

# **Steps for Setting Up Your Nimbus Theme**

<u>View a live demo</u> of how the site will look once you set it up.

1) **Sign up for web hosting** if your site is not already being hosted somewhere. We recommend <u>Bluehost</u>—it is inexpensive and has great 24/7 customer service. Read the Bluehost documentation more information on how to get started using Bluehost.

2) If it's not already installed, **install WordPress** through your server's control panel using a quick-install application like Simple Scripts, or by installing manually by following the directions provided at <u>http://codex.wordpress.org/Installing</u> <u>WordPress</u>.

3) Log in to your Nimbus account.

4) Go to **Download Themes** on the left menu.

5) Download your theme to a location on your desktop that you can easily find. Leave the files zipped, don't extract.6) Log in to the WordPress dashboard on your website (www.yourwebsite.com/wp-admin).

7) Navigate to **Appearance** >> **Themes** in the left menu.

8) Deactivate any old versions or "Lite" versions of the theme you are going to install/update. This will move previous versions of the theme to the **Available Themes** section of the page, where you can choose to delete them to prevent confusion. (You need to delete the old version if you are updating.)

- 9) Select the **Install** tab at the top of the page.
- 10) Select Upload from the options at the top of the Install page.
- 11) Click **Choose File** and select the downloaded, zipped theme from your desktop.

12) Once the theme is installed, select the **Activate** option under the theme heading on the **Manage Themes** (aka **Appearance >> Themes**) page.

Ideally, you are accustomed to using FTP, which is the best way to install or update a WordPress theme. You will want to set up an FTP account with your host and load the new version directly on top of the old in the directory wp-content/themes/. It is a little more technical and takes some getting used to, but it's the easiest way to perform future updates to the theme when new releases become available.

Now you can get started customizing your theme!

#### How to Update or Upgrade Your Theme

The very best way to update the theme is to set up an FTP account with your host and load the new version directly on top of the old in the directory wp-content/themes/. It is a little more technical and takes some

getting used to working with your FTP client, but is the easiest option for installing future updates.

If you don't have FTP, try this:

1) Log into Nimbus Themes.

2) In your account, go to **Downloads** and download the theme.

3) Once downloaded, don't unzip it, just log into your WordPress dashboard on your site. Go to **Appearance** >> **Themes** and delete any old/other versions of the theme. You can do this by temporarily changing the theme to a default Wordpress theme, then delete the old Nimbus Theme. You **MUST** delete the old version for the new one to work correctly.

4) On the top tab on the Themes page, go to Install Themes.

5) Click the **Upload** option to the right of the Search tab that you are currently on.

If you are new to WordPress and would like to acclimate yourself to the content management system, check out <u>http://codex.wordpress.</u> org/ for all WordPress-related questions and help. The general info and support forums are awesome.



6) Locate and upload the theme from your computer and click **Install Now**. The theme will be installed/unpacked.

7) Go back to the Manage Themes tab and Activate the new theme. You're good to go!

# **Getting Started With Your Nimbus Theme**

In your WordPress dashboard:

If you want to get a head start on your theme setup, click the blue **Theme Options** tab in the left menu and select **Theme Setup** from the tabs. Click **Load Demo Content**, then click **Save**. This will create some sample pages, posts, and a menu for navigation.

From the left menu, go to **Settings** >> **Permalinks** and choose **Post Name** (or chosen structure—post name is best for SEO).

From Pages, select Add New and create a Home page. Click Publish.

To preview how your site will look, select "Visit site" in a new tab from the top-most gray menu (it will be under your "My Site" tab). It's good to keep this window open in a new tab so you can switch back and forth to view your work.

Select **Pages >> Add New** and create a page where your blog feed is going to go. You can call it **Blog**, News, Updates, or whatever you'd like. Select

Publish. Then from the left menu go to Settings >> Reading and under Front page displays select A static page. Then select Home (or the name of your home page) for the Front Page and Blog (or the name of your blog feed page) for the Posts page. Click Save Changes. \*\*This step is very important, as it will affect the settings in the slider/header area on your frontpage.\*\*

Next, add the rest of the pages you want on your site (including subpages). Go to **Pages >> Add New** and enter the title of your page in the *Enter title here* field. Hit the **Publish** button. **Select Pages >> Add New** and add the rest of your pages, making sure to **Publish** each one.

Always make sure to <u>Save</u> changes when you're finished customizing your theme from the Nimbus Panel in the Opulus Theme Options section, otherwise your changes will be lost. If you select <u>Reset</u>, <u>ALL</u> your changes in the entire Nimbus Panel will be reset to the original default settings. From the left menu, go to **Appearance** >> **Menus** to create your navigation menu. In the **Menu Name**, call it whatever you want (Main Menu for example). Then add it to the **Primary Menu** in the **Theme Locations** window. If you'd like to use this same menu for mobile devices too, then click the **Mobile Menu** button. If you'd like to use an abbreviated or targeted menu when mobile devices access your website, **create a new menu** and assign it to the **Mobile Menu** in the **Locations** tab.

Then, select all the pages you want to appear in the navigation (including subpages) from the **Pages** box on the left. Click **Add to Menu**, then organize the menu according to the order you want the pages to appear by clicking and dragging on each object (top will be the left-most menu item, bottom will be the right). For subpages, click and drag to the right under the parent page and an indented box will appear, indicating placement for the subpage. Make sure to click **Save** when finished.

Now that you have the bones of the site, it's time to get started putting in your content!



# **Customizing Your Site with the Nimbus Control Panel**

To really start having fun and begin customizing your site, go to your **Theme Options** in the left menu, which will take you to our proprietary Nimbus Panel, where you can customize anything and everything about your site. The navigation nested in the left side of the Nimbus panel will walk you through all the options.

### **General Settings Page**

1) Logo: If you have a logo, enter it here. The dimensions of the logo image you upload will be the dimension you see on your website, so make sure it's the size you want. In order for the header to look the same as the demo site header, the logo should be *no taller than 77 pixels*. There is a 5px margin on the top and bottom of the logo so it won't butt up against the edges, but make sure to leave some open space in your logo as well for proper spacing.

Select **Browse** and go find the file on your computer. After it's uploaded, select **Insert into Post** and this will autopopulate the **Logo** field with the new URL of the uploaded logo file. Make sure to select **Save**.

To erase the logo, **clear the field** and **Save**. *If you select Reset, ALL your changes in the entire Nimbus Panel will be reset to the original default settings.* 

2) Logo Text: If you don't have a logo, you can use our preset Google fonts to create a quick logo. Just type in the text you want for the logo in this space. You can style the text on the typography tab later on.

**3)** Favicon: A favicon is the icon that is displayed in the address bar of every browser. You can customize your favicon to match your site's branding by creating a favicon of your own—either in Photoshop or <u>GIMP</u> if you're familiar with the process, or by using one of the many favicon generators online. Once you have your **favicon.ico** file (it must be named that), select **Browse** and drop it in the upload box.

**4) Default Gravatars:** The default avatar is the image that appears in the comments section of the blog if a commentator doesn't have a personal avatar through Gravatar. The theme already has a default avatar but if you'd like to put one of your own in, this is where you do it. The avatar image can be any size as long as it's a square; it will be resized automatically to fit the 75x75px default commentator image. Once you've uploaded the avatar, select **Save** and then go to **Settings >> Discussion** and scroll down to **Avatars**, select the new default avatar and **Save Changes**.

**5)** Copyright Text: The copyright text will show up in the footer. Just put your site/company name and year in place of the default "Opulus Theme" text.

## **Contact Info**

Simply enter in your contact info and it will be displayed in appropriate spots on the website (header, footer, contact page, etc).

### Frontpage

**1)** Banner Options: You have the option of creating a variety of layouts for the banner area on your home page. More information on slideshows and banner content on the next page. Here's a breakdown of the options:

- Banner Content, Static Image, No Border: Banner content is located on the left. Static image is aligned top-right with no border. This is the setting we've used for the <u>Opulus Demo</u> frontpage. You can use this no-border image to place a PNG (or JPG w/the same background color as the header) onto the frontpage.
- Banner Content, Static Image with Border: Banner content is located on the left. Static image is aligned top-right with a border. Exact dimensions are 660x360px.



- Full Width Static Image With Border: Images being used for this option should be 1160px in width to maintain high-quality resolution (exact dimensions are 1160x360px).
- Full Width Static Image, No Border: This is where you can put full-width transparencies or images with the same background color as the rest of the banner area. Images being used for the frontpage banner area should be 1170px in width to maintain high-quality resolution (exact dimensions are 1170x360px).
- Full Width Slideshow: Full sized slideshow spans across the entire banner area and should be 1160px in width (exact dimensions are 1160x360px).
- Banner Content with Slideshow: Banner content is located on the left. Slideshow on the right side.
- Full Width Banner Content: Banner content spans full width, no image.

2) Action Text: The action text is displayed in the gradient box just below the large banner area on the frontpage.

**3)** Display Featured Pages: The three images you see below the action text are the featured pages. Select **Show Featured** to display the three featured pages. You can choose which pages you want displayed in options 4-6 of the **Frontpage** settings in the Nimbus Panel

4) Left Feature Column: From the dropdown, select the page you want displayed in the left feature column. The image will be the feature image associated with that page.

**5)** Center Feature Column: From the dropdown, select the page you want displayed in the center feature column. The image will be the feature image associated with that page.

6) Right Feature Column: From the dropdown, select the page you want displayed in the right feature column. The image will be the feature image associated with that page.

7) Display Content Position: The content from the Home page will be displayed if you choose to activate this option (this is the content being pulled from the top text-editor box on the page, NOT from the Nimbus Frontpage Banner Panel box). Choose where you want it displayed on the frontpage, whether Above Featured Pages, Below Featured Pages, or choose Don't Display Content.

8) Display Blog Feed Row: Will display a small blog feed on the frontpage if you choose Show Blog Row.

9) Frontpage Blog Feed Title: If you've chosen to display the blog feed on the frontpage, enter the title you would like to have displayed above the blog feed here.

Make sure to save changes as you go.

#### **Slideshow**

There are a lot of options in the slideshow. If you don't want to mess with them, don't worry about it, we've got awesome defaults in place. Know that you can come back to it at any point.

The options in the slideshow are pretty straightforward, so play around with them to see what kind of variety you have.

Here is one option you might want to be aware of:

**12)** Caption Opacity: changes the percentage of black in the caption background—a number closer to 1 will give you a rich black, while a number like 0.5 will give you half black and half of the slideshow image colors.

A little about featured images, slideshows, and banner content...



### **Featured Image**

A featured image is a special image attached to a post or page that is used to represent that particular page in other areas of the site, for example on the home page or on the main portfolio page. To insert a featured image into a post or page, go to that post/page, scroll down and on the right side you'll see a **Featured Image Box**. Click **Set Featured Image** and select the image you want to attach. The lightbox will show the image details once the image is uploaded; scroll down and select **Use as Featured Image** to the right of the **Insert into Post** button. You can then close out of the lightbox by clicking the **X** in the top right corner. Now you have an image attached to that page/post and it will be resized to fit all the various places it may be used on the site (blog thumbnails, single post images, portfolio images, slideshow, etc.) Just make sure the image size is at least <u>1170px wide</u> if you're going to set it as a full-width banner image on the frontpage to maintain clarity.

To change or remove the featured image, click **Remove featured image**.

\*\*Note that the **Featured Image** on the home page will show up ONLY for the static content options in the **Banner Options** section of the Nimbus Panel (#1 on the **Frontpage** tab). All images associated with a page that have **Include Image in Slideshow** selected will appear in the slideshow.

## How to Make a Featured Image Appear in the Slideshow

After uploading an image from the **Featured Image** box in a post/page, scroll up to see the **Nimbus Featured Image Options** box on the right above the **Publish** box. Select **Include Image in Slideshow**, and if you'd like a caption to show up at the bottom of the slideshow image, enter a caption. The slideshow image will automatically link to that particular post/ page. If you'd like the image to show up at the top of that specific post/page, also click the **Include Image at the Top of the Page** option.

## **Frontpage Banner Content**

The **Nimbus Frontpage Banner Panel** is located on the **Home** page under the **SEO Panel**. This is where you will enter content that will show up in the **banner** area of the home page (on the left side) if you choose a layout that includes text content. You can style the content using shortcodes for large, colorful text and buttons using either the visual or HTML editor, or style it yourself in HTML if you're a pro!

## **Frontpage Widget**

The gray newsletter box on the demo frontpage is a widget. You can put whatever you want in that spot. We've used the **Opulus Box Widget** and entered newsletter form information. To access the widget, go to **Appearance** >> **Widgets** and locate the Frontpage Right widget title on the right of the page. Click the arrow down and drag the **Opulus Box Widget** from the **Available Widgets** box into the **Frontpage Right** box (you'll see dotted lines when you get close). Customize the widget by clicking the arrow down and enter in the appropriate content. You can change the background color and border color by entering in a different hexadecimal color for each. Make sure to **Save Changes** when you're done.

#### Back to the Nimbus Panel...

### Blog

1) Title of Blog: You can change the name so that it displays differently in the header section of the Blog pages. Note that if you want to change the name of the Blog as it appears in the navigation, you can rename it in the **Menus** editor under **Appearance**—just click the arrow down next to the page you want to rename and enter in the new name under **Navigation Label**.

2) Number of Posts on the Blog: You can change the default number of posts visible on the Blog, Archives, Tags, and



other Blog-related pages. If you would like pagination instead of Older/Newer at the bottom of these pages, install the WP-PageNavi plugin (see the end of the document for references).

**3)** Display Meta Information on Posts: The information you select will be displayed on single post pages. If you are not going to use tags, deselect it. Same with categories, authors, etc.

4) Display Meta Information on Blog and Archive: The selected information goes on the Blog main page and Archive pages.

5) Display Author Bio: The author bio will be displayed at the bottom of the post. This information is coming from the **Profile** page located under **Users >> Your Profile**.

#### Portfolio

Choose which layout you'd like to use for the portfolio from this page. First, name your portfolio. Then choose the desired layout. You can choose from the following layouts:

- Two Column with Excerpt: This will give you two thumbnail images per row, with a short description and the sidebar.
- Three Column with Excerpt: Three thumbnail images per row, with description, no sidebar.
- Two Column without Excerpts: Two thumbnail images per row, no description, with sidebar.
- Three Column without Excerpts: Three thumbnail images per row, no description, no sidebar.
- Large Images and Full Page Width: Large images, no sidebar, with description.

#### Design

You can change the color of every element of the layout on this panel. Click the **Color Picker Box** to the left of the **hexadecimal color code** (ex: #ffffff) and you can choose what color you want for that particular layout component of the site.

Note that you will most likely want to make font color changes in the **Typography** section if you change the background colors in the **Design** section of the control panel, especially if you create a dark background.

### Typography

1) Body Settings: The Body font is the default font that will show up in most instances on your website. If you want your type to be legible, keep the majority of the default settings as they are. You can play around with the Font Face, Size, Line Height, and Color, but the others should probably stay as they are.

- Font Face: These are all the font options you have for the body text. We've included our favorite and the most popular Google Fonts as well. If you want to know what a font looks like, search for the font online. Note that the body text is the text that will be displayed in small, paragraph format, so you want to pick a very readable font (not a display font that should be used only as a **Header** font)
- Font Size: The typical size for a **Body** font ranges between 10 and 14 pixels depending on the font. Bottom line, it should be readable.
- Line Height: This is the space in between the lines. 1 em is equal to whatever the font size is that you've chosen. Generally, 1.4-1.6 is a good line height. If in doubt, keep the default and then play around with it to see the difference.
- Font Style: Normal would be good for a body font, but you can also choose bold, italic, or bold italic.
- Font Case: This allows you to choose to capitalize every letter, or make every letter lowercase. For a body font, this should remain in the Normal setting.



• Font Color: Use the Color Picker Tool to the left of the hexadecimal color code (ex: #535353) to choose a new body font color.

2) Link Color: This is the color all your links will be in.

3) Link Hover Color: This is the color your links will be when you hover over them.

**4) Default Logo Typography:** Allows you to change the typeface of your logo if you are using text instead of an image. Also allows you to change all other attributes we described in the **Body Settings** section above.

5) Navigation Font: Allows you to choose the font settings for the main and drop-down navigation.

6) Action Text Settings: This is the font preferences for the action text on the frontpage, located underneath the main banner area.

**7-12)** H1 Settings: An H1 tag is a heading, which is simply a title. H1 is typically the largest heading, H2 the next largest, and so on. To test out what the default headings look like, go to <a href="http://demo.nimbusthemes.com/opulus/features/basic-elements/">http://demo.nimbusthemes.com/opulus/features/basic-elements/</a> to see all our features in action.

**13)** Blockquote Settings: The blockquote is a way to highlight a piece of text so it's separated from the rest of the paragraphs. Go to go to <u>http://demo.nimbusthemes.com/opulus/features/basic-elements/</u> to see what the default blockquote looks like (there's also a more stylized blockquote

14) Code/Pre Settings: Code/Pre is used for working with pieces of HTML code.

- 15) Sidebar Titles: These appear at the top of the sidebar.
- 16) Footer titles: The default font settings that will be used for footer titles
- 17) Copyright Text: The default font settings for the copyright text at the bottom of every page.

#### **Social Media**

We've equipped all our themes with incredibly flexible social media capabilities: just enter in your information one time and it will be displayed in all relevant parts of your theme.

To enter your information, go to your profile page and copy the URL in the address bar. If there's a Public View option, make sure to copy the URL from the Public View. Then paste the URL in the corresponding social media field in the Nimbus Panel and click save.

6) Display Social Media Buttons: Make sure this box is checked in order for your social media icons to be displayed in the footer.

#### **SEO**

We've built in all the SEO features you'll need to get started—simply fill out the fields in the SEO panel to get started.

**6)** Turn on URL Canonicalization: The default is checkmarked and should stay active if you want URLs to be modified and standardized. Visit this Google page for further information.



### **Scripts and Tracking**

This is where you can add Javascript libraries and enter tracking scripts into various areas of your blog.

# Upload MIME Types

This is where you can change what types of content you can upload to your site.

### **Custom CSS and Custom Responsive CSS**

This section is powerful in that it allows you to put custom CSS in your theme without affecting the theme files themselves, which is great because you won't have to worry about updates overriding your changes. Also, the custom CSS feature allows you to enter responsive CSS at various browser dimensions (large monitors, desktops, tablets, phones, etc).

# **Outside the Control Panel**

## How to Add Subpages/Dropdowns

Use the **Menus** editor (under **Appearance**) to add pages. Find the page you want to add in the **Pages** box on the left side of the page, select it and click **Add to Menu**. Then drag the page to the correct position within your existing menu and select **Save Menu**.

### Portfolio

Portfolio items can be created by navigating to Portfolio >> Add Portfolio Item. Portfolios work like blog posts, you can enter content about the portfolio item in the main content editor. It is also important to upload a **Featured Image** to accompany your text content. After publishing your first portfolio item, you can navigate to www.yourdomain.com/portfo-lio/ to view the main portfolio page.

Portfolio categories can be created by navigating to Portfolio >> Portfolio Category. Create the categories by following the same steps as you would to create blog post categories.

### Widgets

The Opulus Theme is widgetized, and in addition to the standard widgets that come packaged with your WordPress installation, we've added custom widgets for you to use on the site. To access the widgets, go to **Appearance** >> **Widgets**. There you will see all available widgets for use on your blog. Activate the widgets by clicking the **arrow down** on the sidebar/footer spot/frontpage right widget spot and drag the desired widget from the left into the blank space of the desired box on the right. Click the arrow down on the widget to make changes. Make sure to **Save** each widget after activating it and making changes. We've customized the default color/width/style of each widget to work with the Opulus Theme so you don't have to worry about making detailed changes to the widgets.

For general information about widgets, see <a href="http://codex.wordpress.org/WordPress\_Widgets">http://codex.wordpress.org/WordPress\_Widgets</a>.

Here's a summary of the widgets we've added:

- About Me Widget: This widget allows you to enter information about yourself or your business such as name, gravatar image, description of you or your business, educational history, interests, and custom information you'd like displayed. Save changes when done.
- Box Widget: This widget is a simple box and is the one featured on our demo front page in the newsletter spot (Frontpage Right Widget). You can choose to change the background color, border color, and then enter in



whatever content you want in the Box Content space. Save changes.

- Contact Info Widget: The contact info widget can be used to display your contact info in the sidebar.
- Popular Posts Widget: You can change the title and number of posts on this widget if you'd like. Save changes.
- Recent Comments Widget: Change the title and number of recent comments.

### **Sidebars and Alternate Sidebars**

To format the sidebar go to **Appearance** >> **Widgets**. The **Default Page Sidebar** is the default sidebar and will appear on each page unless you create **Alternative Sidebars** also. Drag and drop available widgets from the left over to the right in the **Default Page Sidebar** box.

If you would like to use several different sidebars on various pages of your website, drag and drop the relevant content into **Alternative Sidebar 1 (or 2-20)**. Make sure to **Save**. Then, remember what the **Alternative Sidebar number** is and go to the page where you want that sidebar to be used. In the top right, second blue box down from the top, you will see the **Nimbus Sidebar Options** box. Enter the number of the alternate sidebar you would like to apply to that page. Save changes by clicking **Update or Publish**.

#### Footer

To format the footer go to **Appearance >> Widgets** and locate **Footer Left**, **Footer Center**, and **Footer Right**. From here you can format the footer to look however you'd like using the widgets on the left.

### **Shortcodes**

For a complete list of our custom shortcodes, login to <u>NimbusThemes.com</u> and go <u>http://demo.nimbusthemes.com/</u><u>opulus/shortcode-documentation/</u>.

Find out the shortcodes WordPress ships with here: <u>http://en.support.wordpress.com/shortcodes/</u>

Some notes on shortcodes:

You must put a line of space above and below shortcodes in your HTML code otherwise they won't display correctly. Like this:

```
<h3>Current Date (Short)</h3>
[nimbus_current_date_short]
```

```
[nimbus_spacer height="40px"]
```

Or use <br /> tags.

Shortcodes that style objects like buttons and dividers only need one opening shortcode (ex: [shortcode]). Others, like columns or tables that have content in them, need opening and closing shortcodes.

You can add space above or below an object with the following shortcode:

```
[nimbus_spacer height="40px"]
```

Or clear formatting:



[nimbus\_clear]

# **Recommended Plugins**

Akismet protects your blog against awful spammy comments.

WP-PageNavi for pagination (Page 1 of 20, etc instead of Older/Newer)

## **Other Resources**

<u>GIMP</u> is an open-source image editor akin to Photoshop.

Inkscape is an open-source vector program akin to Illustrator.

<u>Notepad++</u> is an awesome, free source code editor. It's always a good idea to work in the text editor and save a copy of the original code if you're making HTML changes to a page or template file so you don't lose your work.

<u>Bluehost</u> for cheap, great domain hosting.

Measurelt is a great browser plugin on Chrome and Firefox. It allows you to measure anything on a website.

<u>ColorZilla</u> is another browser plugin for Chrome and Firefox. You can grab hexadecimal colors from anywhere on the web.

The Web Developer package is another amazing plugin, helps you pull up code, get image information, easily clear your cache, and a host of other great functions. Get it today and save yourself time and headaches!

# FAQ

#### I don't know how to upload/activate my new theme/update my theme...

If you are updating from the "Lite" version, you will need to update your theme in order to get the full-feature, premium benefits. First, you will need to login to your Nimbus account and download the premium theme.

The very best way to update the theme is to set up an FTP account with your host and load the new version directly on top of the old in the directory wp-content/themes/. It is a little more technical and takes some getting used to working with your FTP client, but is the easiest option for installing future updates.

If you don't have FTP, try this:

1) Log into Nimbus Themes.

2) In your account, go to Downloads and download the theme.

Once downloaded, don't unzip it, just log into your WordPress dashboard on your site. Go to Appearance >> Themes and delete any old/other versions of the theme. You can do this by temporarily changing the theme to a default Word-press theme, then delete the old Nimbus Theme. You MUST delete the old version for the new one to work correctly.
 On the top tab on the Themes page, go to Install Themes.

5) Click the Upload option to the right of the Search tab that you are currently on.

6) Locate and upload the theme from your computer and click Install Now. The theme will be installed/unpacked.

7) Go back to the Manage Themes tab and Activate the new theme. You're good to go!

#### How do I set up the frontpage/slideshow still isn't working/blog feed on frontpage isn't showing up...

Create a *Home* page and a *Blog* page (you can call it whatever, but it will "act" as your home page and blog page) from Pages >> Add New. Go to *Settings >> Reading >> Front Page Displays >> A Static Page >> Front Page >> Home, and Posts Page >> Blog*. Then go to Appearance >> Menu to drag the Home page into your main navigation, making sure to Save



changes. You can then choose which banner you want and any images you've uploaded to the Home page (or relevant pages for the slideshow) will appear in the banner area.

The blog feed will show up automatically if you set the Posts option on that same page, make sure to Save changes.

#### Something is weird with my page/formatting is lost/the site is not working right/slideshow is broken...

Try deactivating ALL your plugins, then refresh your website page to see if functionality is restored. If it is, activate each plugin *individually*, refreshing the site page each time to see which plugin is causing the interaction and keep that one deactivated. Plugins often interfere with your theme settings because they are written by 3rd-party authors and there's not way to standardize the functionality across all themes. We recommend against using lots of plugins because typically there's an easy way to accomplish what you're looking for--or, at least, use them sparingly (they also can cause security glitches in your site).

#### I can't figure out how to add content for the slideshow...

To activate the slideshow, go to *Theme Options >> Frontpage* and choose which banner/slideshow layout you want. Once you have selected the desired slideshow type, you can start adding slideshow images. The content for the slideshow is populated from any Page or Post that has a Featured Image (look at the bottom left of the individual Post/Page for the featured post option, and make sure the image is 1170px in length if you are using the full-page-width slideshow so the resolution looks good on the frontpage and in all browsers). You will also want to select "Include in Slideshow," located at the top right of the page. Click Save/Update, and the image will now be included in the slideshow.

It is also possible to set the order of the images. They are displayed in the order that the Post or Page (that the featured slideshow image is attached to) is published. From the Posts or Pages page, you can hover over a page to look at Quick View and see when an item has been published. Most recent will show up first on the frontpage slideshow.

If you'd like just one image to appear on the frontpage, upload a Featured Image to the Home page. If you'd like to use any of the *Banner Content with Slideshow* or *Banner Content with Static Image* options, then you can add text to the *Nimbus Frontpage Banner Panel* (under the Nimbus SEO panel) in your Home page and it will appear to the left of the banner/slideshow on the frontpage of your site

#### I don't know how to change the widgets/edit the text at the bottom of the frontpage....

To remove the text at the bottom of your frontpage, you will want to setup the footer widgets. Refer to the *Appear-ance >> Widgets* section of your dashboard. On the far right of the page, the "Footer Left," "Footer Center," and "Footer Right," are the three sections that span the footer. Remove any default widgets located in any of the "Footer" sections. The *Available Widgets* section on that page gives you all the options you can include in the footer. If you'd like to enter in your own content, for example, in the "Footer Left" section, click the arrow down on that section and drag and drop a Text widget into it. Give it a Title and enter the content. Make sure to click Save. If you'd like an example, check out the footer in our <u>Opulus demo</u> so you can see how we've included content in each of these 3 sections.

#### How to I Turn Off the Footer Widgets/Delete Footer/Get Rid of Widget Content?

Go to Theme Options >> Theme Setup and Turn OFF Example Widgets. That should get rid of the sample footer widgets. If you'd like to populate those areas, go to Appearance >> Widgets and look for Footer Left/Center/Right.

#### How do I get rid of Categories on sidebar menu

Select the box in *Theme Options >> General Settings >> #7 Hide Archive Menu on Sidebar* and that will remove it. If it's still showing up, go to *Theme Option >> Theme Setup* and turn off the *Example Widgets*.

#### How do I disable Comments?

Go to *Settings >> Discussion* and deselect the relevant boxes towards the top of the page. You can also go to the Discussion section on the individual page itself and deselect the two boxes. If you don't see the Discussion box, go to Screen Options in the top right corner and click, then select Discussion and it will appear.



#### Could I get more information about the portfolio?

To use the portfolio, click "Add Portfolio Item" under Portfolio. Then, in the Theme Options Panel, go to Portfolio and in option #1 give your portfolio section a name. For the portfolio to appear in the navigation, go to Appearance >> Menu >> Links (on the left side of the page). In the URL field, type in /portfolio/ and call it whatever you've named the portfolio section. Click Add to Menu. Then place the page where you'd like in the Menu Structure, making sure to Save Menu when complete.

#### I'm getting an error message when uploading an image that says the image exceeds the upload limit.

This is a setting in your web hosting account's php.ini file. You will need to contact your web host to have them increase the upload size.

#### I'm unable to upload JPGs/PNGs/GIFs/FLVs/WMVs/MP3s?

Go to Upload MIME Types in your Theme Options and make sure the relevant file is selected, click Save.

#### **More Questions?**

If you are new to Wordpress, a lot of your questions can be answered by visiting <u>Wordpress.org</u> and either reading through the relevant pages or searching the codex. If you have a theme-specific question that was not covered in this document, please login to your Nimbus account and send us a message.



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