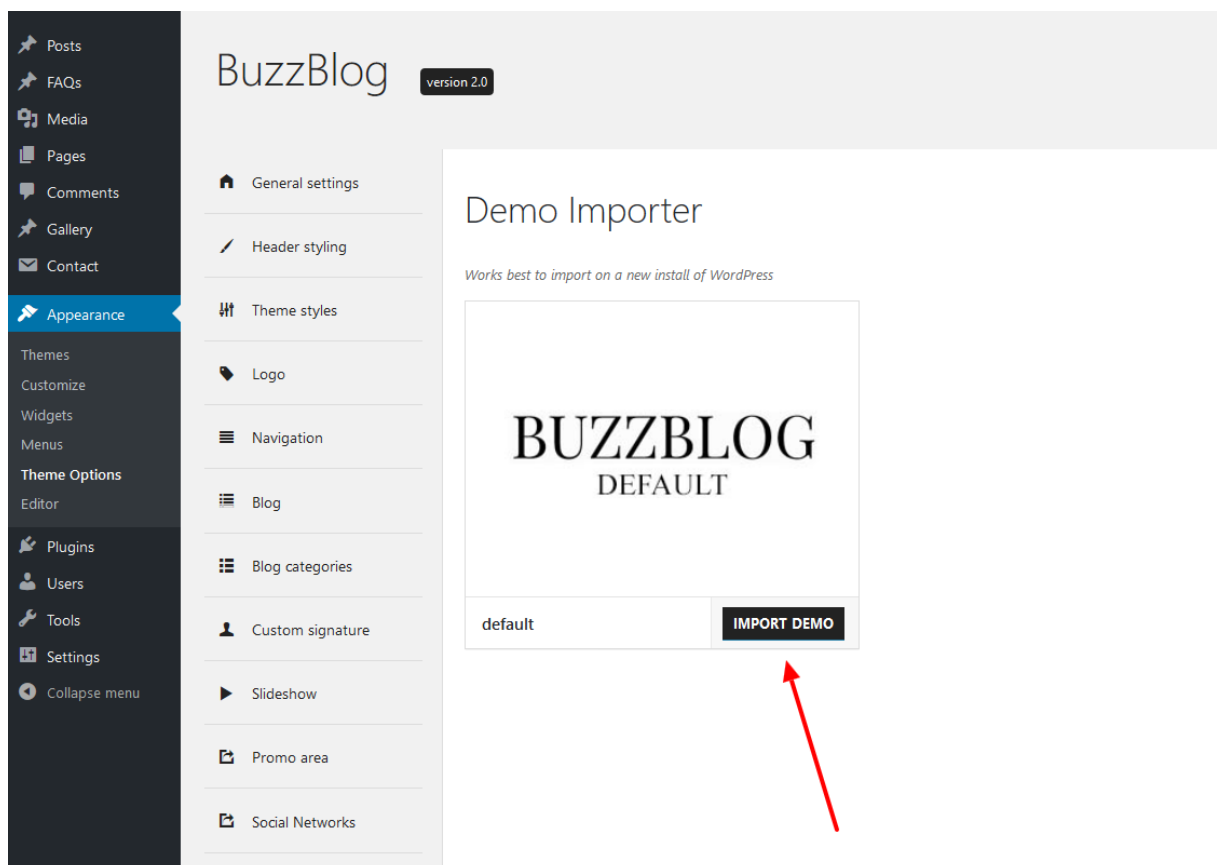
After, follow the same steps yet select "Activate" from the drop-down menu.

## DEMO IMPORT

Importing demo content will replicate the site as per our demo that includes the theme settings, content, menu widgets, etc.

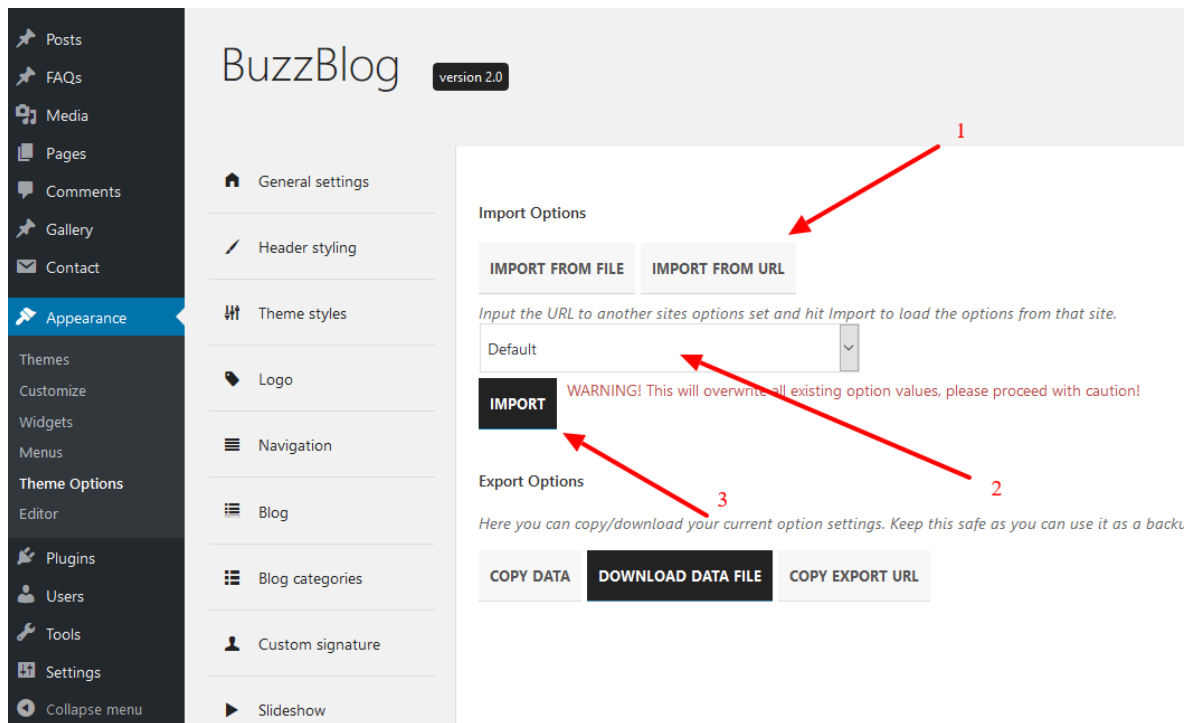
**Important to note:** To ensure all content is imported correctly, please be sure to have installed all of the required plugins that are noted at the top of your WP Buzzboard when you first installed & activated the theme.

- On your WordPress Buzzboard in the left-hand menu, select **Appearance > Theme Options > Demo Importer**.
- Now just click "Import Demo" button next to your desired BuzzBlog layout.
- Wait until the installer finishes his work and you're set!



If you do not want to import the entire demo content, like posts widgets and so on, but you wish to have configured the Theme Options panel like we did on particular demo layout, you

can go to Appearance -> Theme Options -> Import Options tab and click "Import from URL" button. From the drop down menu choose the demo layout you wish to import.



## Error: Theme is missing the style.css stylesheet

When attempting to install a theme on WordPress for the first time, you may experience an error message stating:

"The package could not be installed. The theme is missing the style.css stylesheet. Theme install failed."

No worries! This is quite a common mistake and simple to remedy.

When you purchase a theme license from ThemeForest & download the theme package, you will receive a zipped folder.

Unzip this first theme package folder.

Within the unzipped theme package, you will find an additional zipped file with the theme's name as the title ( for example: "BuzzBlog.zip" ).

THIS zipped file is what you will install onto WordPress.

## CREATING A POST

BuzzBlog has the possibility to create 8 different types of posts: Standard, Aside, Gallery, Link, Image, Quote, Audio, Video

To create a post, go to **WordPress Buzzboard > Posts > Add New**.

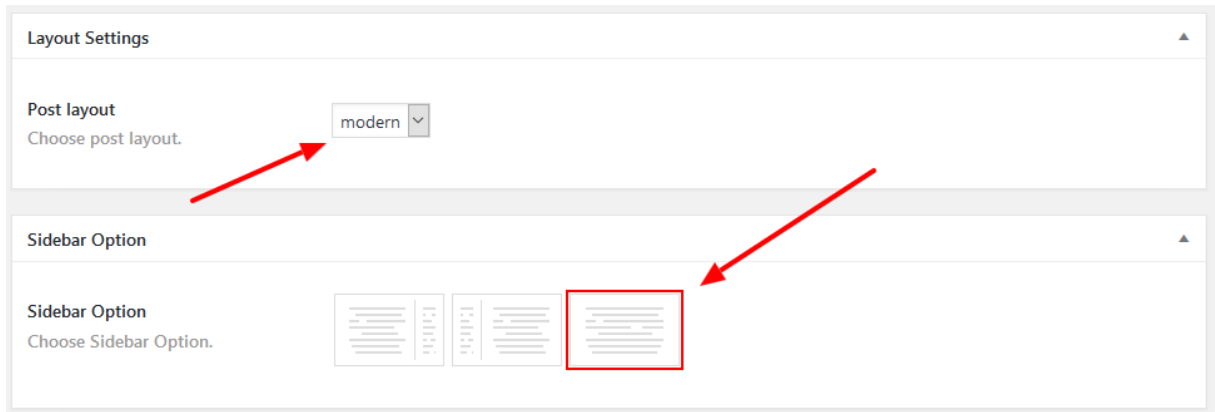
On the right your content box & toolbar, you'll see a series of tabs titled Standard, Gallery, Video, and Audio. Select whichever tab you'd like your post format to be in. Each tab will give you different input boxes depending on the content you'd like to add.

## Standard Post

A standard post is the default post type.

You can add text and images to your post using the tools and content box.

In this post format you have also "Layout settings" where you can choose "Normal" or "Modern" post layout and "Sidebar option" section where you have a "sidebar left", "sidebar right" and "no sidebar" option.



The image shows a screenshot of the WordPress 'Layout Settings' and 'Sidebar Option' sections. The 'Layout Settings' section has a 'Post layout' dropdown menu set to 'modern'. A red arrow points to this dropdown. The 'Sidebar Option' section has three options: 'Sidebar left', 'Sidebar right', and 'no sidebar'. The 'no sidebar' option is highlighted with a red box, and a red arrow points to it.

## Gallery Grid and Slideshow Post

A gallery post allows you to create a slideshow-type gallery and grid type gallery at the top of your post.

Grid type:

<http://thebuzzblog.hercules-design.com/blog/the-best-swings-from-around-the-world/>

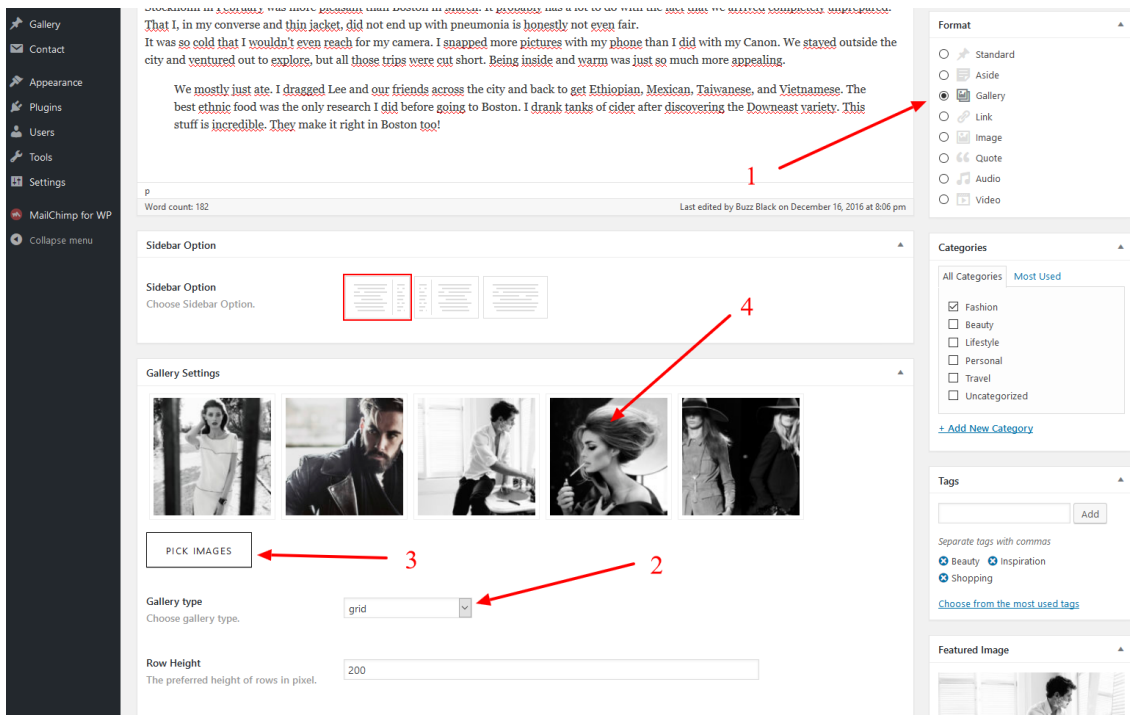
Slideshow type:

<http://thebuzzblog.hercules-design.com/blog/slideshow-type-gallery/>

After clicking the "Gallery" tab to choose this post format option, upload your pictures in the Gallery settings section.

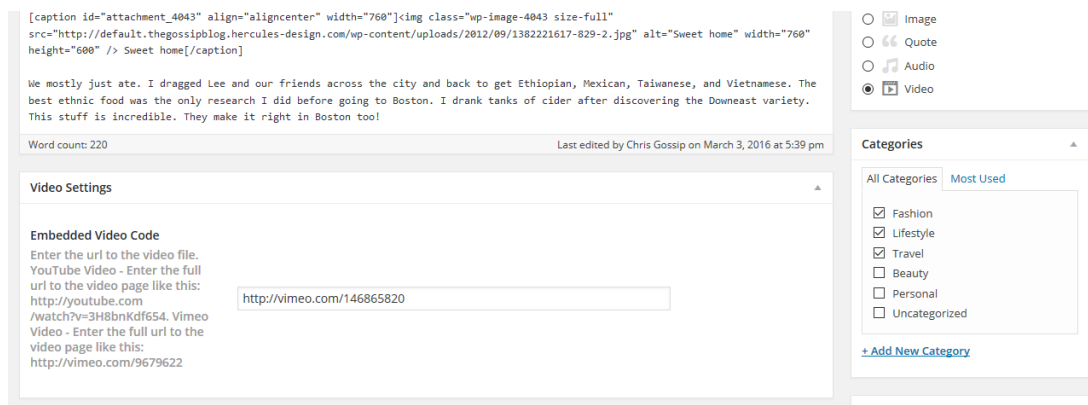
You can also change the images order by dragging them.





## Video Post

A video post displays a video at the top of your post. You can share videos from nearly all video hosting sites, such as Vimeo or Youtube. Simply copy & paste the video's URL into the special input box. When you preview or publish your post, the video will appear.



## Audio Post

An audio post allows you to share a music or audio track and displays it at the top of the post. Like the video post, simply copy & paste the embed code into the special audio input box. When you preview or publish the post, the track will appear.

Once you've determined your post format, entered your title, and added your content, remember to assign at least 1 category to your post. Additionally, also ensure you assign a featured image to the post.

Word count: 98 Last edited on July 4, 2015 at 9:46 pm

**Audio Settings**

**Title**  
Input the audio title (for playlist).

**Artist**  
Input the audio artist (for playlist).

**Audio format**  
Choose audio format.

**Audio URL**  
Input the audio URL.

**Embedded Code**  
You can include embedded code from soundcloud.com here. Attention! This code overwrite your audio URL(s).

**Categories**

All Categories Most Used

- ☒ Beauty
- ☒ Lifestyle
- ☐ Fashion
- ☐ Personal
- ☐ Travel
- ☐ Uncategorized

[+ Add New Category](#)

**Tags**

Separate tags with commas

☒ Inspiration


[Choose from the most used tags](#)

**Frizzly Settings**

Modules that should be ignored on the current post (works only when viewing this single post/page)

- ☐ Hover Module
- ☐ Lightbox Module
- ☐ Shortcode Module

**Featured Image**



[Remove featured image](#)

Excerpt

<p class="dropcap">Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Vestibulum tortor quam, feugiat vitaePellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. </p>

Excerpts are optional hand-crafted summaries of your content that can be used in your theme. [Learn more about manual excerpts.](#)

Once you're finished preparing your post, you can click "**Preview**" to preview how your post will look once published onto your site, click "**Publish**" to have it appear on your site, or click "**Save Draft**" to save your post as it is, though not publish it yet.

## CREATING A PAGE

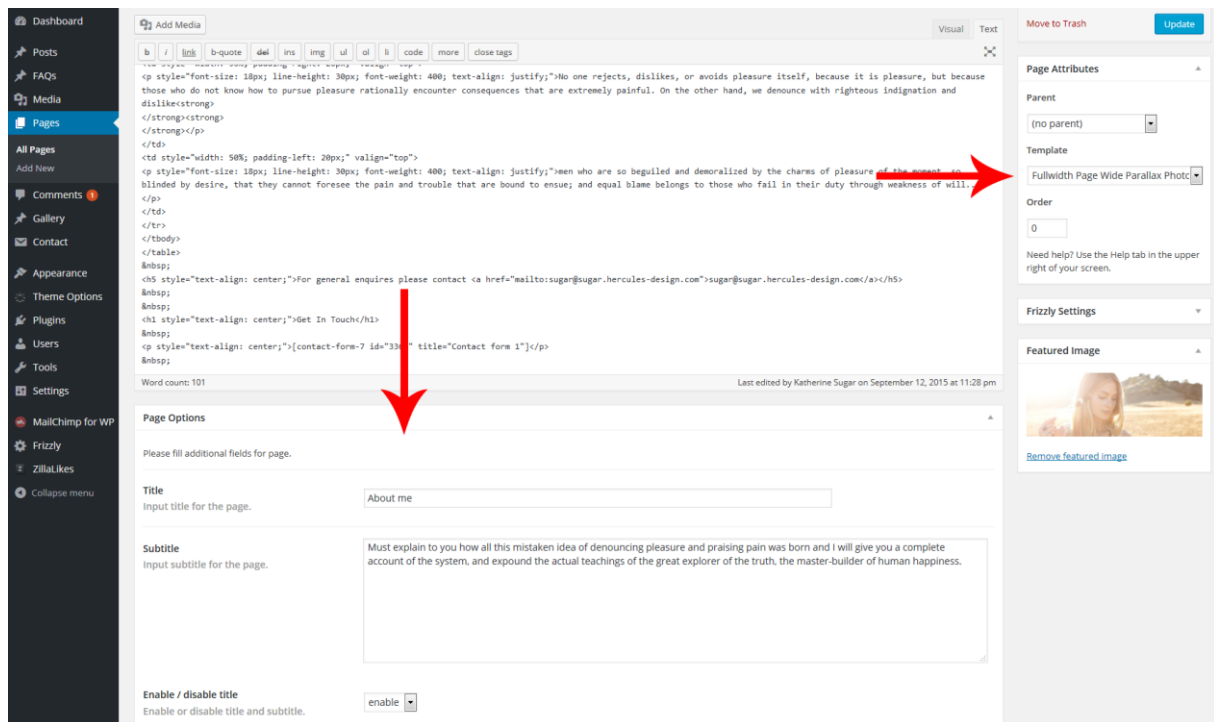
A standard, static page is similar to creating a post in many ways, and is ideal for creating an About Me or Contact section to your website.

To create a new page, navigate to **WP Buzzboard > Pages > Add New**.

Like a post, you can enter a page title, add content, and assign a featured image.

Additionally, you have the Page options section where you can enter the title and subtitle or Enable / disable title. You can also choose between a **Default Template**, **Fullwidth Page Box Photo**, **Fullwidth Page**, **Wide Parallax Photo**, **Fullwidth Page Wide Static Photo** templates.

You can select this via the drop-down menu on the right titled "**Template**".



## HOW DO YOU MAKE THE FIRST LETTER OF EVERY BLOG POST BIGGER AND BOXED?

To create a first capital letter wrap your first paragraph with p html tag like this:

```
<p class="dropcap">A few months ago, we found ridiculously cheap plane tickets for Boston and off we went. It was our first visit to the city and, believe it or not, Stockholm in February was more pleasant than Boston in March. It probably has a lot to do with the fact that we arrived completely unprepared. That I, in my converse and thin jacket, did not end up with pneumonia is honestly not even fair.</p>
```

## CREATING ABOUT ME PAGE

To create a ABOUT ME page, navigate to WP Buzzboard > Pages > Add New. Assign a featured image. Additionally, you have the Page options section where you can enter the title and subtitle or Enable / disable title. From the drop-down menu on the right titled "Template" choose a "Fullwidth Page Wide Parallax Photo" template. Switch the content editor to Text mode and paste the following html code:

```
[spacer]
[spacer]
[spacer]
[ row custom_class="" ][ col-md-4 ]
[ dropcap custom_class="big" ] Must explain to you how all this mistaken idea of denouncing pleasure and praising pain was born and I will give you a complete account of the system, and expound the actual teachings of the great explorer of the truth, the master-builder of human happiness. No one rejects, dislikes, or avoids pleasure itself, because it is pleasure, but because those who do not know how to pursue pleasure rationally encounter consequences that are[/dropcap]
[/col-md-4]
[ col-md-4 ]
```

<p style="text-align: justify;">extremely painful. On the other hand, we denounce with righteous indignation and dislike men who are so beguiled and demoralized by the charms of pleasure of the moment, so blinded by desire, that they cannot foresee the pain and trouble that are bound to ensue; and equal blame belongs to those who fail in their duty through weakness of will, which is the same as saying through shrinking from toil and pain. These cases are perfectly simple and easy to distinguish. In a free hour, when our power of choice is untrammelled. But in certain</p>

[/col-md-4]

[col-md-4]

<p style="text-align: justify;">circumstances and owing to the claims of duty or the obligations of business it will frequently occur that pleasures have to be repudiated and annoyances accepted. The wise man therefore always holds in these matters to this principle of selection: he rejects pleasures to secure other greater pleasures, or else he endures pains to avoid worse pains. On the other hand, we denounce with righteous indignation and dislike men who are so beguiled and demoralized by the charms of pleasure of the moment, so blinded by desire...</p>

[/col-md-4][/row][spacer]

[spacer]

<h1 style="text-align: center;">Professional skills</h1>

[spacer]

[row custom\_class=""][col-md-4][skills value="67" size="180" bgcolor="#f2f2f2" fgcolor="#000000" donutwidth="8" title="Coffee

Brewing" font="" fontsize="30px" fontstyle="" custom\_class=""][/skills][col-md-4][col-md-4][skills value="97" size="180"

bgcolor="#f2f2f2" fgcolor="#000000" donutwidth="8" title="Creativity" font="" fontsize="30px" fontstyle=""

custom\_class=""][/skills][col-md-4][col-md-4][skills value="86" size="180" bgcolor="#f2f2f2" fgcolor="#000000" donutwidth="8"

title="Punctuality" font="" fontsize="30px" fontstyle="" custom\_class=""][/skills][/col-md-4][/row][spacer]

[spacer][spacer][spacer]

## CREATING A CATEGORY PAGE

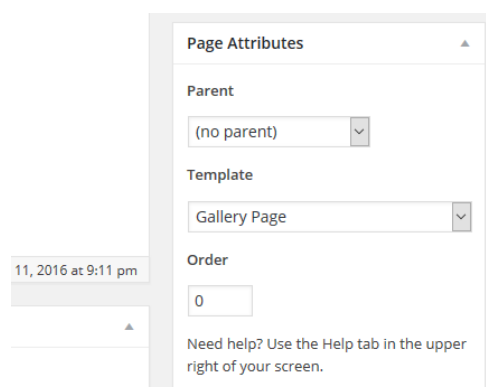
A category page is a dynamic page that pulls in all of your posts assigned with a particular category. You do **not** create a category page like you would a standard page (described above)-- a category page is **generated by WordPress** after you add a category to your main menu.

First, ensure you've assigned the category to at least 1 post. Then, navigate to **Appearance > Menus** and click the drop-down box heading titled "**Categories**" on the left of the page.

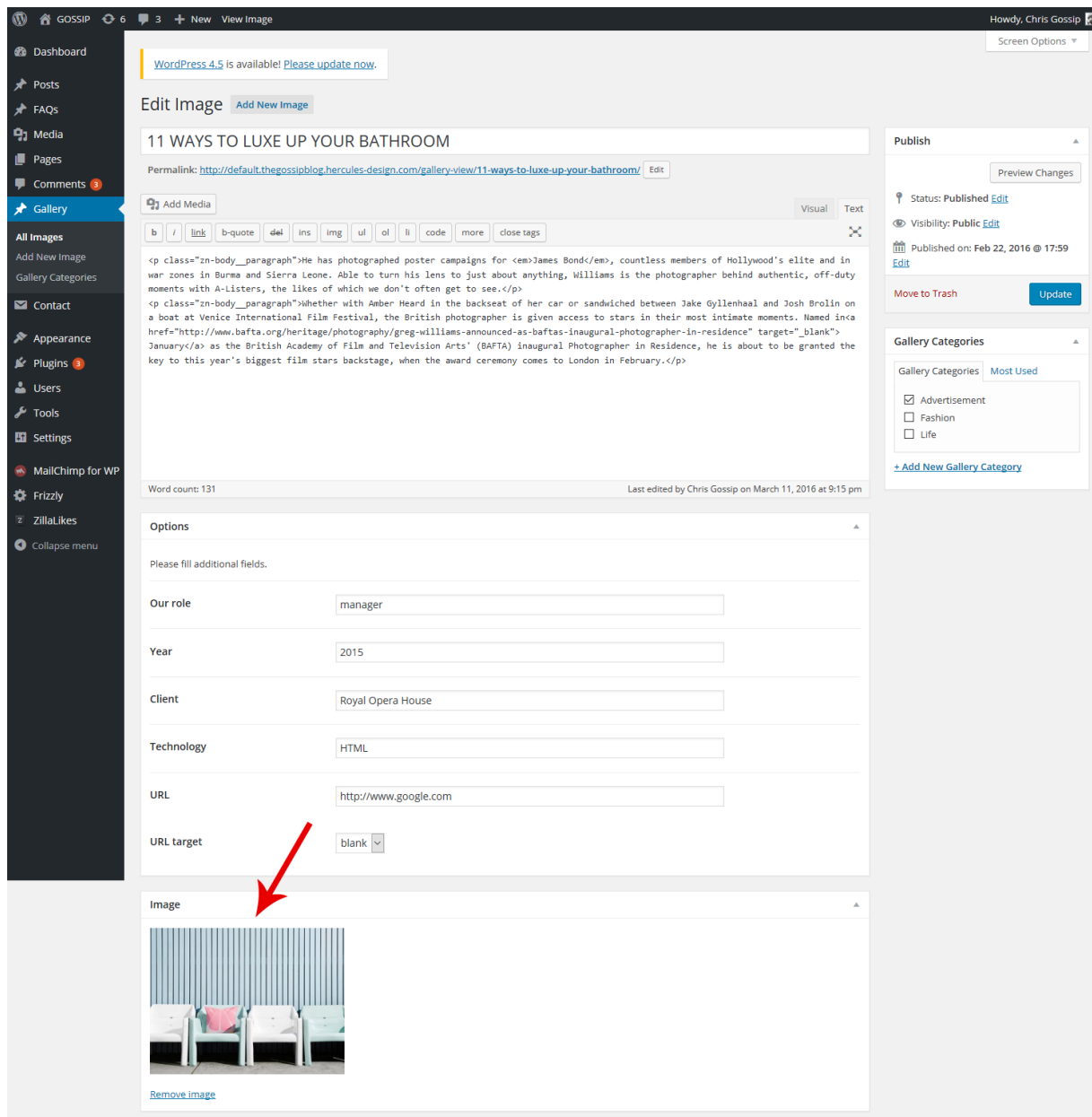
Below, your categories will be listed. Check the box next to your desired category and click "**Add to Menu**". Be sure to save. When you click on the newly-created menu item, it will take you to that category's page.

## CREATING A GALLERY PAGE

To create a gallery page, navigate to WP Buzzboard > Pages > Add New. Enter a page title. From the drop-down menu on the right, choose a Gallery Page template. Publish this page.



Then add this page to the main menu and navigate to Gallery tab where you'll be able to add images and assign them to categories.



## CREATING A GALLERY CATEGORY PAGE

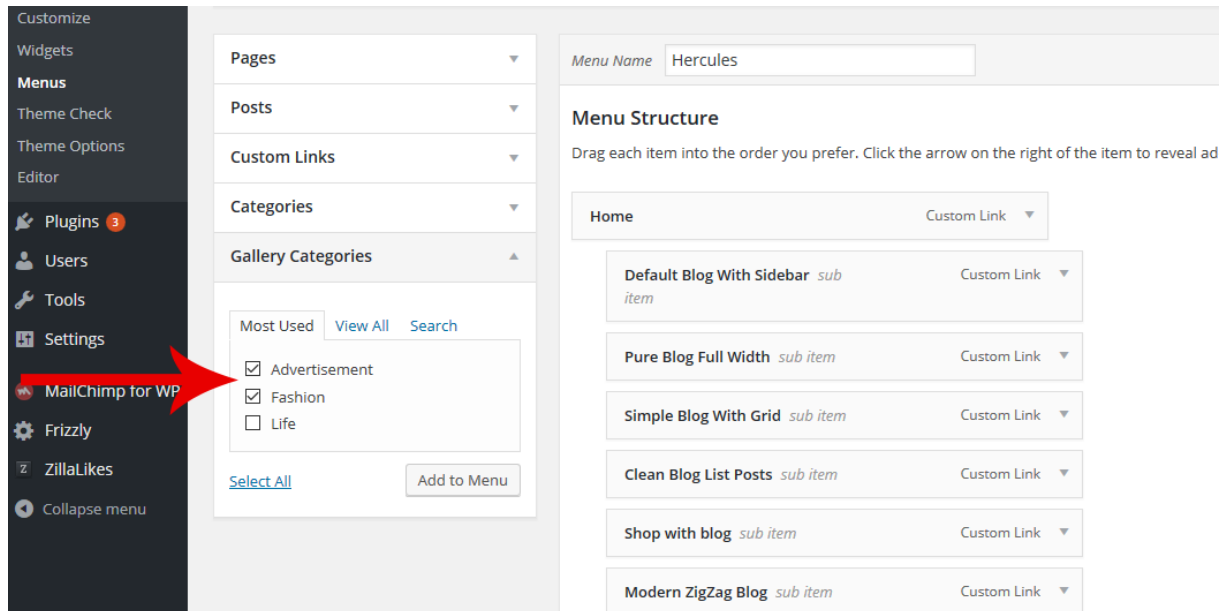
A category page is a dynamic page that pulls in all of your gallery images assigned with a particular category. You do not create a category page like you would a standard page a category page is generated automatically after you add a category to your main menu.

First, ensure you've assigned the category to at least 1 image. Then, navigate to Appearance > Menus

For additional menu features, click on the "Screen Options" tab in the top-right corner of the Menu page.

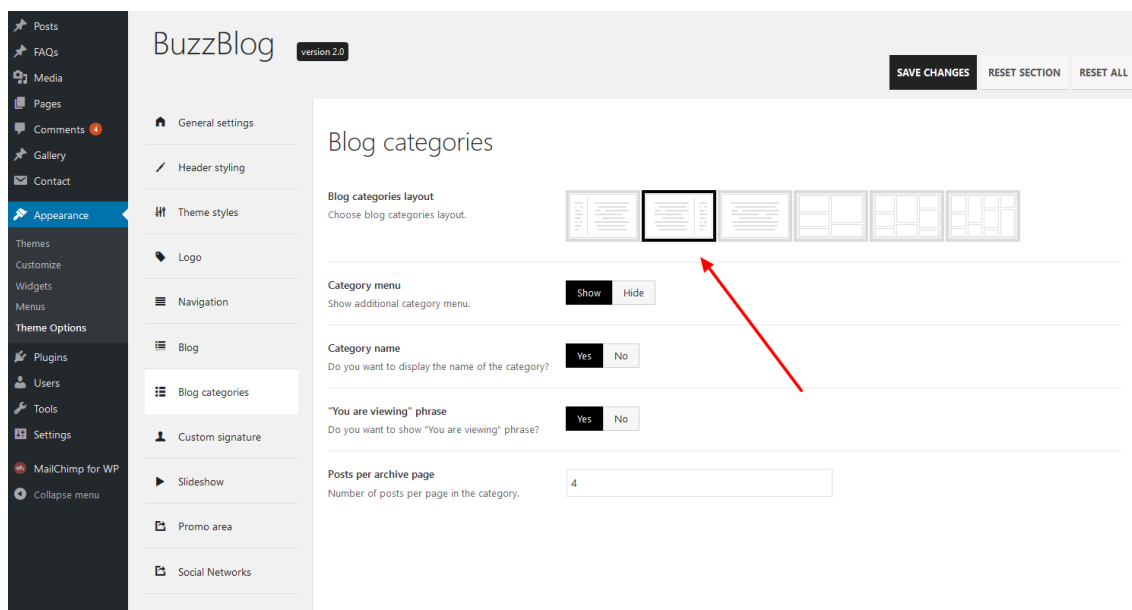
Check the box next to "Gallery Categories".

Now click the drop-down box heading titled "Gallery Categories" on the left of the page. Below, your categories will be listed. Check the box next to your desired category and click "Add to Menu". Be sure to save. When you click on the newly-created menu item, it will take you to that gallery category's page.



## ADJUSTING THE LAYOUT OF YOUR CATEGORY PAGES

Category Pages which display all posts related to a particular category, Author Pages which display all posts related to a particular author, etc., are called "Archive Pages". To change the page layout of your archive pages, head to **Appearance > Theme Options > Blog categories >** and choose from the layout options within the "Blog categories layout" section.



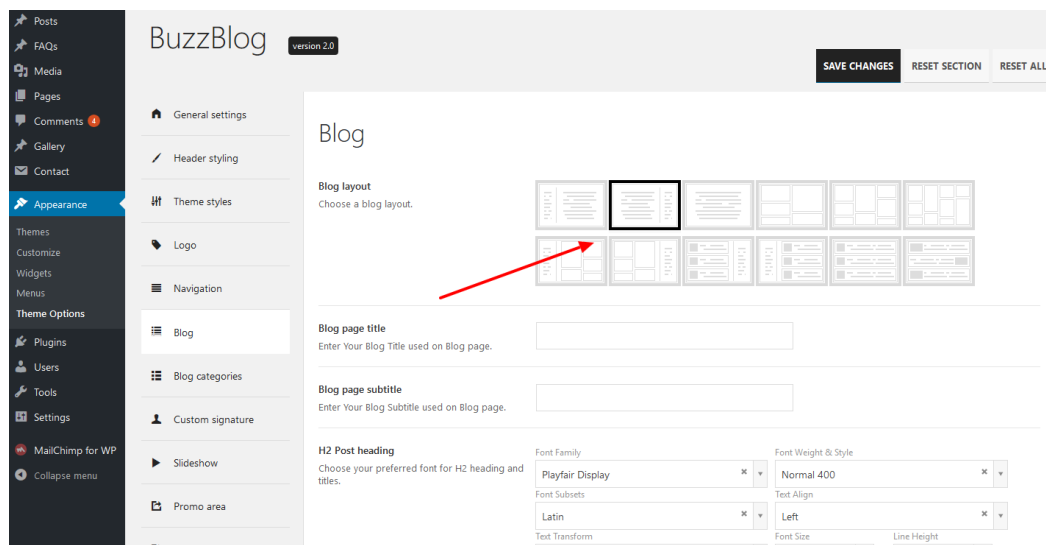
## HOMEPAGE SETTINGS

Your homepage is the first page visitors will see when they arrive at your website. By default, the homepage will be the page that also displays all of your posts, beginning with the most recent.

We call this feature the "post feed".

To customize how your homepage looks, including its layout, colors, enabling/disabling the sidebar, etc., navigate to **Appearance > Theme Options -> Blog**

Under the various drop-down tabs on the left of this screen, you'll find loads of ways to customize your homepage & website in general. For example, within the "**Blog layout**" tab, you can choose your homepage's post layout.



## CREATING A MAIN MENU

Setting up BuzzBlog main menu in the top-bar is quite simple.

WordPress Buzzboard > Appearance > Menus

"Create a new menu" > Choose a menu name

Be sure to assign the menu to a "Theme location" by checking the tick box.

For example, set the menu as "Primary menu"

Save menu

## Adding Pages, Categories, etc. to your menu

On the left side of this screen are a number of drop-down boxes titled "Pages", "Links" and "Categories". Each heading will list available items you can add to your menu.

For example, to add a Page to your menu, please ensure you've first created the desired page (within WP Buzzboard > Pages > Add New). Click the "Pages" drop-down heading. The pages you've created will be listed below (see screenshot above). Check the box next to the

page you'd like to add to your menu and click "Add to menu". The selected item should now appear under "Menu Structure" column. Here, you can drag and drop the item you've added to adjust its location in the menu. You can also create sub-menus by dragging and dropping a menu item underneath another so that it's indented.

### Adding a "Home" link to your menu

To add a link to your navigation menu that will direct users back to your homepage, select the "Link" drop-down menu. Enter your homepage's URL into the appropriate box and then give it a title, such as "Home". Click "Add to Menu" and drag and drop the menu item to where you'd like it to be placed.

### Adding a category page

Once you've created a post category (within a post's create/edit screen) and assigned it to at least one post, when you look within Appearance > Menus > Categories, you will see this category listed. Check the box next to your desired category and select "Add to Menu". WordPress will automatically generate a page and pull in all posts that have this particular category assigned to it.

### Sub Menus

Once you've populated your menu with items, you can create sub-menus by dragging and dropping the items "within" other menu items.

#### Editing Menu Items

If you wish to edit or remove a menu item, click the little arrow on the right-side of the menu item name. A selection of options will drop down, including editing the navigation label as well as removing the item altogether.

#### Additional Menu Item Features

For additional menu features, click on the "Screen Options" tab in the top-right corner of the Menu page.

Here, you can add the option of linking directly to a Post or specific Tag within your navigation menu. You can also check the box next to "Link Target" to give yourself the option of having menu items open in an entirely new tab when clicked.

## MEGA MENU

The Mega Menu feature allows you to create mega posts and multi-column menus with any link and widget.

**Note: Mega menu will only work with "Primary Menu" Theme Locations.**



## To set Mega Posts:

- Add a page, category, or custom link and check "Enable Mega Posts"
- Add a Tag or Category link in nested menu
- Note: Must be Tag or Category. This will display recent posts from the tag/category. If the Tag option is not available, click the "Screen Options" found on the top right corner and make sure that the "Tag" option is checked

The screenshot shows the WordPress Admin interface for setting up a Mega Post menu. The left sidebar shows the 'Appearance' menu with 'Menus' highlighted. The main content area shows the 'Hercules' menu structure. The 'Categories' widget is selected, and the 'Beauty' category is checked. The 'Mega Menu' dropdown is set to 'Mega Posts'. The 'Nested links' section is highlighted with a red box, showing a list of categories: Beauty, Personal, Fashion, Lifestyle, and Travel. A red arrow points from the 'Nested links' text to the highlighted box.

## To set Multi-Column:

- Add a page, category, or custom link and check "Enable Column Menus"
- Add any link (page, post, custom links, tags, category). This will display nested links in multiple columns

WooCommerce

Products

Appearance

Themes

Customize

Widgets

Menus 1

Theme Options

Plugins

Users

Tools

Settings

MailChimp for WP

ZillaLikes

Collapse menu

Widgets

Pages

Posts

Products

Custom Links

Categories

Product Categories

Product Tags

Gallery Categories

WooCommerce Endpoints

Menu Name Hercules

Menu Structure

Drag each item into the order you prefer. Click the arrow on the right of the item to reveal

Features

Page

Navigation Label

Features

CSS Classes (optional)

Description

The description will be displayed in the menu if the current theme supports it.

Mega Menu

Fullwidth Columns

Enter Icon Code

Move [Down one](#)

Original: [Fullwidth page with static image header](#)

Remove | [Cancel](#)

Post layouts sub item Custom Link

No sidebar, parallax header sub item Post

Right sidebar sub item Post

Left sidebar sub item Post

No sidebar sub item Post

Custom pages sub item Custom Link

Archives sub item Page

FAQ with Categories sub item Page

Custom login page sub item Custom Link

404 page sub item Page

Page layouts sub item Custom Link

Column heading

Nested links

Column heading

Nested links

## ADDING A FEATURED IMAGE

Assigning a featured image to your posts is very important, as the featured image is what the theme & other web functions use to visually represent the post in various situations.

To assign a Featured Image to a post, navigate to your post's create/edit screen and look to the bottom-right. Here, you'll see a box titled "Featured Image" where you can add your desired image. Be sure to update your post when you're finished.

Additionally, even if you don't want the featured image to display at the top of your post, you should still assign a featured image. Once that's done, you can hide the featured image from the top of your post by navigating to **Theme Options > Blog > Featured image**. And selecting appropriate option.

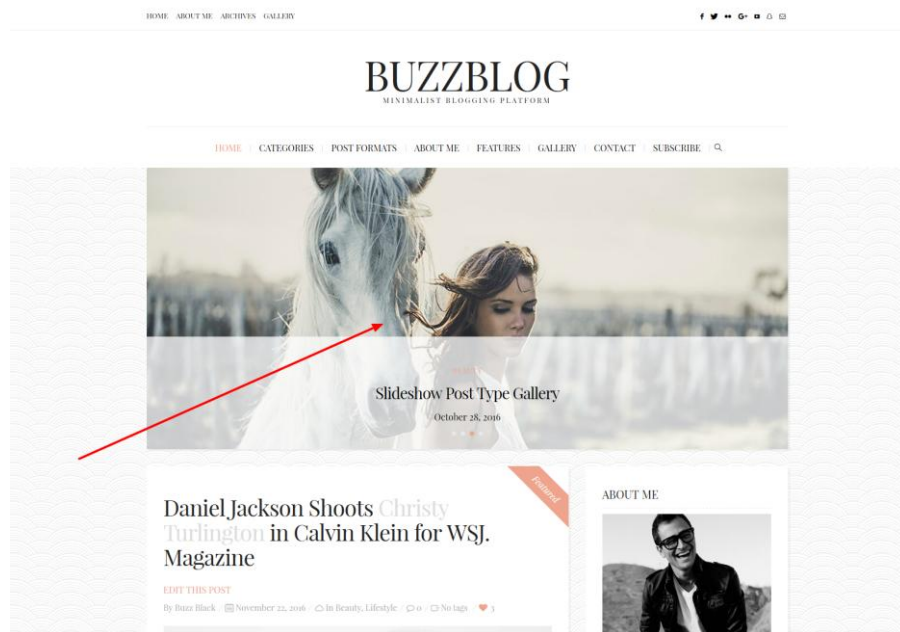
## ADDING SOCIAL ICONS

Navigate to **Appearance > Widgets**.

Here, you will see a list of additional widgets. Drag the "Hercules - Social Networks" widget on a Sidebar or Top 2 widget area. If you'd like to have a social icon for a particular social network, you can type in your **username** for that particular network.

Please note that you **do not** need to insert your profile's URL into this box unless prompted to do so.

## ENABLING THE FEATURED AREA SLIDER



## SETTING UP THE SLIDER

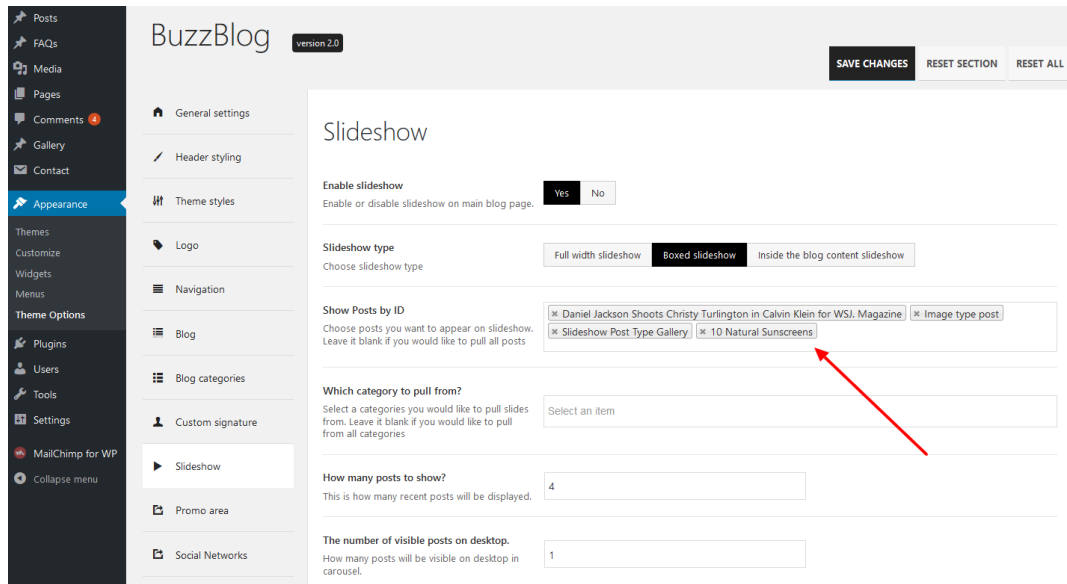
BuzzBlog featured area slider is a full-width or boxed area toward the top of the homepage where you can feature eye-catching images from your posts. There are a few steps to ensure your slider works perfectly:

1. First, **ensure your posts have featured images assigned**. This is the image that the slider will pull in to represent your post.
2. Lastly, navigate to **Appearance > Theme Options > Slideshow** and select the Yes option next to "**Enable slideshow**". Be sure to save. This will enable your slider on your homepage.

## CHOOSING YOUR SLIDER'S POSTS

Within **Appearance > Theme Options > Slideshow**, you can choose which posts appear in your featured area slider. By default, the slider will display all of your latest posts.

In the field titled "Show Posts by ID", you can also enter a particular posts ID's to display in your slider.



## SETTING UP YOUR SIDEBAR

A sidebar is a vertical content area that displays to the right of your main content/post area. You customize your sidebar by stacking up different widgets that display a variety of things.

### ADDING WIDGETS TO YOUR SIDEBAR

To add, remove, or edit your sidebar widgets, navigate to **Appearance > Widgets**.

On the left, you will see a list of the **available widgets** to choose from.

On the right, you will see a few different **widget areas** in the theme.

To add a widget to your sidebar, simply drag & drop a widget on the left into the widget area titled "Sidebar".

### EDIT WIDGETS IN YOUR SIDEBAR

Once you've dropped a widget into the Sidebar widget area, click on its heading. A drop-down will appear and you can make any necessary adjustments to the widget's settings.

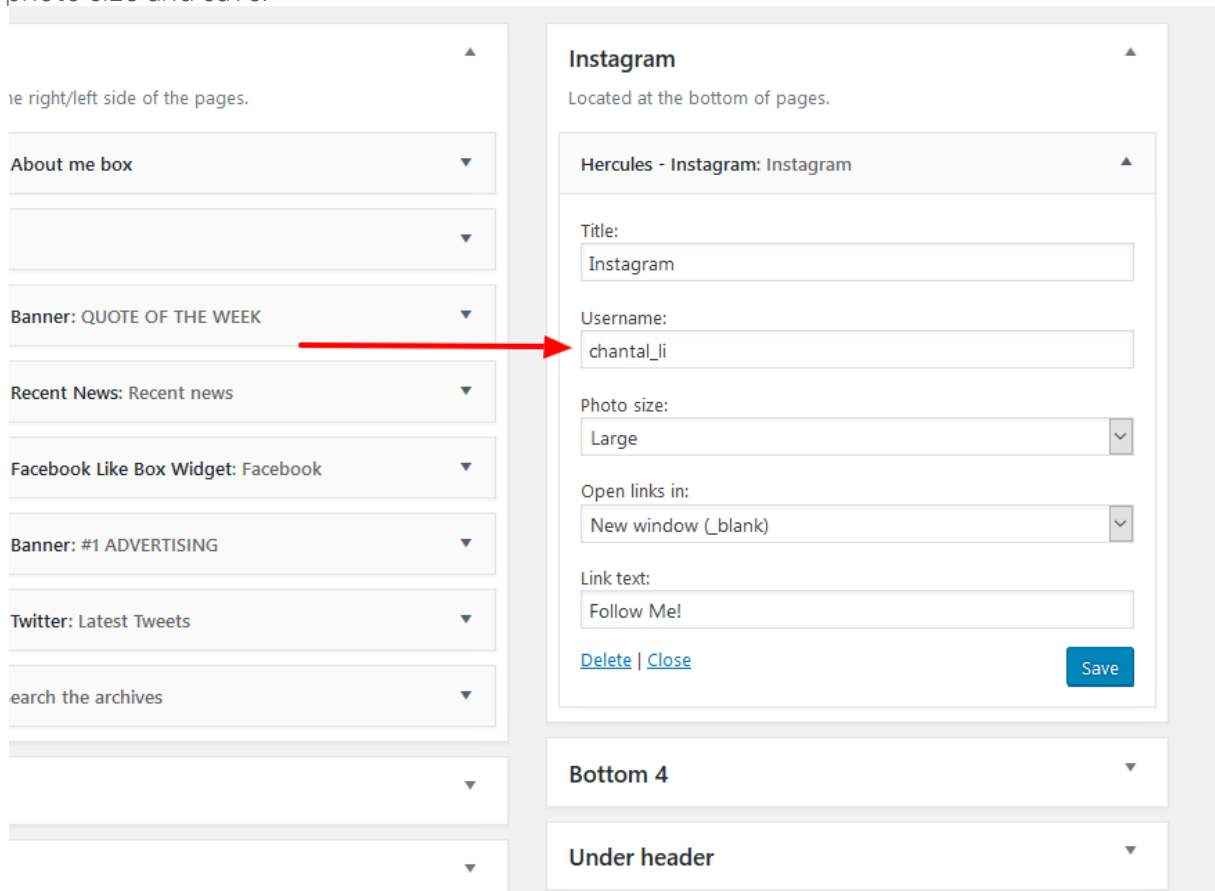
From this widget setting drop-down, you can also delete the widget.

To position widgets within the sidebar, drag and drop them above or below each other.

## INSTAGRAM FOOTER AREA

The full-width Instagram Footer area can be enabled/disabled from within **Appearance > Widgets**.

To add a instagram widget to your sidebar, simply drag & drop a widget on the left called "Hercules - Instagram" into the widget area titled "Instagram". Enter your username, choose photo size and save.



## How do I update my theme with the latest version?

### DOWNLOADING THE NEW THEME VERSION

Simply go to your ThemeForest account > Downloads > Re-download the theme you'd like to update.

### INSTALLING THE NEW THEME VERSION

1. First, you'll need to activate another theme.  
WP will not allow you to delete a theme that is currently activated.  
From **Appearance > Themes > Activate any other theme.**
2. Once you've activated another theme, still within **Appearance > Themes**, click on the HerculesDesign theme you'd like to update. In the bottom right corner is a little option to "Delete" the theme.  
Go ahead and delete it.

3. You can now re-install the newest version of the theme you're updating.  
**Appearance > Themes > Add New > Upload Theme > Select the theme's ZIP file > Install Now.**

**Remember!** It's important to install the theme's ZIP file, and not the entire theme package. Otherwise you will receive an error message.

**Important!** By default, WordPress should save your content to your database. This is why your content appears on whatever theme you have activated within your WP Buzzboard. However, it's always a good idea to [create a database backup](#) before deleting a theme, just in case.

**PLEASE NOTE:** If you've modified any of the theme files yourself, you'll need to note these changes in order to re-implement them once you've installed the latest version of the theme. The update will replace your previous version's theme files.

It's recommended that you use FTP, but this also can be done with the WP Buzzboard if you prefer. The reason FTP is superior for this is because the theme won't have to be deactivated during the process so you won't have to reassign your widgets. If you're interested in keeping up to date with the latest changes and fixes, please refer to the changelog.

Also, remember to clear your browser cache after each update if you notice anything off. Old theme files can persist in your local cache and make you think something's wrong.

## How do I set the number of posts to display on my homepage?

You can manually set the maximum number of blog posts to appear on your homepage by going to:

**WordPress Buzzboard > Settings > Reading > choose desired number next to the "Blog pages show at most" option > Save Changes**

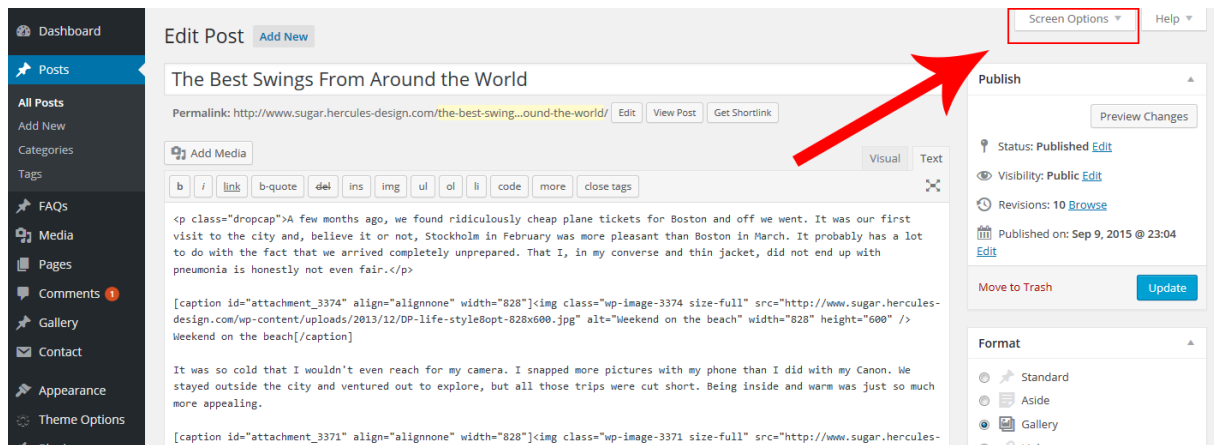
This will set the number of posts that appear on your homepage / post feed before the pagination buttons kick in.

## How do I enable/disable comments on my posts and pages?

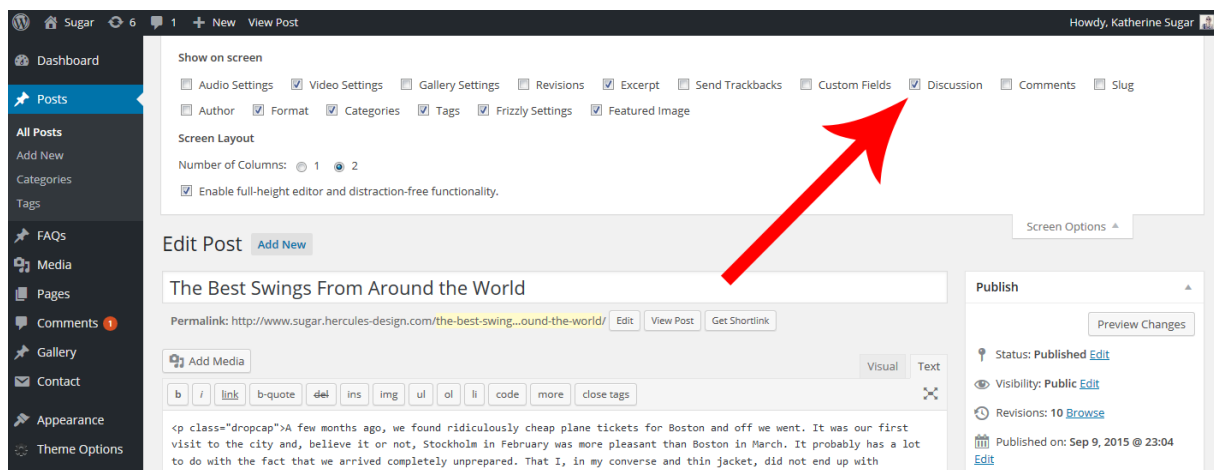
Our themes hook into WordPress's comment system. To enable/disable the ability for your visitors to post comments, you can follow these steps. The procedure is the same for both Pages and individual Posts.

### Enabling/Disabling Comments in Posts/Pages

Open up your page's or posts's create/edit screen. In the top-right corner, you'll see a little tab titled "Screen Options". Click this tab and another menu area will drop down from the top.



Check the box next to the "Discussion" option, and scroll down the page to where a new "Discussion" meta area has appeared.



To enable comments on this particular Page or Post, check both option boxes. To disable comments, you can un-check these boxes. Be sure to click the "Update" button in order to save these changes.

## Ensure Post Comments are Auto Enabled/Disabled for Future Posts

To set whether or not your future posts have comments automatically enabled/disabled by default, you can go to **WP Buzzboard > Settings > Discussion >** And look under the "Default article settings" section. Here, you'll see the option to "Allow people to post comments on new articles". Check or un-check the box depending on your preference. Be sure to click "Save Changes" at the bottom of the page when you're finished.

## How do I create a Contact Me page?

First, please be sure that you have installed and activated the **Contact Form 7** plugin.

## Creating the form

- On your WordPress Buzzboard, navigate to **Contact > Add New**
- If you would like your contact form to display in English simply click "Add New", otherwise, select your desired language
- Ensure the form elements & email information look correct and click the "Save" button. A bit of short code will be generated.

## Creating the page

- Create a new "Contact Me" page and add it to your navigation menu if you have not already done so.
- Copy & paste the generated contact form short code into the text box on the create/edit page screen
- And, voila! Your new contact form will appear when the page is published.

\*Note for the BuzzBlog theme:

To have your contact form appear as it does on Gossip's demo site, we have included some pre-styling within the theme. When you create your contact form, use the following mark-up:

```
<div class="row">
  <div class="col-md-6 col-xs-12">
    <p>Your Name (required)<br />
    [text* your-name class:form-control] </p>
  </div>
  <div class="col-md-6 col-xs-12">
    <p>Your Email (required)<br />
    [email* your-email class:form-control] </p>
  </div></div>
<div class="row">
  <div class="col-md-12 col-xs-12">
    <p>Your Message<br />
    [textarea your-message] </p>
    <p>[submit "Send"]</p>
  </div></div>
```



## How do I translate my theme to another language?

Hercules Design's themes are written in English, though you are of course welcome to translate them to your language. While it's possible to go through each theme file and manually translate the appropriate text elements, we highly recommend using the program **Poedit** to translate your theme. It's easy and will save you LOTS of time.

Also a very good alternative to Poedit program is a plugin called "Loco Translate". You can download it from WordPress repository: <https://wordpress.org/plugins/loco-translate/>

1. First, go to **WP Buzzboard > Settings > General > Site Language > Select your language > Save**.
2. Then, download & install the [Poedit](#) program.
3. Open Poedit and click the "**Open**" button on the top-left of the program screen. Within your **theme's files**, find the "**languages**" folder and select the "**en\_US.po**" file.
4. A long list of text elements you may translate will appear in the box labeled "**Source Text**". Please note: You may not need to translate all of these elements. Many may be WP notification messages or similar.
5. Select the line within the "Source Text" box that you'd like to translate. When that line is **highlighted**, go down to the box labeled "**Translation**". Here, you can type the direct translation of the "Source Text" in whatever language you'll be using. Repeat this step for all of the "Source Text" elements you wish to translate.
6. When done, go to "**File**" and "**Save as**" within your theme's "**languages**" folder.

**IMPORTANT!** You must save this new file with a name based on a specific format: **aa\_AA**

The first "**aa**" refers to ISO 639 two-letter language code (list found [HERE](#)).

The second "**AA**" refers to an ISO 3166 two-letter country code (list found [HERE](#)).

( Example 1 )

If translating to Danish, we would use the Danish language code of "**da**" and the Danish country code of "**DK**". The file name must be the language code in **lowercase letters**, followed by an **underscore** character, and lastly the language code in **uppercase letters**. So the finished file name would then be: **da\_DK**

( Example 2 )

If translating to Brazilian Portuguese, your file name would be: **pt\_BR**

Note: For the French language in Canada, please use "**fr\_FR**".

"fr\_CA" is not recognized by WordPress.

7. When you save the file, it will automatically create your .po format as well as an additional .mo format file of the same name.

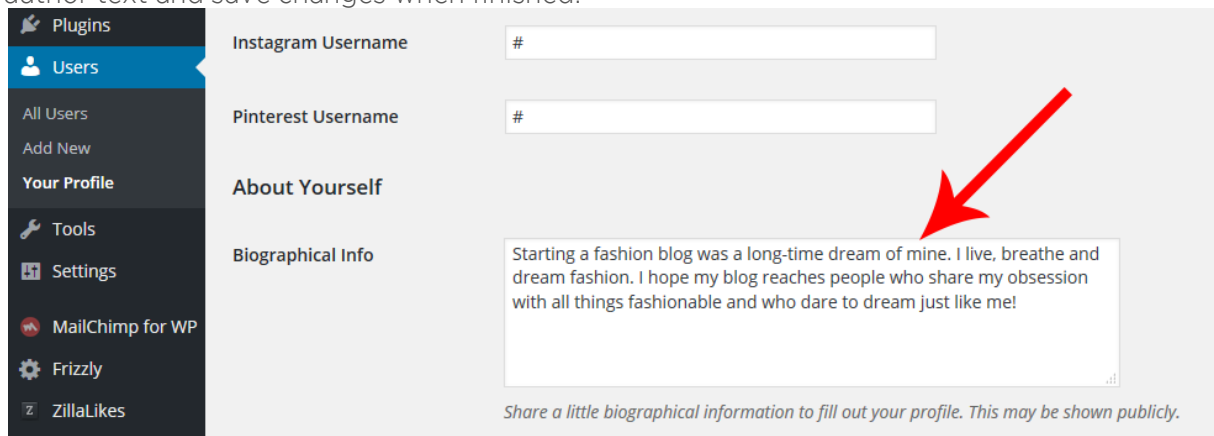
8. Via your [FTP program](#), upload the .po & .mo files you just created to your theme's "lang" folder.
9. You're finished!

## How do I set up my Author Box?

If the feature is enabled in the Theme options -> Blog -> Post author box, an Author Box will appear at the bottom of your posts to give credit to whoever penned the article. Author Boxes feature a little biographic blurb about the author as well as an avatar image and optional social media icons.

### To create the Author Box biographic text

Within **WP Buzzboard > Users** > select the user you'd like to add the biographical text for. Scroll down the page until you see the text form for **"Biographical Info"**. Enter your desired author text and save changes when finished.



The screenshot shows the WP Buzzboard Users management interface. On the left is a dark sidebar menu with options: Plugins, Users (highlighted), All Users, Add New, Your Profile, Tools, Settings, MailChimp for WP, Frizzly, and ZillaLikes. The main content area is titled 'About Yourself' and contains a 'Biographical Info' section. This section has two input fields at the top for 'Instagram Username' and 'Pinterest Username', both with a '#' placeholder. Below these is a large text area for the biographical text. A red arrow points to this text area, which contains the sample text: 'Starting a fashion blog was a long-time dream of mine. I live, breathe and dream fashion. I hope my blog reaches people who share my obsession with all things fashionable and who dare to dream just like me!'. At the bottom of the page, a note reads: 'Share a little biographical information to fill out your profile. This may be shown publicly.'

### To insert the Author Box social icons

Within **WP Dashboard > Users** > select the user you'd like to add social icons for. Scroll down the page until you see the various social media network options WP offers. To have a social network's icon appear within the Author Box, enter the necessary usernames for each desired social network. Be sure to save changes when finished.

The screenshot shows the WordPress 'Users' settings page. The left sidebar contains a menu with 'Users' highlighted. The main area lists various services with input fields: AIM, Yahoo IM, Jabber / Google Talk, Twitter Username, Facebook Username (with a '#' prefix), Google Plus Username (with a '#' prefix), Tumblr Username (with a '#' prefix), Instagram Username (with a '#' prefix), and Pinterest Username (with a '#' prefix). A red arrow points to the Tumblr Username field.

## To insert the Author Box avatar image

You'll want to visit the [Gravatar](https://gravatar.com) website and create an account. Here, you can upload the image that will be pulled in to represent you wherever the Gravatar avatar platform is used.

**Please note!** It is important that you sign up for your Gravatar account using the **same email address** associated with your WordPress user. This is how WP knows which image to pull in. If you've followed all steps correctly though your avatar image is still not appearing in your Author Box, please navigate to **Settings > Discussion > Avatar Display** > and ensure that the box next to "Show Avatars" is checked.

## Why are my posts' Featured Images missing from my RSS feed?

By default, WordPress won't automatically pull your post's Featured Image into the RSS feed. This can result in images not appearing on your Bloglovin', Feedly, or other RSS-based accounts.

To make your RSS feed include your images, we recommend installing & activating the plugin called [Featured Image in RSS w/ Size and Position](#).

**Please note:** While this plugin should immediately help your RSS feed recognize and include posts' featured images, it can take some platforms (like Bloglovin', Feedly, etc.) **up to 24 hours** to re-crawl & scrape your site again for updated data.

## How to determine a post, page, or category ID

Every time a post, page, or category is created, WordPress assigns it a unique ID number. Identifying an ID is quite simple. In this tutorial, we will be determining a post's ID, though the steps are the same for pages and categories as well.

Navigate to your **WordPress Buzzboard > Posts** page.

Here, all of the posts you've created should be listed beginning with the most recent.

To find a specific post's ID number, hover your mouse over its post title.

As you hover, you'll notice a little box appears in the bottom-left corner of your screen displaying the link's complete URL. Your post's ID number is hidden within this URL.

For example, my post's URL looks like this:

<http://BuzzBlog.hercules-design.com/wp-admin/post.php?post=265&action=edit>

Toward the end of the URL, you can see a bit of text that says "**post=265**".

This tells us the post ID number. This particular post has a unique ID number of "**265**".

That's it! The same steps can be used to determine a page or category ID as well.

Simply navigate to **WP Buzzboard > Pages** and hover over a page's title URL to see its **page ID**.

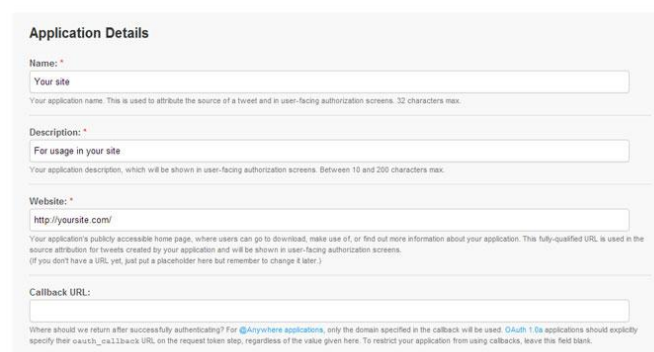
Or, navigate to **WP Buzzboard > Posts > Categories** and hover over a category title to see its **category ID**.

## Configuring Twitter Widget

Due to the introduction of Twitter's new API, additional steps are required to configure the Twitter widget.

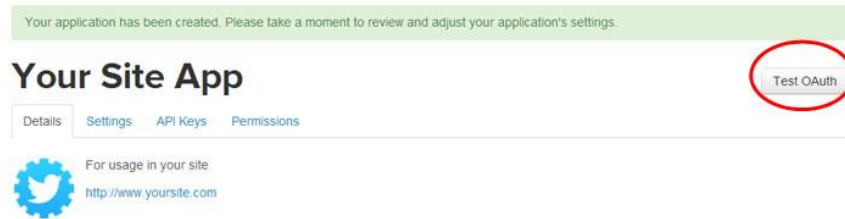
1. Go to Create an [application](#) on Twitter. You might need to login normally using your Twitter user name and password.
2. Enter a name, description and your website's URL in the corresponding fields, leave Callback URL empty.

### Create an application



The screenshot shows the 'Create an application' form on Twitter. It has a title 'Create an application' and a section 'Application Details'. The form contains four fields: 'Name' (placeholder: 'Your site'), 'Description' (placeholder: 'For usage in your site'), 'Website' (placeholder: 'http://yoursite.com/'), and 'Callback URL'. Each field has a small text box below it with instructions. The 'Name' field instruction says 'Your application name. This is used to attribute the source of a tweet and in user-facing authorization screens. 32 characters max.' The 'Description' field instruction says 'Your application description, which will be shown in user-facing authorization screens. Between 10 and 200 characters max.' The 'Website' field instruction says 'Your application's publicly accessible home page, where users can go to download, make use of, or find out more information about your application. This fully-qualified URL is used in the source attribution for tweets created by your application and will be shown in user-facing authorization screens. (If you don't have a URL, yet, just put a placeholder here but remember to change it later.)' The 'Callback URL' field instruction says 'Where should we return after successfully authenticating? For @Anywhere applications, only the domain specified in the callback will be used. OAuth 1.0a applications should explicitly specify their exact callback URL on the request token step, regardless of the value given here. To restrict your application from using callbacks, leave this field blank.'

3. After creating the application, you'll be taken to your application management screen. Click on "Test OAuth" button on top right corner of screen



4. You'll be taken to My Applications screen here you will see Consumer Key and Consumer Secret to copy them.

5. Login to your WP Admin and go to the Appearance -> Theme Options tab, and in the Twitter Settings side tab, enter the Consumer key and Consumer secret keys.

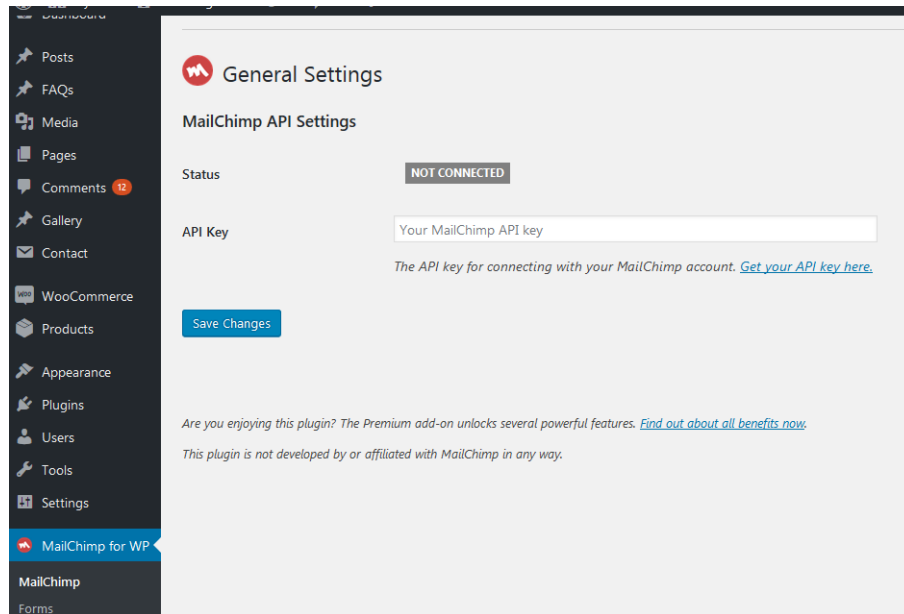
on Twitter for developers website: <https://apps.twitter.com/> to have an access to your tweets, create an application:

6. You are now ready to setup your Twitter Widget. Go back to wp-admin panel, Appearance -> Widgets -> and add Hercules – Twitter widget. Fill in required fields:

## SUBSCRIBE

First of all please download and install the plugin called : "MailChimp for WordPress" available here: <https://wordpress.org/plugins/mailchimp-for-wp/>

Next head to MailChimp for WP link and you'll see the following screen:



If you do not have an account on MailChimp click Get your API key here link to create one and generate API key.

The first thing you need to do in your MailChimp account is setup an email list. On your MailChimp Buzzboard, click on 'Create A List' button.

### Creating an email list in MailChimp

You will be asked to provide information like the name for your email list, an email address where users can reply to, a reminder for people how they got on your list, etc. Fill the form and click on the Save button.

That's all, you have successfully created your first email list. Now you need to connect your email list to your WordPress, so your website visitors can subscribe.

Now you need to visit your WordPress admin Buzzboard and click on MailChimp for WP link and paste your API Key and click Save changes. button.

Next step go to Forms section and configure it as follows:

Media
Pages
Comments 12
Gallery
Contact
WooCommerce
Products
Appearance
Plugins
Users
Tools
Settings
MailChimp for WP
MailChimp
Forms
Integrations
Other

hercules

Get shortcode
Preview this form

Fields
Messages
Settings
Appearance

Form Fields

Form variables
Add more fields

Choose a MailChimp field to add to the form

Last Name
First Name
Email Address \*
Form Action
List Choice
Submit Button

```

<div class="form-inline">
  <div class="form-group">
    <input type="email" name="EMAIL" placeholder="Your email address" required />
  </div>

  <input type="submit" value="Sign up" />
</div>

```

Into the Form mark-up field paste this code:

```
<div class="form-inline"><div class="form-group"><input type="email" name="EMAIL" placeholder="Your email address" required /></div><input type="submit" value="Sign up" /></div>
```

Save changes, copy the generated shortcode:

WooCommerce
Products
Appearance
Plugins
Users
Tools
Settings
MailChimp for WP
MailChimp
Forms
Integrations
Other
ZillaLikes
Collapse menu

Form Fields

Choose a MailChimp field to add to the form

Last Name
First Name
Email Address \*
Form Action
List Choice
Submit Button

```

<div class="form-inline">
  <div class="form-group">
    <input type="email" name="EMAIL" placeholder="Your email address" required />
  </div>

  <input type="submit" value="Sign up" />
</div>

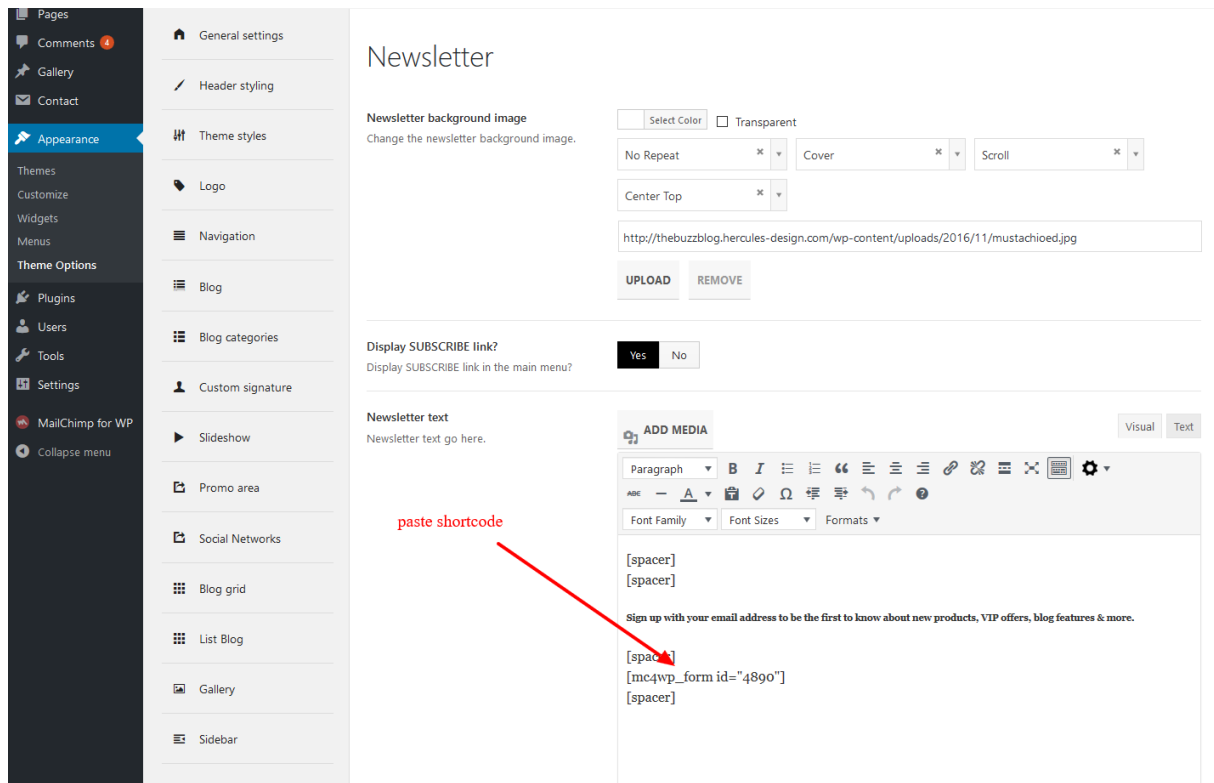
```

Save Changes

Use the shortcode `[mc4wp_form id="4288"]` to display this form inside a post, page or text widget.

31

Head to Appearance > Theme Options -> Newsletter and your configuration should be similar to this one:



Paste your copied mailchimp shortcode where you want to show newsletter form in Newsletter pop-up.

## Final thought

Once again, thank you so much for purchasing our Theme. As we said at the beginning, we'd be glad to help you if you have any questions relating to this theme.

Our Theme wouldn't be so great if these great plugins wouldn't exists: REDUX Framework, Masonry, Google Web Fonts

Hercules Design Team