



Charlotte

SUPPORT

OUTSOURCING



1. General Information

We would like to thank you for purchasing Charlotte! We are very pleased that you have chosen our theme to build your website. We are doing our best to not disappoint you! Before you get started, please check out these documentation pages. Charlotte can only be used with WordPress and we assume that you already have WordPress installed and ready to go. If you do not, please see [WordPress Codex](#) to get started.

1.1 Requirements for Charlotte

To use Charlotte, you need to meet the following:

- minimum requirements to run WordPress – [here](#) you can find more information – in case of any doubts regarding the server contact your host provider,
- running the latest version of WordPress which can be downloaded [here](#),
- create secure [FTP](#) and Database.

1.2 What's Included

When you purchase our theme from Themeforest, you need to download the Charlotte files from your Themeforest account. Navigate to your downloads tab on Themeforest and find Charlotte. Below is a full list of everything that is included when you download the zip and unarchive it, along with a brief description of each item.

Charlotte Folder contains:

- **charlotte.zip** – main installation folder
-

1.3 Support

All of our items come with free support, and we have a dedicated support forum to handle your requests. Free support is limited to questions regarding the theme's features or problems with the theme. We provide premium support for code customizations or third-party plugins. If you need help with anything other than minor customizations of your theme then you can contact premium@createit.pl

For free support, follow the steps below

- **Step 1** – [Click Here](#) to create free forum account, you will need your **Themeforest** purchase code which can only be received after buying the theme from Themeforest.net.
- **Step 2** – You need to enter your Themeforest Purchase Code, e-mail and a password.
- **Step 3** – Once you are signed up, you need to sign into the forum with your new account and you can start using the forum.
- **Step 4** – Find your theme on forum [home page](#).
- **Step 5** – Create new issue with button from the right hand side.

Before You Post On Forum

To help speed along your request, we ask you to follow the steps below before posting a new topic on the forum. This is for the benefit of everyone and will help make the entire forum more efficient:

- **Step 1** – Always check the [Documentation](#) and the [Knowledgebase Section](#). Most questions can be answered in those areas
- **Step 2** – Always perform a [Forum Search](#) before you post, its possible your issue has already been brought up and has been answered.
- **Step 3** – If your question has not been brought up, then please post a new topic. Always be as specific as possible. Our form for creating a topic requires that you enter the live URL to your home page or the page that shows the issue in question. The form also has fields for WP and FTP login info. Those fields are not required, however providing us with your login information upfront can save a lot of time for both parties. All login credentials are securely stored and are only accessible by our support staff.

- **Step 4** – We usually answer questions in 24h on working days. However if you don't get any answer in 72h bump up your question or send us a [mail](#)

Our support hours are 10:00 AM – 6:00 PM UTC + 1 Monday to Friday.

Premium Support

We can create your website from scratch, redesign it or just extend existing ones. For more information, please take a look at [our website](#).

Typical issues covered by Premium Support:

- Custom CSS
- Support for third party software and plug-ins
- WordPress Installation with Theme configuration
- Server configuration
- Site structure modifications
- Graphic adjustments, etc
- WordPress general howto's

2. Installation

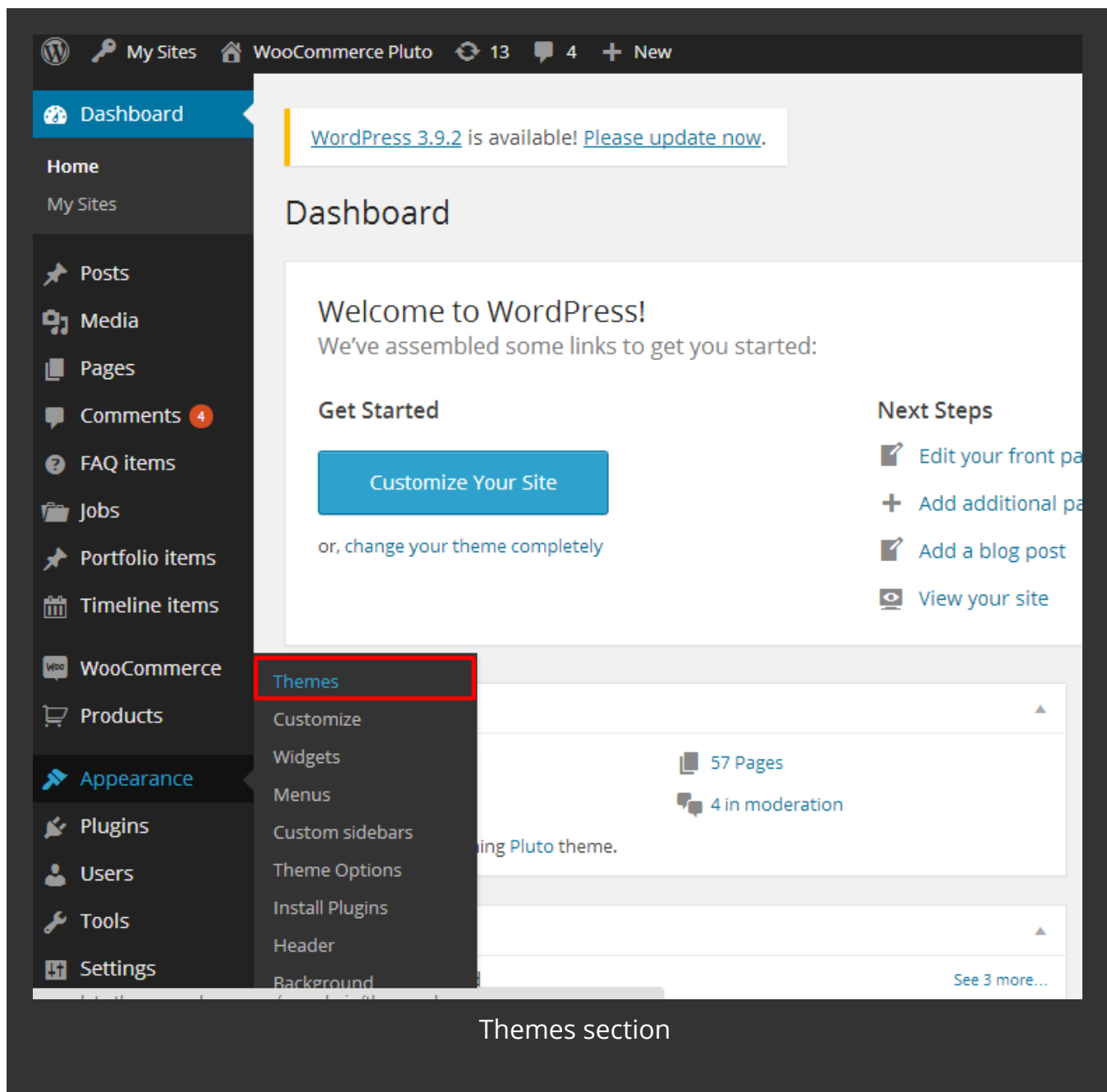
You can install the theme in two ways: through WordPress, or via FTP. But first, you need to download the Charlotte files from your Themeforest account. Navigate to your downloads tab on Themeforest and find Charlotte. Click the download button.

For more information check also [this article](#) from Knowledge Base.

2.1 Installation via Administration Panel

When Charlotte files are downloaded from your Themeforest account. You can start installation using WordPress administration panel.

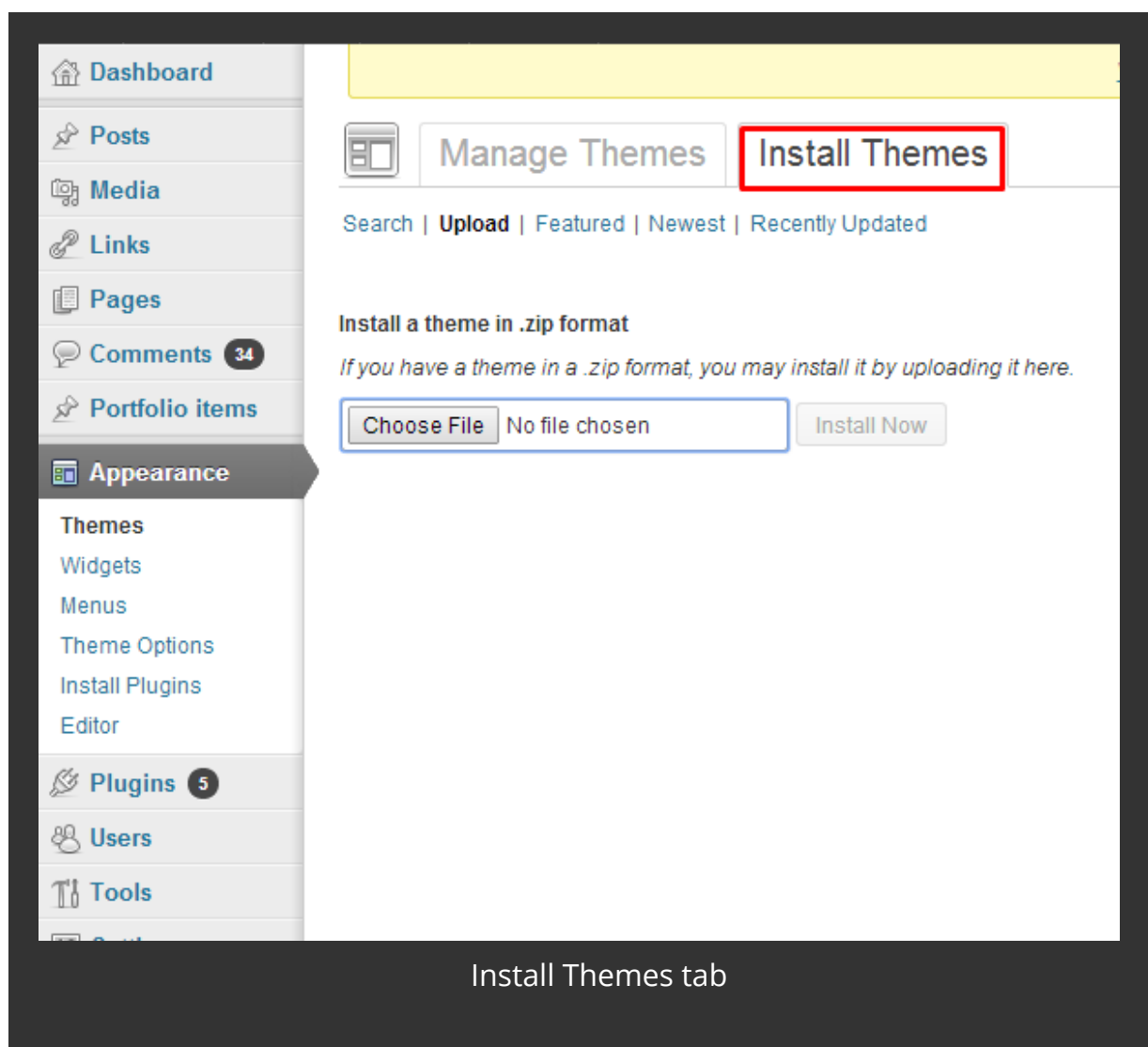
Once you logged into your administration panel go to *Appearance > Themes*. Depending on your version of WordPress you will see there button *Add New* or 2 tabs: *Manage Themes* and *Install Themes*.



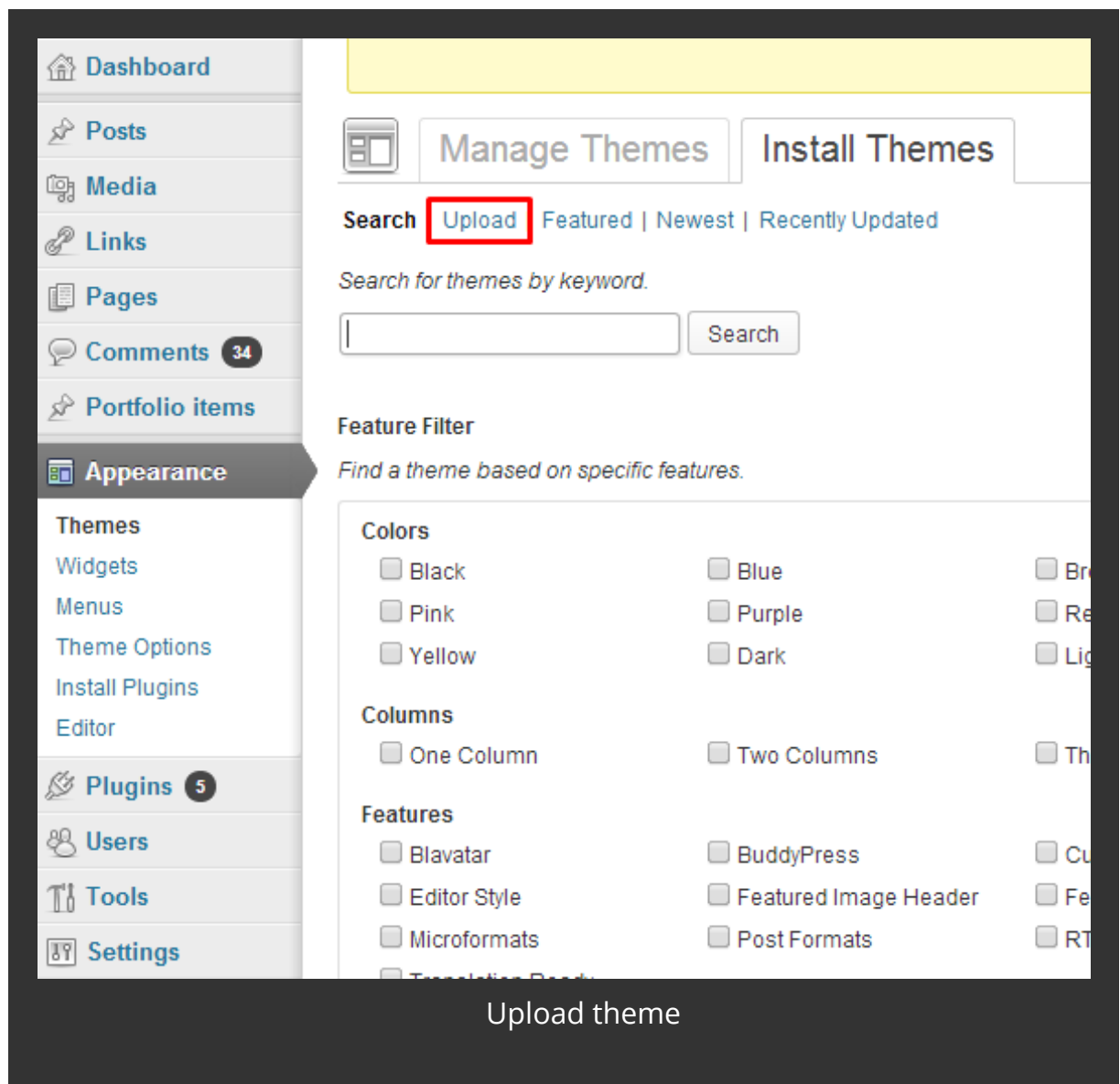
[Here](#) you will find instructions how to proceed with 3.9.0 and lower versions of WordPress.

If you are using newer version follow steps below to install the theme:

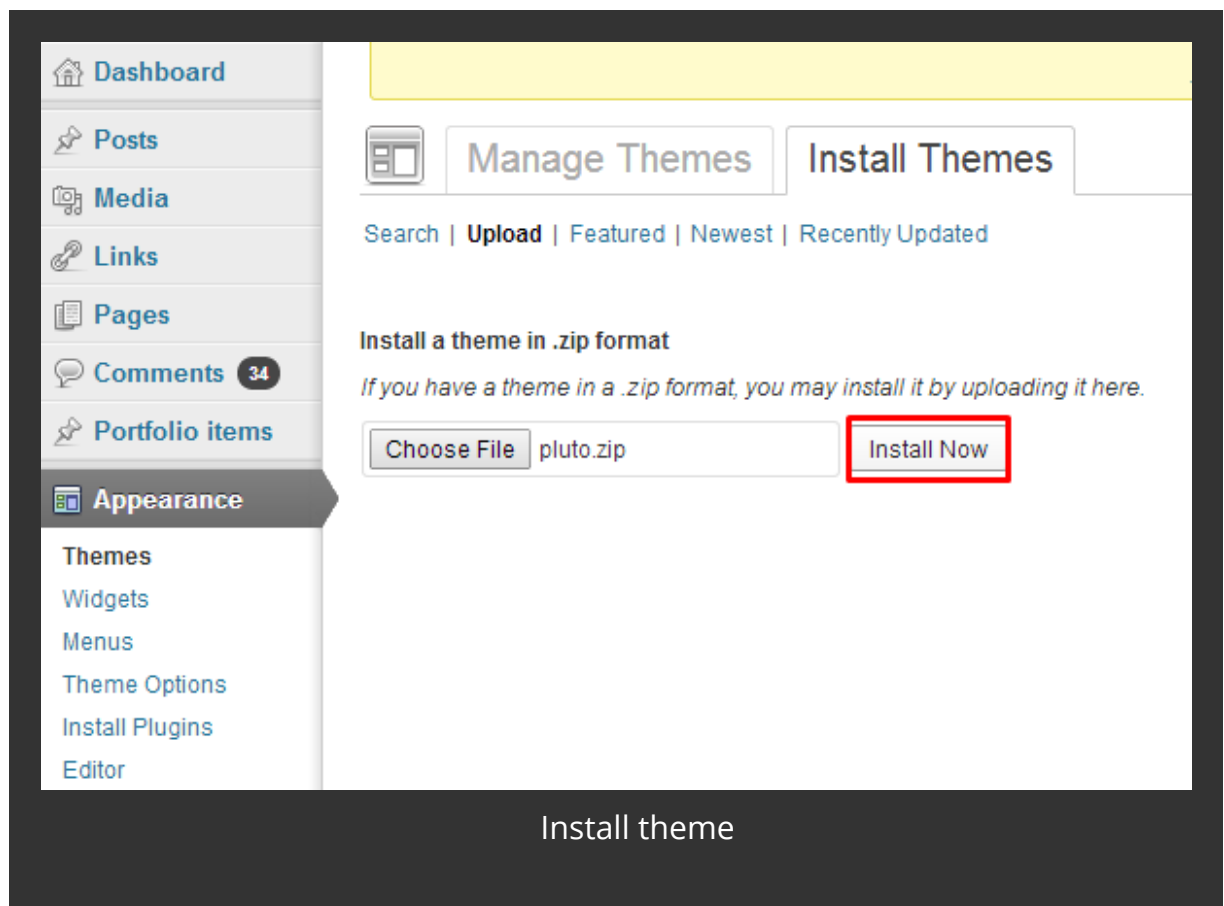
- **Step 1** – click on *Install Themes* tab



- **Step 2** – choose *Upload* option to upload zip file



- **Step 3** – choose **charlotte.zip** from you computer.
- **Step 4** – once file is chosen click *Install Now*



Common Install Error: Are You Sure You Want To Do This?

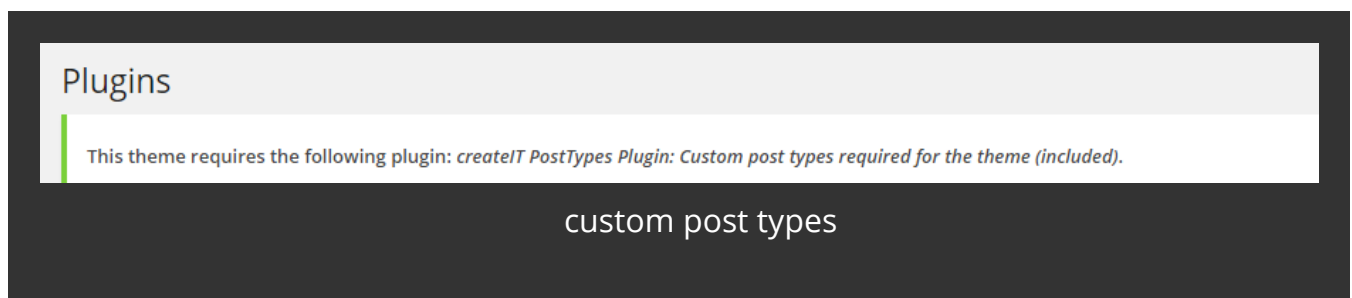
If you get the *Are You Sure You Want To Do This* message when installing Charlotte.zip file via WordPress, it means you have an upload file size limit. [Install the theme via FTP](#) if this happens, or call your hosting company and ask them to increase the limit.

3. Custom post types

Charlotte comes with number of custom post type, like:

- portfolio items,
- faq items,
- galleries,

For the proper operation of Charlotte you **must** install and activate plugin dedicated for custom post types:



Thanks to this plugins your custom post types will be saved in your admin panel even if you switch your WordPress theme to any other.

3.1 ***Notice: Plugin must be installed and activated right after you install and activate the Charlotte – otherwise you might be encountered problems with proper theme working.***

Install Required Plugins

Bulk Actions ▾

Apply

<input type="checkbox"/>	Plugin	Source
<input type="checkbox"/>	createIT PostTypes Plugin: Custom post types required for the theme (included) Install	Pre-Packaged

Install the plugin

3.2 Installation via FTP

To install Charlotte via FTP follow step below:

- **Step 1** – Unarchive charlotte.zip file
- **Step 2** – Access your host web server using FTP client
- **Step 3** – Find directory *wp-content* > *themes*
- **Step 4** – Put folder Charlotte in directory *wp-content* > *themes*



Installation directory

Learn more:

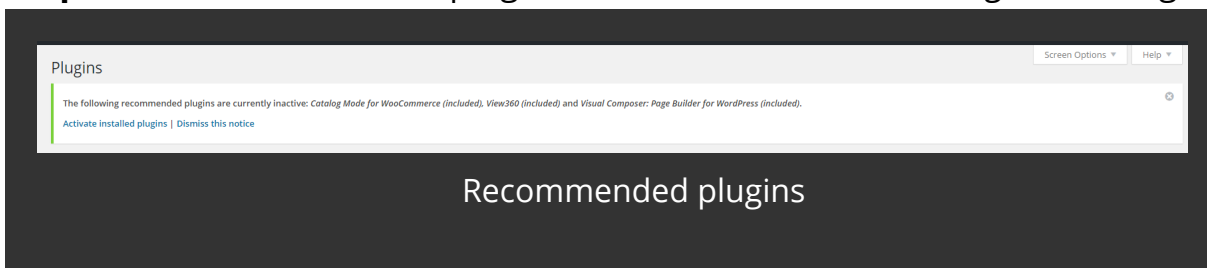
[WordPress codex – FTP clients](#)

3.3 Import demo content

The fastest and easiest way to import our demo content is to use our Theme Options **1-click Demo Importer**. Our importer will import all pages and posts, several sample sliders, widgets, theme options, assigned pages, and more. We recommend this approach on newly installed, fresh WordPress installation. It will **not replace** content like posts, pages, portfolio, etc , it will not delete current menus but configure our demo menus, it will replace theme options. So if you have created posts, pages or portfolio content before import, there is no need to be afraid of losing them.

To import our demo content, please see the steps below:

- **Step 1** – install and activate plugins listed in *Recommended Plugins* message

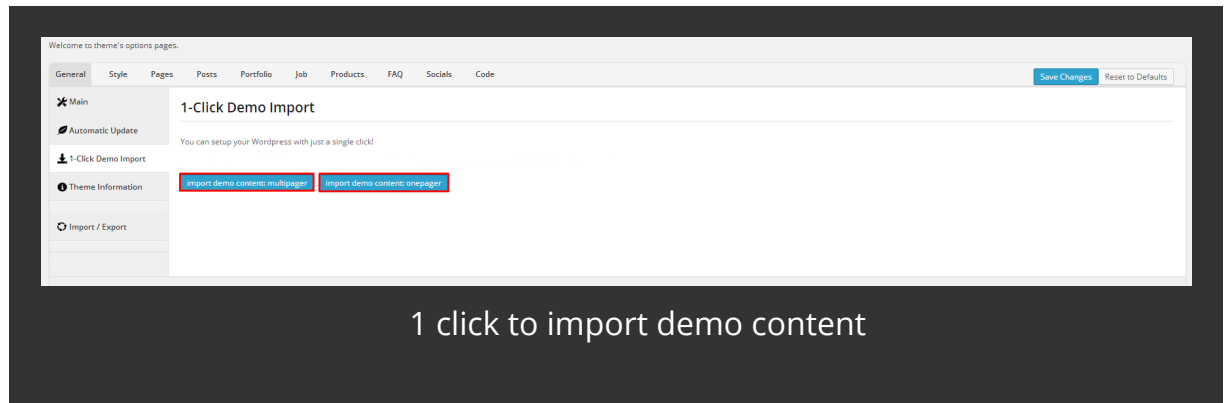


and **WooCommerce** plugin if you would like to use shop functionalities.

- **Step 2** – setup Media thumbnails sizes in *Settings > Media* to our recommended values:
 - Thumbnail size: 150 x 150px
 - Medium size: 300 x 300px
 - Large size: 1024 x 1024px

If you are using WooCommerce product images sizes in *WooCommerce > Settings > Products*

- **Step 3** – navigate to *Appearance > Theme Options > General – 1-click Demo Import*
- **Step 4** – click the *Import demo content* button with multipage or onepager version.



- **Step 5** – it can take a few minutes to import everything. Please be patient and wait for it to complete. Once it loads, you will see message indicating success.

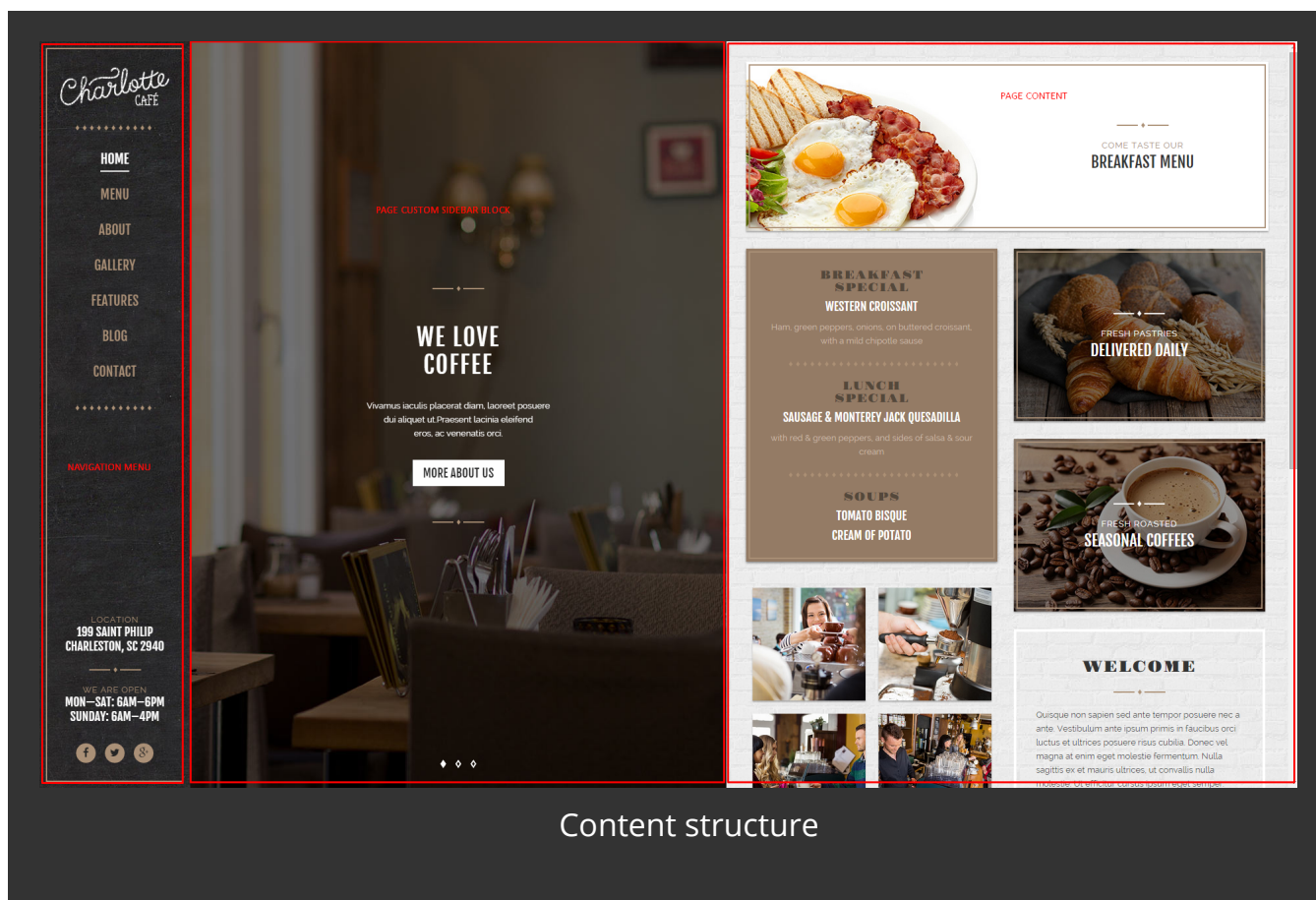
Learn more:

[Common errors with “1-Click Demo Import”](#)

3.4 Theme Setup

Major Charlotte content structure can be divided to three sections:

- Navigation Menu
- Sidebar Block
- Page Content



Navigation Menu

Menu bar contains two main components:

- menu
- widgets

Menu can be setup via *Appearance > Menus* section – just select pages which you would like to display in navigation – more information can be found also in [Menu setup](#) section.

Menu appearance can be edited via *Appearance > Customizer – Main Navbar* (for more information please check the [customizer documentation](#).)

Decoration diamonds above and below the menu links are Top and Bottom dividers. On demo page we used here *assets/images.hr1.png* patterns with **dividers background style** parameters setup to *repeat*.

Below the menu you can display widgets. To enable sidebar with widgets – please set the **bottom sidebar** option to *show*

Bottom sidebar

Bottom widgets area

show ▼

show

hide

Default

Main navigation sidebar

Content of the sidebar can be setup via *Widgets* section

Main navigation sidebar ▲

Widgets placed in this area will appear on your Blog sidebar

CT - contact info ▲

Title LOCATION

Content 199 SAINT PHILIP
CHARLESTON, SC 2940

Custom class

Adding custom class allows you to set diverse styles in css to the element. Type in name of class, which you defined in css. You can add as much classes as you like.

[Delete](#) | [Close](#) [Save](#)

CT - divider ▼

CT - contact info ▲

Title We are open

Content MON—SAT: 6AM–6PM
SUNDAY: 6AM–4PM

Custom class

Adding custom class allows you to set diverse styles in css to the element. Type in name of class, which you defined in css. You can add as much classes as you like.

add as much classes as you like.

[Delete](#) | [Close](#) [Save](#)

CT - socials ▲

Use global settings

Square type?

Socials header

Align

Custom class

Tooltip placement
Select tooltip position

Bitbucket

Main navigation Widgets

On demo page in Main Navigation Sidebar are you will find the following widgets:

- CT – contact info
- CT – divider (with setup *Built-in style* to *type 2*)
- CT – contact info
- CT – socials

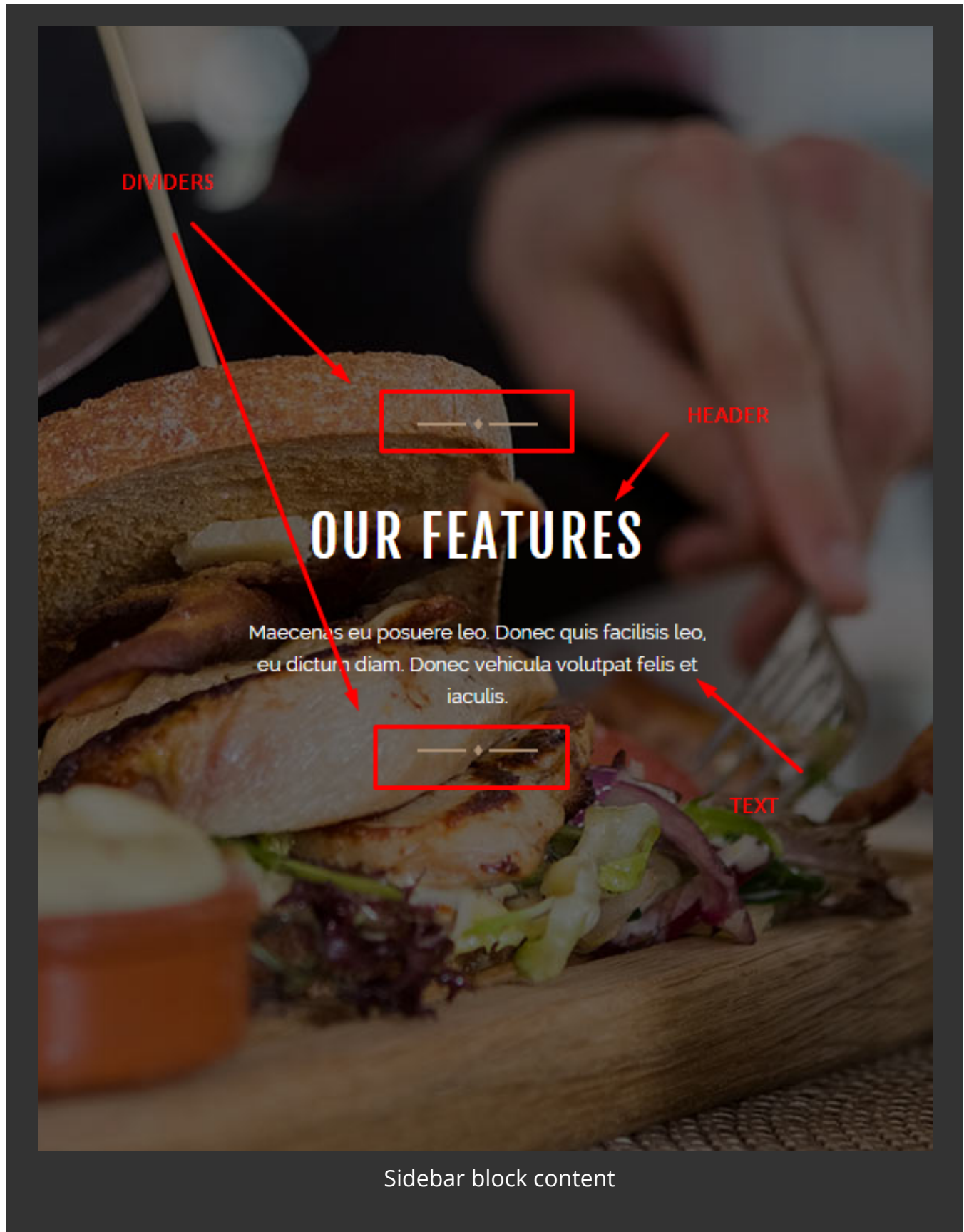
Sidebar Block

Sidebar Blocks can be created separately for each page. Please check [Sidebar Blocks documentation](#)

In sidebar block you can add any content you want with Visual Composer or shortcodes. In our demo page we're using for sidebar blocks mostly:

- Divider

- Header
- Text



Sidebar block background and animation can be edited via *Appearance > Customize*

Please read more about pages sidebar options [here](#)

Page content

There are several types of pages included in Charlotte. Content of pages like:

- [Our Menu](#)
- [Gallery](#)
- [Blog](#)

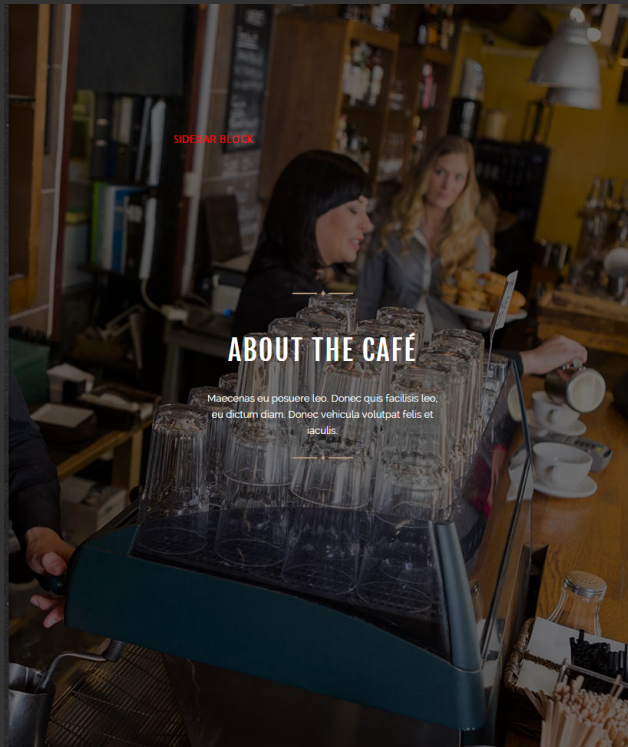
is generated from custom post types created in sections: *Restaurant Menu, Portfolio items, Posts*

Pages with standard content like:

- About
- Booking
- Catering
- Contact

Are created with Visual Composer elements.

About Us



Paragraph

Aenean tempor quam eu mauris elementum, ac cursus nisi mattis. Vivamus ac lacus tempor, ultricies lorem dapibus, maximus risus. Phasellus faucibus, arcu set eget faucibus tristique, elit magna mi scelerisque augue, at fringilla nulla ante mollis odio. Pellentesque pretium ac metus id nunc aliquet, et auctor lacus malesuada

COFFE **SWEETS** **SAVORIES** **TABS**

Etiam nunc tortor, ultrices quis turpis, tempor lacinia ligula. Sed at odio vel est lobortis eleifend ac vitae enim. Suspendisse est gravida nisi lectus, nisi ullamcorper et. Pellentesque volutpat felis ut nunc elit euismod sollicitudin. Nam ullamcorper nibh eget sem consectetur, et semper elit suscipit.

Cras interdum ante a efficitur dictum. Duis tincidunt non elit pellentesque. Curabitur set accumsan accumsan consectetur. Quisque et velit vestibulum quam condimentum consectetur. Praesent ac elit molestie, commodo quam vel, laoreet amet elit lacinia lobortis pellentesque metus.



About us page

Empty Space

Height: 10

Tab

Tab name: Coffe

Etiam nunc tortor, ultrices quis turpis, tempor lacinia ligula. Sed at odio vel est lobortis eleifend ac vitae enim. Suspendisse est gravida nisi lectus, nisi ullamcorper et. Pellentesque volutpat felis ut nunc elit euismod sollicitudin. Nam ullamcorper nibh eget sem consectetur, et semper elit suscipit.

Cras interdum ante a efficitur dictum. Duis tincidunt non elit pellentesque. Curabitur set accumsan accumsan consectetur. Quisque et velit vestibulum quam condimentum consectetur. Praesent ac elit molestie, commodo quam vel, laoreet amet elit lacinia lobortis pellentesque metus.

Tab

Tab name: Sweets

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Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo.

Tab

Tab name: Savories

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Neque porro quisquam est, qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt ut labore et dolore magnam aliquam quaerat voluptatem numquam eius modi tempora incidunt.

Image

Praesent tempus euismod finibus. Nunc non interdum sem. Proin efficitur pellentesque dui. Nullam ut vestibulum orci. Phasellus eu maximus lectus, vitae viverra enim. Curabitur mattis ultricies ornare. Nam rhoncus turpis neque, posuere faucibus nunc vehicula ac.

Divider

Header

Header: "TO ME, THE SMELL OF FRESH-MADE COFFEE IS ONE OF THE GREATEST INVENTIONS."

Divider

About us – shortcodes content

Booking



Header **BOOK A TABLE ONLINE** Divider

Date of event: 01 January 2019 7:00 am

Time of event: 7:00 am

Session: Breakfast

Number of guests:

First name:

Last name:

Email address:

Phone number:

Special Requests:

MAKE BOOKING

Contact Form 7

Booking page

Booking

Permalink: <http://ct1.pinky.createit/charlotte/booking/> Edit View Page Get Shortlink

CLASSIC MODE

Page side content settings

select sidebar block: Booking

header image URL: <http://ct1.pinky.createit/charlotte/wp-content/uploa>

Sidebar background style: use global settings

Sidebar background animated: no

Visual Composer

Header
Header: BOOK A TABLE ONLINE

Divider

Contact Form 7
Form title: Booking

Template settings

Booking – shortcodes

Contact form 7

Contac form can be created via *Contact* section and added in page content with *Contact Form 7* widget.

Please check the [plugin documentation](#) for advanced form configuration.

Contact form 1

Copy this code and paste it into your post, page or text widget content.

[contact-form-7 id="336" title="Contact form 1"]

Form

<p>Your Name (required)

[text* your-name] </p>

<p>Your Email (required)

[email* your-email] </p>

<p>Subject

[text your-subject] </p>

<p>Your Message

[textarea your-message] </p>

<p>[submit "Send"]</p>

Generate Tag

Mail

To:
support@createit.pl

From:
[your-name] <[your-email]>

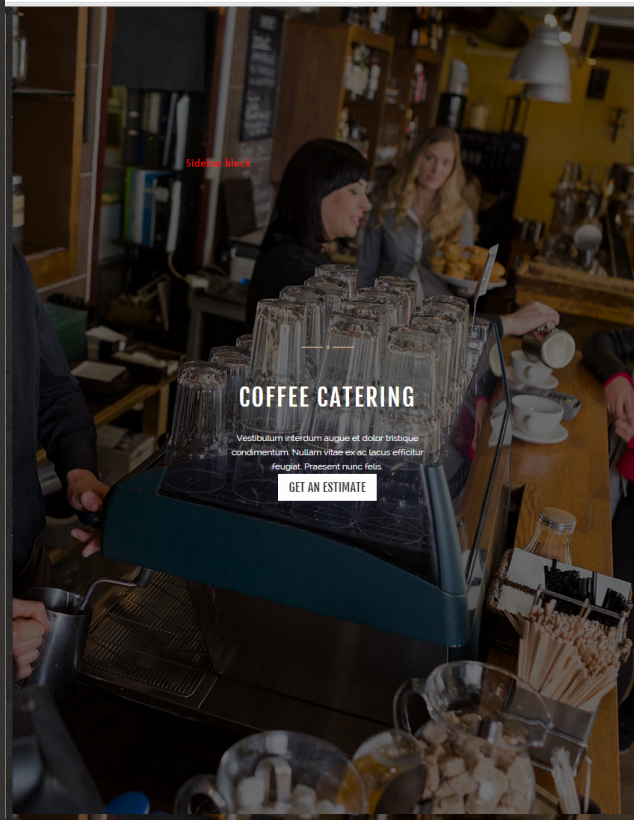
Subject:
[your-subject]

Message body:

From: [your-name] <[your-email]>
Subject: [your-subject]
Message Body:
[your-message]

Contact form 7

Catering



Paragraph
 Donec fermentum eros at mauris mollis tincidunt. Sed sit amet bibendum tellus, non commodo lacus. Donec interdum varius augue, ut suscipit nulla mattis sed. Nulla facilisi. Aliquam erat volutpat.

Nullam id vehicula leo, vel pellentesque magna. Quisque facilisis vestibulum neque, non rutrum turpis condimentum.

- 3 milk options
- Chai lattes
- 9 gourmet flavorincs
- Apple cider
- Assorted loose leaf teas
- Hot chocolate

List- simple

Paragraph
 Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Vivamus faucibus, tortor eu aliquam blandit, sem sem egestas nunc, quis consequat nibh tellus vitae nulla. Nulla tellus libero, aliquam vel lacus non, elementum molestie tellus.

– HOW DOES PRICING WORK?

Etiam nunc tortor, ultrices quis turpis, tempor lacinia ligula. Sed at odio vel est lobortis eleifend ac vitae enim. Suspendisse est gravida nisi lectus, nisi ullamcorper et. Pellentesque volutpat feis ut nunc elit euismod sollicitudin. Nam ullamcorper nibh eget sem consectetur, et semper elit suscipit.

+ ANYTHING WE CAN ADD TO THE COFFEE BAR?

+ HOW MUCH SPACE DO YOU NEED FOR THE BAR?

Accordion

Dividers

GET AN ESTIMATE **Header**

Contact Form 7

Date of event: 01 January 2015 7:00 am

Session: Breakfast

Number of guests:

First name:

Last name:

Email address:

Phone number:

Special Requests:

Catering

Nullam id vehicula leo, vel pellentesque magna. Quisque facilisis vestibulum neque, non rutrum turpis condimentum.

Empty Space
 Height: 10

List Simple Item
 3 milk options

List Simple Item
 Chai lattes

List Simple Item
 9 gourmet flavorincs

List Simple Item
 Apple cider

List Simple Item
 Assorted loose leaf teas

List Simple Item
 Hot chocolate

Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Vivamus faucibus, tortor eu aliquam blandit, sem sem egestas nunc, quis consequat nibh tellus vitae nulla. Nulla tellus libero, aliquam vel lacus non, elementum molestie tellus.

Empty Space
 Height: 20

Accordion Item
 Title: How does pricing work?
 Etiam nunc tortor, ultrices quis turpis, tempor lacinia ligula. Sed at odio vel est lobortis eleifend ac vitae enim. Suspendisse est gravida nisi lectus, nisi ullamcorper et. Pellentesque volutpat feis ut nunc elit euismod sollicitudin. Nam ullamcorper nibh eget sem consectetur, et semper elit suscipit.

Accordion Item
 Title: Anything we can add to the coffee bar?
 Etiam nunc tortor, ultrices quis turpis, tempor lacinia ligula. Sed at odio vel est lobortis eleifend ac vitae enim. Suspendisse est gravida nisi lectus, nisi ullamcorper et. Pellentesque volutpat feis ut nunc elit euismod sollicitudin. Nam ullamcorper nibh eget sem consectetur, et semper elit suscipit.

Accordion Item
 Title: How much space do you need for the bar?
 Etiam nunc tortor, ultrices quis turpis, tempor lacinia ligula. Sed at odio vel est lobortis eleifend ac vitae enim. Suspendisse est gravida nisi lectus, nisi ullamcorper et. Pellentesque volutpat feis ut nunc elit euismod sollicitudin. Nam ullamcorper nibh eget sem consectetur, et semper elit suscipit.

Catering – shortcodes

Contact

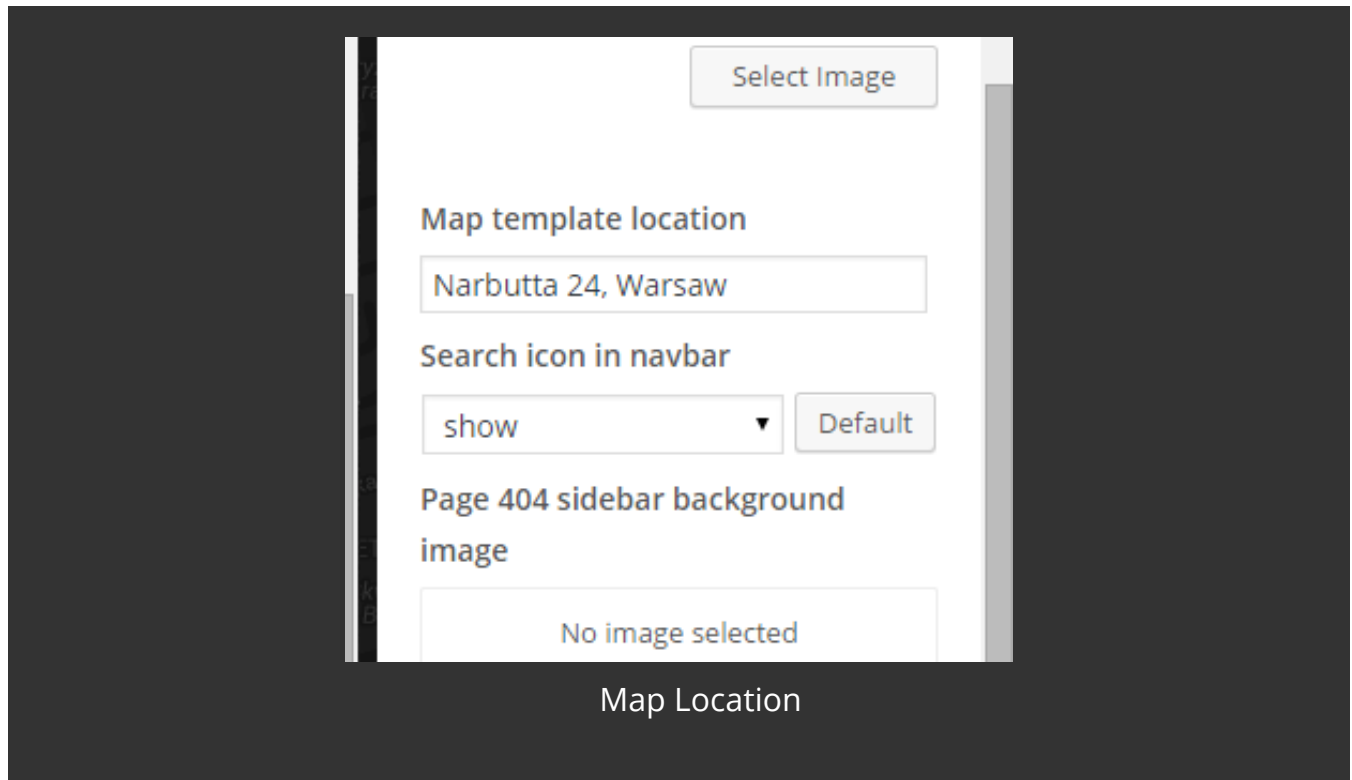
The screenshot shows a page builder interface for a contact page. The main workspace contains several widgets: a Header with the text 'Header: CONTACT US', a Divider, three Contact box items (one with address, one with phone, one with hours), another Divider, a Socials widget, another Divider, a second Header with 'Header: DROP US A LINE', a third Divider, and a Contact Form 7 widget. The right-hand sidebar contains a dropdown menu labeled 'Contact us Template', a text input field with '0', a 'Need help?' link, a 'Featured image' section with a 'Set featured image' link, and a large empty area for the featured image.

Contact page – shortcodes

The screenshot shows the final contact page layout. On the left is a Google Map of a city street grid. On the right is a contact form. The form has a 'Header' section with 'CONTACT US', a 'Contact Box' containing location, phone, and hours, a 'Dividers' section with social media icons, a 'Header' section with 'DROP US A LINE', and a 'Contact Form 7' section with input fields for name, email, and message. Red annotations with arrows point to these specific sections on the page.

Contact page

Please notice to set page template to *Contact us Template* – only this template comes with embed big google map. Map location can be defined via *Appearance > Customizer – General*



3.5 Customizer

Charlotte comes with advanced customizer, which allows to edit most of theme elements in one place. To use it navigate to *Appearance > Customize*

×

Saved

You are customizing

Charlotte Pro

Charlotte - style

>

Active theme

Charlotte

Change

General

>

Pages

>

Main navbar

>

Posts

>

Socials

>

Faq

>

WooCommerce

>

Restaurant Menu

>

Gallery setup

>

Site Title & Tagline

▼

Navigation

▼

Widgets

>

Static Front Page

▼

Customizer

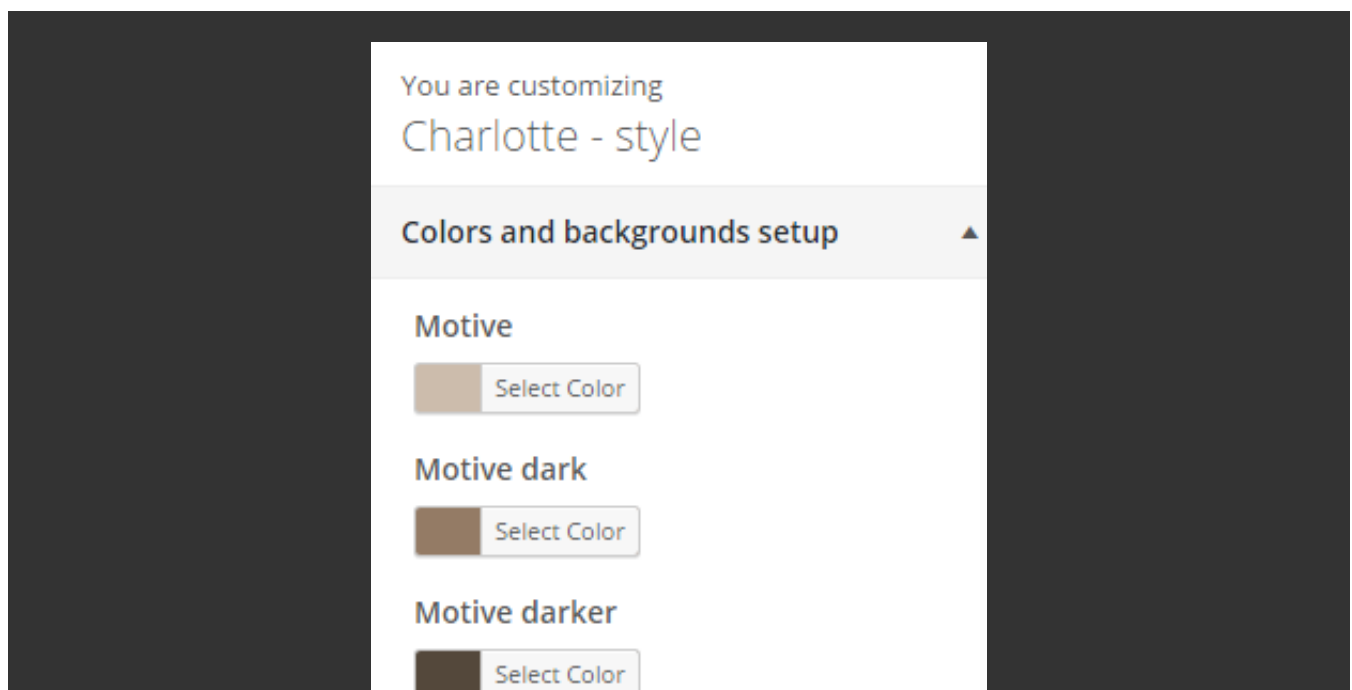
It will display a panel with tabs corresponding to all theme sections, like:

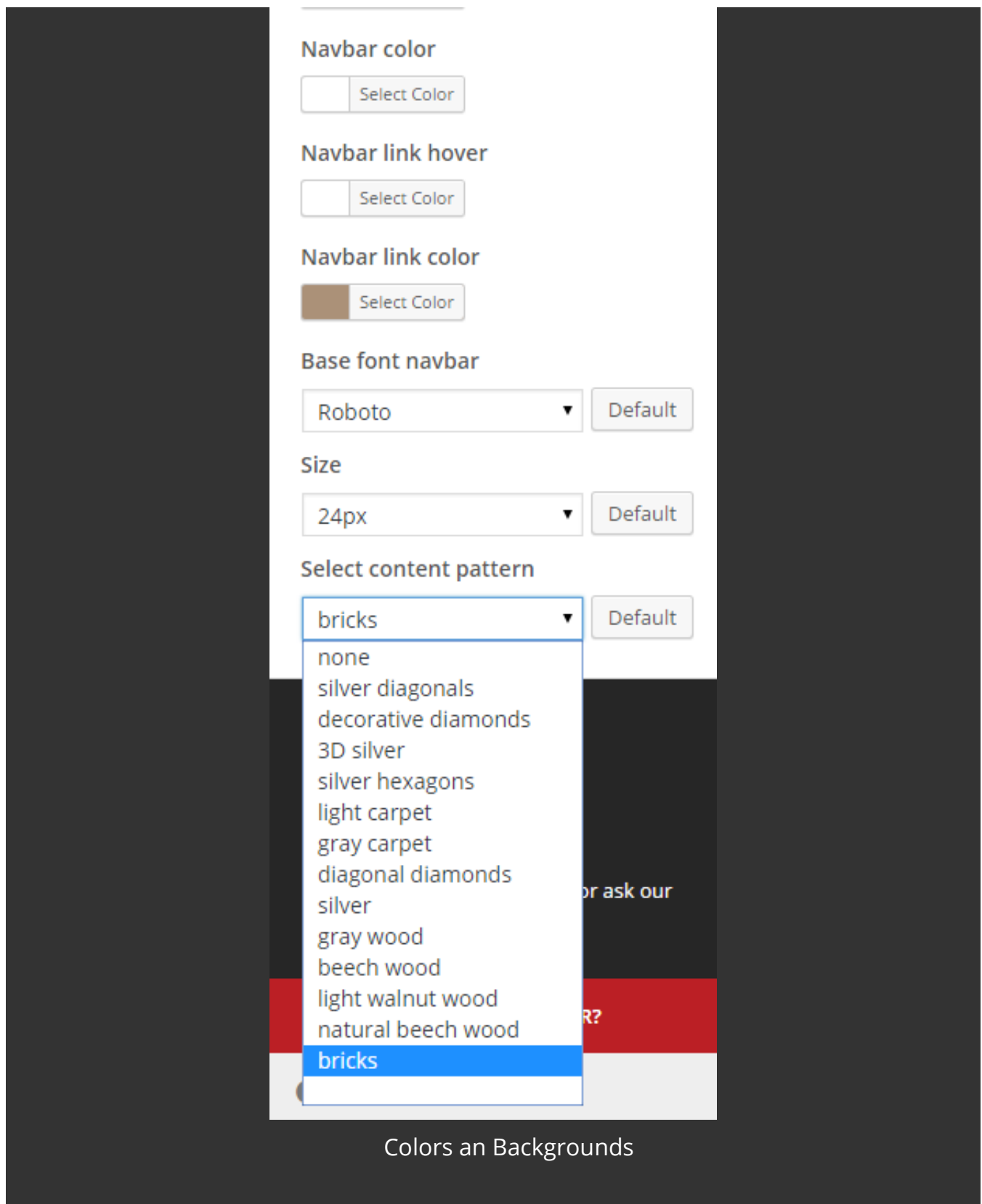
- Style
- General
- Pages
- Main Navbar
- Posts
- Socials
- Faq
- WooCommerce
- Restaurant Menu
- Gallery Setup
- Widgets

You will find there also main style settings under:

- Charlotte style
- General

In *Charlotte style* section you can edit theme colors and backgrounds





With *Content pattern* parameter you can define pattern background, which will be displayed on all pages. Default pattern from our demo is **BRICKS**

TYPOGRAPHY



THIS IS A HEADER^{H1}

THIS IS A HEADER^{H2}

THIS IS A HEADER^{H3}

THIS IS A HEADER^{H4}

THIS IS A HEADER^{H5}

THIS IS A HEADER^{H6}

FONT STYLE 1

FONT STYLE 2

FONT STYLE 3

1/1

Lorem ipsum dolor sit amet, consectetur adipisicing elit. Proin nibh augue, suscipit a, scelerisque sed, lacinia in, mi. Cras vel lorem. Etiam pellentesque aliquet tellus. Phasellus pharetra nulla ac diam. Quisque semper justo at risus. Donec venenatis, turpis vel hendrerit interdum, dui ligula ultricies purus, sed posuere libero dui id orci. Nam congue, pede vitae dapibus aliquet, elit magna vulputate arcu, vel tempus metus leo non est. Etiam sit amet lectus quis est congue mollis.

1/2

Lorem ipsum dolor sit amet, consectetur adipisicing elit. Proin nibh augue, suscipit a, scelerisque sed, lacinia in, mi. Cras vel lorem. Etiam pellentesque aliquet tellus. Phasellus pharetra nulla ac diam. Quisque semper justo at risus. Donec venenatis, turpis vel hendrerit interdum, dui ligula ultricies purus, sed posuere libero dui id orci. Nam congue, pede vitae dapibus aliquet, elit magna vulputate arcu, vel tempus metus leo non est. Etiam sit amet lectus quis est congue mollis.

1/3

1/3

1/2

Lorem ipsum dolor sit amet, consectetur adipisicing elit. Proin nibh augue, suscipit a, scelerisque sed, lacinia in, mi. Cras vel lorem. Etiam pellentesque aliquet tellus. Phasellus pharetra nulla ac diam. Quisque semper justo at risus. Donec venenatis, turpis vel hendrerit interdum, dui ligula ultricies purus, sed posuere libero dui id orci. Nam congue, pede vitae dapibus aliquet, elit magna vulputate arcu, vel tempus metus leo non est. Etiam sit amet lectus quis est congue mollis.

1/3

Page with background pattern

In *General* you can setup logos, copyright text and main theme settings

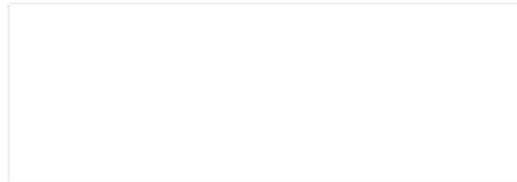


Saved

General

Main

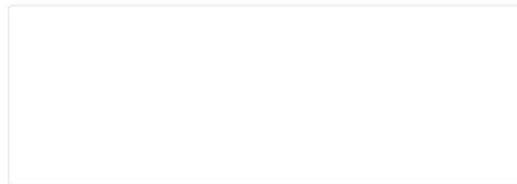
Logo standard



Remove

Change Image

Logo mobile



Remove

Change Image

Login logo

No image selected

Select Image

Favicon

No image selected

Select Image

Apple touch icon

No image selected

Select Image

Copyright Footer text

Available data: %year% (current year),
%name% (site name)

%name% (site name)

General settings

Notice:

All changes done with customizer will be applied only once you click on

Save & Publish

3.6 Pages Options

In *Pages* panel you are able to edit the following options:

1. **Page sidebar options:**

- Select sidebar block
- Background style
- Animation background – yes/no

<Saved

You are customizing
Pages


Page sidebar options ▲

Select sidebar block

gallery ▼

Default

Page sidebar background image



Remove

Change Image

Page sidebar background style

no repeat ▼

Default

Page sidebar animated background

yes ▼

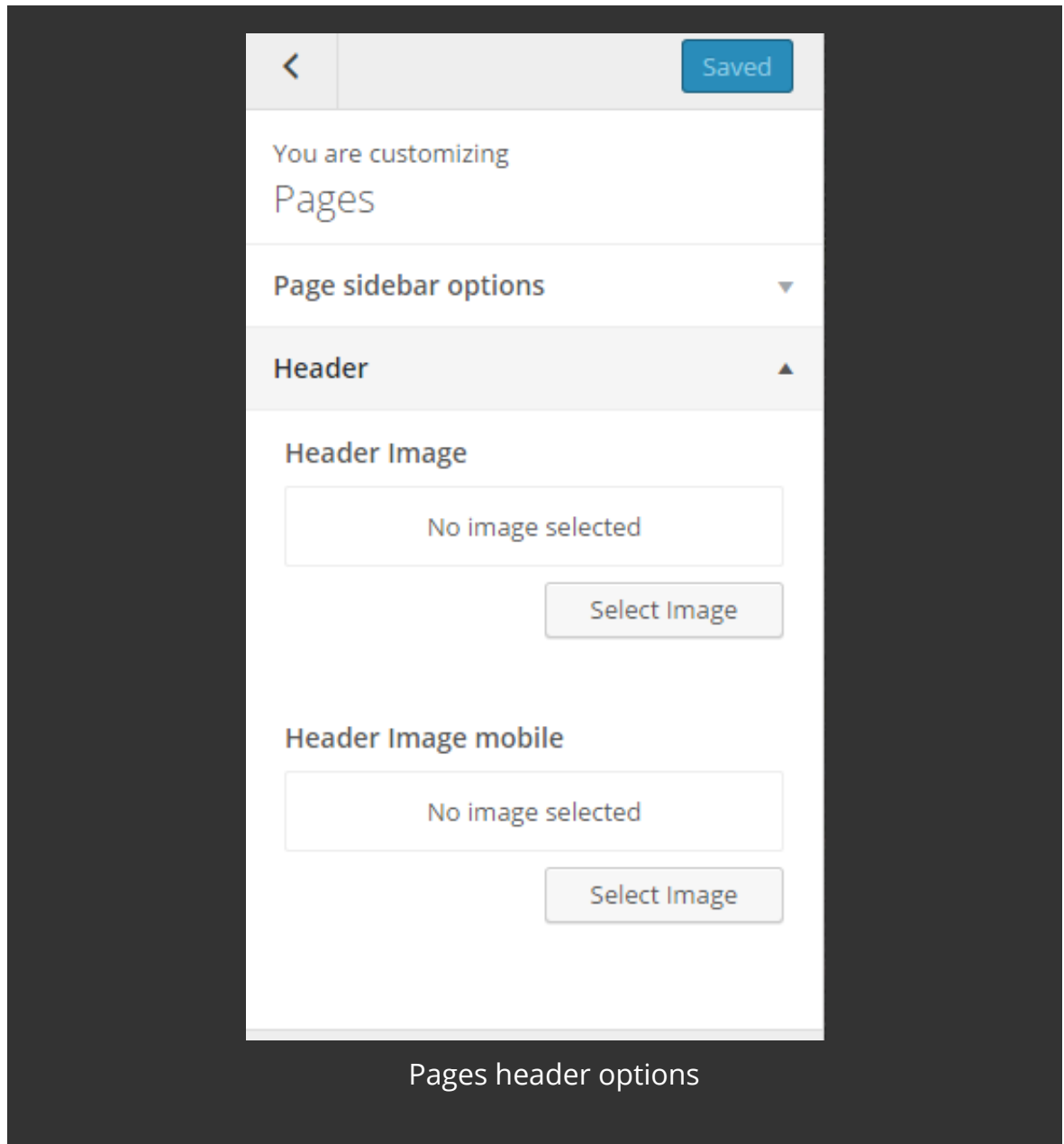
Default

Header ▼

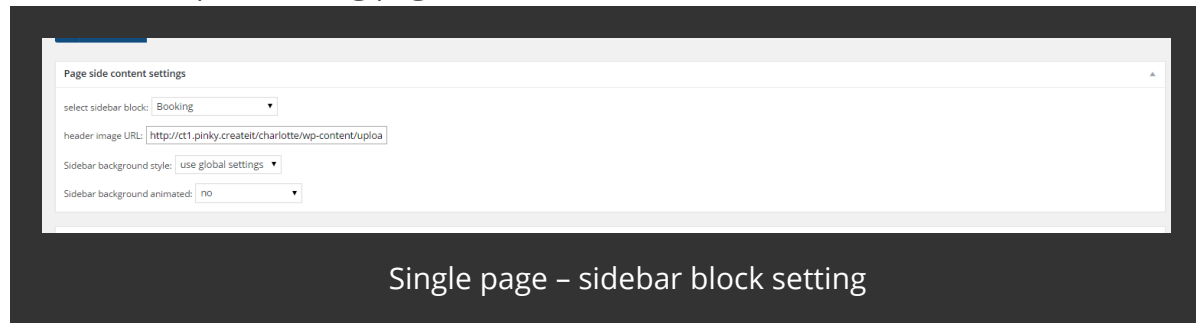
Pages sidebar options

2. Header settings:

- Header image
- Header background image



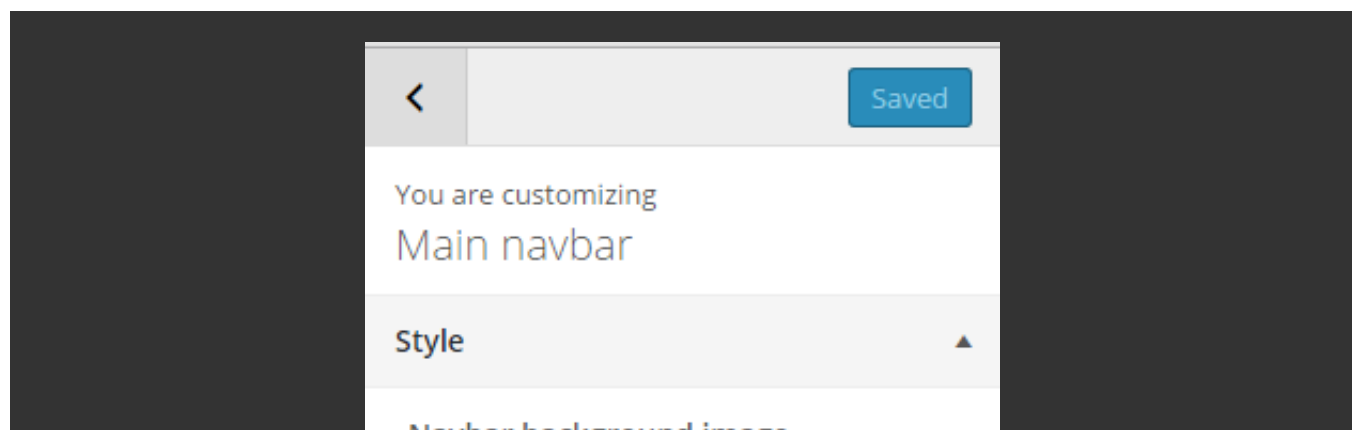
Notice: – settings above are by default applied for all your pages. Though you can also customize them for each page separately with Page side content settings – you will see this option during page content edition.



3.7 Main Navbar

In Main Navbar tab you can define the following settings:

- Navbar background image
- Top divider background
- Bottom divider background
- Top divider background style
- Bottom divider background style
- Bottom widgets area



Navbar background image



Remove

Change Image

Top divider background



Remove

Change Image

Bottom divider background



Remove

Change Image

Top divider background style

repeat



Default

Bottom divider background style

Bottom divider background style.

repeat



Default

Bottom sidebar

Bottom widgets area

show



Default

Need help?

Read the [Documentation](#) or ask our
Support

Main navbar style settings

3.8 Posts options

When using the assigned blog page as described in Blog Index page, all the options you can select for it are located in *Appearance > Customize* on the *Posts* tab. There are dozens of options to choose from like layout, categories, dates, etc. There are general blog options and single post page options. Each one has title and descriptions to help you better understand what they do. Any type of blog options you need to set will be set here in theme options when using the assigned blog page.

INDEX PAGE OPTIONS:

- Blog index meta separator – image, which should be displayed between post meta information: date, category, comments



- Blog title – *it will be displayed as title of your index page,*
- Show index as – select the way of displaying posts on index,
- Show posts index page title row – *hide/show blog title container,*
- Show posts index page title text – *hide/show blog title,*
- Post detail button label – *define custom label for button **Read More**,*
- Pagination prev label – *define custom label for button **Previous Page**,*
- Pagination next label – *define custom label for button **Next Page**,*
- Show meta – display post meta information: date, category, comments,
- Date – *show/hide posts date*
- Show featured media on blog index – *show/hide image, video or gallery assigned to post (if you select Hide – we will display only text on blog index page),*
- Title / quote author – *show/hide posts author,*
- Post text – *display full posts text, post excerpt or no intro text in posts list,*
- Show read more button – *show/hide button **Read More***

- Sidebar – *show/hide sidebar on blog index page,*
- Tags labels – *define custom labels, for “Tags” ,*

<Saved

Index ▲

Blog index meta separator

Blog title

Our Blog

Show posts index page title row

show ▼

Default

Show posts index page title text

show ▼

Default

Post detail button label

Read More

Pagination prev label

Previous page

Pagination next label

Next page

Show meta

show ▼

Default

Tags label

Tags:

Date

show ▼

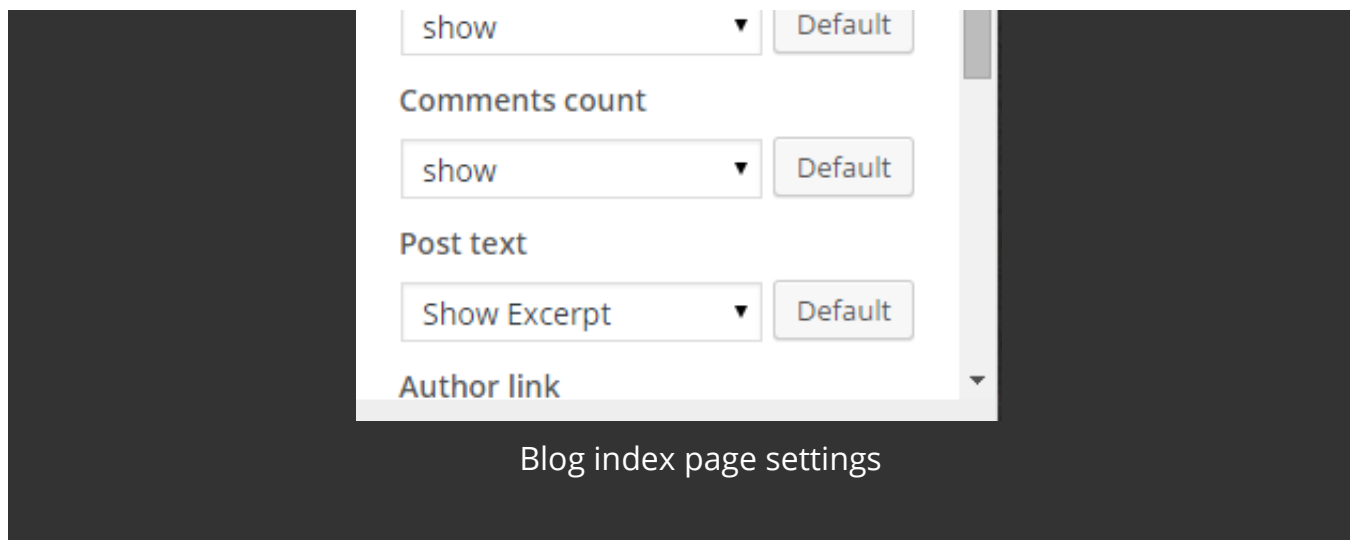
Default

Show featured media on blog index

show ▼

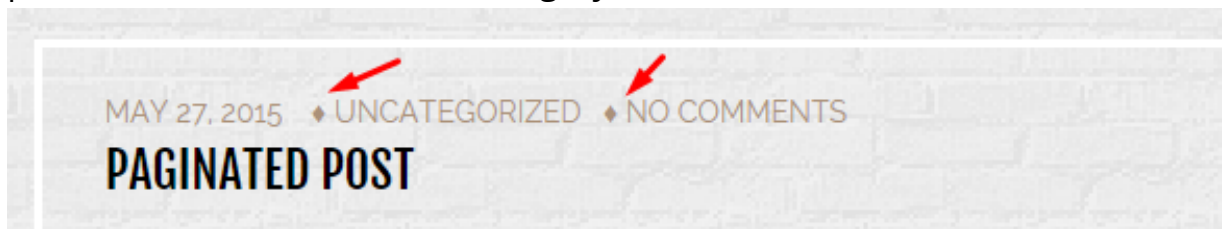
Default

Title / quote author



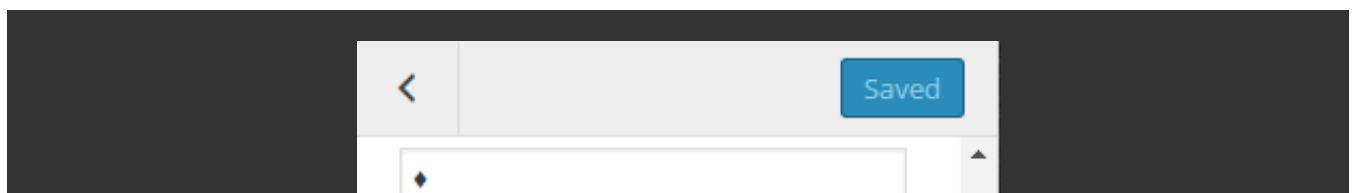
SINGLE POST OPTIONS – select how should look like single post page:

- Blog single meta separator – image, which should be displayed between post meta information: date, category, comments



- Post single page title – *it will be displayed as title of your index page,*
- Show index as – select the way of displaying posts on index,
- Show posts index page title row – *hide/show blog title,*
- Date – *show/hide posts date*
- Show featured media on blog index – *show/hide image, video or gallery assigned to post (if you select Hide – we will display only text on blog index page),*
- Title / quote author – *show/hide posts author,*
- Content – *show/hide,*
- Author link – *show/hide,*
- Comments – *show/hide,*
- Comment form – *show/hide,*
- Comments count – *show/hide,*
- Tag cloud – *show/hide,*
- Categories – *show/hide,*

- Show author box – *show/hide*,
- Pagination – *show/hide*,
- Tags label
- Previous post label
- Next post label
- By label
- Comment reply label
- Leave a comment label
- Comment Form submit label
- Comment Form name placeholder
- Comment Form email placeholder
- Comment Form message placeholder
- Bottom divider
- RemoveChange Image
- Bottom divider background style
- Comments top divider
- RemoveChange Image
- Comments top divider background style
- Comments bottom divider
- RemoveChange Image
- Comments bottom divider background style
- Comment Form divider
- RemoveChange Image
- Comment Form divider background style



Show posts single page title row

show ▼

Default

Post single page title

Date

show ▼

Default

Show featured media on single post

show ▼

Default

Title / quote author

show ▼

Default

Content

show ▼

Default

Author link

show ▼

Default

Comments

show ▼

Default

Comment form

show ▼

Default

Comments count

show ▼

Default

Tag cloud

show ▼

Default

Categories

show ▼

Default

Show author box

show ▼

Default

Pagination

show ▼

Default

Tags label



BLOG SIDEBAR OPTIONS:

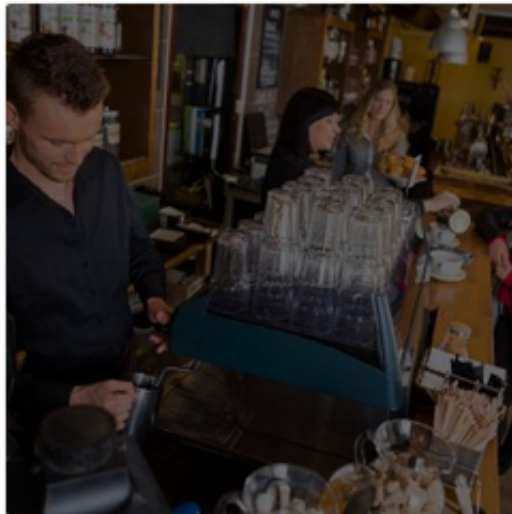
- Show blog title block,
- Show blog single title block
- Show sidebar widgets on blog index
- Show sidebar widgets on blog single
- Blog index sidebar background image
- Blog index sidebar background style
- Blog single sidebar background image
- Blog single sidebar background style
- Blog index sidebar animated background
- Blog single sidebar animated background

The screenshot displays a settings panel for 'Single post settings'. At the top, there is a back arrow and a 'Saved' button. Below this, a header indicates 'You are customizing Posts'. The main section is titled 'Blog Sidebar options' and contains four settings, each with a dropdown menu and a 'Default' button:

- Show blog title block**: The dropdown is set to 'show'.
- Show blog single title block**: The dropdown is set to 'show'.
- Show sidebar widgets on blog index**: The dropdown is set to 'show'.
- Show sidebar widgets on blog single**: The dropdown is set to 'show'.

SHOW

Blog index sidebar background image



Remove

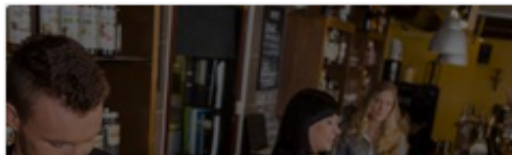
Change Image

Blog index sidebar background style

no repeat ▼

Default

Blog single sidebar background image

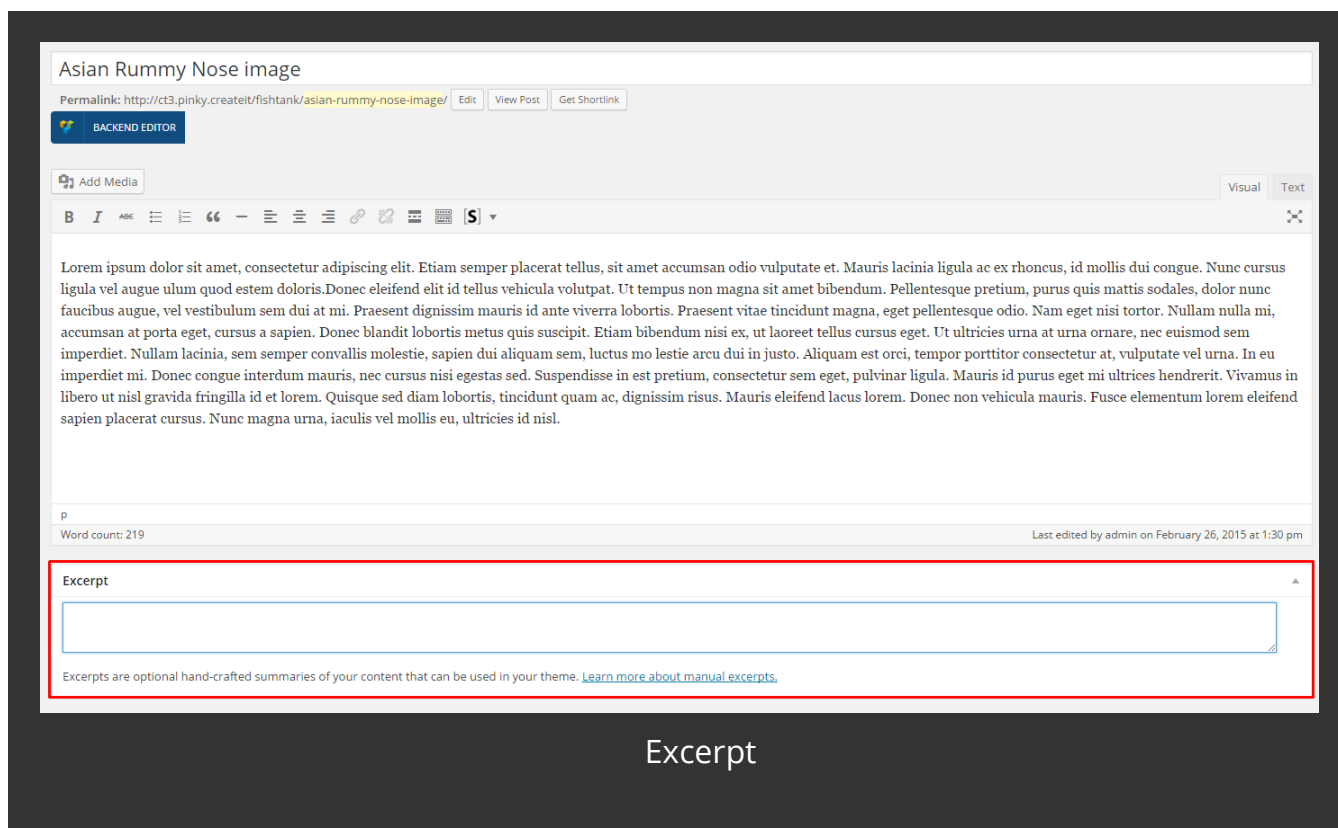


◀ Collapse

Blog sidebar options

Common issue: How to change post intro text?

Intro text, which can be displayed on Blog index page is an **Excerpt**. You can edit it manually for every post with the following field:



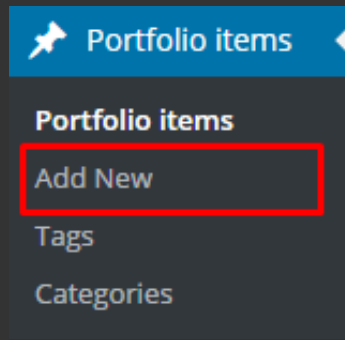
Notice: if you don't see Excerpt field when you are editing your post, go to **Screen Options** at the top of the post edition window (on the right hand side) and enable **Excerpt** with checkbox.

3.9 Gallery Setup

Gallery is built out of Portfolio Items – they are custom post types, which can be created via *Portfolio* section.

Creating Portfolio items

To create new Gallery elements, navigate to Portfolio items > **Add New**



Add a new portfolio item

For new portfolio item you can define:

- Title (*required*),
- Tags (*optional*),
- Categories (*optional*),
- Order attribute (*optional*),
- Images (*recommended*),

After every modification click on *Update* to keep your changes saved.

A screenshot of a web application's 'Portfolio item' edit form. The form is divided into two main sections: a large content area on the left and a sidebar on the right. The content area has a title field at the top, followed by a rich text editor with a toolbar containing various formatting options (bold, italic, link, etc.). Below the editor is a 'Word count: 0' indicator. The sidebar on the right contains several sections: 'Publish' with status and visibility controls; 'Tags' with an input field and an 'Add' button; 'Portfolio Categories' with a dropdown menu and an 'Add New Portfolio Category' link; 'Attributes' with an 'Order' input field; and 'Featured Image' with a preview of a coffee machine and a 'Remove featured image' link. At the bottom of the sidebar is an 'Update' button.

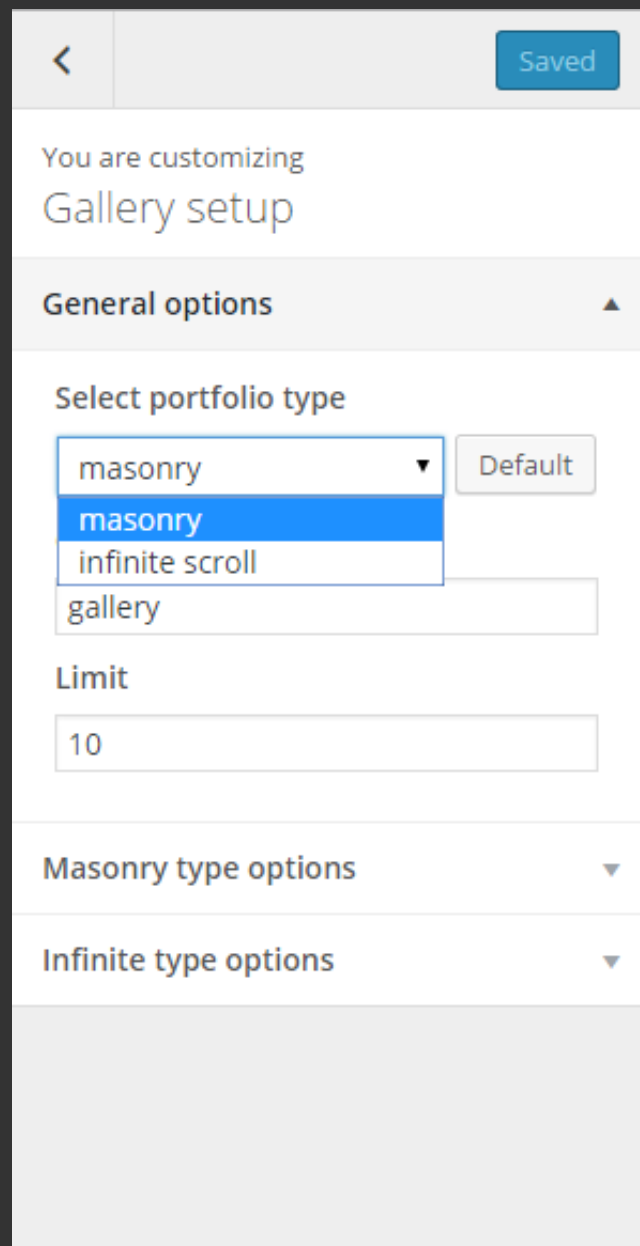
Portfolio items

Gallery setup

Once your portfolio items are created you can build with them a Gallery. Please navigate to Appearance > Customize – Gallery Setup

In main tab – *General Options* you can:

- select gallery type,
- define gallery page slug
- define maximum number of displayed items



The screenshot shows a mobile-style interface for 'Gallery setup'. At the top, there is a back arrow and a 'Saved' button. Below the title 'You are customizing Gallery setup', there is a section titled 'General options' with an upward arrow. Under 'Select portfolio type', there is a dropdown menu with 'masonry' selected and highlighted in blue. Other options in the dropdown are 'infinite scroll' and 'gallery'. To the right of the dropdown is a 'Default' button. Below this is a 'Limit' section with a text input field containing the number '10'. At the bottom, there are two more sections: 'Masonry type options' and 'Infinite type options', both with downward arrows.

Gallery general options

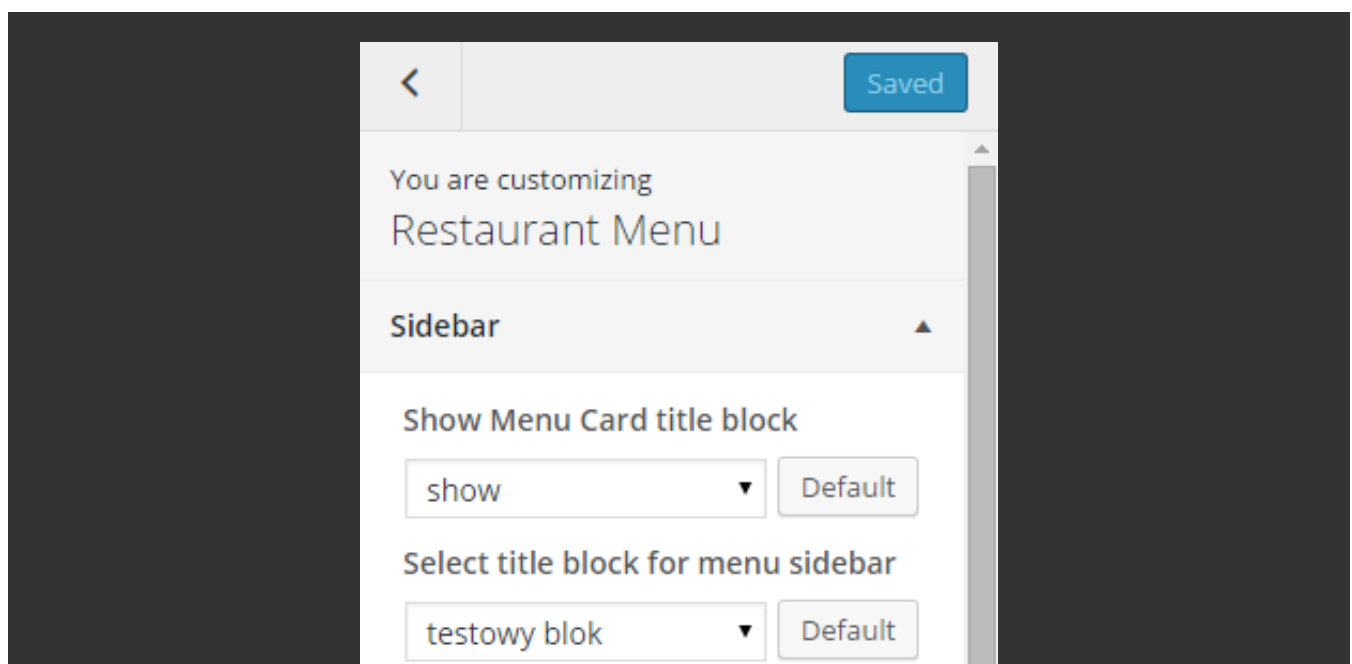
Dependent on which gallery style you selected in the *General* tab – you define more advanced options, like Number of columns, pagination settings, or gallery thumbnails sizes for the gallery with infinite scroll.

3.10 Restaurant Menu

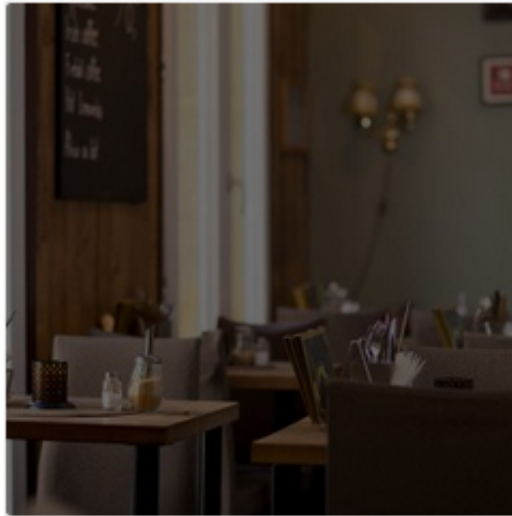
Charlotte comes with option to create a restaurant menu. Below you will find available settings for *Restaurant Menu* page template, where all restaurant products are displayed. All products are grouped by categories. You can define order of displayed categories together with order of displaying single products.

SIDEBAR OPTIONS:

- Show Menu Card title block
- Select title block for menu sidebar
- Menu sidebar background image
- Menu sidebar background style
- Menu sidebar animated background
- Sidebar bottom divider background
- Sidebar bottom divider background repeat



Menu sidebar background image



Remove

Change Image

Menu sidebar background style

no repeat ▼

Default

Menu sidebar animated background

no ▼

Default

Sidebar bottom divider background



Remove

Change Image

Sidebar bottom divider background repeat

no repeat ▼

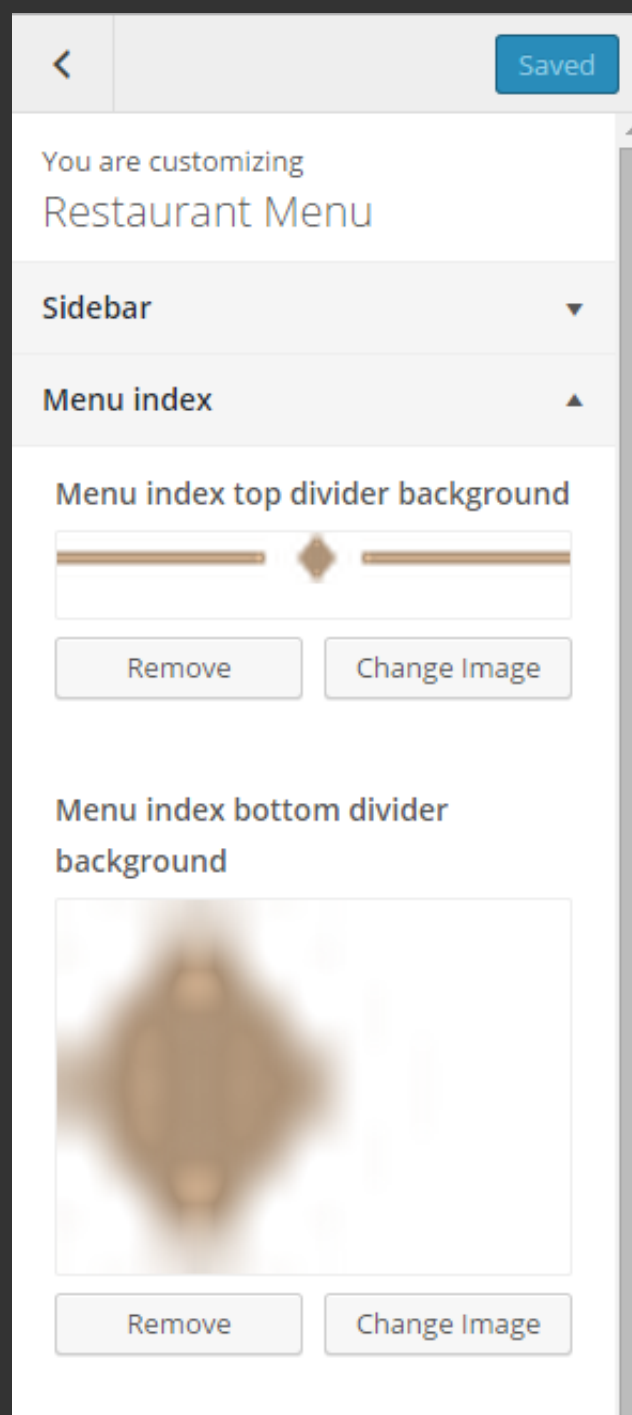
Default

Menu sidebar options

MENU INDEX OPTIONS – select how should look like your menu page:

- Menu index top divider background
- Menu index bottom divider background

- Menu index top divider repeat
- Bottom divider background style.
- Menu index bottom divider repeat
- Bottom divider background style.
- Currency
- Menu index currency position
- Select currency position – select if we should display on the left or right side of a price.



Menu index top divider repeat
Bottom divider background style.
no repeat ▼ Default

Menu index bottom divider repeat
Bottom divider background style.
repeat ▼ Default

Currency
\$

Menu index currency position
Select currency position.
left ▼ Default

Filtering ▼

Menu index page options

FILTERING – define product categories order in menu card:

- Categories order by – *select attribute by which products categories will be filtered,*
- Categories order – *select order type: descending, ascending,*
- Categories custom order – if you want to setup custom order of categories, define it here – just type categories names (slugs), after commas with order you want to have,
- Food items order by – *select attribute by which products will be filtered,*
- Food items order – *select order type: descending, ascending,*

<Saved

You are customizing
Restaurant Menu

Sidebar ▾

Menu index ▾

Filtering ▲

Categories order by

name ▾

Default

Categories order

ascending ▾

Default

Categories custom order

separate category slugs by commas

Food items order by

price ▾

Default

Food items order

descending ▾

Default

Menu filtering options

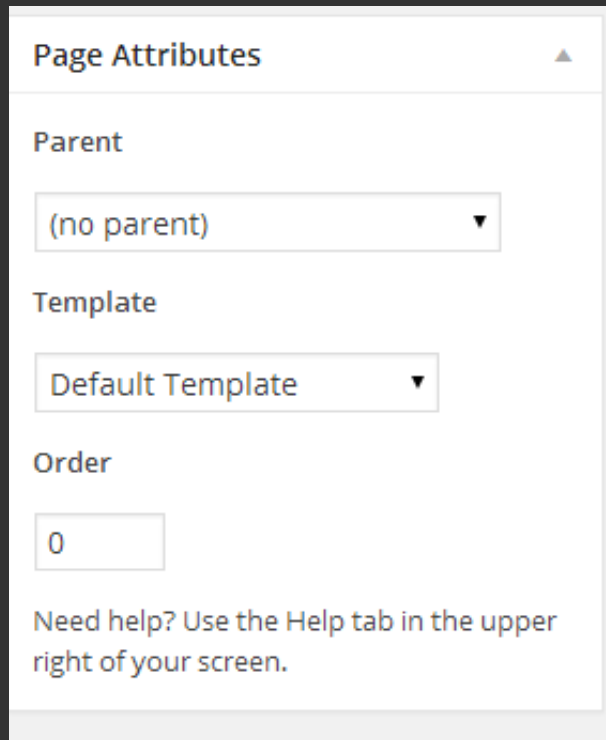
4. Pages

You can use Pages to organize and manage any content on your website. You can create multiple pages on your website for different types of content or setup onepager with scroll-to-section menu.

4.1 Create pages

To create a new Page follow the steps below:

- **Step 1** – select *Pages > Add New*
- **Step 2** – add Title
- **Step 3** – add content – we recommend you to create page content using [shortcode generator](#) or by modifying [demo content](#)
- **Step 4** – choose page attributes:
 - Parent – if you want to create subpage
 - Template – you can choose one of defined page templates: Default Template,
Archive Template,
Archives,
Big slider template,
Contact Us Template,
Gallery Temaplate - 4 columns,
Gallery template - 5 columns,
Gallery template - infinite scroll,
Restaurant Menu Template
 - Page order
- **Step 5** – choose template settings
- **Step 6** – click Publish to make your page public.



Page Attributes

Parent

(no parent) ▼

Template

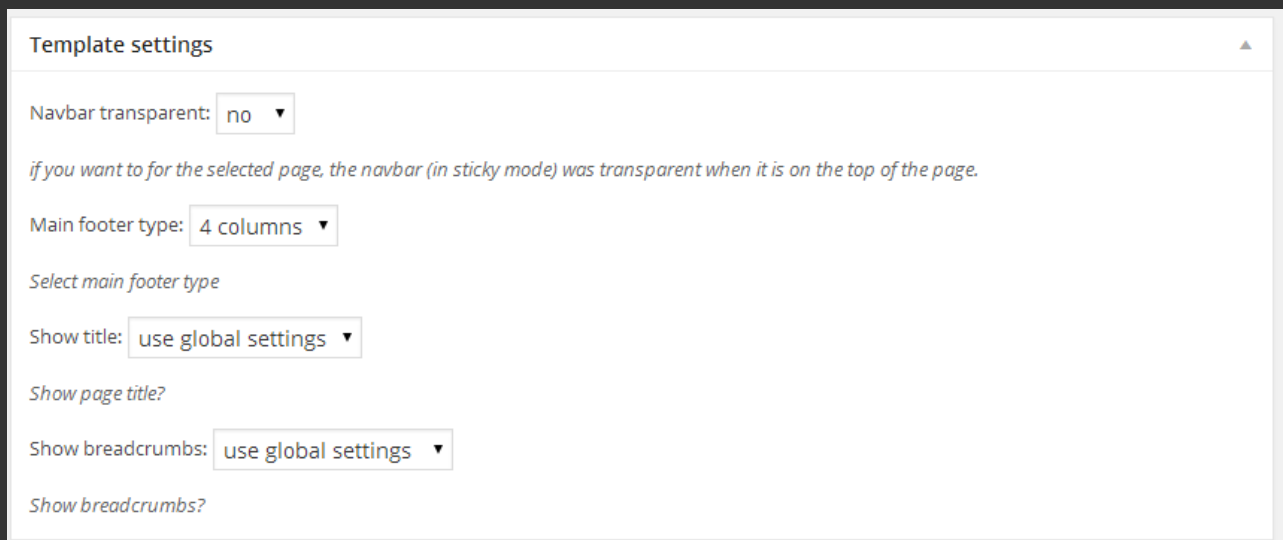
Default Template ▼

Order

0

Need help? Use the Help tab in the upper right of your screen.

Page attributes



Template settings

Navbar transparent: no ▼

if you want to for the selected page, the navbar (in sticky mode) was transparent when it is on the top of the page.

Main footer type: 4 columns ▼

Select main footer type

Show title: use global settings ▼

Show page title?

Show breadcrumbs: use global settings ▼

Show breadcrumbs?

Template settings

Learn more:

[WordPress Pages](#)

4.2 Homepage setup

If you added some pages via *Pages > Add new* you can choose one and set it up as homepage. Use *Static front page* tool in *Settings > Reading* and choose from the list your homepage. Remember to click *Save changes* at the end of editing

Reading Settings

Front page displays

☐ Your latest posts

☒ A [static page](#) (select below)

Front page: Home

Posts page: — Select —

Blog pages show at most 10 posts

Syndication feeds show the most recent 10 items

For each article in a feed, show

☒ Full text

☐ Summary

Search Engine Visibility

☐ Discourage search engines from indexing this site

It is up to search engines to decide whether to index this site

Save Changes

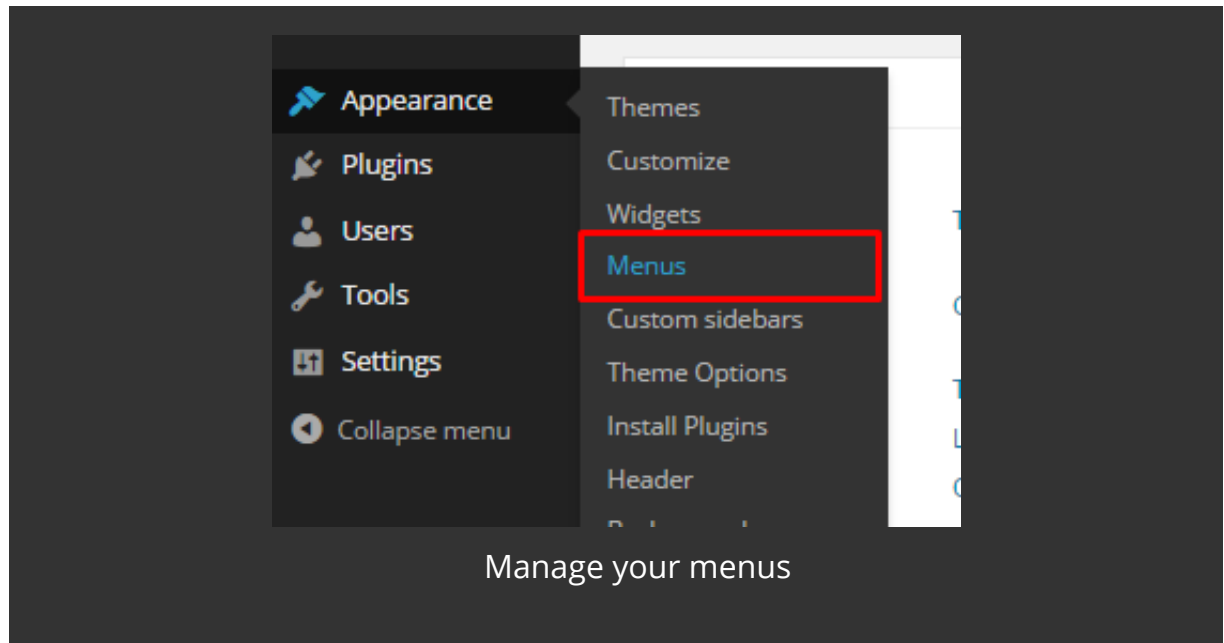
Static front page

4.3 Menu setup

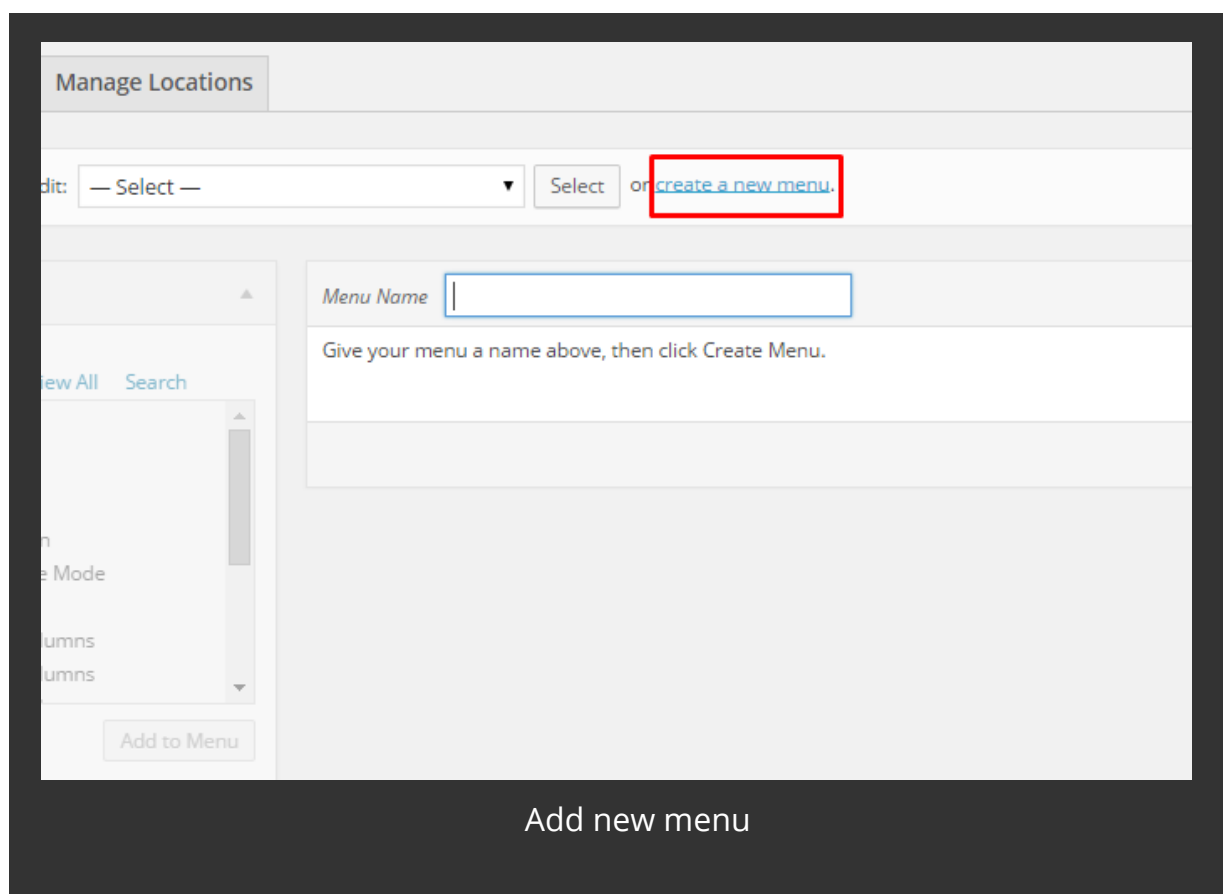
Depending on which version of content arrangement you choose, you can create onepager or multipage navigation menu.

To create navigation menu dedicated to multipage websites, please follow the steps below:

- **Step 1** – Navigate to *Appearance > Menus*

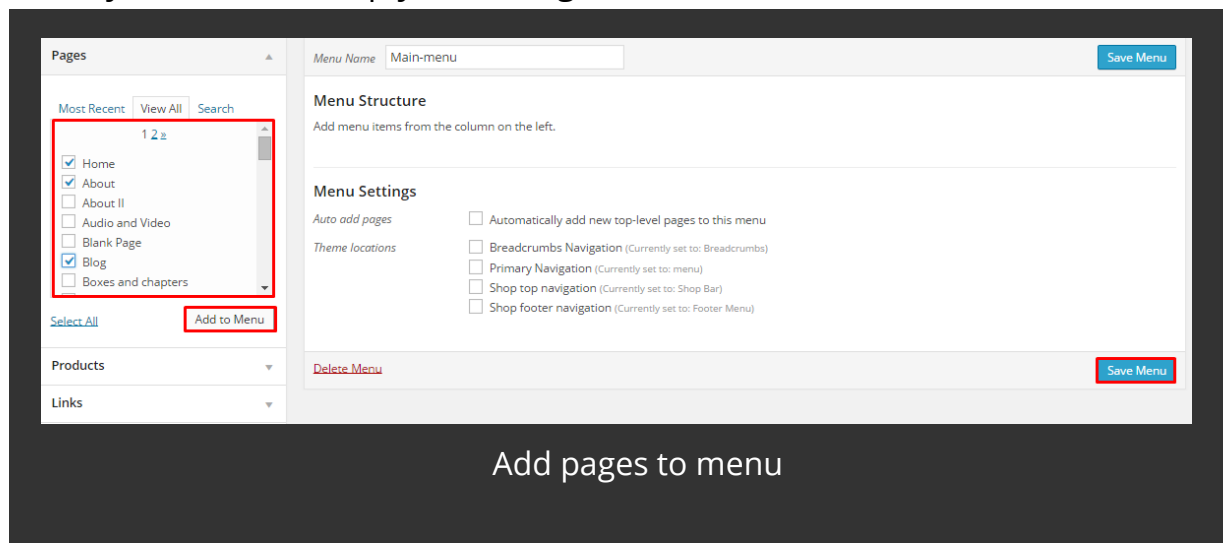


- **Step 2** – Click on *create a new menu*, enter menu Name and click on *Create Menu* button

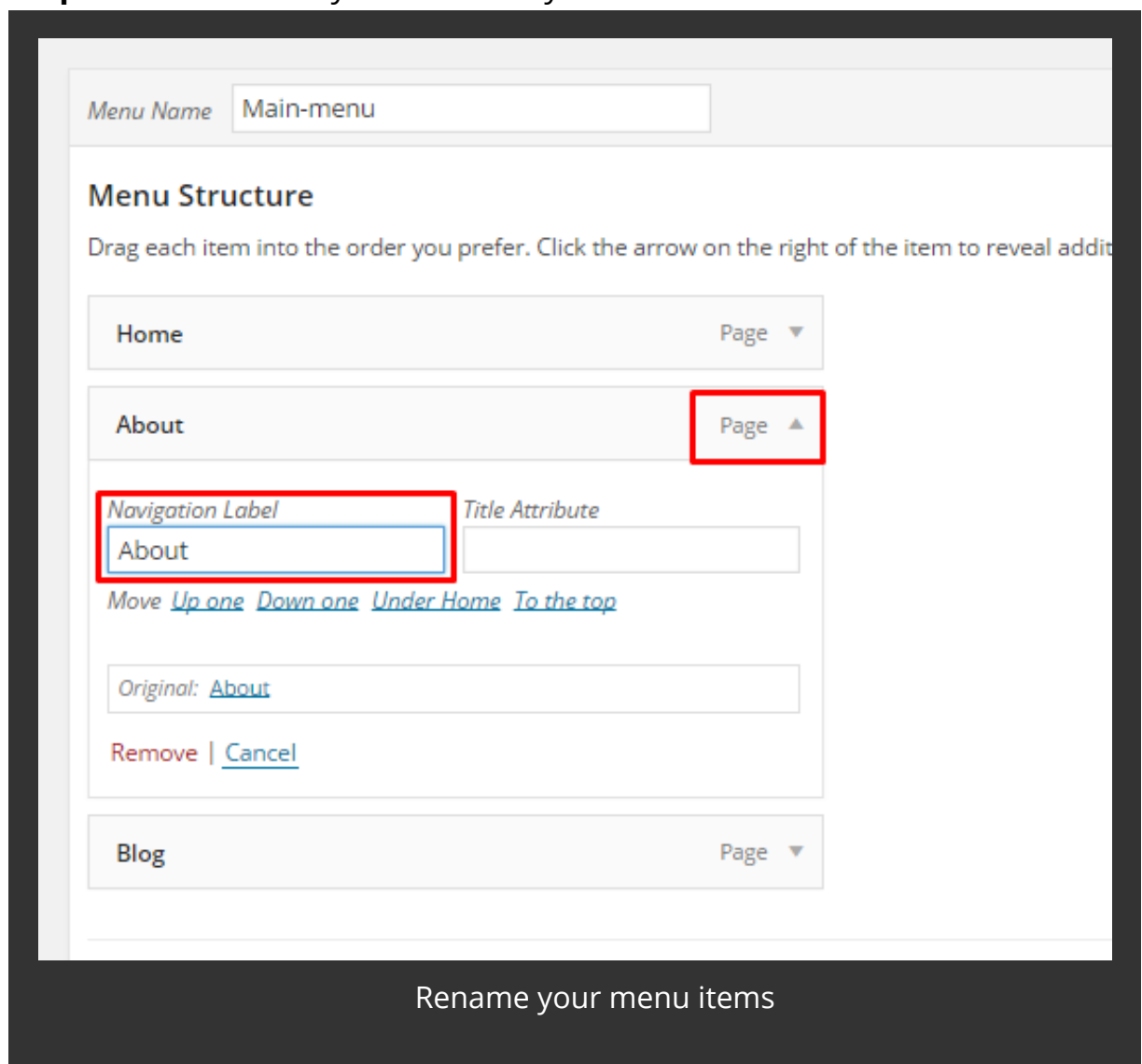


- **Step 3** – From the right hand side choose pages that you want to add to

your menu and click on *Add to Menu*. Once menu items are added you can reorder or nest them via drag and drop tool. Remember to click *Save Menu* when you finish to keep your changes saved.

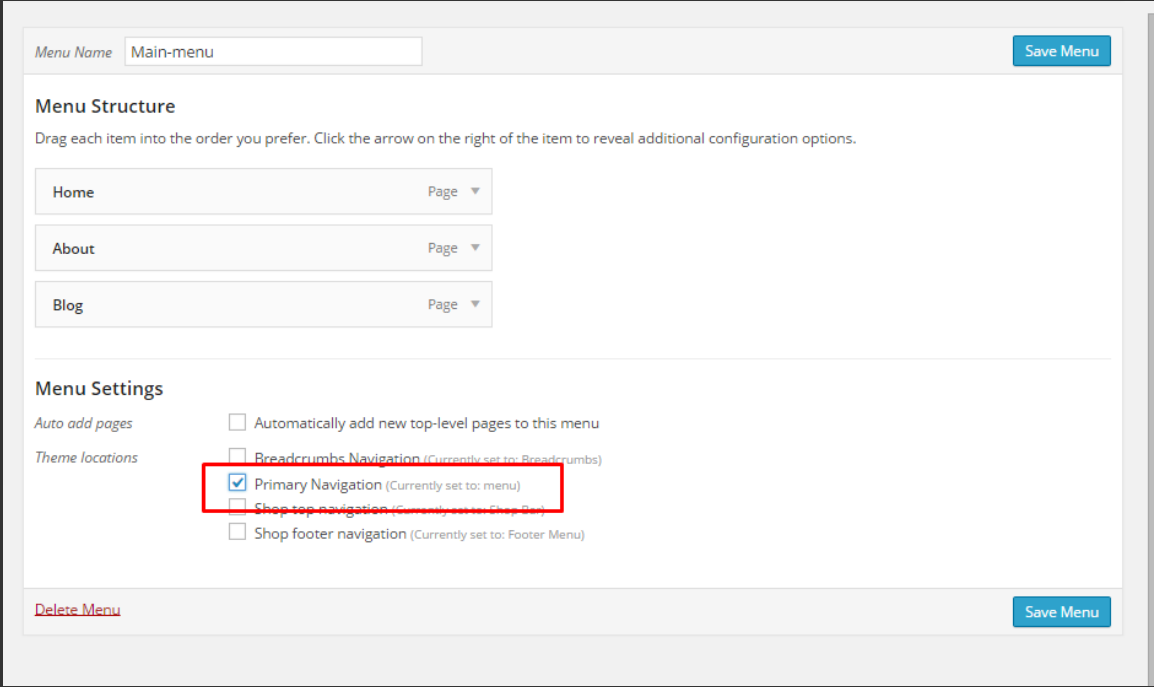


- **Step 4** – You can easily rename every menu item in item details.



- **Step 5** – Optionally you can add to menu other items, like *Links* or *Categories*

- **Step 6** – Check you menu as *Primary Navigation* to set it up as main menu.



Menu Name: Main-menu [Save Menu]

Menu Structure
Drag each item into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.

- Home Page ▾
- About Page ▾
- Blog Page ▾

Menu Settings

Auto add pages ☐ Automatically add new top-level pages to this menu

Theme locations

- ☐ Breadcrumbs Navigation (Currently set to: Breadcrumbs)
- ☒ Primary Navigation (Currently set to: menu)
- ☐ Shop top navigation (Currently set to: Shop Bar)
- ☐ Shop footer navigation (Currently set to: Footer Menu)

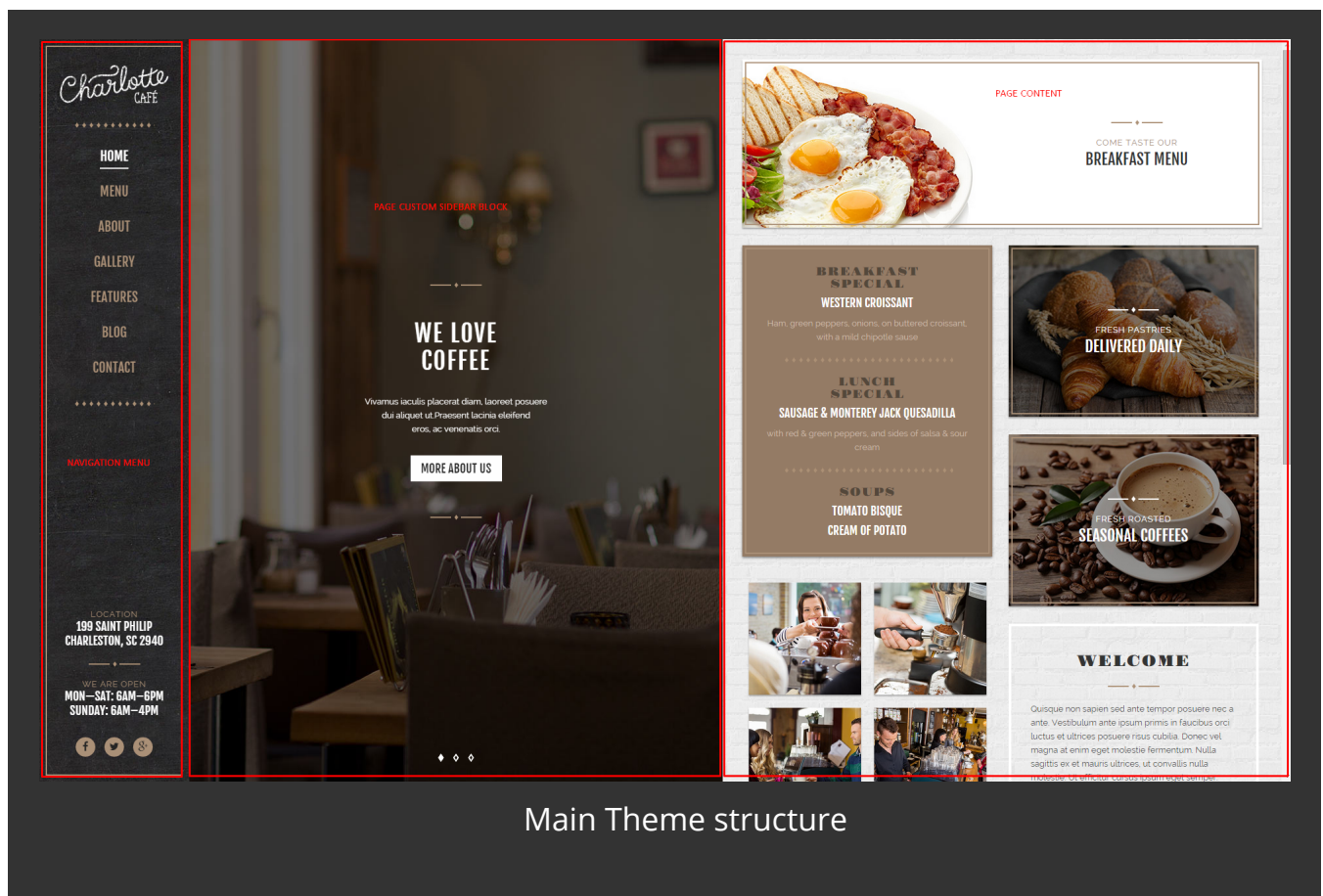
[Delete Menu] [Save Menu]

Primary navigation

- **Step 7** – Always click *Save Menu* after providing any changes.

4.4 What is sidebar block?

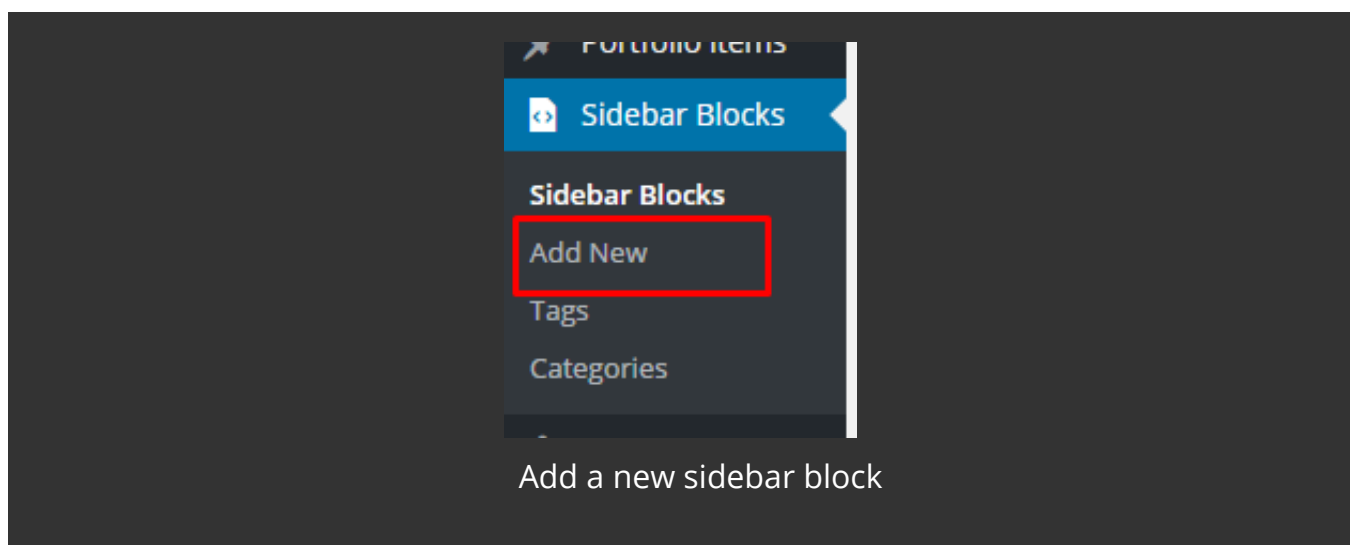
As you can see most of Charlotte content is arranged in two main content columns and navigation menu on the left side.



Navigation Menu can be setup via *Appearance > Menus* via *Primary Navigation* option. Main page content (right part of the content) is created in standard way with Visual Composer or shortcode via *Pages* section.

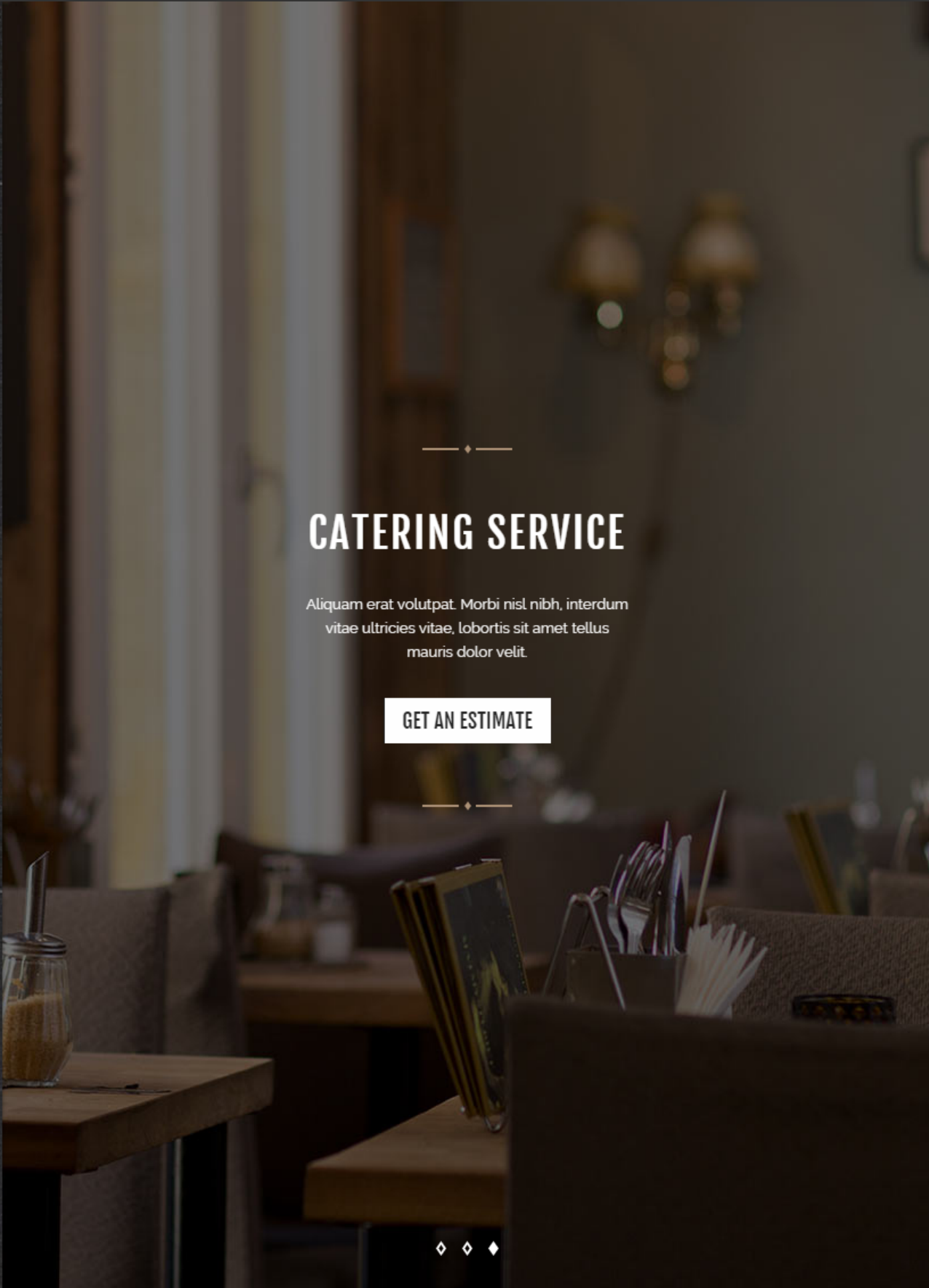
To create a central part of the content you need to use Sidebar Blocks. They are custom post types – which can be built with shortcodes or Visual Composer widgets like other posts or pages.

To create a new Sidebar Block – please navigate to *Sidebar Blocks* section and click on *Add New*:



You can also edit block imported with our demo content. To do this – just click on Sidebar Block to display list of all blocks. You can go to block edition page with *Edit* button.

For Example to edit content of the main theme slider – go to edition page of *Big Slider* block.



— ♦ —

CATERING SERVICE

Aliquam erat volutpat. Morbi nisl nibh, interdum
vitae ultricies vitae, lobortis sit amet tellus
mauris dolor velit.

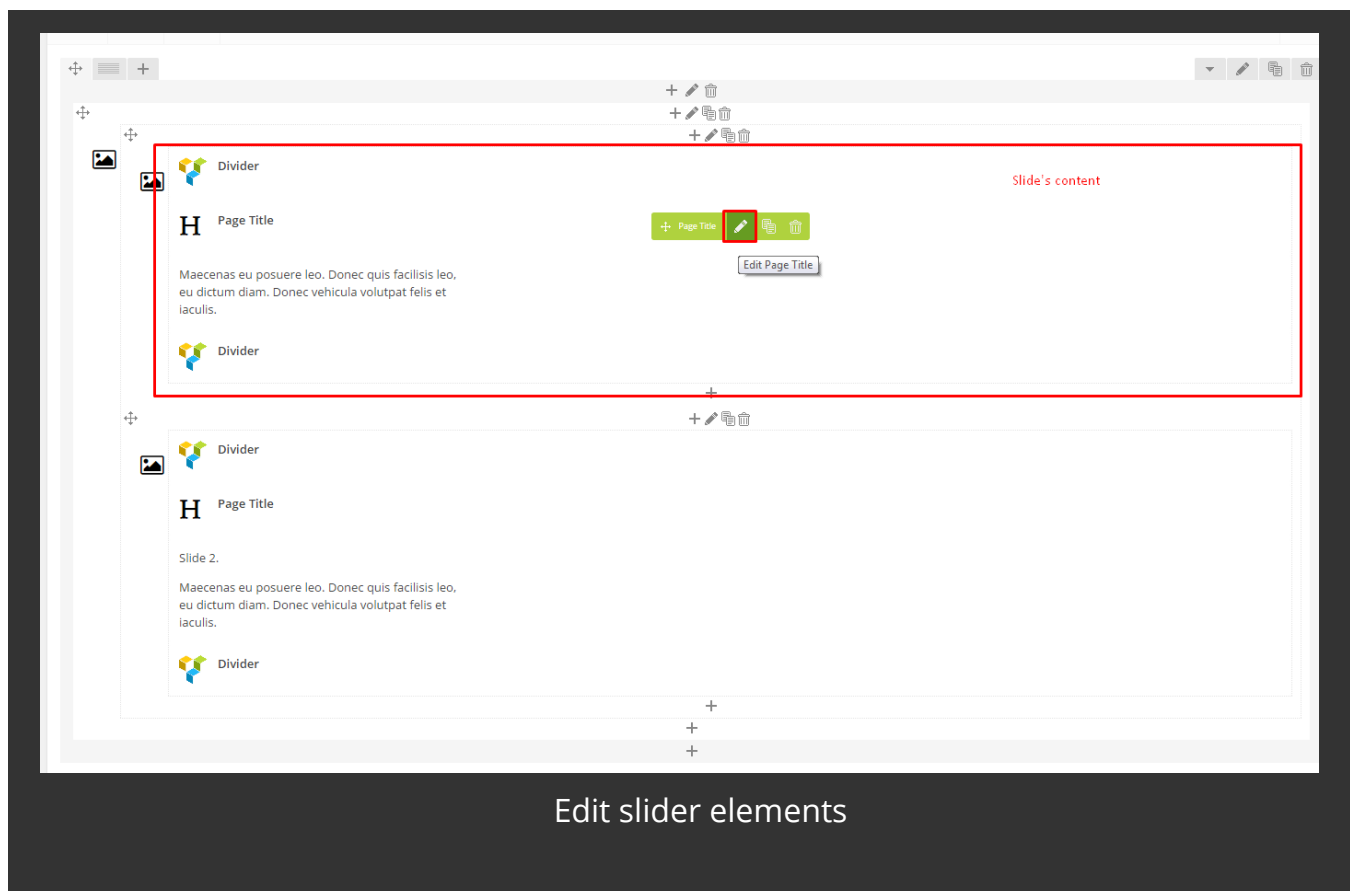
GET AN ESTIMATE

— ♦ —



Main Slider

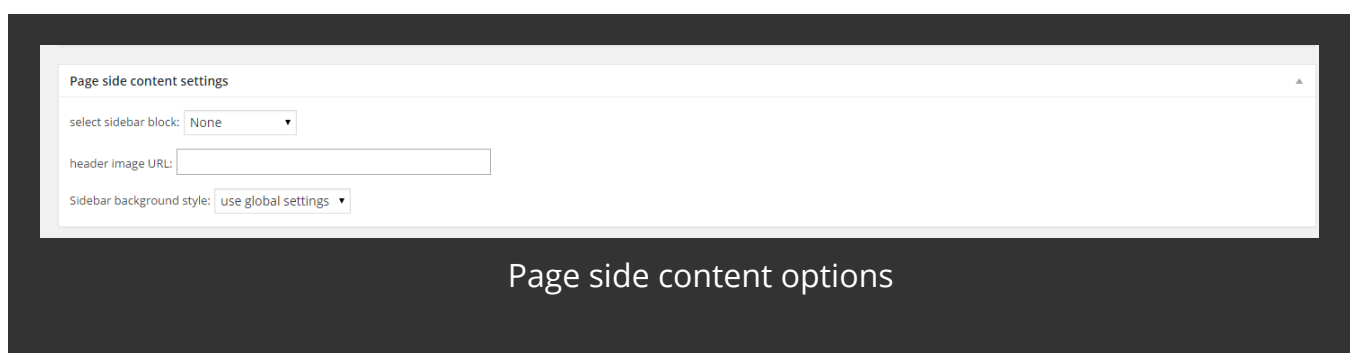
You can edit each slide content with Visual Composer elements:



<

4.5 Assign sidebar block to page

Sidebar blocks can be assigned individually for each page with *Page side content* options:



But for Pages in general, Blog and Restaurant Menu you can define Sidebar blocks via *Appearance > Customize* menu.

<Saved

You are customizing
Pages


Page sidebar options ▲

Select sidebar block

gallery ▼

Default

Page sidebar background image



Remove

Change Image

Page sidebar background style

no repeat ▼

Default

Page sidebar animated background

yes ▼

Default

Header ▼

Setup global options for sidebar block

4.6 Creating Restaurant Menu

With Charlotte you can define menu for the restaurants or cafeteria.



BREAKFAST

BACON & EGGS **\$8.99**

TWO EGGS ANY STYLE, FRESH SEASONAL FRUIT **\$8.99**

Scrambles egg whites or egg beaters also available

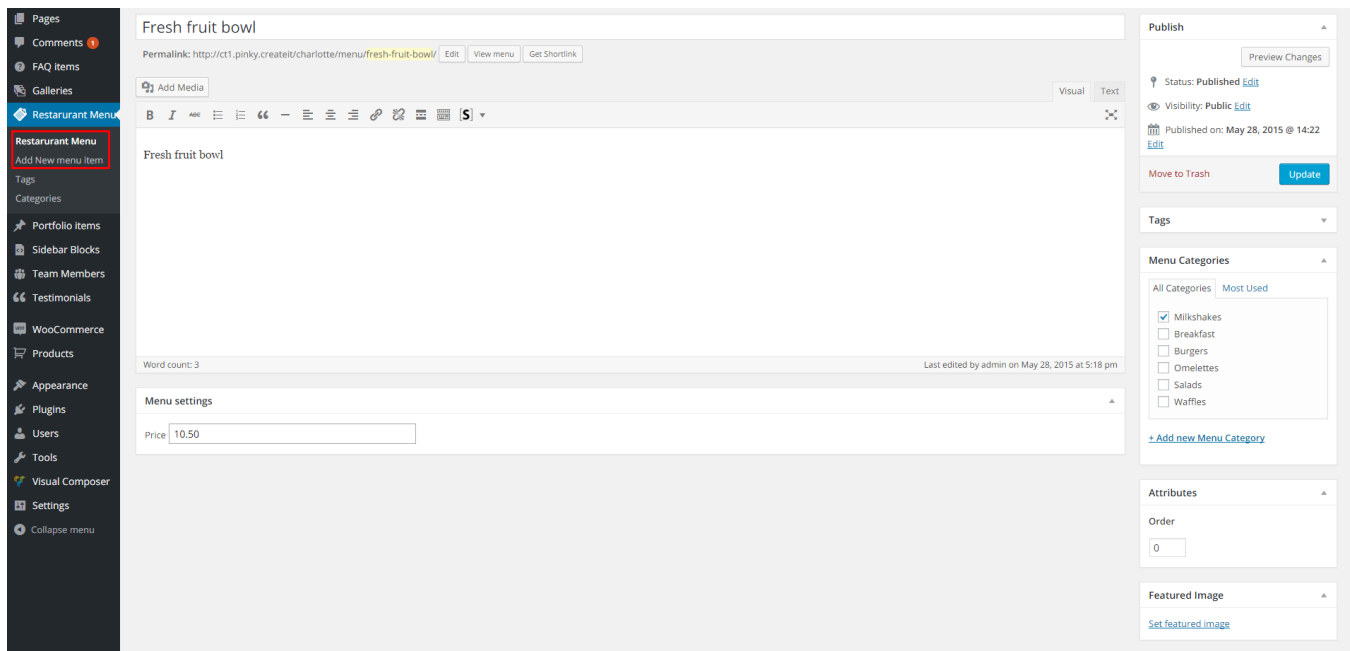


BURGERS

HAMBURGER **\$10.99**

Products menu

You can create each product for your menu via Restaurant Menu section



For each product you can define:

- Menu product name (*required*),
- Menu product description (*optional*),
- Price (*recommended*),
- Tags (*optional*)
- Categories (*recommended*),
- Order attribute (*optional*),
- Featured image (*recommended*),

All Menu products will be displayed on page with *Restaurant Menu template*, which can be defined in pages options.

You can setup the way of displaying menu via *Appearance > Customize* section.

5. Blog

Charlotte is loaded with options for the blog. It offers many different options for you to present your blog posts, along with several different blog post layouts. In addition, there are numerous theme options and shortcode options that allow you to customize how posts are displayed.

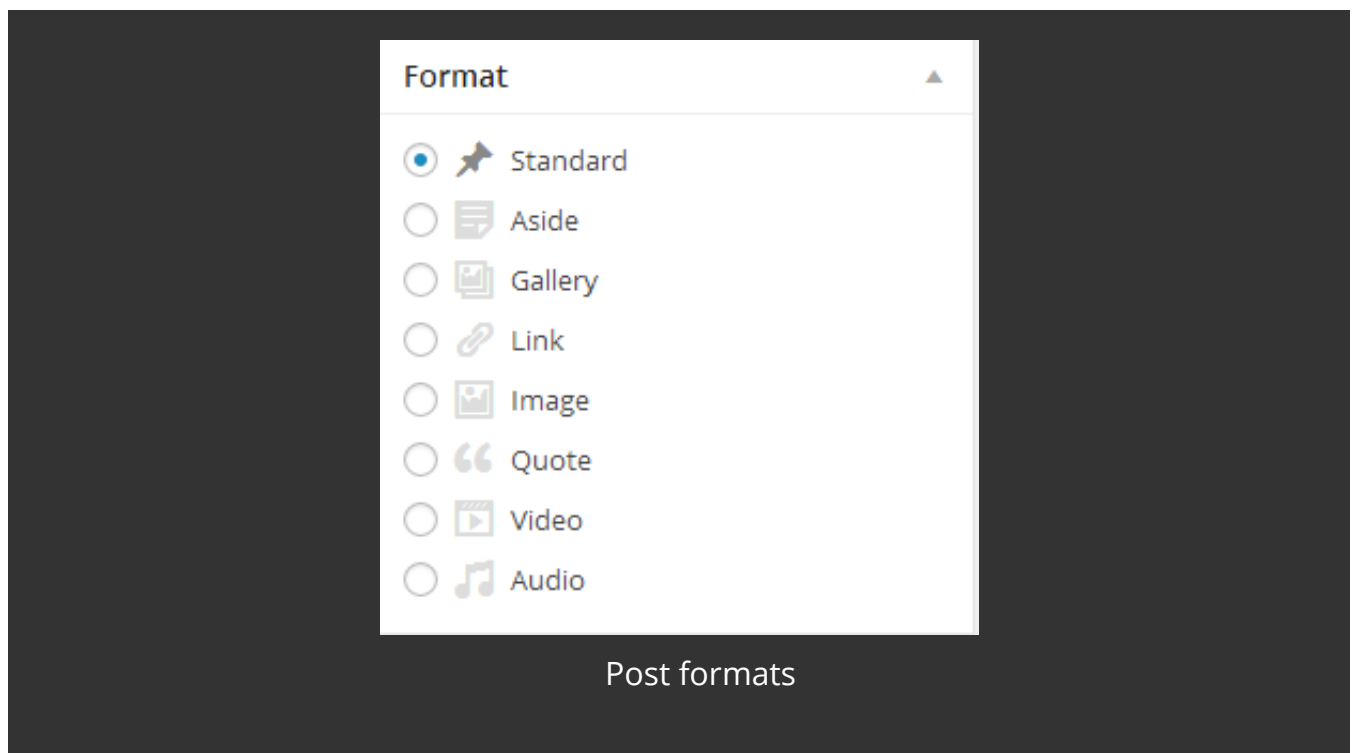
There are several ways to display your blog posts, we will cover each method as well as describe blog post types, post options and theme options. The following sections will cover each of these aspects of the blog.

5.1 Creating blog posts

No matter which method you use to display your blog posts, the first thing you need to do is create the blog posts.

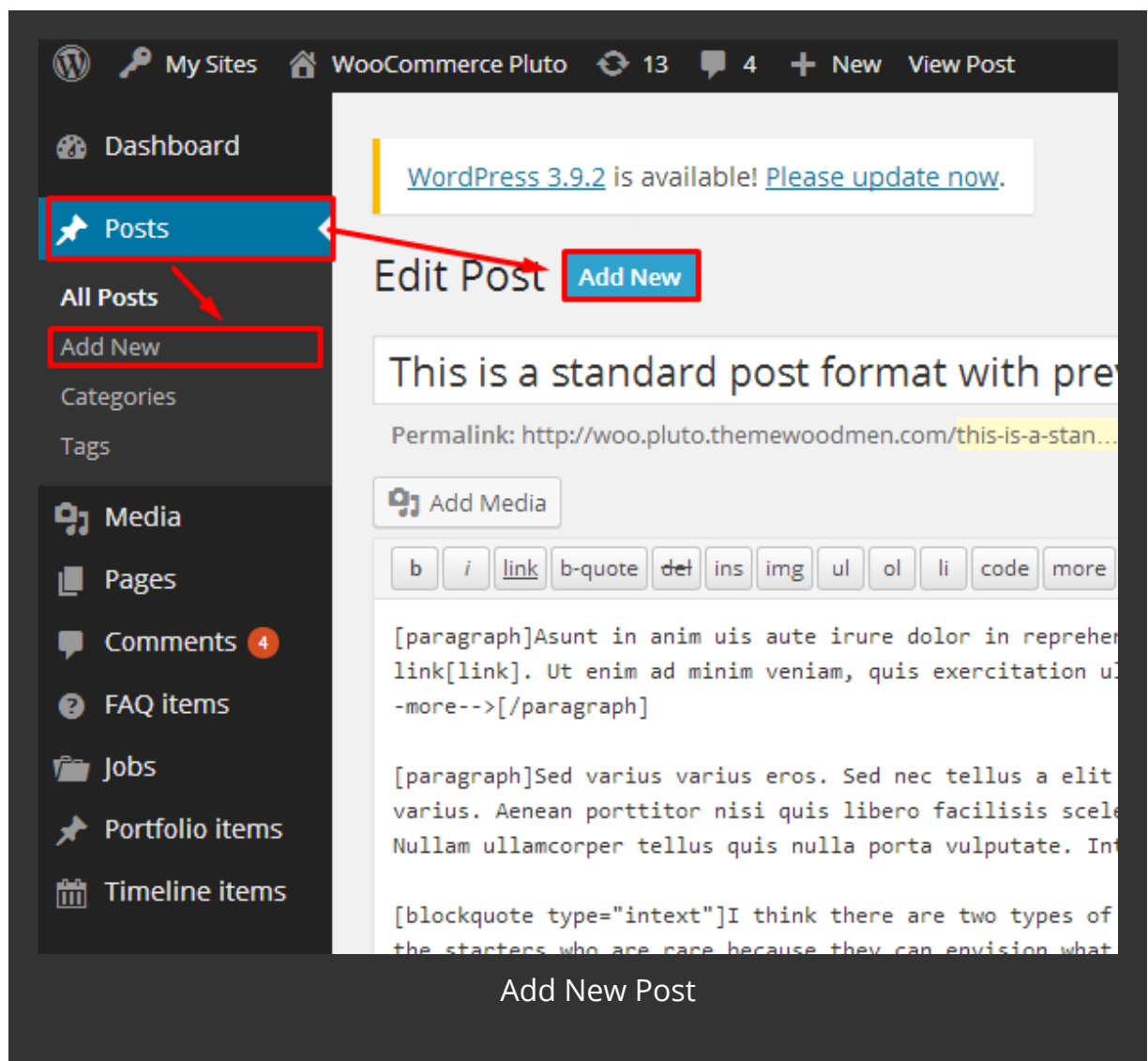
Charlotte offers several blog post types:

- Standard
- Aside
- Gallery
- Link
- Image
- Quote
- Video
- Audio

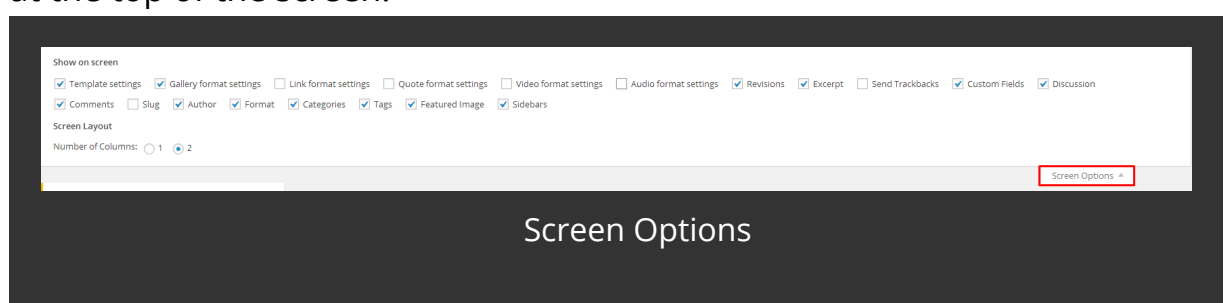


Follow the steps below to create a blog post

- **Step 1** – navigate to Posts in your WordPress admin.
- **Step 2** – click on *Add New* to make a new post. Create a title and insert your post content in the editing field. You can use any of our [shortcode](#) elements inside the post.

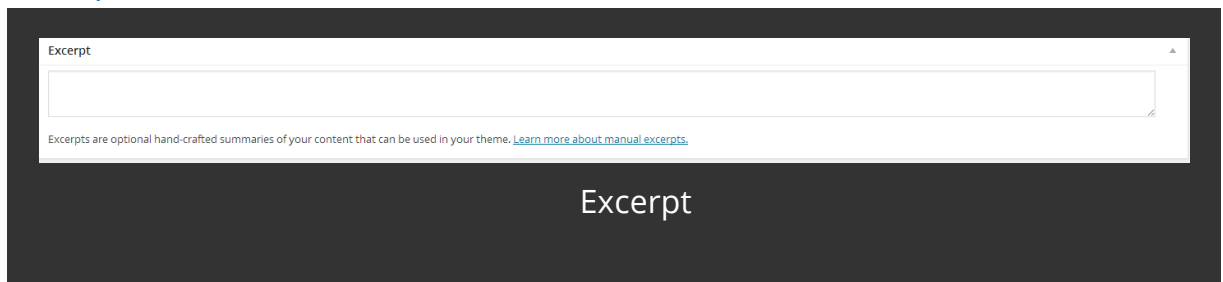


If you want to use some additional fields, choose them from screen options at the top of the screen.



- **Step 3** – add Categories from the right side. To assign it to the post, check the box next to the Category name.
- **Step 4** – add Tags from the right side. Type the name of the tag in the field, separate multiple tags with commas.
- **Step 5** – for a single image, click the Featured Image box, select an image and click *Set Featured Image*.

- **Step 6** – for a Gallery, insert more than one Featured Image, each image will be a slide in the gallery slideshow. Slides will be order by the date when the images was added to *Media*
- **Step 7** – for a video post, paste the iFrame embed into the Video Embed Code field, file url to M4V file url or OGV File URL or Direct video url from Youtube, Vimeo or Dailymotion
- **Step 8** – create an excerpt – Excerpts are optional hand-crafted summaries of your content that can be used in your theme. [Learn more about manual excerpts](#)



- **Step 9** – once you finished, click Publish to save the post.

5.2 Blog index page

The most popular way of displaying blog posts is to setup blog index page. All of your posts will be displayed there, ordered by publish date.

To set the page as your post page, navigate to *Posts page* tool in *Settings > Reading* and choose Blog index page from pages, that you created.

Reading Settings

Front page displays

- ☐ Your latest posts
- ☒ A [static page](#) (select below)

Front page: Home

Posts page: Blog

Blog pages show at most

10 posts

Syndication feeds show the most recent

10 items

For each article in a feed, show

- ☒ Full text
- ☐ Summary

Search Engine Visibility

☐ Discourage search engines from indexing this site

It is up to search engines to decide whether to index your site and whether to show it in search results.

Save Changes

Blog index page

Notice:

On Blog index page you will see only your posts, so don't add any other content to it.

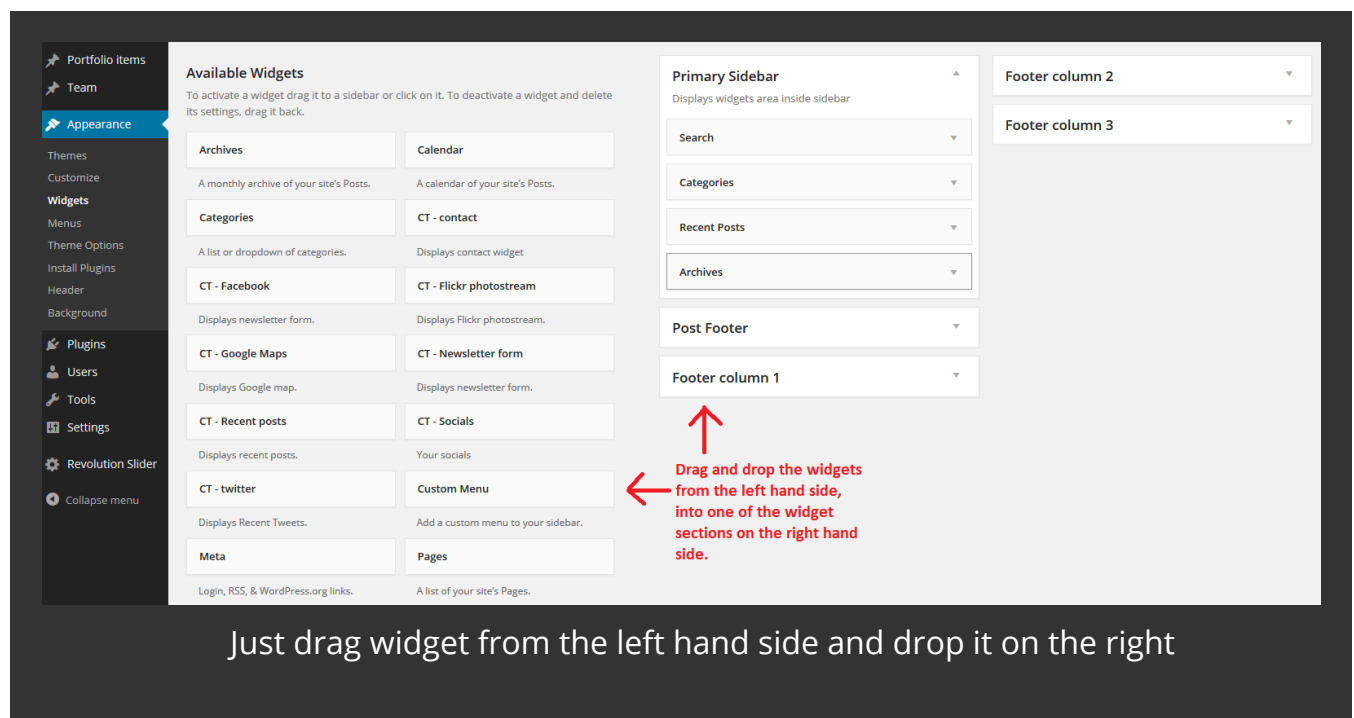
6. Widgets

6.1 Using widgets

Widgets are small blocks of content, which you can find in theme footer or sidebar. They were originally designed to provide a simple and easy-to-use way of giving design and structure control of the WordPress Theme to the user, which is now available on WordPress Themes to include the header, footer, and elsewhere in the WordPress design and structure. Widgets require no code experience or expertise. They can be added, removed, and rearranged on the WordPress Administration *Appearance > Widgets* panel.

Just drag and drop the widgets you want, into the right hand side where your sidebars and footer widgets are listed. Simply drag your widgets over to the sidebar or footer column, and then populate the content.

There are various fields and settings you can choose for each individual widget and all are self explanatory. You can also use multiple widgets per footer column, just drag and drop them into place. And you can put as many widgets as you want inside sidebar. Once you have finished populating the widgets, always make sure to hit the **Save** button to save the settings.



The screenshot displays the WordPress Administration interface for the 'Appearance > Widgets' section. On the left, a sidebar menu lists various site management options, with 'Appearance' highlighted. The main content area is divided into two columns. The left column, titled 'Available Widgets', lists various widgets such as Archives, Categories, CT - Facebook, CT - Google Maps, CT - Recent posts, CT - twitter, Meta, Calendar, CT - contact, CT - Flickr photostream, CT - Newsletter form, CT - Socials, Custom Menu, and Pages. Each widget has a brief description. The right column shows the widget areas for the theme, including 'Primary Sidebar', 'Post Footer', 'Footer column 1', 'Footer column 2', and 'Footer column 3'. A red arrow points from the 'Available Widgets' list to the 'Primary Sidebar' widget area, with the text: 'Drag and drop the widgets from the left hand side, into one of the widget sections on the right hand side.'

Just drag widget from the left hand side and drop it on the right

7. Plugins

Some functionalities of the Charlotte are available because of plugins we used to create it. Once Charlotte is activated in your WordPress admin panel you should see notification about bundled plugins we recommend to install – they are included in Charlotte package – so you don't have to do anything more than click *install* and *activate*.

Notice:

We can't guarantee Charlotte's compatibility with third party plugins. If you want to avoid unexpected bugs and errors use as little plugins as possible.

Below you will find the list of plugins we recommend you to use with Charlotte.

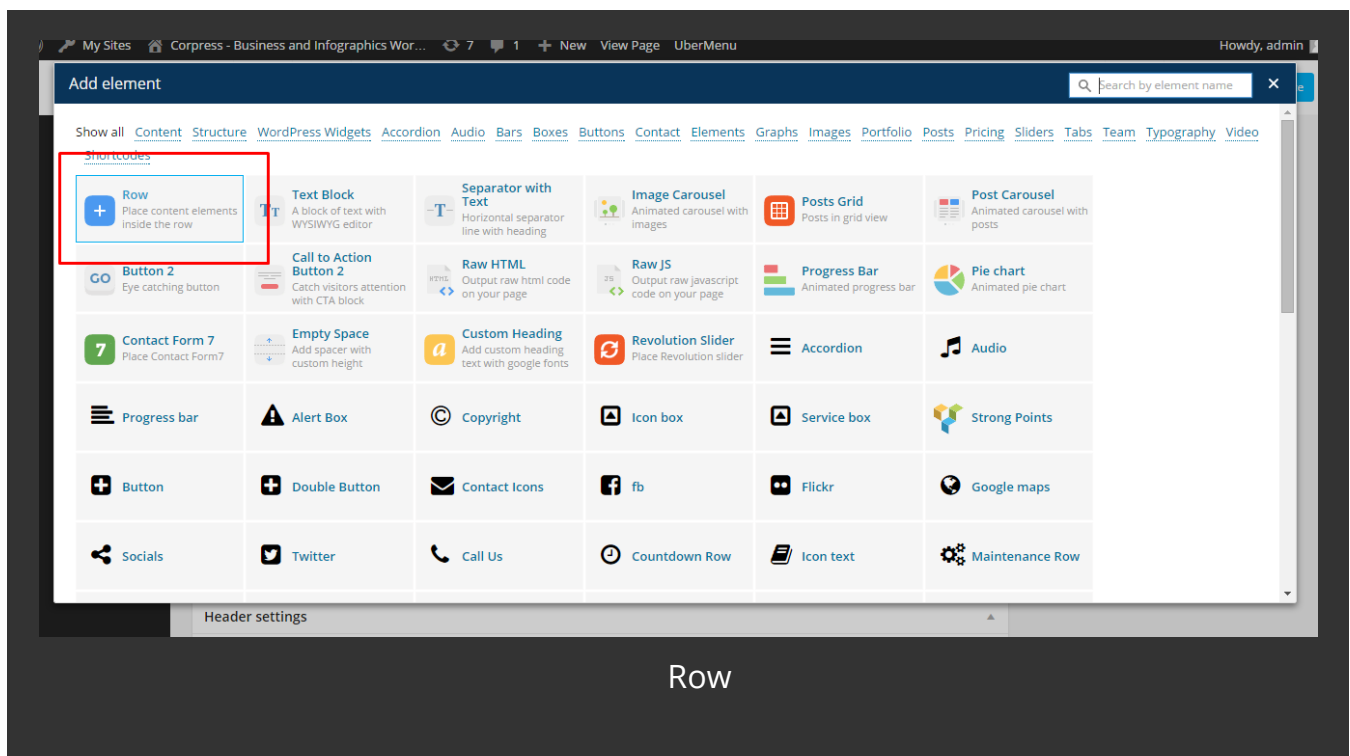
7.1 Visual Composer

Charlotte can be easily customized with [Visual Composer](#).

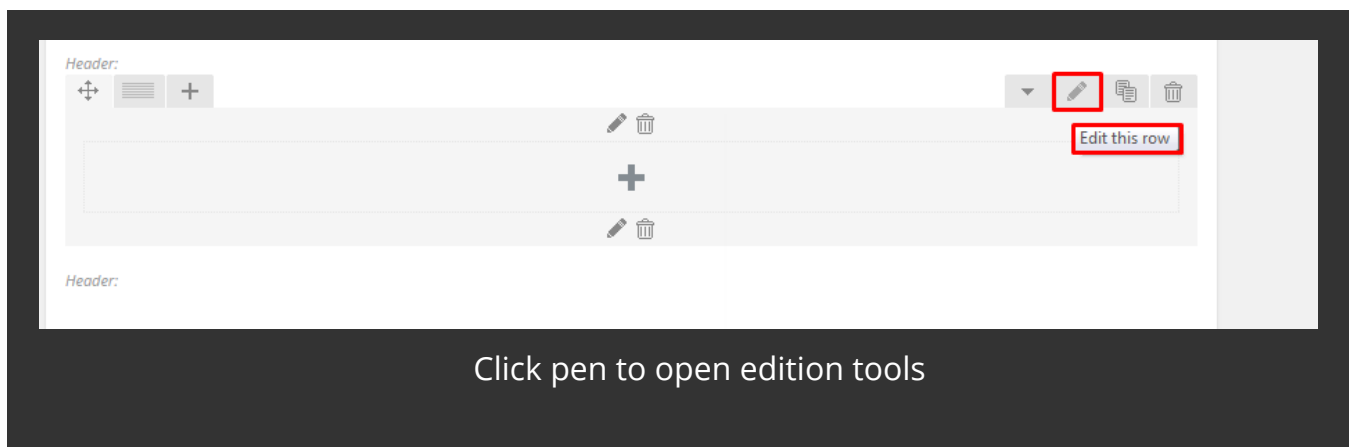
Simply drag and drop elements to build your page content. We prepared components which will help you determine main structure of the webpage – easily set up backgrounds, colors and styles for whole sections as well as lots of various smaller components which you can freely put wherever you want.

How to start?

We recommend you to use row as essential element of page structure.



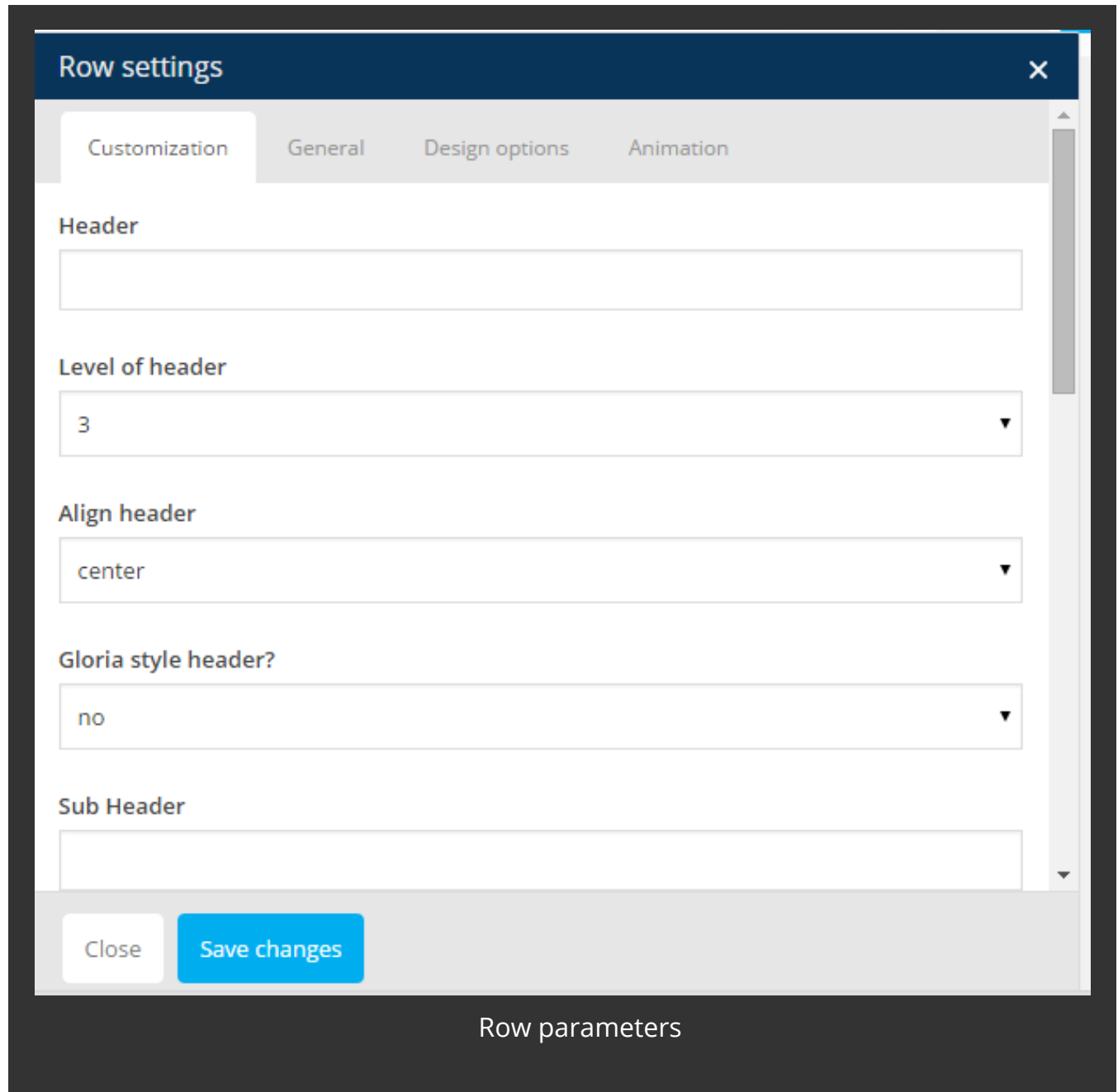
You can edit following row attributes:



1. Header text
2. Level of header
3. Header alignment
4. Header font style
5. Section type – determines section background, you can choose from predefined color styles: white, grey, dark grey, dark blue, motive or effects: pattern, parallax, kenburns, video
6. Padding – top, bottom or both
7. Padding size – if you don't want to have padding, choose *None*
8. Section height
9. Type of section layout – boxed or wide

10. Onepager element and ID – if you want to use section for scroll-to-section navigation
11. Custom class – if you want add custom CSS styles for element

You can also check additional options in tabs: General, Design Options and Animations



The image shows a 'Row settings' dialog box with a dark blue header and a light gray body. The 'Customization' tab is selected, showing fields for 'Header', 'Level of header' (set to 3), 'Align header' (set to center), 'Gloria style header?' (set to no), and 'Sub Header'. At the bottom are 'Close' and 'Save changes' buttons. The dialog is titled 'Row parameters'.

Row settings [X]

Customization General Design options Animation

Header

[Text input field]

Level of header

3 ▼

Align header

center ▼

Gloria style header?

no ▼

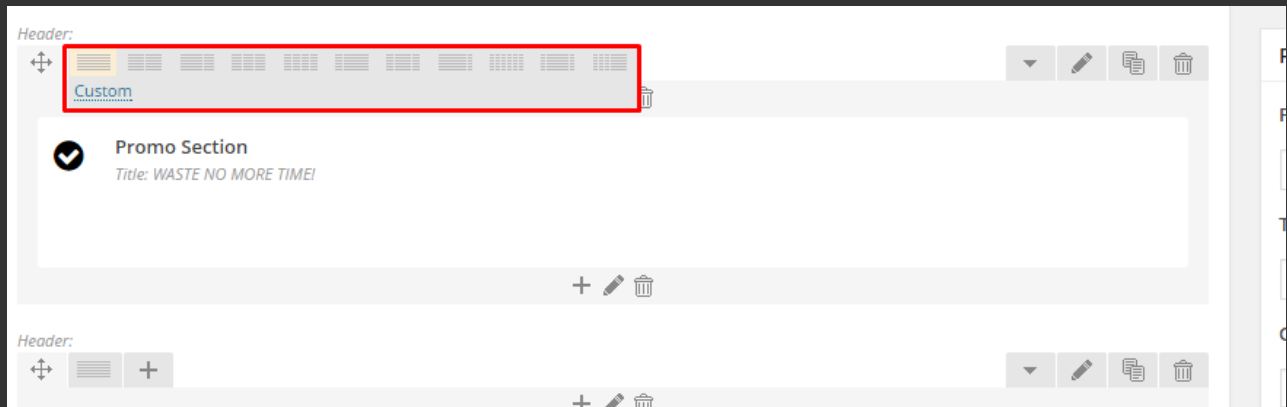
Sub Header

[Text input field]

Close Save changes

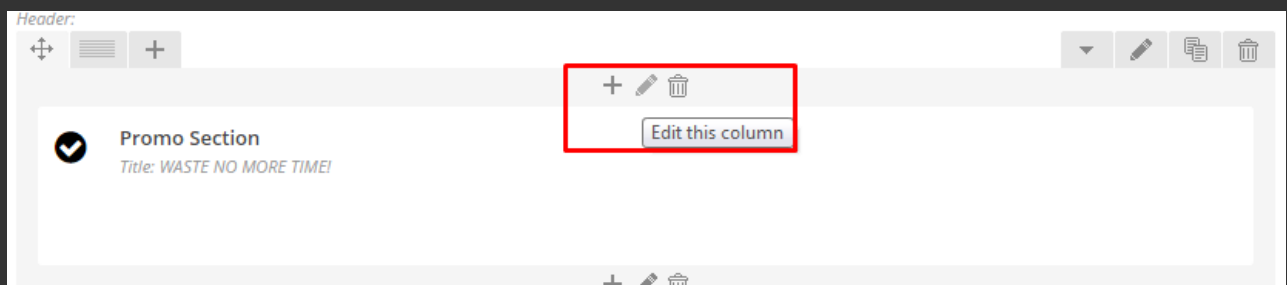
Row parameters

Once your section row is created you can choose number of columns in section, their width and optionally offset value.

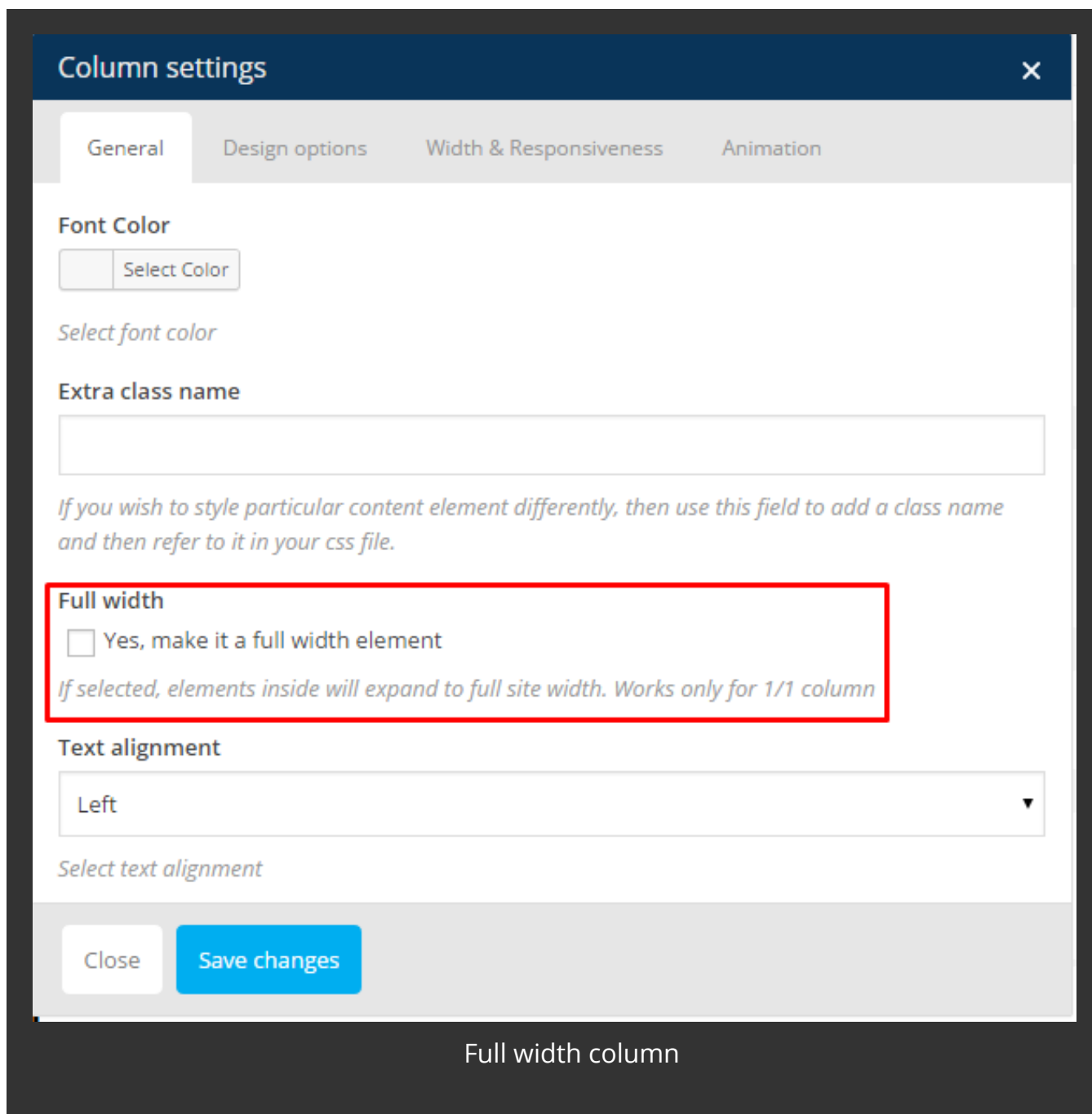


Section grid

If you want to create full_width element you need to choose 1 column greed in section and set it as full_width element.



Click pen to edit column.



Once you set up your section – you can put inside it as many components as you want.

Learn more:

For more information about Visual Composer, please check the article below:

[How to install Visual Composer](#)

[Visual Composer demo](#)

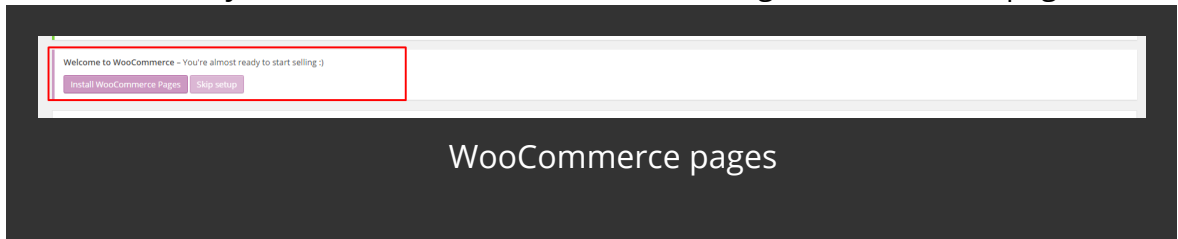
[Visual Documentation](#)

7.2 WooCommerce

Installation

1. Activate plugin "WooCommerce"

After activation you will see notification about installing WooCommerce pages:



Click on *Install* to import following WooCommerce pages:

- My Account
- Checkout
- Cart
- Shop

2. Configure [WooCommerce settings](#)

3. Learn more about [WooCommerce](#)

- **Step 1** – [add products](#)
- **Step 2** – [setup your products](#)
- **Step 3** – [sell what you've got](#)
- **Step 4** – [setup shipping options](#)
- **Step 5** – [manage your orders](#)

Translation

WooCommerce plugin can be translated to any language. [Here](#) you can find instructions how to do that.

8. Customization

Charlotte appearance, which you can see on our [demo page](#), is only one of many available options. You have a couple of options to customize it in the way you want, except changing components' appearance.

1. [Theme Customizer](#) – navigate to *Appearance > Themes* and click *Customize* to open customization panel with options to change colors and backgrounds
2. Use [Custom CSS](#)
3. Create your own [shortcodes](#)
4. Contact us – we can create your website from scratch, redesign it or just extend existing one – just send us an mail to premium@createit.pl

