

SitePoint Business Theme Documentation

Thanks for choosing our SitePoint Business Theme for WordPress.

And well done for opening these instructions - you're one of the clever 36%! Studies reckon up to 64% of people don't ever read the manual!

We highly recommend you use the One Click Demo Import - it makes your life so much easier. But if you prefer, you can do it all yourself.

If you are a DIY kind of person, start by setting up the homepage, then adding pages like Services and Projects, and then configuring the menu.

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Premium Support

Have questions or need some help? Get in touch and we'll be happy to assist.

Our themes come with 12 months premium support from the date of purchase.

You can access support by:

- visiting our [Theme Support Forum](<https://www.SitePoint.com/community/c/themes-support>)
- emailing support@sitepoint.com
- submitting a [support ticket](<https://SitePoint.zendesk.com/hc/en-us/requests/new>)

Using WordPress

To install this theme you will need to have WordPress installed, preferably WordPress 4.5 or higher. We also recommend that you ensure your PHP is up to date. We recommend version 5.3.2 or higher.

You can find out more about installing the WordPress platform at the WordPress Codex: http://codex.WordPress.org/Installing_WordPress

Installing the Theme

There are two ways to install your theme.

The first way is to upload the theme zip file that you downloaded.

Alternatively, the theme can be installed by manually uploading the files to the themes folder using an FTP application.

Use the following instructions to install and activate SitePoint Business using your preferred method.

Install by Uploading the Theme Zip File

1. Click on the Appearance > Themes menu option in the WordPress Dashboard
2. Click the Add New button at the top of the page
3. Click the Upload Theme button at the top of the page
4. Browse to the file location where you saved the zip file (most likely in the Downloads folder) and select the file and click Open
5. Click the Install Now button
6. Once the theme has been installed, click the Activate link in the message at the top of the screen

Install via FTP

1. Unzip the files from the SitePoint Business zip file that you have downloaded
2. Upload the SitePoint Business folder to your /wp-content/themes/directory
3. Click on the Appearance > Themes menu option in the WordPress Dashboard
4. Click the Activate link below the SitePoint Business preview thumbnail

Installing Plugins

Note that plugins will also need to be installed and activated.

1. After installing the theme, go to the Dashboard
2. You will see an alert at the top of the screen asking you to install the plugins
3. Click on the Begin Installing Plugins link
4. Select all the plugins on the list and choose Install from the drop down menu and click on the Apply button
5. Click on the Plugins menu item in the WordPress menu
6. Select these recently installed plugins in the list and choose Activate from the drop down menu and click on Apply

Setting Up Your Site With Demo Data

One-Click Demo Import

The easiest way to make this theme look like our demo site is to use our One-Click Demo Import plugin. This will set up your new theme with all the settings and images from our demo theme site. It will allow you to quickly edit everything instead of creating content and settings from scratch.

Ensure that all plugins have been activated before using the One-Click Demo Import plugin.

Note that existing posts, pages, categories, images, custom post types or any other data will not be deleted or modified in any way. New items such as posts, pages, images, widgets, menus and other theme settings will be imported.

1. Click on the Appearance menu item in the WordPress menu and select Import Demo Data
2. Click on the blue button labeled Import Demo Data once only
3. You can now view your site by going to the top menu bar and selecting the name of your site, in this case Business, and selecting Visit Site from the drop down options

Note that after using the One Click Demo Import, you will need to set up some items such as:

- Map location (configure in Dashboard > Edit Your Front Page > Address With Map Section)
- Social Icon links in footer (configure in Appearance > Customize > Footer Settings)
- Copyright notice in footer (configure in Appearance > Customize > Footer Settings)
- the Contact Form to send any email enquiries to your email address. Instructions below.

Manual Setup With XML Demo File

Alternatively, you can selectively import settings and images, all of which have been provided in the download file.

1. Ensure you are logged into WordPress as an administrator
2. Go to Tools > Import in the WordPress menu
3. Select Install under the WordPress Importer in the list
4. Activate and Run Importer
5. Using the form provided on that page, upload the XML file in the theme zip file you downloaded
6. You will first be asked to map the authors in this export file to users on the site. For each author, you may choose to map to an existing user on the site or to create a new user
7. Do not check the Download and Import File Attachments box option
8. WordPress will then import each of the posts, pages, comments, categories, etc contained in this file into your site

You will then need to import the images and icons as per the instructions above.

Import the Images and Icons Zip File

As well as the images you see in the demo sites, we have included additional imagery and 45 SVG icons that you are free to use. These are packaged in the theme zip file. The Safe SVG plugin that we have bundled in will enable you to import the SVG files.

When you use the One Click Demo Import, all the required images for the demo site are imported.

1. Unzip the themes zip folder you downloaded after purchasing the theme
2. Go to the Images folder and unzip the 'images_files.tar' (you should be able to just double-click to expand). This will open into a folder titled Business Image Files with all the images. The SVG icons are in the Business Icon sub-folder.
3. To import all the files into WordPress, go to Media > Add New menu item in the WordPress dashboard
4. Add or drag the Business Image Files folder into the Media Library page
5. Alternatively you can add specific files in the same way

Setting Up Your Site from Scratch

If you prefer to set up your site manually from scratch, here are the instructions for customizing each section and page.

Create the Homepage

1. To setup the homepage, go to the Dashboard and select Page > Add New from the left-hand menu
2. Add a new page by giving your homepage a title
3. Locate the box labeled Page Attributes on the lower-right hand side of the screen
4. For the Homepage, select Homepage from the Templates menu
5. Once this is set, click the blue Publish button above (or if you are editing an existing page, click the blue Update button) to save your changes

Display the Static Front Page

To ensure your homepage is the first page that users see when they visit your site, we need to change the Reading settings.

1. Click on Settings > Reading in the Dashboard
2. Choose the A Static Page option
3. In the the Front Page drop down list, choose the Homepage you have just created
4. Click Save Changes

Customizing the Homepage

You can edit the homepage by either going to the Dashboard, and selecting the Edit Your Front Page, or you can go to Pages > All Pages and then choose your homepage.

Hero Section

This is where you can specify a 'hero' image to appear in the banner at the top of the homepage, and the text and button that appears on it.

1. In the Hero Section, select a banner image and upload
2. Add the text to appear on top of the image
3. Add the button text to appear on the contact button
4. Click Update to save your changes

Welcome Section

This section is where you can offer a warm and friendly introduction to your business. You can upload a header photo of yourself and/or your team. Ideally the image should have a transparent background.

You can also add a signature file which adds a personal touch to the welcome.

1. Add the welcome title text
2. Add your welcome message
3. Add a signature image file (with a transparent background is best)
4. Add your name and title
5. Click Update to save your changes

Common Questions Links

Imagine the most common services that your clients request from your business - we call these Common Questions.

This section is where you can add tiles or buttons that help users to quickly find the most relevant content on your site.

You can have any number of tiles up to eight, and we recommend having either four or eight. Any empty tiles will not appear.

1. Using the tabs, start at User Scenario 1
2. From the drop down list in Scenario Link 1, choose which page you want to direct clients to
3. In Scenario Icon 1, add an icon that represents this service. We have included 45 Google Icons with this theme. If you need more, there are more than 900 available for free at <https://material.io/icons/>
4. In Scenario Text 1, add the scenario that a client might need help with, e.g. I need

help with my tax return

5. Click Update to save your changes

Section Titles & Subheadings

This section allows you to write your own section titles and subheadings for all the elements on the front page.

1. Select the tab for each section on the homepage and enter a Section Title and any Subtext
2. Click Update to save your changes

Services Section

This is where you can showcase the main services you offer. If you did not use the One Click Demo Import, you will need to create your Services before they will appear in the list.

Services can be created or edited in the Services section of the main WP menu.

1. Click on a service in the list on the left hand side and it will move to the right hand side list and will then appear on the front page
2. To remove a Service from the front page, click on the item in the right hand column
3. Click Update to save your changes

Clients Section

Note that there is no Clients section when editing the front page, however this section will appear on your front page when you have Clients added.

If you did not use the One Click Demo Import, you will need to create the Clients before they will appear on your website.

If you do not have any Clients added in the Clients section, this section will not appear on your website.

Clients can be created or edited in the Clients section of the main WP menu.

Contact Section

This section allows you to add a contact form and a map to the Contact section of the homepage.

The map uses a Google API and you will need a Google account to use this feature. Google Maps is a free service. Ensure you are logged in to Google in your browser before editing this section: <https://accounts.google.com>

Address and Contact Tab

1. Click on the Address and Contact tab
2. Choose the Contact Form you would like to use on the front page. If you did not use the One Click Demo Import, then you will need to create a contact form. See the instructions under Contact Forms later in this guide.

Google Maps API

1. To use the map feature, click on the blue Generate Key button. Note that you will need to be logged into your Google account.
2. After clicking on the button, a Google popup will appear. Choose a project from the Select or Create Project list. The default is the My Project option.
3. Click on the Enable API button
4. The popup will refresh and show your new API
5. Copy this code and close the popup
6. Paste the API code into the Add Google Maps API KEY form and scroll back up and click on Update to save the code
7. Scroll back down to the Contact section and go to the Map tab and enter the business address into the address field provided. Select the closest match to your address and press enter.
8. Alternatively you can select your location on the map itself by clicking to drop a pin. The pin can be moved to an exact location.
9. To learn more about this API, visit <https://console.developers.google.com/apis>

10. Click Update to save changes

Below Map Info

In the Address and Contact tab, you can display text below the map. This is a good place to display your office location and contact details.

Contact Forms

Our theme uses the Contact Form 7 plugin, and for more information about the tags and how to create custom forms, please go to: <http://contactform7.com/tag-syntax/>

If you use the One Click Demo Import, a simple contact form will already be set up.

Here are the instructions to create a new contact form.

1. In the Dashboard menu, go to Contact > Add New to create your own contact form.
2. In the Form tab, a simple form will look like this:

```
<label> [text your-name placeholder "Name"] </label>
```

```
<label> [email* your-email placeholder "Email"] </label>
```

```
<label> [text your-subject placeholder "Subject"] </label>
```

```
<label> [textarea your-message placeholder "Message"] </label>
```

```
[submit "Send"]
```

3. Go to the Mail tab to configure your mail settings, including your email address
4. Click Save to save your form.

Specify the Contact Form on the Homepage

1. To specify the contact form you want to use on the homepage, return to the homepage by choosing Pages > All Pages and selecting the Homepage
2. Scroll to the bottom of the page to the Contact Section and click on the Address and Contact tab and select the new contact form in the drop-down list under the Contact Form field
3. Click Update to save changes

Services

1. To add a service, select Services > Add New from the Dashboard menu
2. Give the service a name and add content and description in the editor box
3. To add an image to display in the banner and also as the featured image on other pages like the homepage, add a Featured Image select Set Featured Image from the Featured Image box on the right-hand side of the screen
4. You can add a subtitle to the page in the Subtitle field
5. You can add a downloadable file or resource by uploading the file to the Media Library and then selecting that file in the Downloadable File field
6. You can add a call-to-action box at the bottom of the page which will insert a box with a line of text and a button in it. Simply enter your text in the Bottom Text field, eg. 'Contact Us Now' or 'Read more on our blog' and then choose the page or resources you would like the button to link to in Bottom Link To.
7. Add a short description to the Excerpt text box at the bottom of the page as this will display on the homepage under the project image. If you do not enter anything here, the excerpt will be the first few sentences of the main description.
8. When you have finished, scroll back up and click the blue Publish button to save your changes

You do not need to create a Page to add your Services to the site menu. These are managed through a post type called Archives.

See the Menus section to see how to add the Services to the main menu.

Clients

The Clients section of the WP Dashboard allows you to add client logos for the front page, and also for testimonials for the Services pages.

1. To add a client, select Clients > Add New from the Dashboard menu
2. Write the business or client name at the top of the page
3. Write the client testimonial in the WP editor section
4. To add a logo to display on the homepage, select Set Featured Image from the Featured Image box on the right-hand side of the screen and add the logo file. We recommend using a file with a transparent background.
5. Add the Client Name - this is the person who is saying the testimonial
6. Add the Position Title of the client
7. Upload an image to the Client Image, if you would like to show an image for the client
8. Click Update to save your changes

Team

The Team section of the WP Dashboard allows you to include information about your team. This information will appear on the homepage, and also on the Team page.

1. To add a team member, select Team > Add New from the Dashboard menu
2. Write the team member's name at the top of the page
3. Write a description of the team member in the WP editor section
4. To add an image for the team member, select Set Featured Image from the Featured Image box on the right-hand side of the screen and add the image file
5. You can add the team member's position title in the Position Title field above the Featured Image box
6. You can add a short description to the Excerpt text box at the bottom of the page. If you do not enter anything here, the excerpt will be the first few sentences of the main description.
7. Click Update to save your changes

FAQs

The FAQs page is laid out in a grid with an icon, a question and an answer.

We have included approx. 45 Google Icons with this theme. You can get more (there are more than 900 icons!) at Google Material Design: <https://material.io/icons/> which are free to use.

1. To add an FAQ, select FAQs > Add New from the Dashboard menu
2. Write the FAQ question in the field at the top of the page
3. Write the FAQ answer in the WP editor section
4. To add an icon for the FAQ, select Set Icon from the Icon box on the right-hand side of the screen and add the image file. We recommend using the Google Icons which have a maximum size of 50 px X 50px. Approx. 45 icons <https://material.io/icons/>
5. Click Update to save your changes

Adding Other Pages

There are a number of other templates in this theme, including Blog layouts. Simply create a new page and select from the drop down list of page templates.

Menus

There are two ways to modify the menus in this theme - via the Menu item and via the Theme Customizer.

To modify your menu via the Menu item:

1. In the main WordPress menu, click on Appearance > Menus
2. First choose the menu you would like to edit from the dropdown list next to the Select A Menu to Edit field under the Edit Menus tab. If you set up your theme using the One Click Demo, the primary menu is called the Main Theme Menu.

3. Click on Screen Options in the very top right corner of the page, and check all the boxes in the top row. You will now see new options appear in the Menu Structure list below the Edit Menus tab.
4. To add a menu item, simply click on the box next to the page or post, and click on the Add to Menu button
5. Once the item has been added to the menu, you can drag and drop the items into the desired order. You can change the menu item name by expanding the menu item and editing the name in the Navigation Label field.
6. Click on the blue Save Menu button to save

To Create A Drop Down Menu

1. To create a drop down menu, simply drag and drop any menu item to be indented below the top level menu item. This will create a sub-item.
2. Click on the blue Save Menu button to save

To Add Services, Team or FAQs to the Navigation Menu

Note that these pages are Post Type Archives and the page layout is auto-generated.

Adding these Archives menu items will create a page populated with all the items into a pre-designed layout.

1. If you haven't already, click on Screen Options in the very top right corner of the page, and check all the boxes in the top row. You will now see new options appear in the Menu Structure list below the Edit Menus tab.
2. Expand the menu item type box you want, eg. Services, Team or FAQs, on the left side of the page and click on the View All tab
3. Select the checkbox next to the Archives item, eg. Services Archives, Team Archives or FAQs Archives, and then click Add to Menu
4. The Archive item will appear in the Menu Structure list on the right
5. You can change the menu item name by expanding the Archive item and editing the name in the Navigation Label field
6. Click on the blue Save Menu button to save

Blog

A blog is a great way to keep your customers engaged and offer useful content and advice.

Create the Blog Page

1. Go to the Dashboard and select Page > Add New from the left-hand menu
2. Add a new page by giving your blog a title, e.g. 'Blog'
3. Click the blue Publish button to save your changes

Activating the Blog

1. Click on Settings > Reading in the Dashboard
2. Choose the A Static Page option
3. In the the Front Page drop down list, choose the blog page you have just created
4. Click Save Changes

Creating a Blog Post

Then all you need to is start posting!

1. Go to the Dashboard and select Posts > Add New from the left-hand menu
2. Add a new post by giving your blog post a title
3. You can add a category to the post by selecting from, or creating, a category in the Categories box on the right hand side
4. You can add a tag to the post by typing in a tag in the Tags box on the right hand side
5. You can add a featured image to the post by clicking on Set Featured Image and selecting from the media library or uploading a new image
6. Click the blue Publish button to save your changes

Theme Customizer

SitePoint Business uses a built-in WordPress Customizer. You can access it by navigating to Appearance > Customize. The theme options are conveniently spread over a number of tabs and each tab contains the options that relate to a particular area of the theme.

This is where you can change things like the logo and site name, the color scheme, social media links and the footer.

The Theme Customizer has the benefit of allowing you to view changes to the site before saving the changes.

Site Identity

You can choose a custom logo to display at the top left of your site, or write a Site Title option under the Site Identity. Either option will appear in the header and the footer on the left hand side of the site.

Colors

SitePoint Business allows you to fully customize the background color across all pages. To do this, go to Appearance > Customize then and under Colors, select the color that you want.

There are a list of the different elements for which you can customize the color:

- Accent Color = controls the color of the menu bar and parallax bars, as well as the Services items text on the Services layout
- Headings Color = controls the color of all headings and sub-headings across the

site

- Paragraph Color = controls the color of the paragraph text across the site
- Logo Text & Menu Links = the first state of the logo and menu text (we recommend a contrast color with the Accent Color)
- Logo Text & Menu Links Hover = the menu text color on hover
- Logo Text & Menu Links Sticky = the menu text color after sticky header activated by scroll
- Logo Text & Menu Links Hover Sticky = the menu text color on hover after sticky header activated by scroll
- Buttons BG = specify the color of the buttons on the site (eg. the See All Services button on the homepage) but not the menu buttons
- Buttons BG Hover/Active = specify the color of the buttons on the site on hover
- Footer BG = controls the background color of the footer section
- Social Icons = controls the color of the social icons
- Social Icons Hover = controls the color of the social icons on hover
- Clients Section BG = controls the color of the background in the Client section on the homepage

Header Image

SitePoint Business supports custom header images if you don't want a slider. Alternatively you can use our Hero Image section on the homepage and only select one image (rather than two).

General Settings

This is where you can upload your own favicon (the little icon you seen in the tab of a web browser next to the website name).

Footer Settings

Customize all the social links at the footer section. Here, you can insert your usernames from different social networking sites. Only fields with usernames entered will display the relevant social media icon in the footer.

Menus

Select and modify the menus you would like to use on the site.

Custom CSS

Insert your own styles to customize the design of the theme.

Widgets

Here you can add and edit different widgets. See more about widgets below.

Cool Features

If you do decide to use a child theme with SitePoint Business, there's no need to use CSS @import or even enqueue the parent stylesheet. SitePoint Business will automatically enqueue the parent stylesheet for you. Cool eh!

This theme uses a fluid, responsive grid based on percentages. It uses [Normalize](<https://github.com/necolas/normalize.css>) to make sure that browsers render all elements more consistently and [Modernizr](<http://modernizr.com>) for detecting HTML5 and CSS3 browser capabilities along with some default stylings from HTML5 Boilerplate.

One Click Demo Import

With this nifty plugin from [Proteus Themes](<https://github.com/proteusthemes/one-click-demo-import>), you can make your site look like our site in a matter of minutes.

Built with SitePoint Base Theme

SitePoint Base Theme puts a huge priority on page speed, mobile friendliness and high quality code. SitePoint Business Theme gets all that 'goodness' from the start.

Post Formats

All the standard WordPress Post Formats are supported. These include; Aside, Gallery, Link, Image, Quote, Status, Video, Audio, Chat and of course, your standard post.

Widgets

Widgets are a great way of adding extra content to your site and SitePoint Business has a whole assortment of them.

Main Sidebar: Appears in the sidebar on posts and pages

Blog Sidebar: Appears in the sidebar on the blog and archive pages only

Single Post Sidebar: Appears in the sidebar on single posts only

Page Sidebar: Appears in the sidebar on pages only

The Footer Widget areas are dynamic! You can use up to four of these and they'll magically space themselves out evenly. For example, if you only add widgets into the First Footer Widget Area, then it will expand the full width of the page. However, if you add widgets to all four Footer Widget Areas, they'll magically space themselves out over four equal columns.

First Footer Widget Area: Appears in the footer sidebar

Second Footer Widget Area: Appears in the footer sidebar

Third Footer Widget Area: Appears in the footer sidebar

Fourth Footer Widget Area: Appears in the footer sidebar

Multilingual Ready (WPML)

Using the WordPress Multilingual Plugin (WPML) it's now easy to build multilingual sites. With WPML you can translate pages, posts, custom types, taxonomy, menus and even the theme's texts.

Simple, User Friendly Licensing

1. In short, you're free to use our themes, images and photos in your own private or commercial projects.
2. You can even use the same theme on several projects. All we ask is that you don't sell or distribute our themes on any other sites.
3. Please also respect the licenses of any third party components you plan to use with our themes.

Credits

SitePoint Business is packed full of the following wholesome goodness:

- [Unsemantic](<http://unsemantic.com>), which is licensed under GPL and MIT license
- [Modernizr](<http://modernizr.com>), which is licensed under the MIT license
- [Normalize.css](<https://github.com/necolas/normalize.css>), which is licensed under the MIT license
- [Bxslider](<http://bxslider.com>), which is released under the WTFPL license
- [Slicknav](<http://slicknav.com>), which is licensed under the MIT license
- [Parallax](<http://pixelcog.github.io/parallax.js>), which is licensed under the MIT license
- [Contact Form 7](<https://WordPress.org/plugins/contact-form-7>), which is licensed under GPL
- [TGM Plugin Activation](<http://tgmpluginactivation.com>), which is licensed under GPL

- [Advanced Custom Fields](<https://www.advancedcustomfields.com>), which is licensed under GPL
- [One Click Demo Import](<https://github.com/proteusthemes/one-click-demo-import>), which is licensed under GPL
- [Safe SVG](<https://wordpress.org/plugins/safe-svg>), which is licensed under GPL

SitePoint Business Theme includes the following awesomeness:

- [Google Icons](<https://github.com/google/material-design-icons>) icon font, which is licensed under SIL Open Font License and MIT License
- [Montserrat font](<https://fonts.google.com/specimen/Montserrat>), which is licensed under Apache License Version 2.0

We ask that you please respect the relevant licensing guidelines for all contributors.

Changelog

= 1.0 =

- Initial version

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