
Rentica

Release

Apr 23, 2018

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General Information

Thank you for purchasing Rencia! We're very pleased that you have chosen our theme to use on your website. We're doing our best not to disappoint you! Before you get started, please check out these documentation pages. Rencia can only be used with WordPress and we assume that you already have it installed and ready to go. If you don't, please see [WordPress Codex](#) to get started.

1.1 Requirements

Before using Rencia, please meet the following requirements:

- Essentials to run WordPress – Read more about [WordPress Minimum Requirements](#) – in case any doubts regarding the server, contact your host provider.
- Latest version of WordPress, which you can [download here](#).
- Create secure [FTP](#) and Database.

1.2 Installation

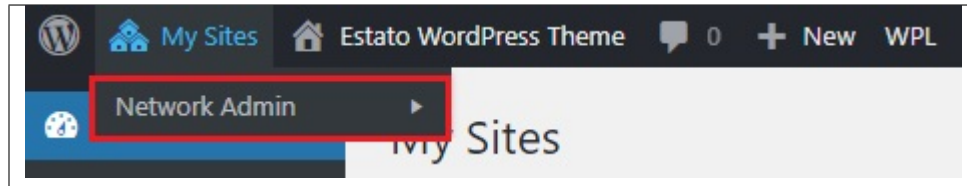
In our guide, we will show you step by step instructions on how to install our WordPress theme for beginners. Below you will find two ways to install a WordPress theme.

1.2.1 Installation via Administration Panel

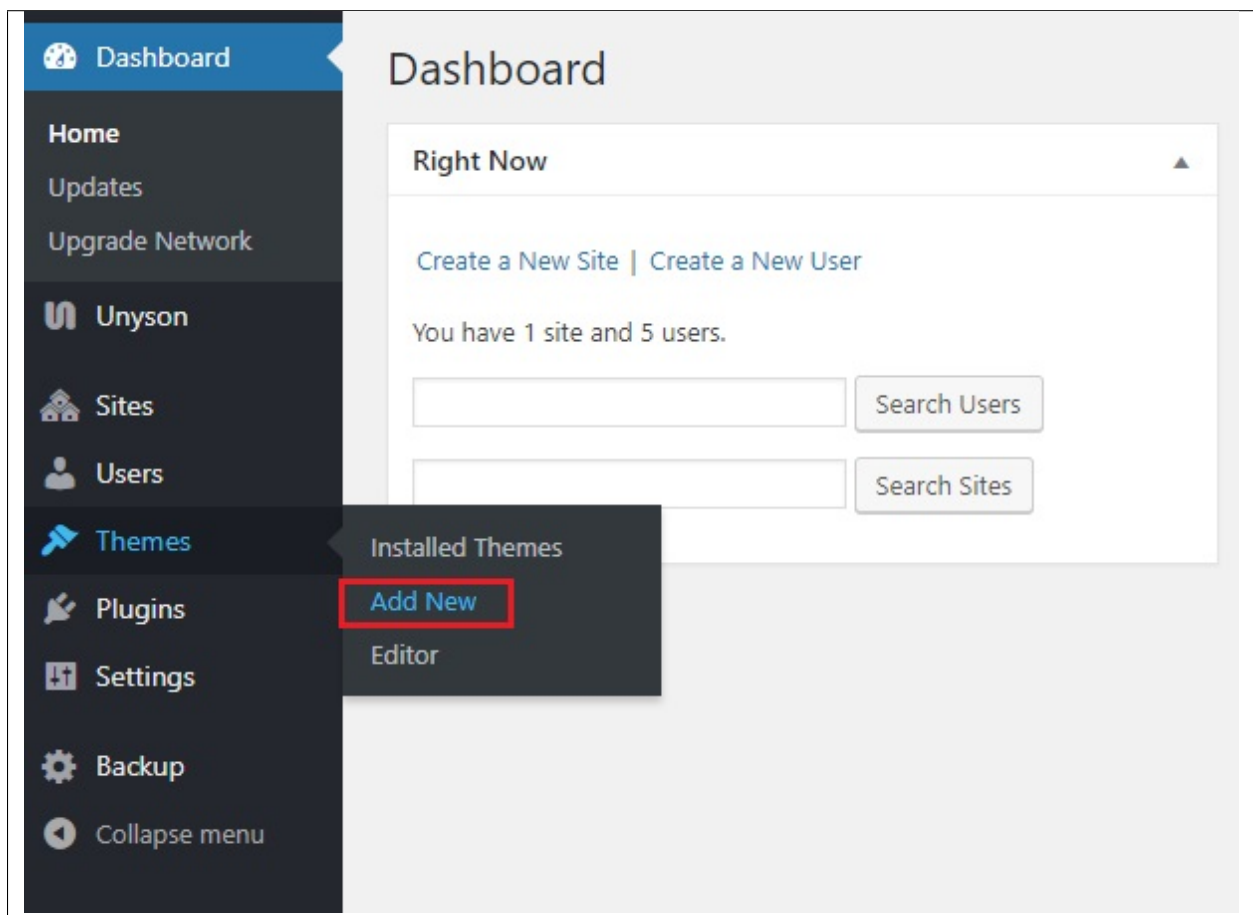
If Rencia files are downloaded from your Themeforest account, you can start an installation using WordPress administration panel.

Follow steps below to install the theme:

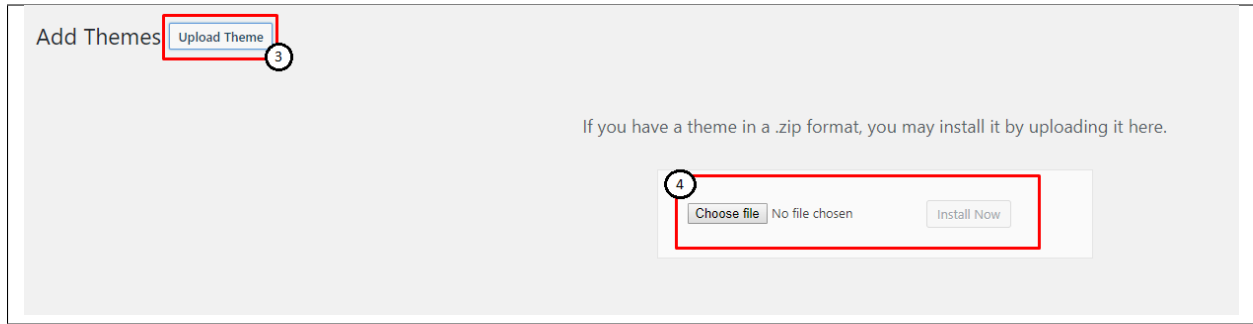
- **Step 1** - Once you've logged in to your administration panel, go to *My Sites > Network Admin*.



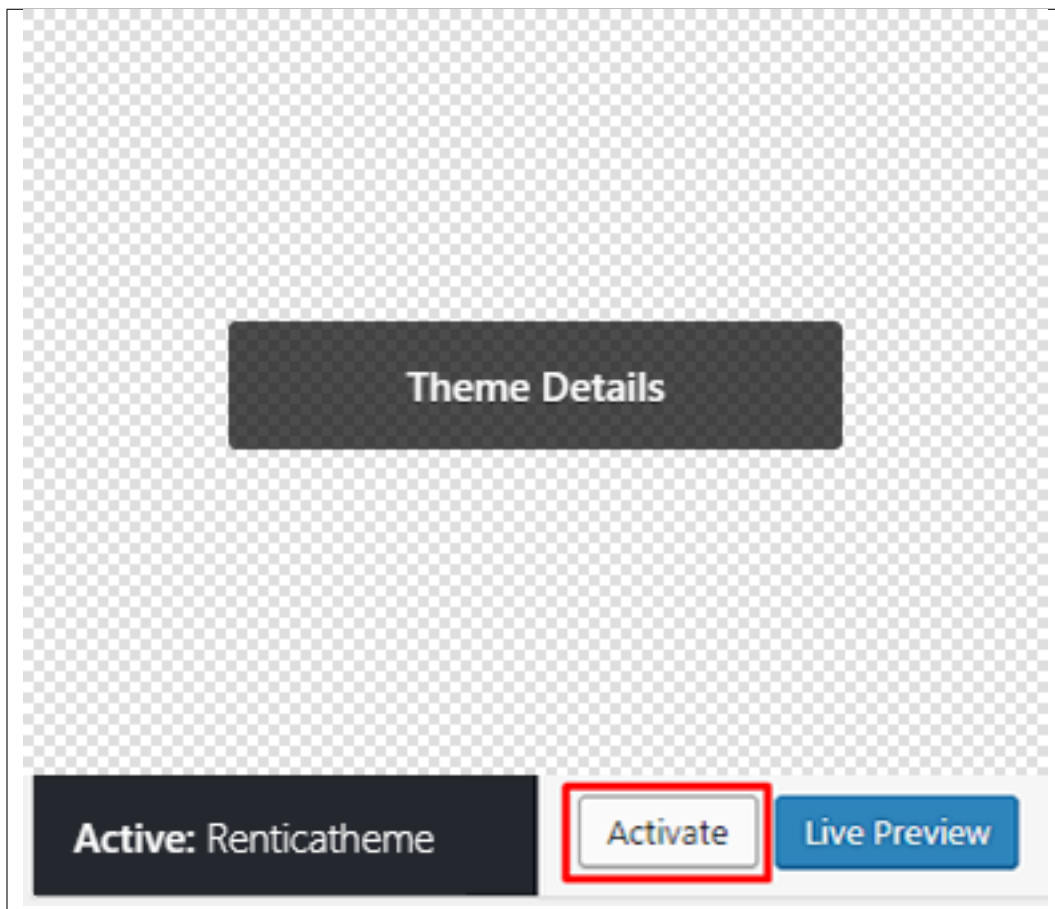
- **Step 2** - Then click on *Themes > Add New*, you will be directed to a page where you can choose available themes.



- **Step 3** - Once directed to the page, on the upper left side of the screen click on *Upload Theme* button.
- **Step 4** - Choose the *Renticatheme.zip* file from your computer, then click *Install Now*.



- **Step 5** - Click on *My Sites* then go to *Appearance > Themes* and *Activate Rentica*.



- **Step 6** - After activating *Rentica*, you will be sent to *Theme Installation Instruction* steps. By following this steps you will be asked to install required plugins, activate them, and import demo content (required).

Theme installation instructions

Please follow these steps:

1. Install all required plugins, click here: [install plugins](#)
2. Activate all required plugins, click here: [activate plugins](#)
3. Import demo content, click here: (click only when the theme plugin is active)

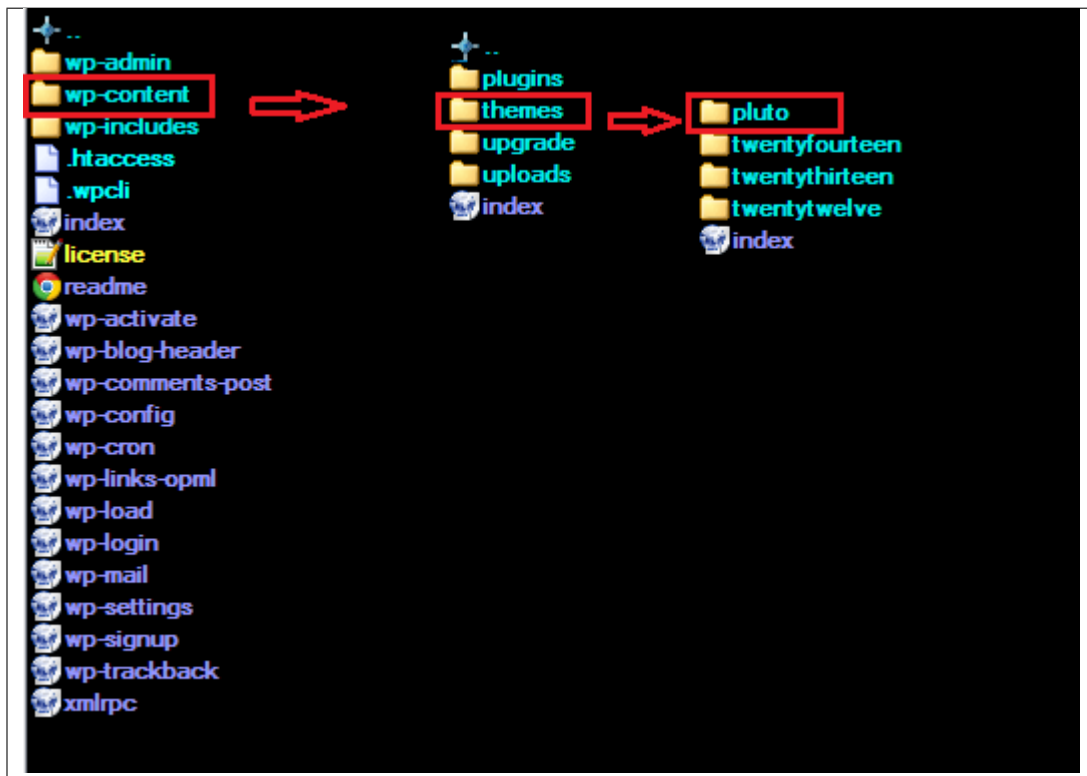
Common Install Error: Are You Sure You Want To Do This?

If you get the following question message when installing *Renticatheme.zip* file via WordPress, it means that you have an upload file size limit. *Install the theme via FTP* or call your hosting company and ask them to increase the limit.

1.2.2 Installation via FTP

To install Rentica WP via FTP, follow steps below:

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



- **Step 5** - Go to your WordPress administration panel, navigate to *Appearance > Themes* then activate **Rentica** theme.

Learn more:

- [WordPress Codex – FTP clients](#)

1.3 Unyson, Extension, and Plugins

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

1.3.1 Unyson

[Unyson](#) is a framework for [WordPress](#) that facilitates development of a theme. This framework was created from the ground up by the team behind [ThemeFuse](#) from the desire to empower developers to build outstanding WordPress themes fast and easy. This documentation is heavily modified by [createIT](#) to ensure all custom extensions are well documented.

This documentation assumes you have a working knowledge of WordPress. If you haven't, please start by reading [WordPress Documentation](#).

Minimum Requirements

Server:

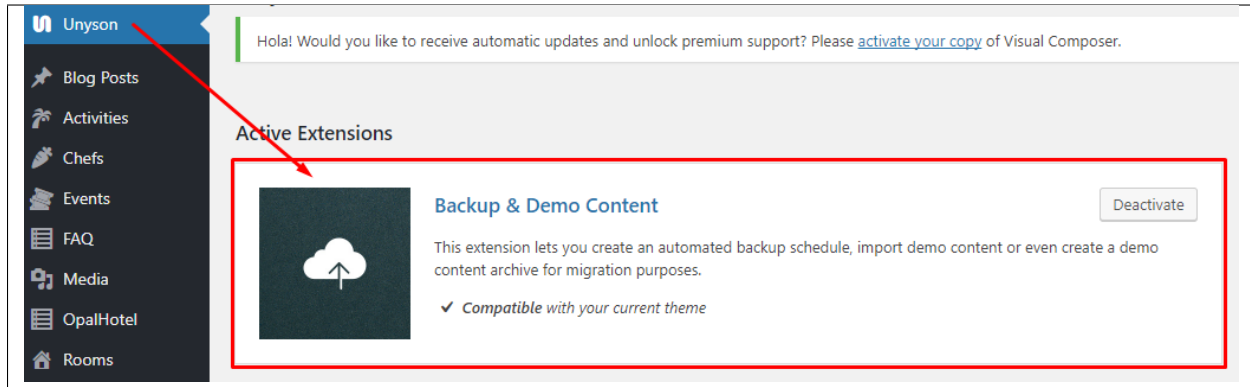
- PHP 7.2 or greater
- MySQL 5.6 or greater OR MariaDB 10.0 or greater
- Nginx or Apache with mod_rewrite module
- HTTPS support

Wordpress: 4.9

Installation

Unyson is part of *Rentica plugin* that should be activated to be able to use the fully use this theme.

After plugin will be activated you will notice the Unyson entry in the sidebar:



Configure the plugin by going to the Unyson menu and activating the following extensions:

- **Backup & Demo Content:** This extension lets you create an automated backup schedule, import demo content or even create a demo content archive for migration purposes.
- **SASS Compiler:** Compiles SASS files. Remember to activate it when you are going to change theme colors via Customize.
- **Breadcrumbs:** Creates a simplified navigation menu for the pages that can be placed anywhere in the theme. This will make navigating the website much easier.
- **Visual Composer:** Allows for seamless integration with Visual Composer.
- **CT Team:** This extension will add team post type support
- **CT Flickr:** This extension will add a flickr shortcode and widget.
- **CT Twitter:** This extension will add a twitter shortcode.
- **CT Rents:** This extension will add Cars post type support
- **Rentica Portfolio:** This extension will add portfolio post type support.
- **Rentica FAQ:** This extension will add FAQ post type support.

License

The licenses for most software are designed to take away your freedom to share and change it. By contrast, the GNU General Public License is intended to guarantee your freedom to share and change free software. Unyson inherits the [General Public License \(GPL\)](#) from WordPress.

1.3.2 Extension

On the Unyson page you'll see a list of available extensions separated in two sections:

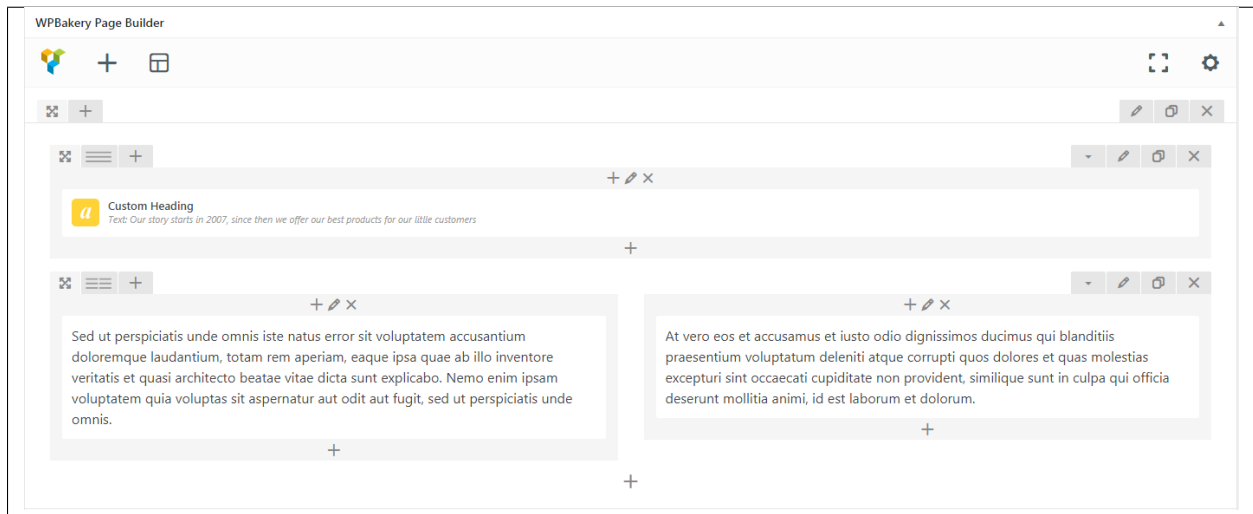
Active Extensions - Extensions that *should be activate* to be able to fully use Rentica WP theme functionality:

Available Extensions - Extensions not yet downloaded or activate.

Note: We recommend to not activate any of the extensions that are not part of the list above. They may not be compatible with the theme and could create unexpected issues.

1.3.3 Plugins

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.

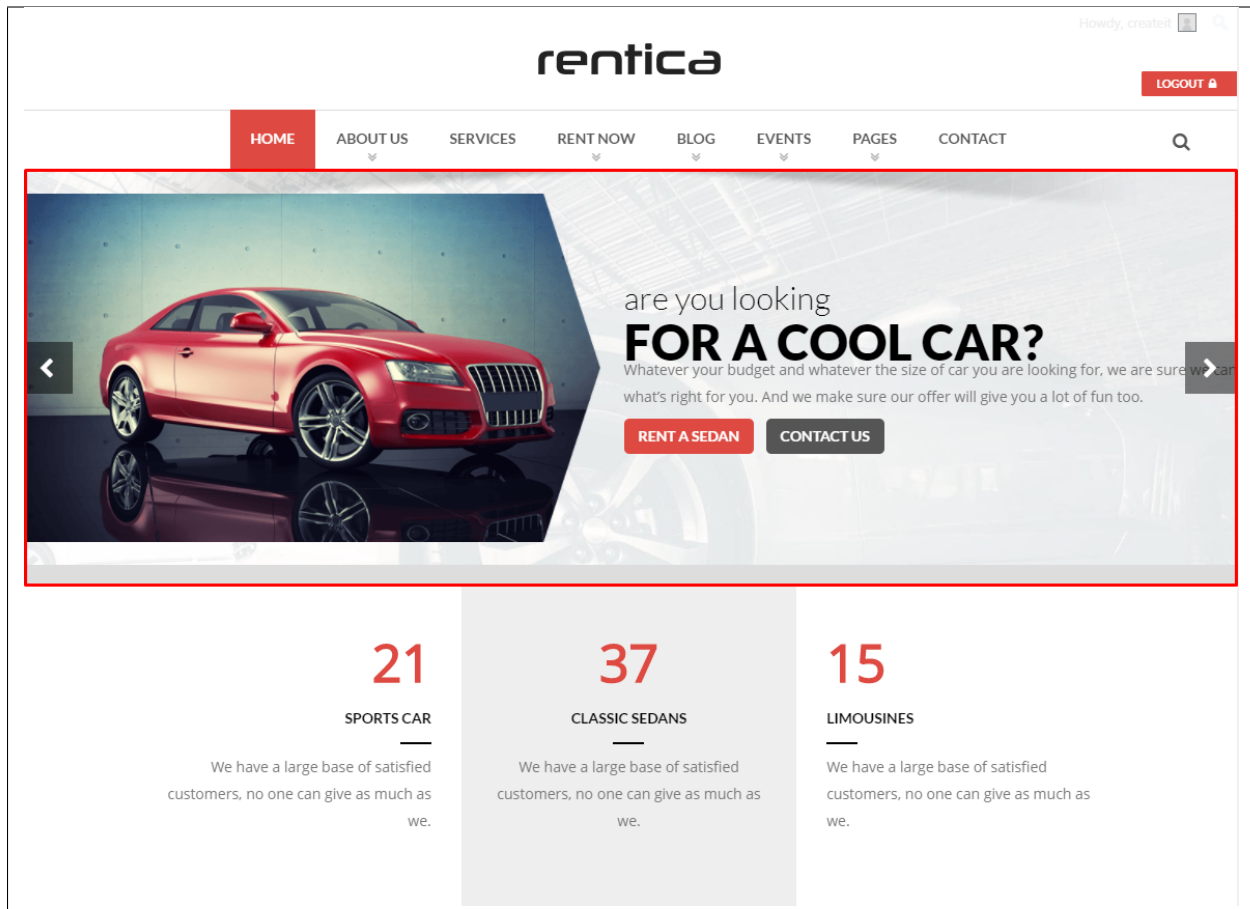
Note: As the VC plugin used with Rentica WP Theme is part of a bundle, that mean that theme author has a license and only he/she can download latest versions of VC and include it in the theme. You as a theme user may use Visual Composer free of charge while you use the theme that came with VC (because you have a license for that theme).

Learn more:

For more information about Visual Composer, please check articles below:

- [How to install Visual Composer](#)
- [Visual Composer demo](#)
- [Visual Composer documentation](#)

Slider Revolution



How to activate the plugin

Slider Revolution is included in Rentica WP package – so you don't have to do anything more than click *install* and *activate* as you do with other plugins.

If you are new user of the revolution Slider plugin or you just want to check some of it functionality feel free to check [Slider Revolution Documentation](#) created by the authors of this plugin.

Contact Form 7

Contact forms in Rentica WP are created with the use of *Contact Form 7 Plugin*. Below you will find information how to recreate Contact forms used in our theme by adding the correct markup for the Form section of this plugin.

Send us a Message

Copy this shortcode and paste it into your post, page, or text widget content:

```
[contact-form-7 id="330" title="Send us a Message"]
```

Form

Mail ! Messages Additional Settings

Form

text email URL tel number date text area drop-down menu checkboxes radio buttons acceptance quiz
reCAPTCHA file submit

```

<div class="ct-contact-form">
<h3 class="ct-formTitle ct-contactPage"> SEND US A MESSAGE </h3>
<label> Name
  [text* your-name placeholder "Name"] </label>

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

<label> Phone
  [text phone placeholder "Phone"] </label>

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

[submit "Send Message"]

</div>

```

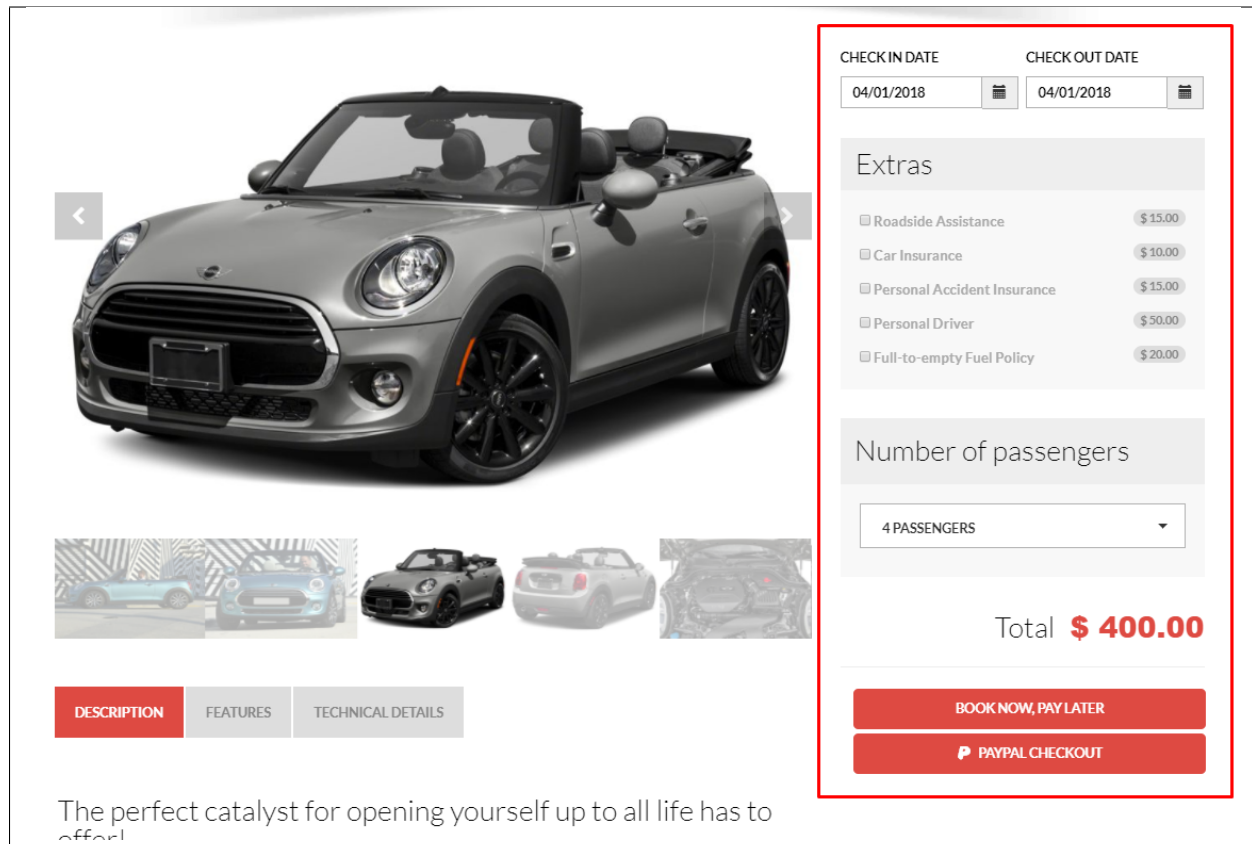
If you never before used this plugin I suggest you to check [Getting Started with ContactForm 7](#).

Booki

A modern booking plugin for WordPress. This plugin allows you to setup appointments or reservations with time that adapts to users timezone. You can make payment via PayPal or simply book and pay later.

1.3. Unyson, Extension, and Plugins

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Check in date: 04/01/2018

Check out date: 04/01/2018

Extras

<input type="checkbox"/> Roadside Assistance	\$15.00
<input type="checkbox"/> Car Insurance	\$10.00
<input type="checkbox"/> Personal Accident Insurance	\$15.00
<input type="checkbox"/> Personal Driver	\$50.00
<input type="checkbox"/> Full-to-empty Fuel Policy	\$20.00

Number of passengers

4 PASSENGERS

Total **\$ 400.00**

[DESCRIPTION](#) [FEATURES](#) [TECHNICAL DETAILS](#)

The perfect catalyst for opening yourself up to all life has to offer!

[BOOK NOW, PAY LATER](#)

[PAYPAL CHECKOUT](#)

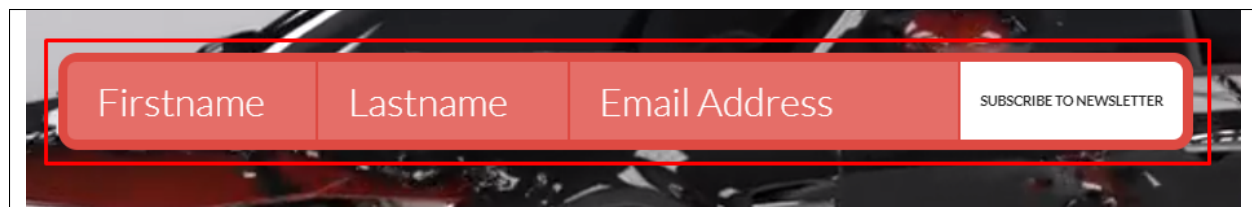
Learn more:

For more information about Booki:

- [Introducing Booki](#)
- [Booki Demo](#)

MailChimp for Wordpress

MailChimp for WordPress helps you add more subscribers to your MailChimp lists using various methods. You can create good looking opt-in forms or integrate with any other form on your site, like your comment, contact or checkout form.



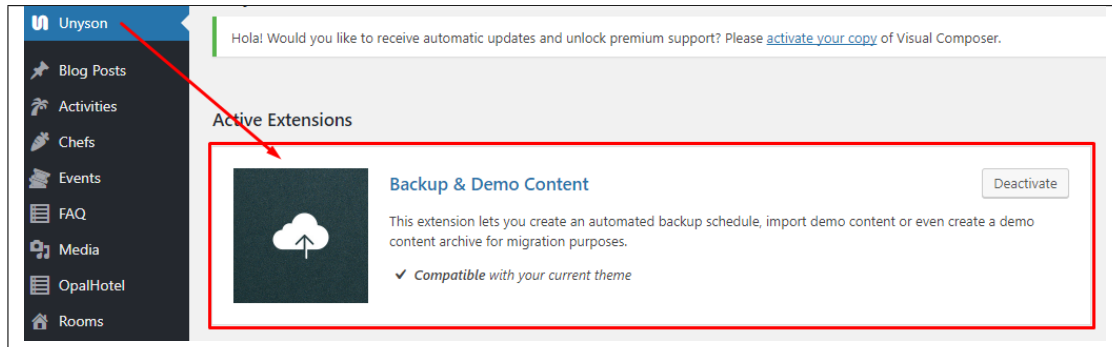
Firstname Lastname Email Address

[SUBSCRIBE TO NEWSLETTER](#)

If you never before used this plugin I suggest you to check [Knowledge Base](#) for this plugin.

1.4 Demo Content

Note: To be able to use theme content installation and backup functionality make sure to activate *Backup & Demo Content* Unyson's extension.

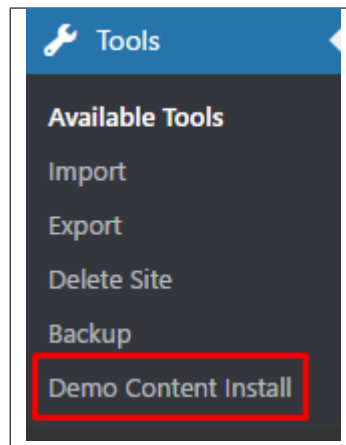


The fastest and easiest way to import our demo content is to use Theme Options *Demo Content Installer*. It will import all pages and posts, sample slider, widgets, theme options, assigned pages, and more.

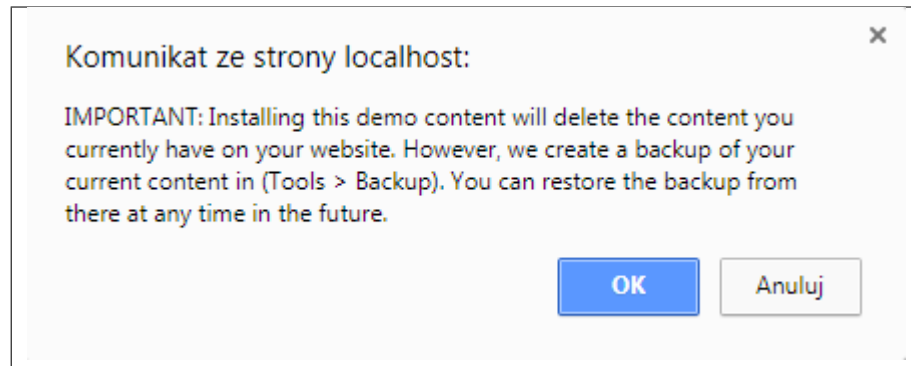
1.4.1 Import Demo Content

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

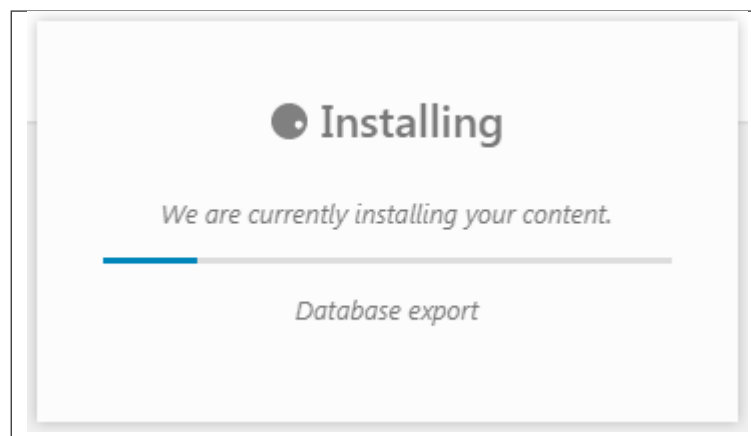
- **Step 1** – Navigate to Tools where after activating the Unyson extension *Demo Content Install* option will be available



- **Step 2** – Choose import option you want to use from available options
- **Step 3** - To be able to continue you need to agree to this term.

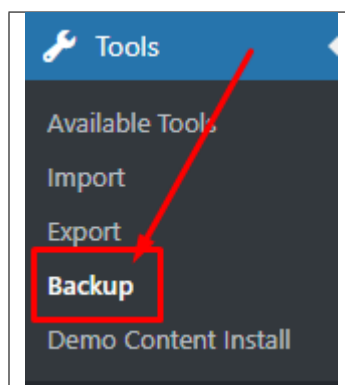


- **Step 4** – Wait until the content will be installed



Importing can take a few minutes. Please be patient and wait for it to complete. Once it is loading, you will see message with indicating progress.

We recommend this approach on a newly installed WordPress. It will *replace* the content you currently have on your website. However, we create a backup of your current content in (Tools > Backup). You can restore the backup from there at any time in the future.



1.5 Support

All of our items comes with free support. Free support is limited to questions regarding the themes features or problems. We provide premium support for code customisation or third-party plugins.

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

1.5.1 Free Support

For issues and concerns, you can reach us through these support methods:

- **E-mail** – support@createit.pl
- **Help Desk** – Click [here](#) to go to our support website. Just click on the *Submit Ticket* button and follow instructions to create a ticket.
- **Forum** – Comment/Post on the product you have issues/queries in [ThemeForest](#) or [CodeCanyon](#) websites.

Before You Post in a Forum

We urge you to follow the steps below, before you post a new topic on the forum, to speed up your request. It's in everyone's interest and will benefit in making the entire forum more efficient:

- **Step 1** – Always check the Documentation and the Knowledgebase Section. Most questions are already answered in those areas.
- **Step 2** – If your question hasn't been brought up on the forum, please post a new topic. Always be as specific as possible. Creating a topic requires entering the live URL to your home page or page that shows the issue in question. It also has bars for WP and FTP login info, which aren't required, however, providing us with your login information can save a lot of time for both of us. Login credentials are securely stored and accessible only by our support staff.
- **Step 3** – We usually answer questions in 24 hours on working days. However, if you don't get any answer within 72 hours bump up your question or send us an e-mail.

For *all support methods*, you will receive confirmations and replies on your queries through e-mail or by tracking your ticket which you will also get through e-mail. To track your ticket, please [click here](#).

Once we reply to your query, *each ticket will be open for 7 days* without a reply from you. On the 6th day without a reply, an e-mail will be sent to notify you of the ticket's inactivity. To make the ticket active again, you simply need to reply or follow the steps in the e-mail. If you won't make the ticket active within 7 days, on the 8th day the ticket will automatically be closed.

1.5.2 Premium Support

We can create your website from scratch, redesign it or just extend the current 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

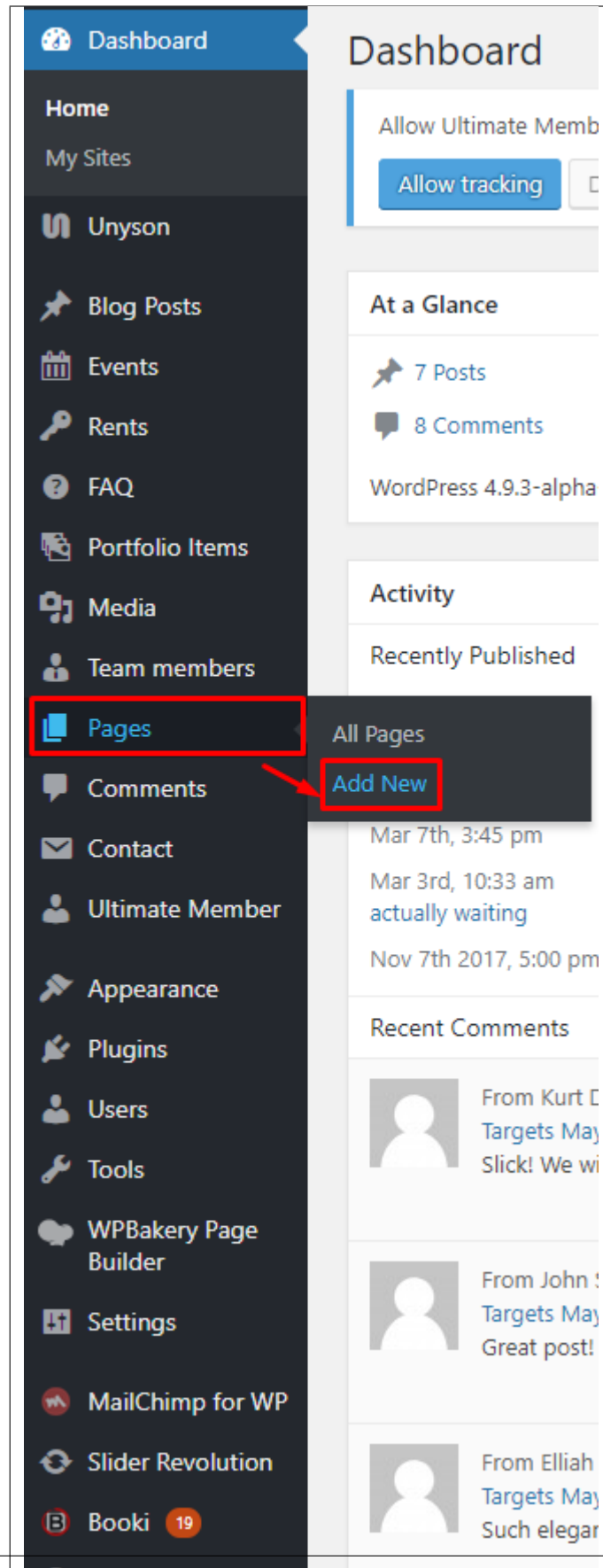
- Graphic adjustments, etc.
- WordPress general howto's

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.

2.1 Create New Page

To create a new *Page* in *Funfetti* follow the steps below:

- **Step 1** - In *Dashboard*, navigate to *Pages > Add New*. You will be directed to a page where you can add details on the page.



The screenshot displays the WordPress dashboard interface. On the left, a dark sidebar contains a list of menu items. The 'Pages' item, represented by a document icon, is highlighted with a red rectangular box. To its right, a sub-menu is visible, containing the links 'All Pages' and 'Add New'. The 'Add New' link is also highlighted with a red rectangular box. A red arrow points from the 'Pages' menu item to the 'Add New' link. The main content area on the right is titled 'Dashboard' and includes several widgets: 'Allow Ultimate Memb' with an 'Allow tracking' button, 'At a Glance' showing '7 Posts' and '8 Comments', 'WordPress 4.9.3-alpha', 'Activity' with a 'Recently Published' section, and 'Recent Comments' showing three comment entries.

Dashboard

Home
My Sites

Unyson

Blog Posts

Events

Rents

FAQ

Portfolio Items

Media

Team members

Pages

Comments

Contact

Ultimate Member

Appearance

Plugins

Users

Tools

WPBakery Page Builder

Settings

MailChimp for WP

Slider Revolution

Booki 19

Dashboard

Allow Ultimate Memb

Allow tracking

At a Glance

7 Posts

8 Comments

WordPress 4.9.3-alpha

Activity

Recently Published

All Pages

Add New

Mar 7th, 3:45 pm

Mar 3rd, 10:33 am
actually waiting

Nov 7th 2017, 5:00 pm

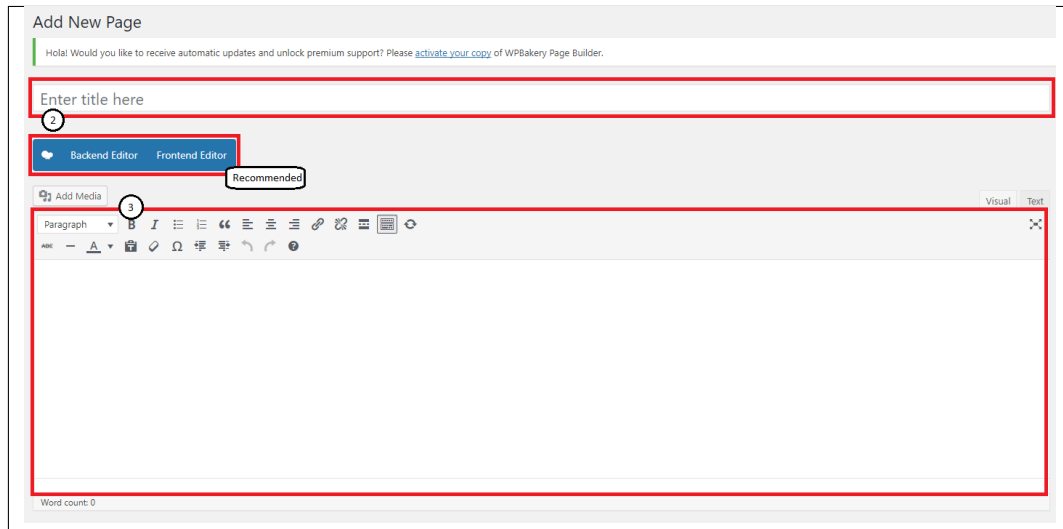
Recent Comments

From Kurt E
Targets May
Slick! We wi

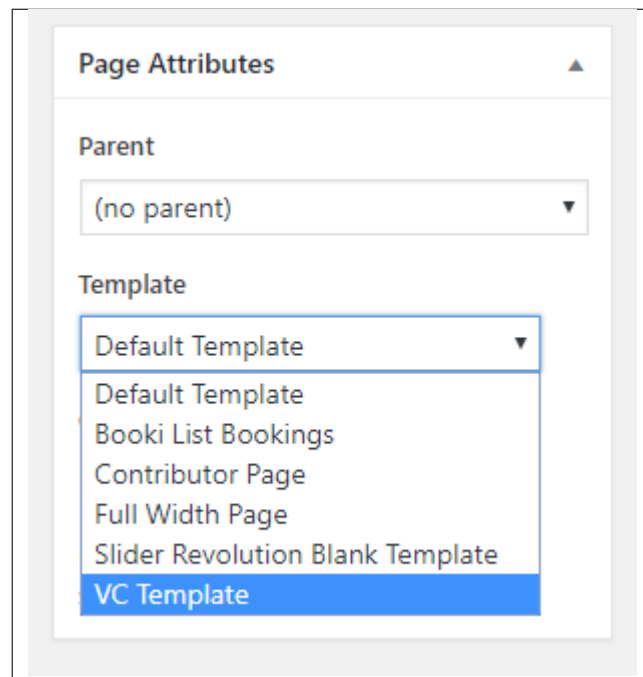
From John :
Targets May
Great post!

From Elliah
Targets May
Such elegar

- **Step 2** - Add the *Title* of the page.
- **Step 3** - Add content – we recommend you to create page content using *Visual Composer* or by modifying demo content.



- **Step 4** - Choose page attributes. To have the same look as the demo, at the Template section of the page attribute, use VC Template. This is a template set for Rentica.

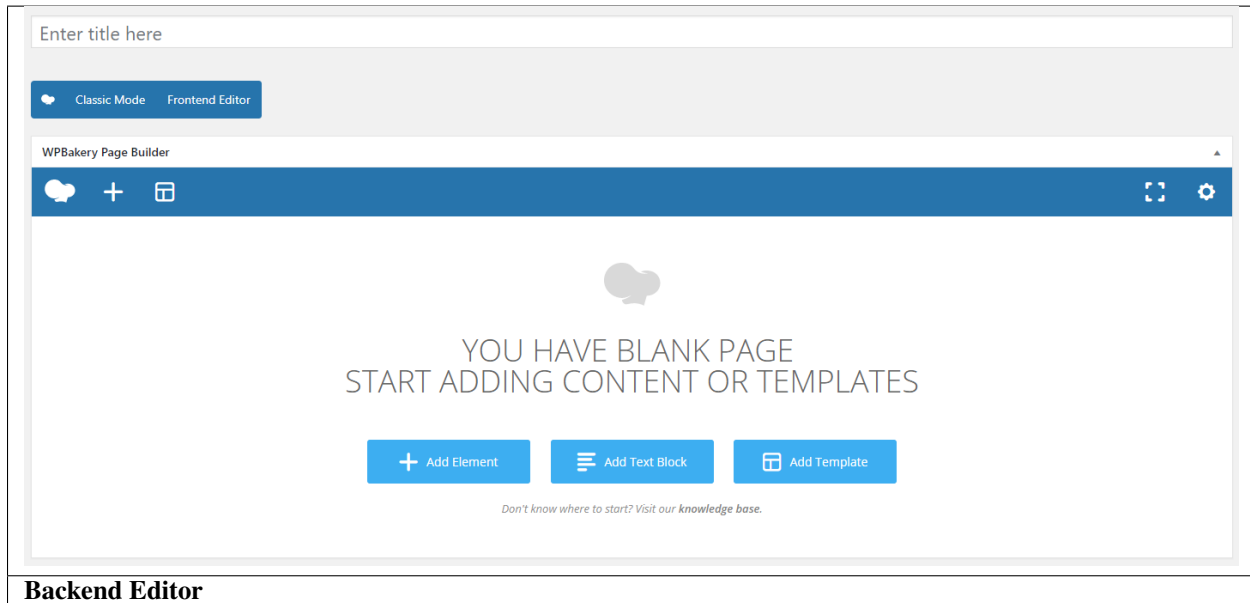


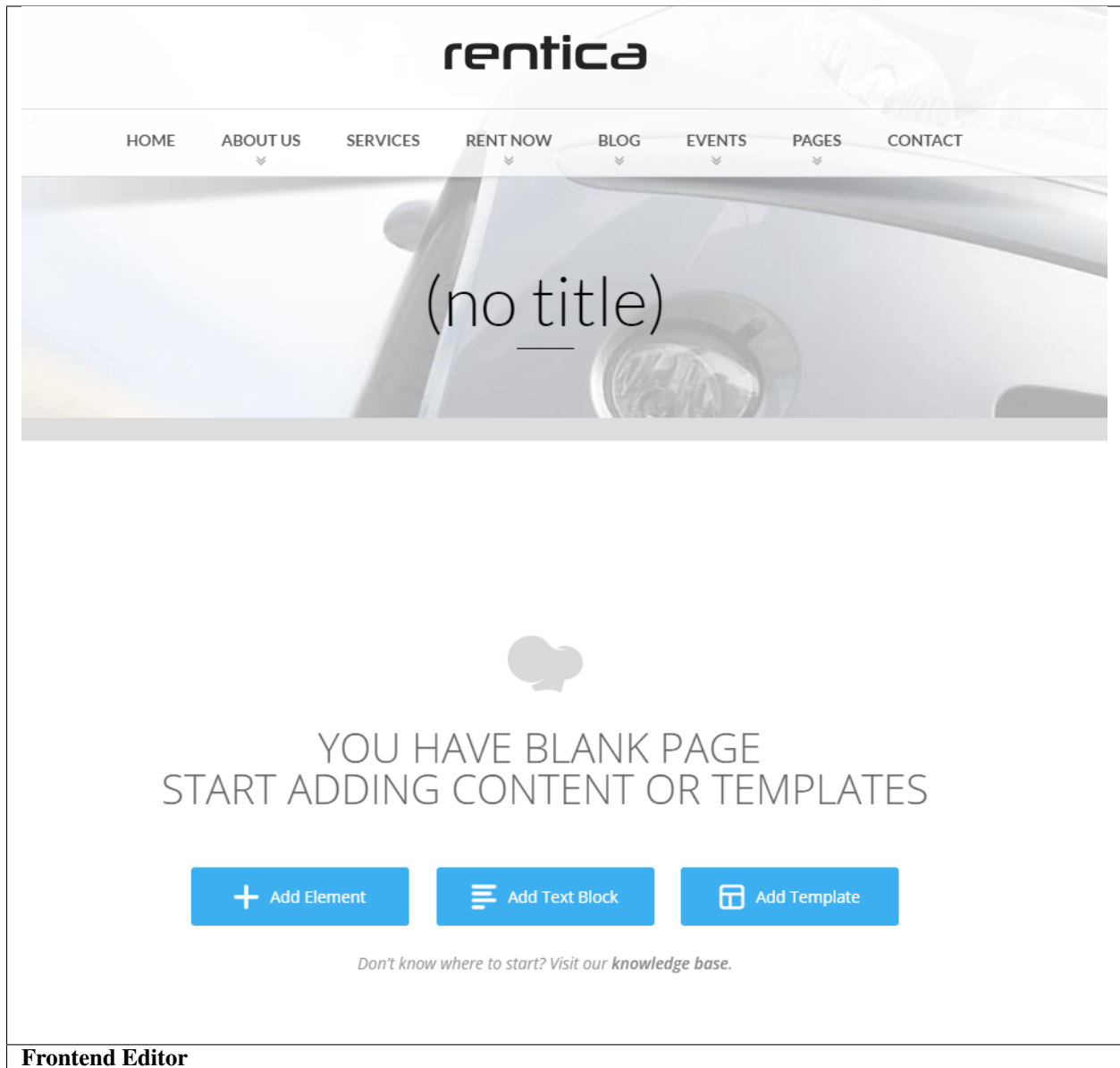
- Parent – If you want to create this page as a subpage.
- Template – You can choose one of defined page templates. To have the same look as the demo, use VC Template.
- Order – The order of the page.

- **Step 5** - After adding all the contents of the page, click on the *Publish* button.

2.1.1 Create Page Using Visual Composer

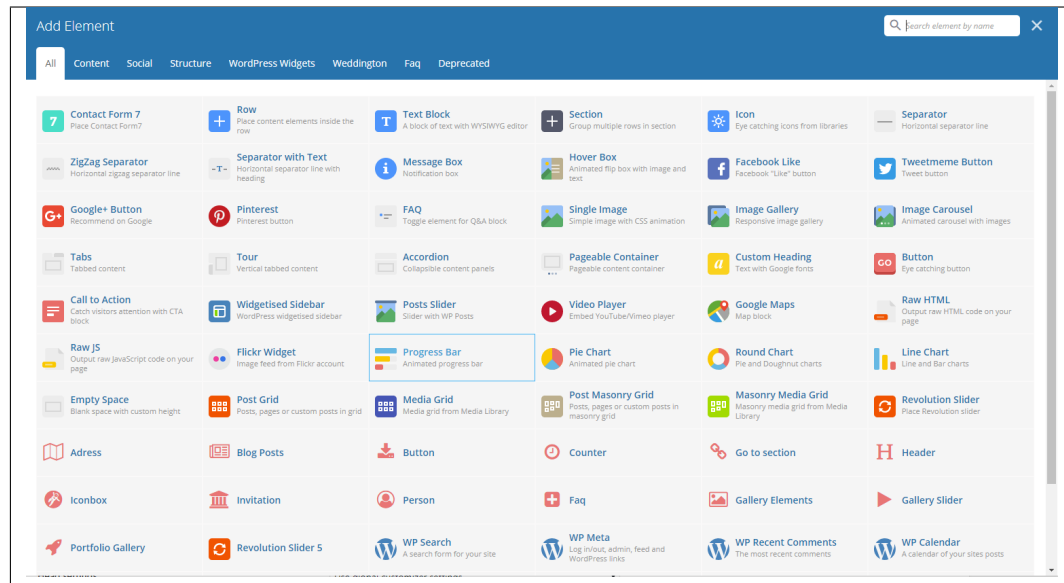
When using *Visual Composer* to add content, you have 2 Editor options, the **Backend Editor** and **Frontend Editor**.



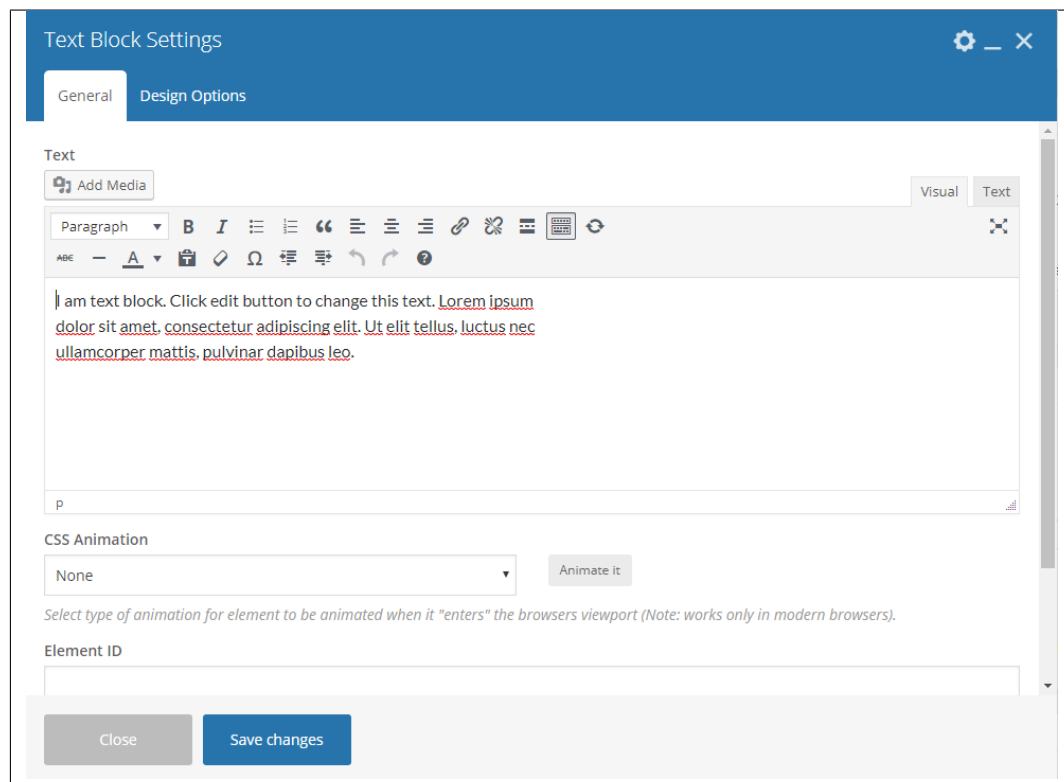


In adding contents to the page, there are many options to choose from. Some of the options are:

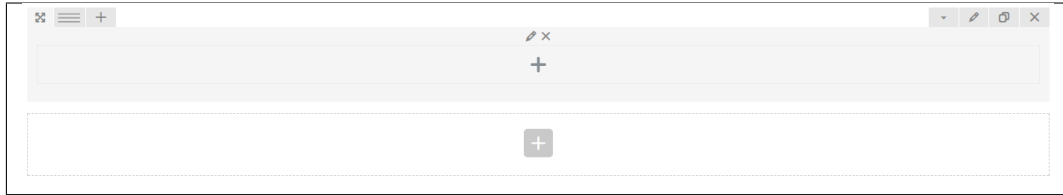
- **Elements** - You will be able to choose elements that are needed and used on the page.



- **Text Block** – This is where you add Text to the page.



- **Row** – An area where you can add elements.



2.2 Homepage Setup

If you have added some pages via *Pages > Add New* you can choose one and set it up as a 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 V1 - Portal Slider ▼

Posts page: Abuse ▲

Blog pages show at most 5 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

Save Changes

2.3 Create a Onepager

One page site allows you to put all the content on one page, and the menu items will link to each different section of the page.

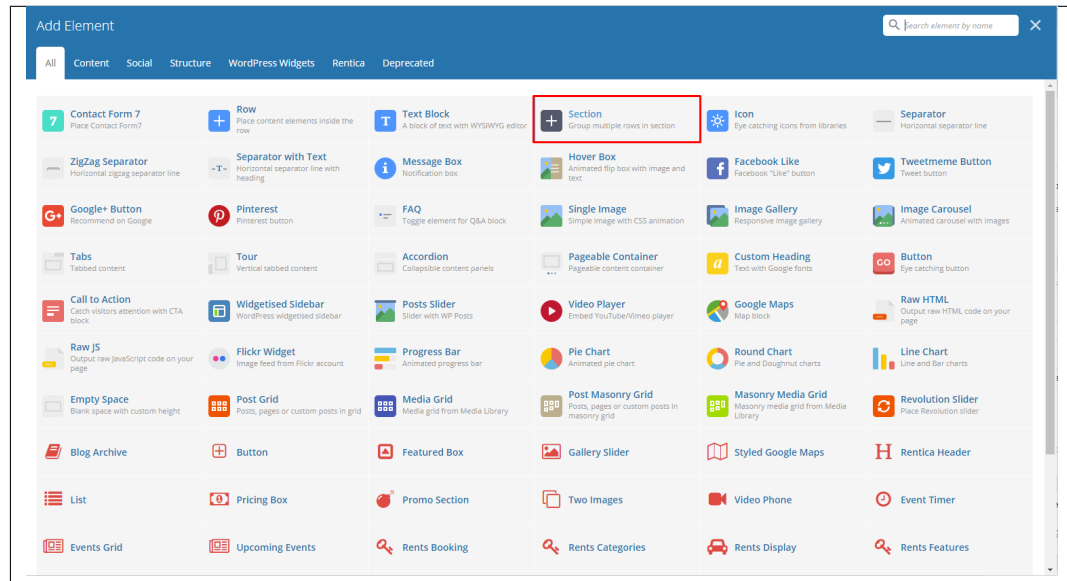
Think of it as a full site but all in one page. Please read below for information on how to set this up.

To create a *Onepager* site using Weddington, follow these steps:

- **Step 1** - Navigate to the Pages section of your Dashboard and click Add New.

- **Step 2** - In the new page, use the Backend or Frontend editor to create a *Section*.

Note: You can also use Rows for this. Each section/row will serve as a section in the page to locate using the menu.



- **Step 3** - Click on the *Edit* option in every section you create and look for **Section ID**. The **Section ID** will serve as the anchor of the menu. Make sure that the ID is unique to the section.

Section Settings

General

Design Options

Parallax

None

Add parallax type background for section (Note: If no image is specified, parallax will use background image from Design Options).

CSS Animation

None

Animate it

Select type of animation for element to be animated when it "enters" the browsers viewport (Note: works only in modern browsers).

Section ID

Enter section ID (Note: make sure it is unique and valid according to [w3c specification](#)).

Disable section

☐ Yes

If checked the section won't be visible on the public side of your website. You can switch it back any time.

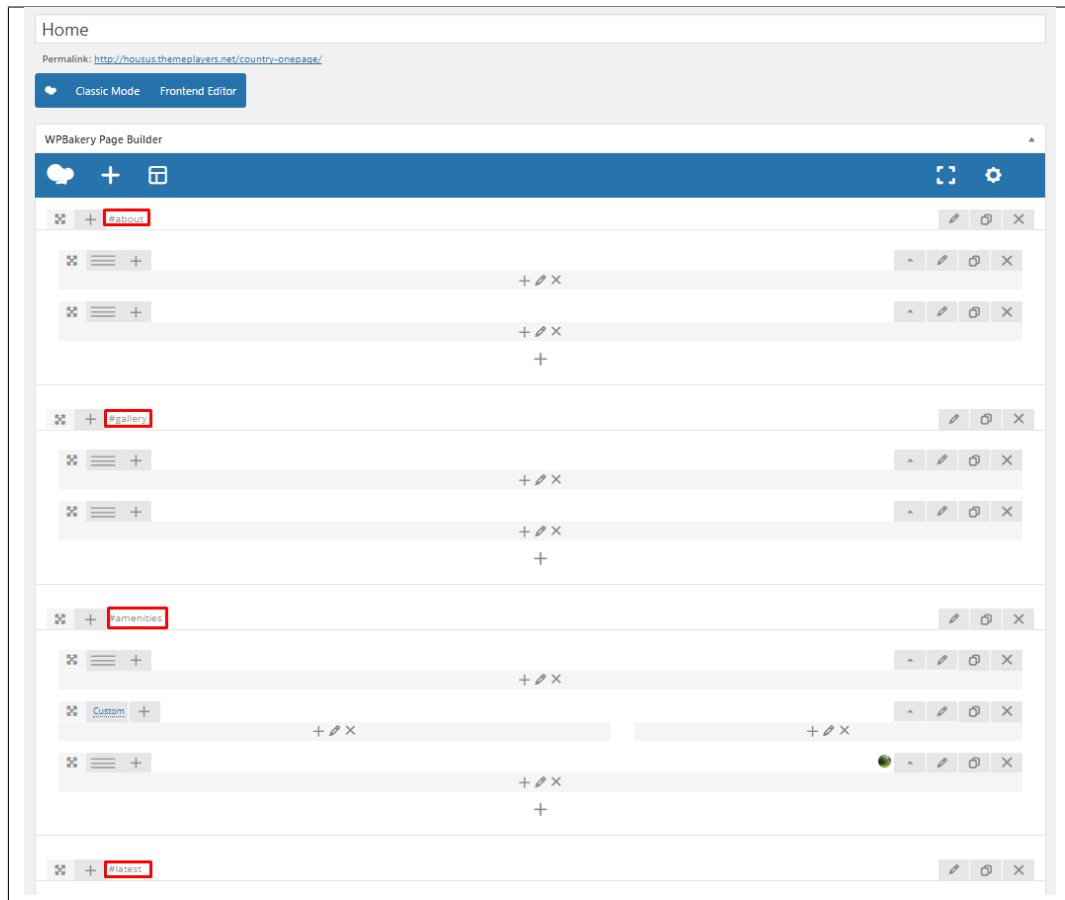
Extra class name

Style particular content element differently - add a class name and refer to it in custom CSS.

Close

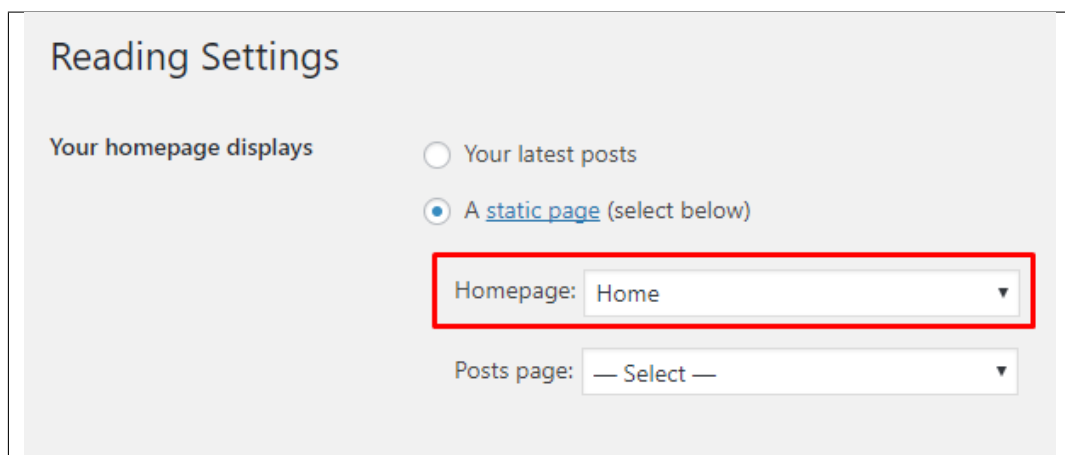
Save changes

- **Step 4** - Add the contents in the Section. You can add rows with text and elements inside. Click on Publish button to save.



You can see in the sample above that each section have different Section IDs.

- **Step 5** - Set this page as the front page by navigating to *Settings > Reading*. Click on *A static page* option, then select the page for the onepager then click on the *Save Changes* button.



- **Step 6** - To make the *Menu* for the onepager, navigate the dashboard to *Appearance > Menus*. Look for *create a new menu*, add the *Menu Name* then click on the *Create Menu* button.

Select a menu to edit: — Select — Select or [create a new menu](#)

Pages

Most Recent View All Search

- ☐ Booki – Stats
- ☐ Booki – History
- ☐ Booki – List item
- ☐ Booki – Paypal payment cancel
- ☐ Booki – Paypal payment confirmation
- ☐ Booki – Billing
- ☐ Booki – Cart

[Add to Menu](#)

Blog Posts

Custom Links

Blog Categories

Menu Name

[Create Menu](#)

Give your menu a name, then click Create Menu.

[Create Menu](#)

- **Step 7** - You will see options on what to put inside your new menu. Look for *Custom Links* in the options. If you don't see that option, at the upper-right side of the page you will see *Screen Options* option, click on that and you will see options with check boxes. Check the box beside *Custom Links*.

Boxes

☒ Pages ☒ Blog Posts ☐ Calendars ☐ Amenities ☐ Gallery ☐ Houses ☐ Portfolio ☐ Surroundings ☐ Testimonials ☒ Custom Links ☒ Blog Categories ☐ Tags

☐ Categories ☐ Amenities Categories ☐ Gallery Categories ☐ Houses Categories ☐ Portfolio Categories ☐ Surroundings Categories ☐ Testimonials Categories

Show advanced menu properties

☐ Link Target ☐ Title Attribute ☐ CSS Classes ☐ Link Relationship (XFN) ☐ Description

Menus [Manage with Live Preview](#) Screen Options ▲

[Edit Menus](#) [Manage Locations](#)

Select a menu to edit: Main Menu (Top primary menu) Select or [create a new menu](#)

Pages

Most Recent View All Search

Menu Name

[Save Menu](#)

Menu Structure

- **Step 8** - Using the *Custom Links* option, write the section's Section ID inside the *URL* textbox and the name of the link inside the *Link Text* textbox. Then click on the *Add to Menu* button. After adding all the navigation menu, Click on *Save Menu* to save.

Menus [Manage with Live Preview](#) [Screen Options](#)

[Edit Menu](#) [Manage Locations](#)

Select a menu to edit: Main Menu (Top primary menu) ▼ [Select](#) or [create a new menu](#).

Pages ▼

Blog Posts ▼

Custom Links ▲

URL

Link Text

[Add to Menu](#)

Blog Categories ▼

Menu Name [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 Custom Link ▼

About The House Custom Link ▼

Gallery Custom Link ▼

Amenities Custom Link ▼

Latest Offers Custom Link ▼

Last Posts Custom Link ▼

Menu Settings

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

Display location ☒ Top primary menu

- **Step 9** - Click on the *Manage Location* tab, change the *Top primary menu* to the menu that you made for the onepager. Click on the *Save Menu* button to save.

[Edit Menus](#) [Manage Locations](#)

Your theme supports one menu. Select which menu you would like to use.

Theme Location	Assigned Menu
Top primary menu	<input type="text" value="Main Menu"/> ▼ Edit Use new menu

[Save Changes](#)

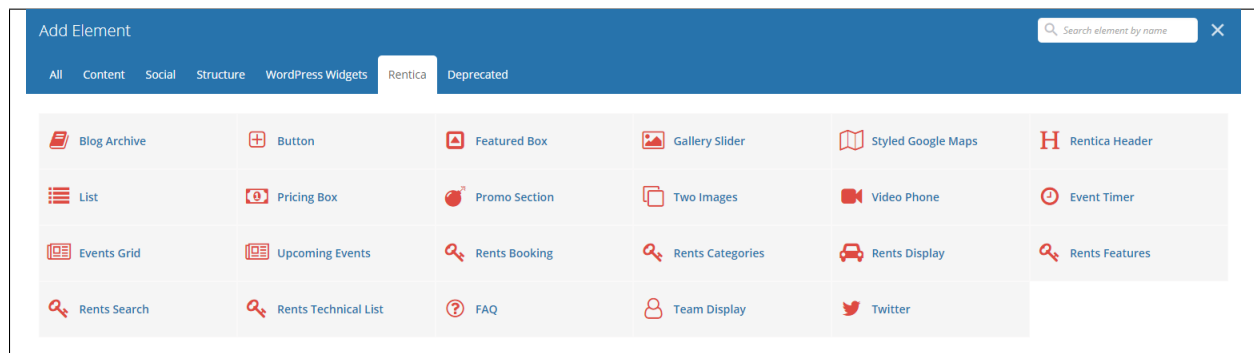
You can see the changes on the Front Page of the site.

Rentica Elements

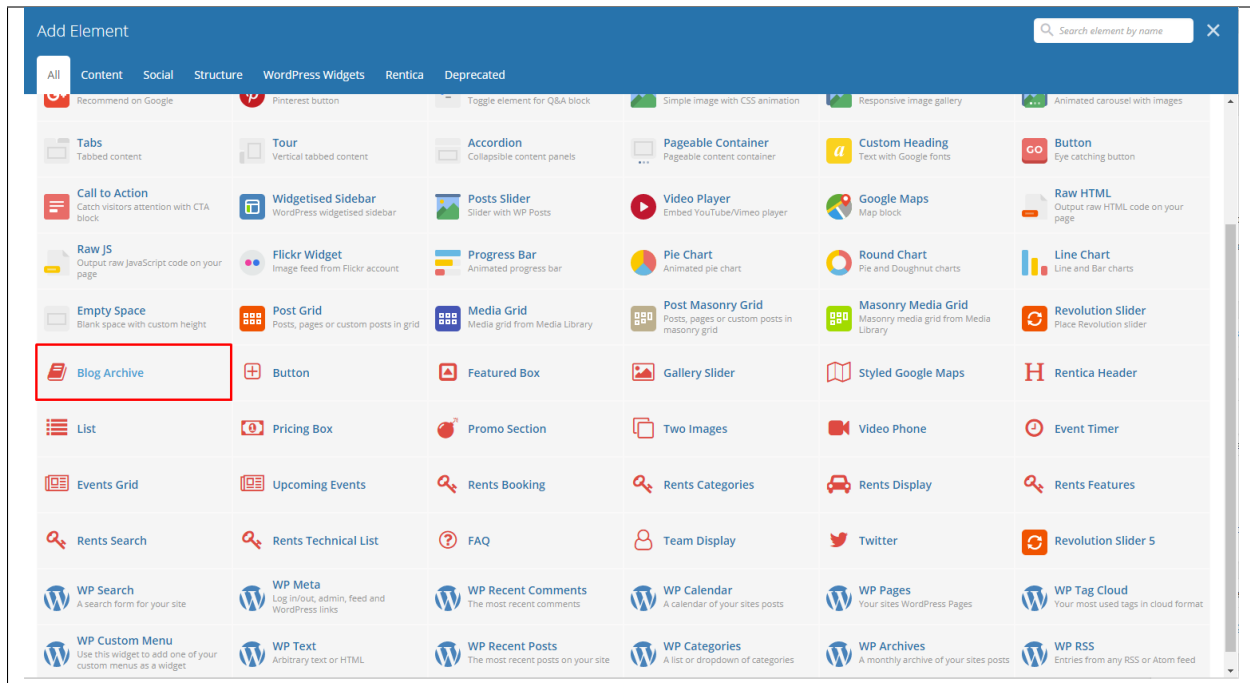
3.1 Rentica Custom Shortcodes

With Rentica comes many custom shortcodes for (Visual Composer) VC that are used to show content created in Rentica.



Below you will find short information about this Visual Composer elements:



3.1.1 Blog Archive



This will let you add blogs that is archived/grouped.

Blog Archive Settings



General

Archive Type

By Year

Enter Subtitle

Display Posts under the Category?

No

Order

Ascending

Order in which data should be fetched

Close

Save changes

-General Tab-

- **Archive Type** - How the blogs are archived/grouped.

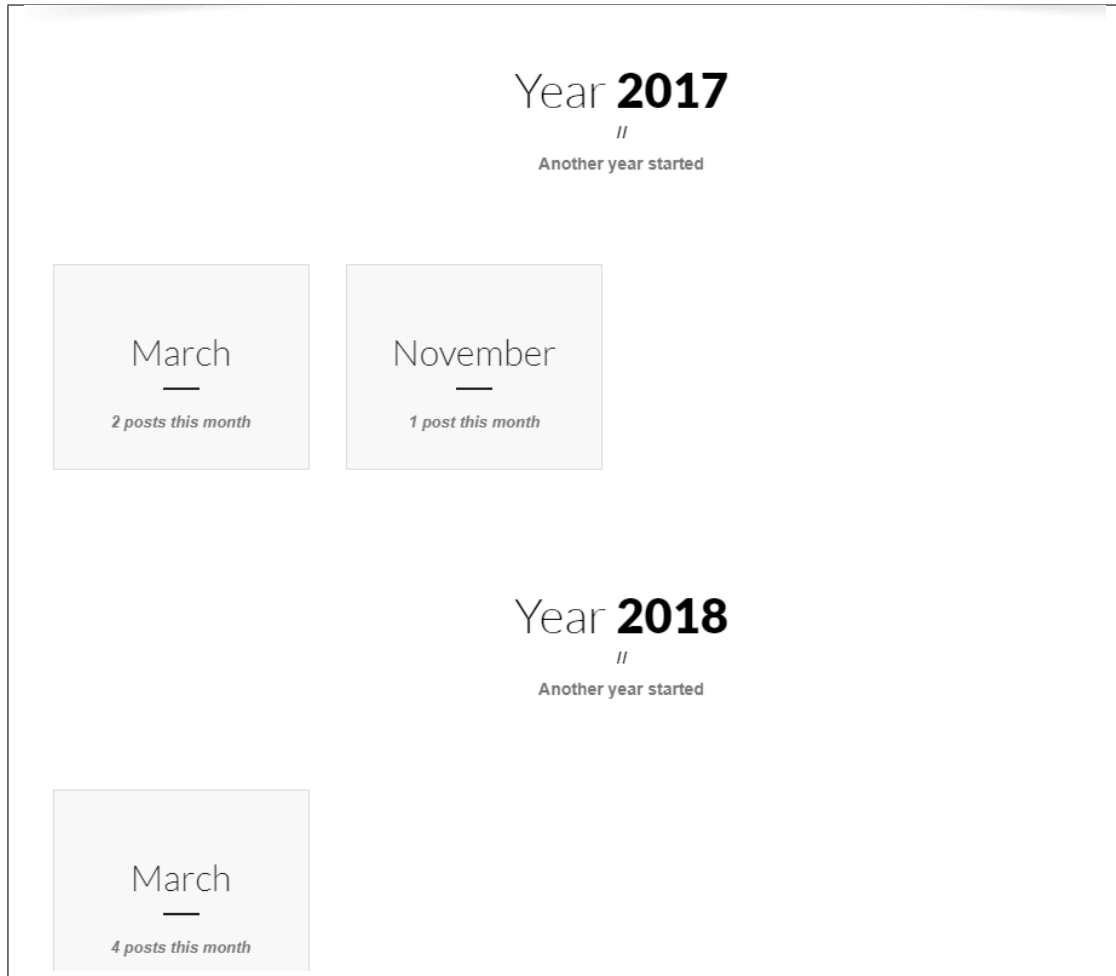
By Year

- **Enter Subtitle** - Subtitle written below the year/category.
- **Display Posts under the Category** - Display number of posts.
- **Order** - Order in which data should be fetched.

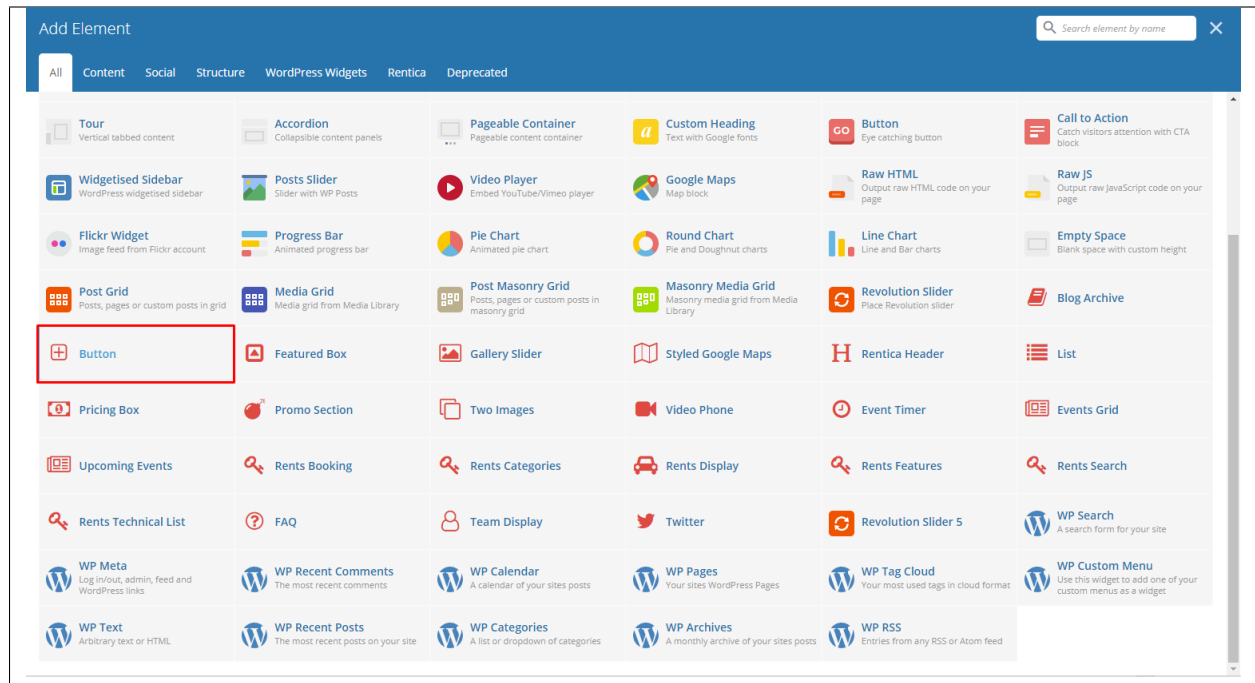
By Categories

- **Display Posts under the Category** - Display number of posts.
- **Order** - Order in which data should be fetched.
- **Specify Event Categories** - Specify a category that you want to show.
- **Exclude Categories** - Specify a category to exclude.

Sample Blog Archive:



3.1.2 Button



This theme comes with VC element that give you the option to create buttons that can be used in the theme.

Button Settings

General

Text

Text on the button

URL (Link)

Select URL Title: URL:

Add link to button.

Style

Modern

Select button display style.

Shape

Rounded

Select button shape.

Color

Grey

Select button color.

Size

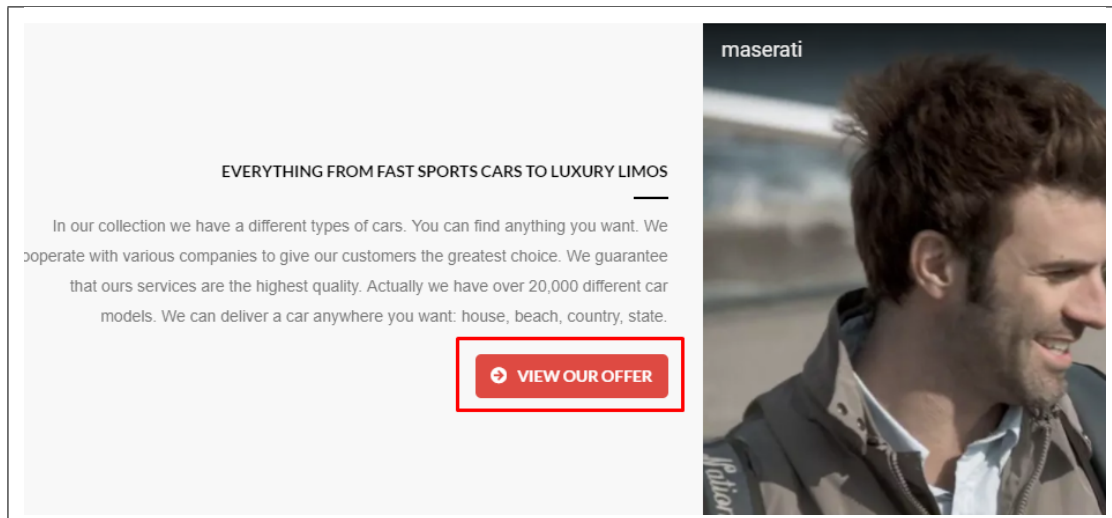
Close Save changes

-General Tab-

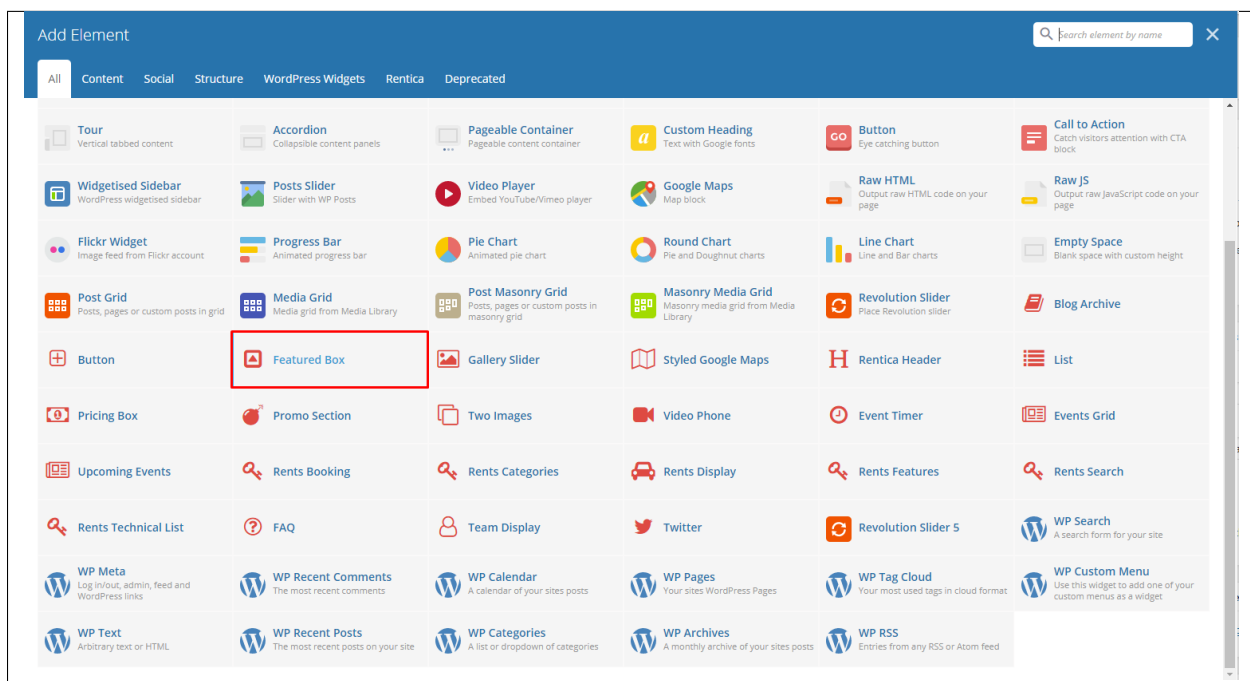
- **Text** - The label of the button.
- **URL (Link)** - URL link for the button.
- **Style** - Display style of the button.
- **Shape** - Shape of the button.
- **Color** - Background color of the button.
- **Size** - Size of the button.
- **Alignment** - Alignment of the button.
- **Add Icon?** - Option to add an icon in the button.

- **CSS Animation** - If Add icon is *Yes*, this option will show. Add the icon you would like to use.
- **Element ID** - A unique ID for the button.
- **Extra class name** - You can add a Custom CSS variable that is made in the *Customizer > Additional CSS*, click [here](#) for details.
- **Advance on click action** - Option to be add a javascript action.

Sample Button:



3.1.3 Featured Box



This will let you create a feature box with icon or number counter.

Featured Box Settings

General Button

Featured Box Type

Icon

Icon

Icon Type

Small Icon

Text Align

Left

Title

Title Color

Select Color

Subtitle

Close Save changes

-General Tab-

- **Featured Box Type** - Type of featured box you would like to show: Icon or Number Counter
- **Icon** - Select an icon to use.
- **Icon Type** - How the icon would look and behave.
- **Text Align** - Alignment of the text.
- **Title** - Title of the featured box.
- **Title Color** - Font color of the title.
- **Subtitle** - Text below the title.

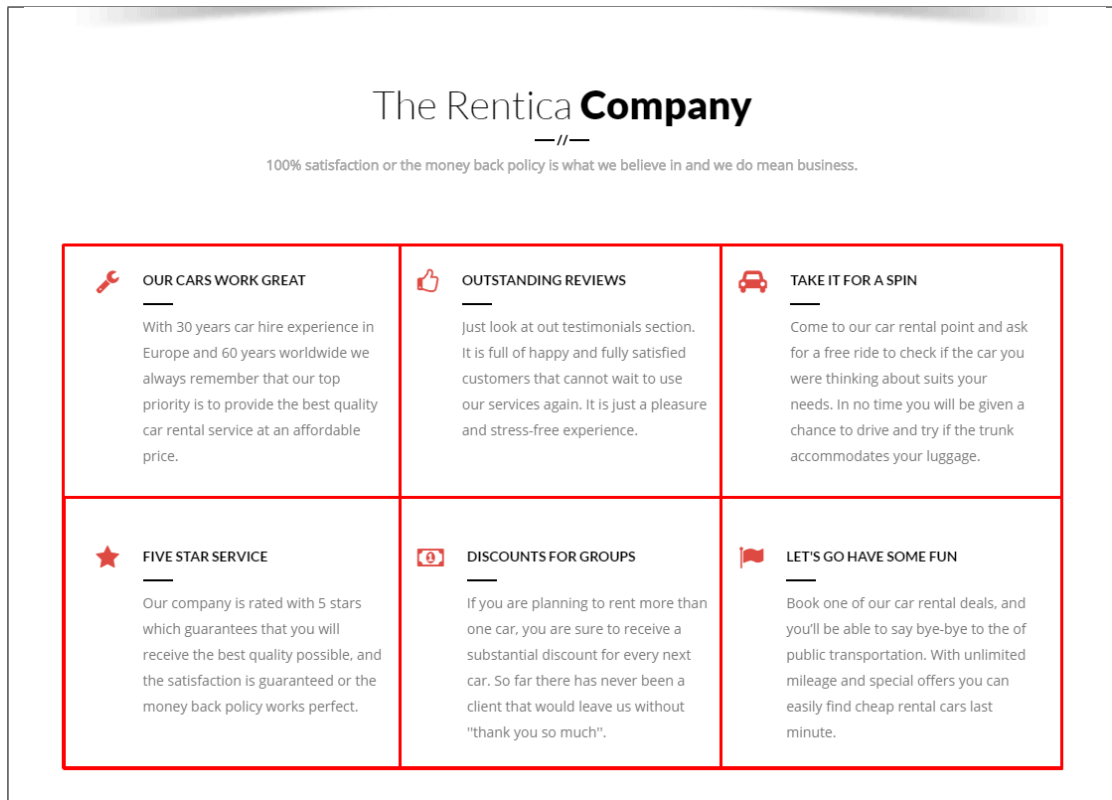
- **Subtitle Color** - Font color of the subtitle.
- **Bigger Subtitle Size** - Option to have the subtitle size bigger than the title.
- **Add Button** - Option to add/enable the button.
- **Add Email** - Option to add email.
- **Add Social Icons** - Option to add social icons.

Note: The social icons that will show are the ones that are set in *Customizer > Footer > Sub Footer*

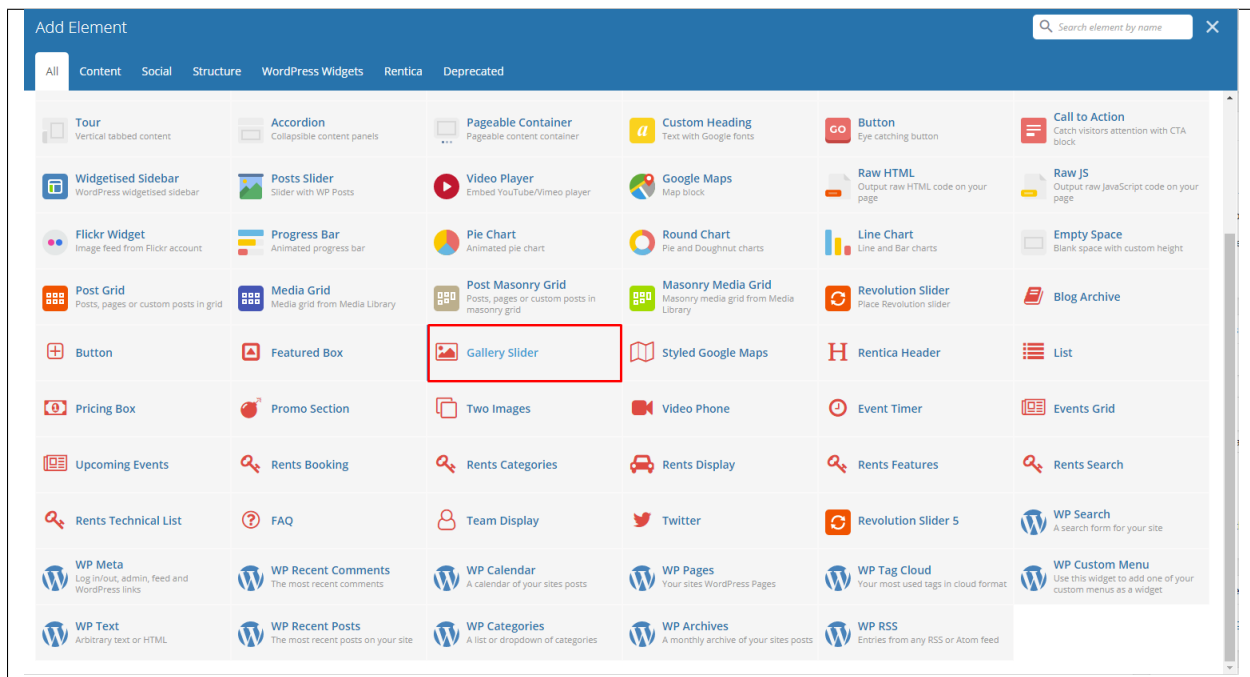
-Button Tab-

- **Text** - The label of the button.
- **URL (Link)** - URL link for the button.
- **Style** - Display style of the button.
- **Shape** - Shape of the button.
- **Color** - Background color of the button.
- **Size** - Size of the button.
- **Alignment** - Alignment of the button.
- **Add Icon?** - Option to add an icon in the button.
- **CSS Animation** - If Add icon is *Yes*, this option will show. Add the icon you would like to use.
- **Element ID** - A unique ID for the button.
- **Extra class name** - You can add a Custom CSS variable that is made in the *Customizer > Additional CSS*, click [here](#) for details.
- **Advance on click action** - Option to be add a javascript action.

Sample Featured Box:



3.1.4 Gallery Slider



This will let you create a gallery of images slider.

Gallery Slider Settings

General

Images

+

Select desired photos/images

Close

Save changes

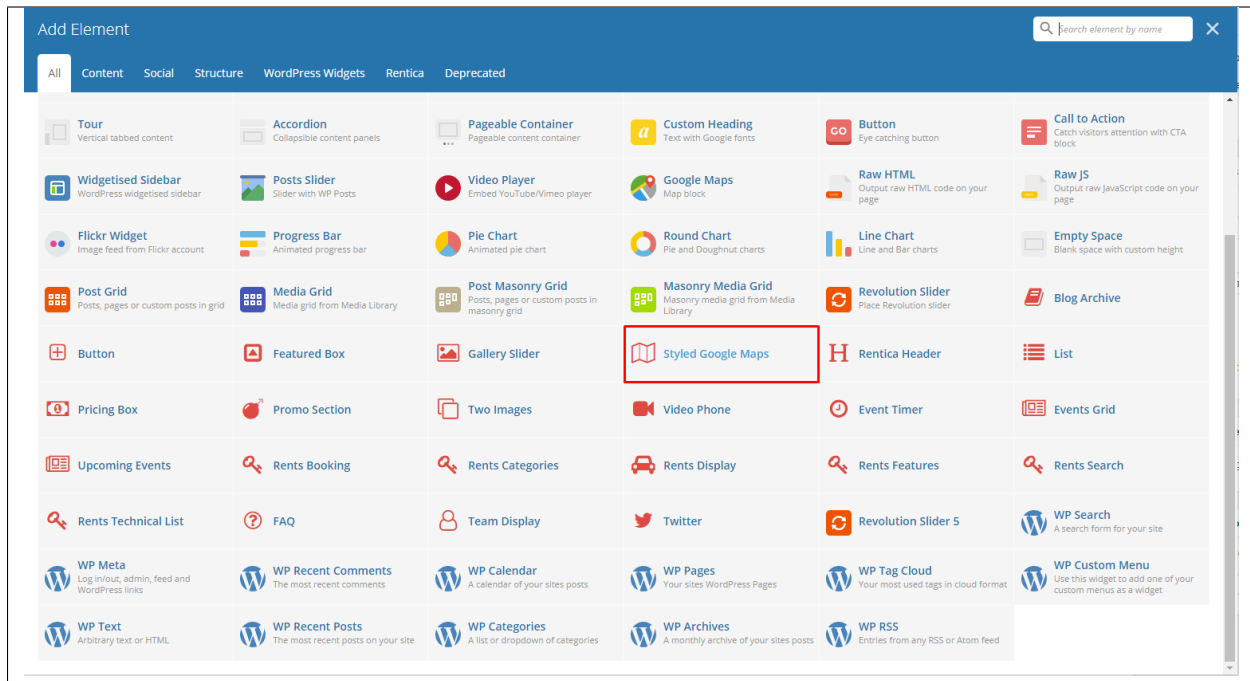
-General Tab-

- **Images** - Select images you want to use.

Sample Gallery Slider:



3.1.5 Styled Google Maps



Lets you add a styled google map on a page. You will be able to customize this map in the *Styled Google Maps Settings*.

Styled Google Maps Settings

General

Address

Eg. Warsaw, Poland

Latitude

Eg.: 40.7872183 (applies when no position entered)

Longitude

Eg.: -73.610122 (applies when no position entered)

Custom map height

Enter map height (in pixels or leave empty for responsive map).

Zoom

Default: 11

Map marker

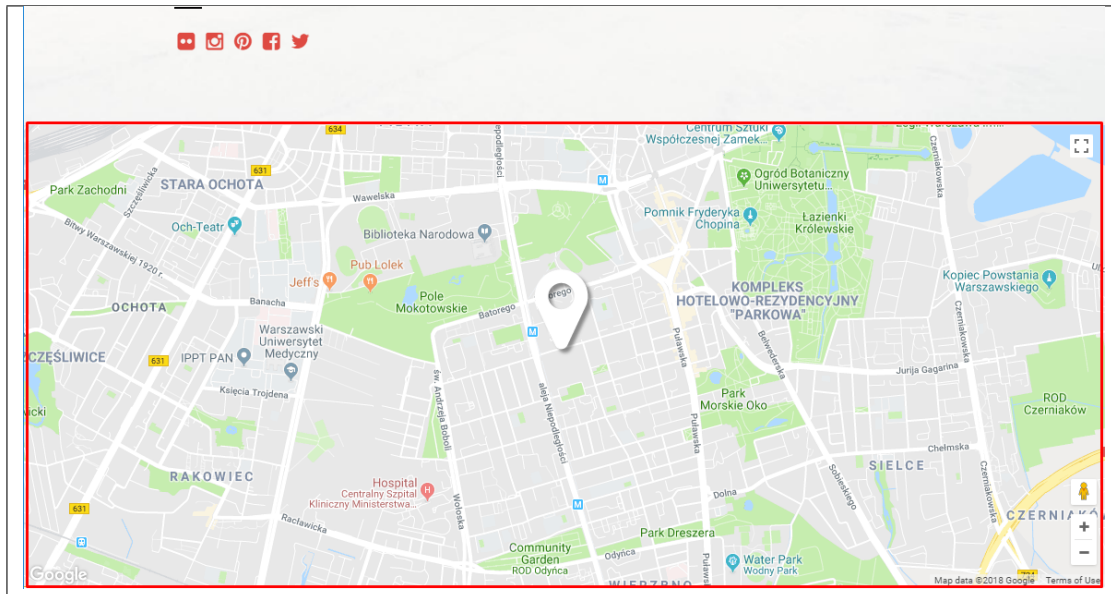
Close

Save changes

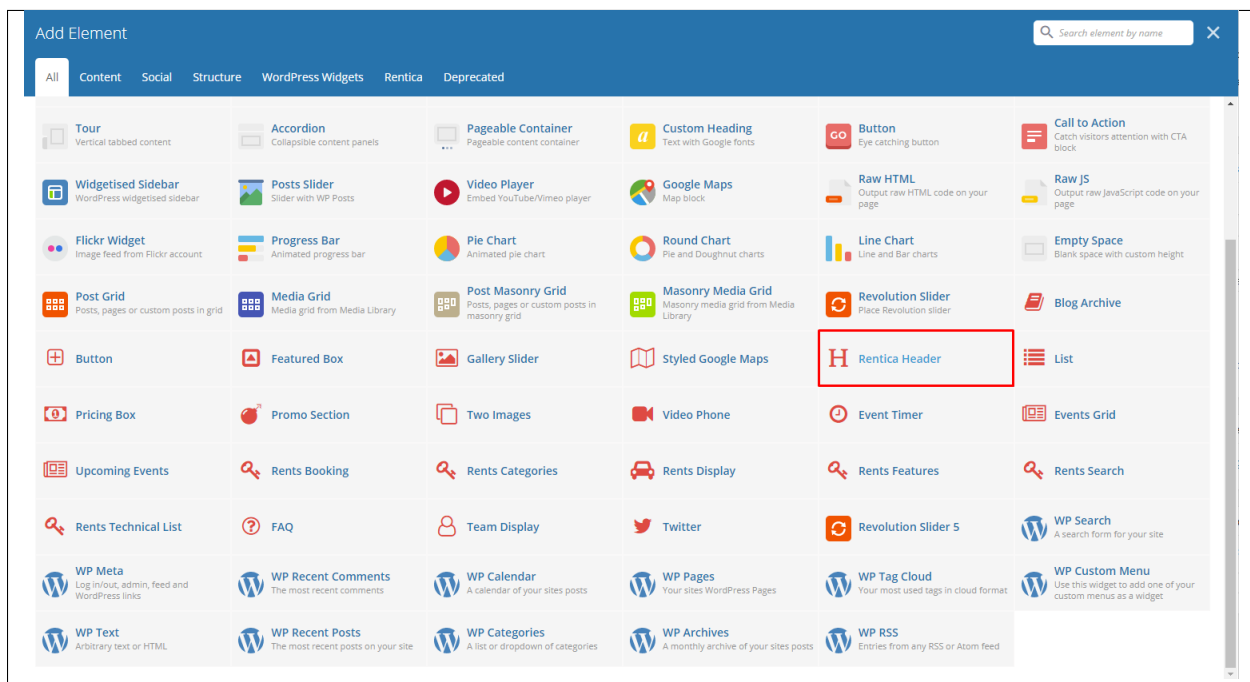
-General Tab-

- **Address** - Set an address for the map.
- **Latitude** - Option to add a latitude of the address.
- **Longitude** - Option to add a longitude of the address.
- **Custom map height** - Height of the map.
- **Zoom** - Zoom percentage of the map.
- **Map marker** - Option to add a custom map marker.
- **Map style code** - Paste "JavaScript Style Array" here, you can find and create it on: snazzymaps.com

Sample Styled Google Maps:



3.1.6 Rentica Header



Lets you add a styled header on a page. You will be able to customize this header in the *Styled Header Settings*.

Rentica Header Settings
⚙️ _ ✕

General

Header Type
Left Light and Right Dark

Text Align
Center

Header Title Light

Header Title Dark

Header Title Color
Select Color

Header Subtitle

Header Subtitle Color

Close Save changes

-General Tab-

- **Header type** - Set what type of header you want to use.
- **Text Align** - Text alignment of the header.
- **Header Title Light** - Text in the part of the header title that has a light color.
- **Header Title Dark** - Text in the part of the header title that has a dark color..
- **Header Title Color** - Header title's main font color.
- **Header subtitle** - The subtitle that will be shown in the header.
- **Header subtitle color** - Header subtitle's font color.

Sample Rentica Header:

The Rentica Company

—//—

100% satisfaction or the money back policy is what we believe in and we do mean business.

OUR CARS WORK GREAT

With 30 years car hire experience in Europe and 60 years worldwide we always remember that our top priority is to provide the best quality car rental service at an affordable price.

OUTSTANDING REVIEWS

Just look at our testimonials section. It is full of happy and fully satisfied customers that cannot wait to use our services again. It is just a pleasure and stress-free experience.

TAKE IT FOR A SPIN

Come to our car rental point and ask for a free ride to check if the car you were thinking about suits your needs. In no time you will be given a chance to drive and try if the trunk accommodates your luggage.

FIVE STAR SERVICE

Our company is rated with 5 stars which guarantees that you will receive the best quality possible, and the satisfaction is guaranteed or the money back policy works perfect.

DISCOUNTS FOR GROUPS

If you are planning to rent more than one car, you are sure to receive a substantial discount for every next car. So far there has never been a client that would leave us without "thank you so much".

LET'S GO HAVE SOME FUN

Book one of our car rental deals, and you'll be able to say bye-bye to the of public transportation. With unlimited mileage and special offers you can easily find cheap rental cars last minute.

3.1.7 List

Add Element Search element by name

[All](#)
[Content](#)
[Social](#)
[Structure](#)
[WordPress Widgets](#)
[Rentica](#)
[Deprecated](#)

Tour Vertical tabbed content	Accordion Collapsible content panels	Pageable Container Pageable content container	Custom Heading Text with Google fonts	Button Eye catching button	Call to Action Catch visitors attention with CTA block
Widgetised Sidebar WordPress widgetised sidebar	Posts Slider Slider with WP Posts	Video Player Embed YouTube/Vimeo player	Google Maps Map block	Raw HTML Output raw HTML code on your page	Raw JS Output raw JavaScript code on your page
Flickr Widget Image feed from Flickr account	Progress Bar Animated progress bar	Pie Chart Animated pie chart	Round Chart Pie and Doughnut charts	Line Chart Line and Bar charts	Empty Space Blank space with custom height
Post Grid Posts, pages or custom posts in grid	Media Grid Media grid from Media Library	Post Masonry Grid Posts, pages or custom posts in masonry grid	Masonry Media Grid Masonry media grid from Media Library	Revolution Slider Place Revolution slider	Blog Archive
Button	Featured Box	Gallery Slider	Styled Google Maps	Rentica Header	List
Pricing Box	Promo Section	Two Images	Video Phone	Event Timer	Events Grid
Upcoming Events	Rents Booking	Rents Categories	Rents Display	Rents Features	Rents Search
Rents Technical List	FAQ	Team Display	Twitter	Revolution Slider 5	WP Search A search form for your site
WP Meta Log in/out, admin, feed and WordPress links	WP Recent Comments The most recent comments	WP Calendar A calendar of your sites posts	WP Pages Your sites WordPress Pages	WP Tag Cloud Your most used tags in cloud format	WP Custom Menu Use this widget to add one of your custom menus as a widget
WP Text Arbitrary text or HTML	WP Recent Posts The most recent posts on your site	WP Categories A list or dropdown of categories	WP Archives A monthly archive of your sites posts	WP RSS Entries from any RSS or Atom feed	

This theme element will let you add list with an icon bullet.

List Settings

General

Columns

1

Select columns count. Note: 4 columns is better with a fullwidth row/section

List of features

Comma separated features, eg. feature1, feature2

List icon

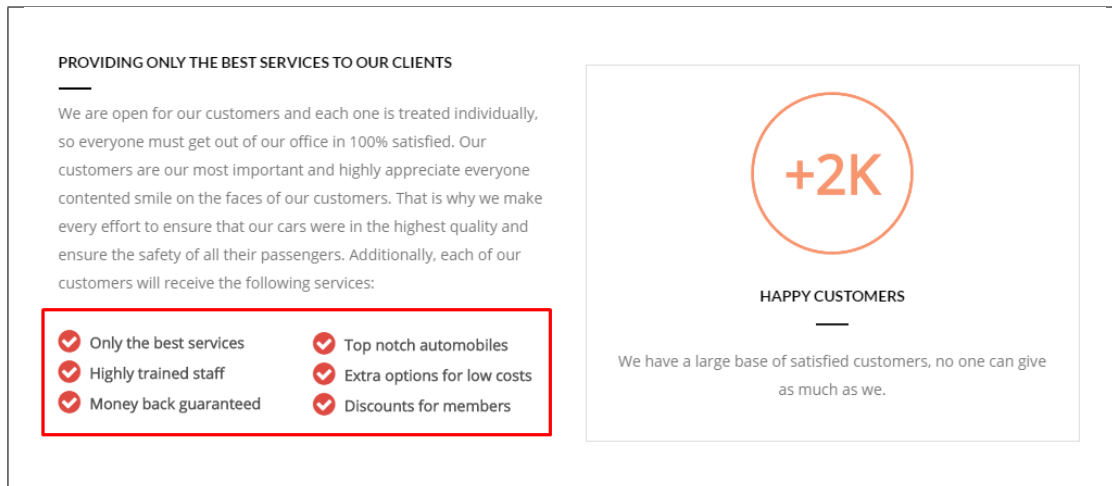
Close

Save changes

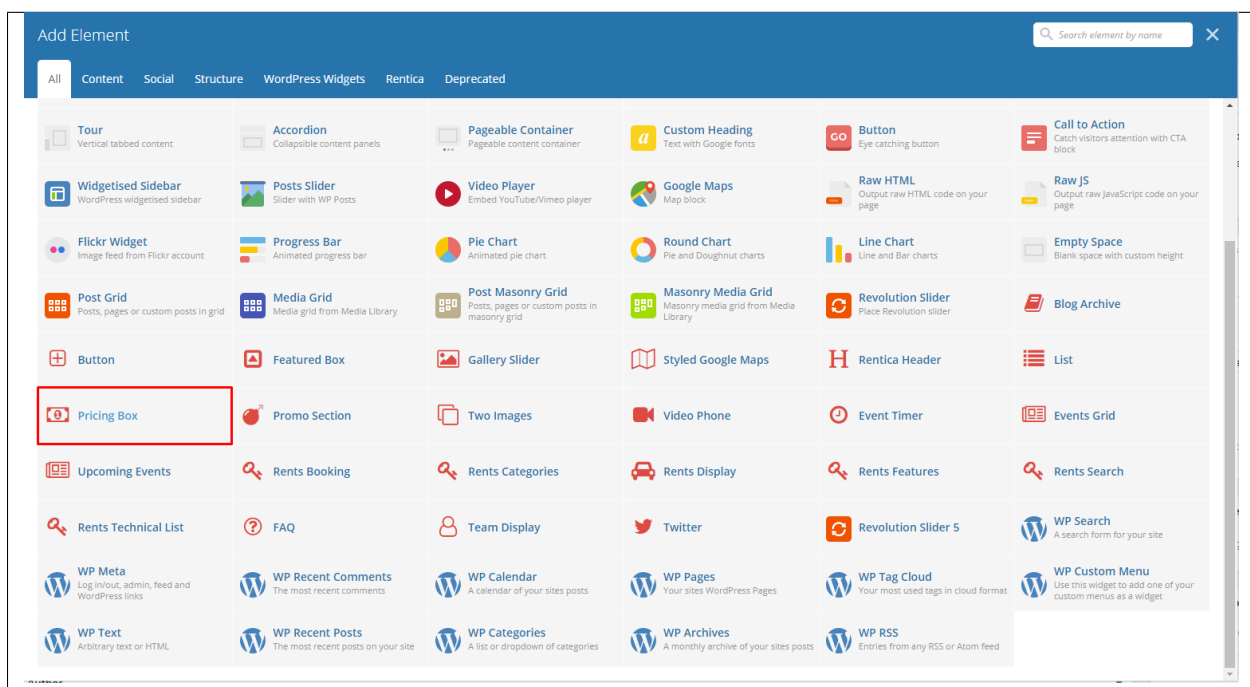
-General Tab-

- **Columns** - Number of columns to divide the features.
- **List of features** - Features added to the list. Use a comma (,) to separate the features.
- **List icon** - icon used as the bullet.

Sample List:



3.1.8 Pricing Box



This theme element will let you add pricing box with details about the product.

Pricing Box Settings
⚙️ _ ✕

General
Button

Pricing Box Title

Pricing Box Price

You may include the currency. Example: \$100

Pricing Box Subtitle

Set Header Background Color to Motive

No ▾

Header Background Color

Select Color

Header Title Color

Select Color

Content Background Color

Close
Save changes

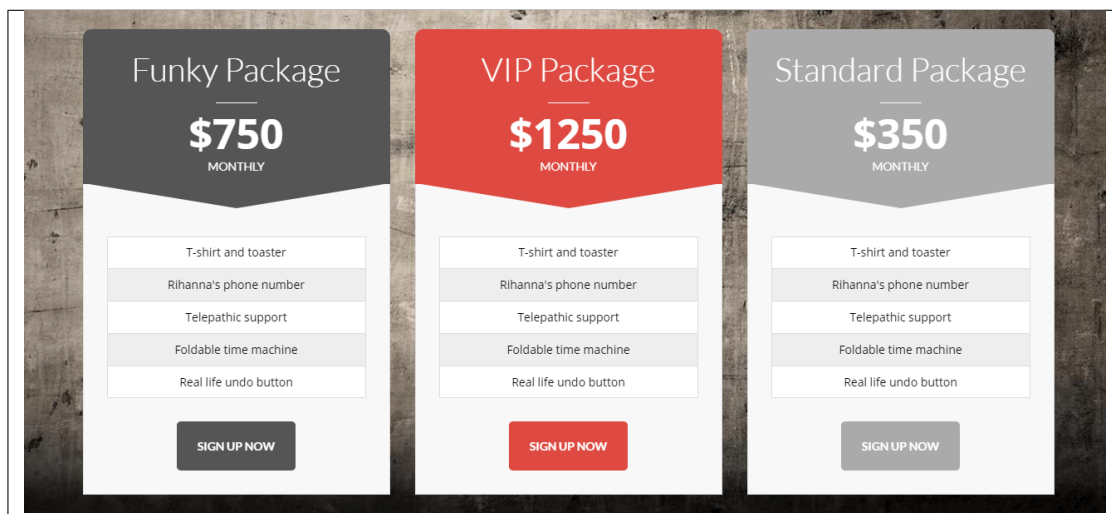
-General Tab-

- **Pricing Box Title** - Title for the pricing box.
- **Pricing Box Price** - Price for the pricing box item.
- **Pricing Box Subtitle** - Text below the title.
- **Set Header Background Color to Motive** - Option to set header background color.
- **Header Background Color** - Background color for the pricing box header.
- **Header Title Color** - Font color of the title.
- **Content Background Color** - Content background color for the pricing box header.
- **List of Item** - Features added to the list. Use a comma (,) to separate the features.

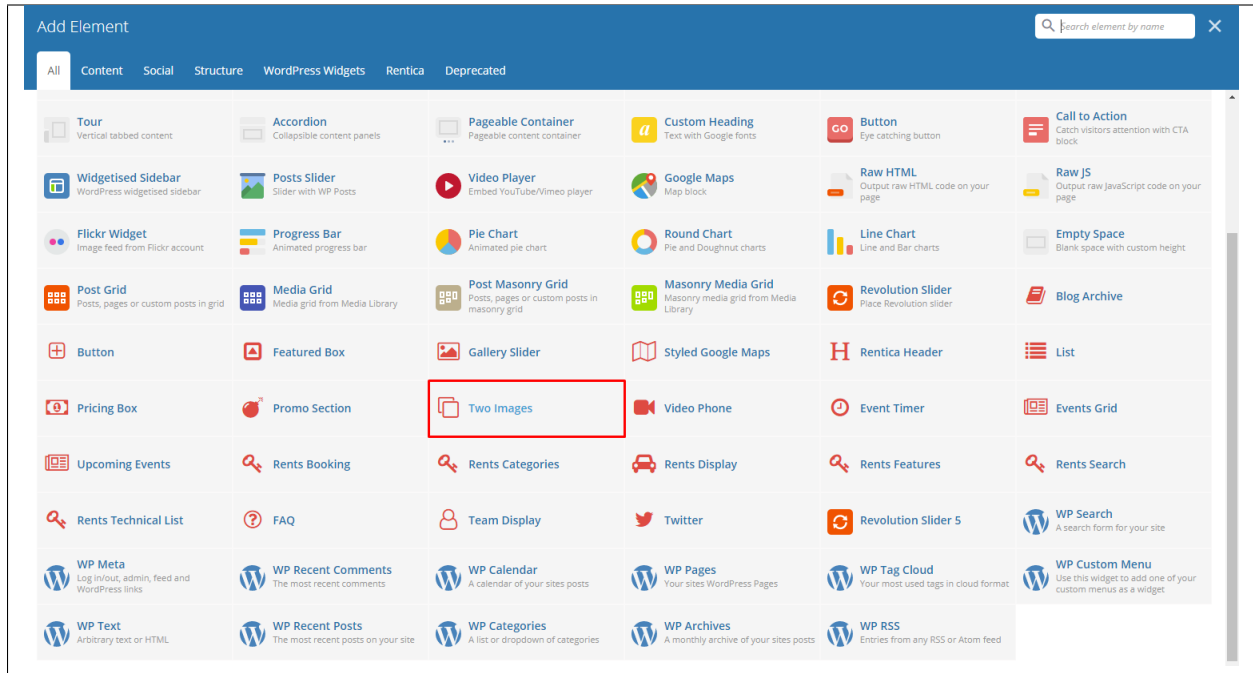
-Button Tab-

- **Text** - The label of the button.
- **URL (Link)** - URL link for the button.
- **Style** - Display style of the button.
- **Shape** - Shape of the button.
- **Color** - Background color of the button.
- **Size** - Size of the button.
- **Alignment** - Alignment of the button.
- **Add Icon?** - Option to add an icon in the button.
- **CSS Animation** - If Add icon is *Yes*, this option will show. Add the icon you would like to use.
- **Element ID** - A unique ID for the button.
- **Extra class name** - You can add a Custom CSS variable that is made in the *Customizer > Additional CSS*, click [here](#) for details.
- **Advance on click action** - Option to be add a javascript action.

Sample Pricing Box:



3.1.9 Two Images



Add two images in the same space with an option to move the second image using its X and Y axis.

Two Images Settings
⚙️ — ✕

General

First Image

+

Second Image

+

Note: For better result, first and second image should have the same size.

First Image Alignment

Left ▾

Rounded Images
☐ Yes

Make images rounded, images are displayed in their natural proportions, to set perfect circle use square image. To crop image you can use online tool i. e. - <https://croppola.com/>

X Axis Offset

0

Close

Save changes

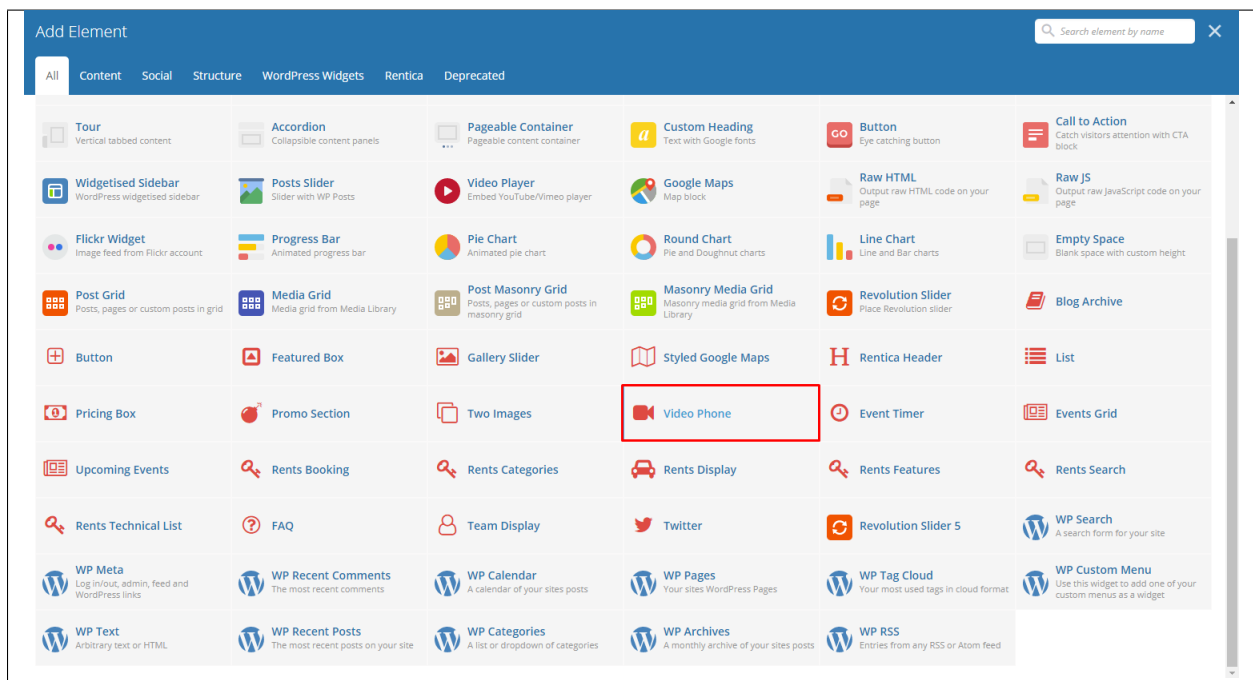
-General Tab-

- **First Image** - Set the first image.
- **Second Image** - Set the second image.
- **First Image Alignment** - Where the first image is aligned.
- **Rounded Images** - Option to have a round image.
- **X axis offset** - Horizontal offset of the second image from the first image.
- **Y axis offset** - Vertical offset of the second image from the first image.
- **Set Image Width** - If you set X Axis Offset not exceeding the column width and/or you want to make the two images width the same, you may set image width in pixels.

Sample Two Images:



3.1.10 Video Phone



Lets you display a smart phone that has a video playing.

Video Phone Settings

General

Video URL

Enter link to video (Note: read more about available formats at WordPress codex page).

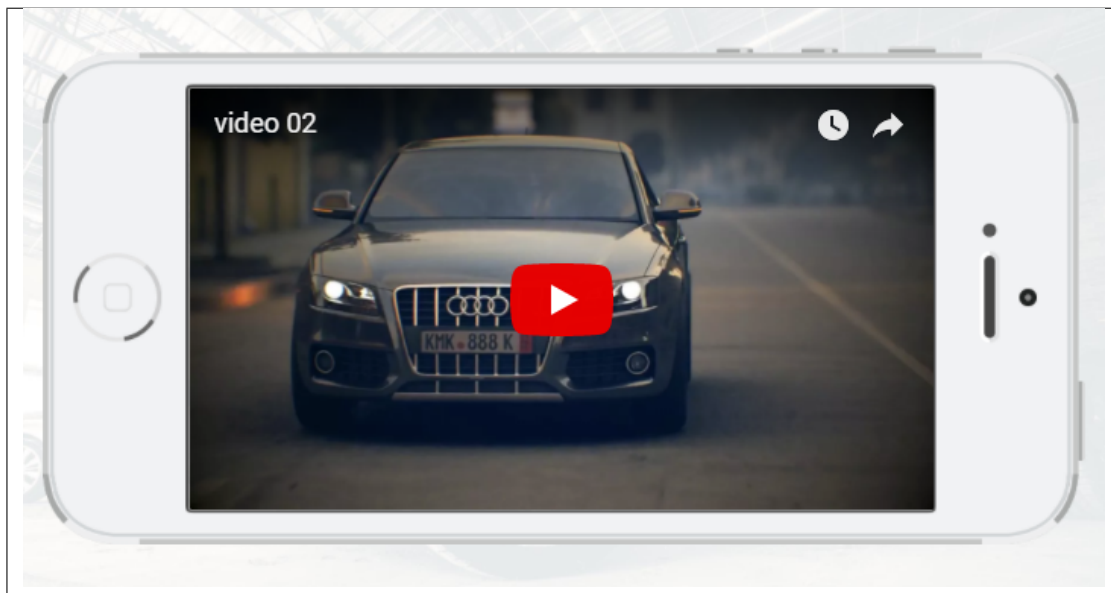
Close

Save changes

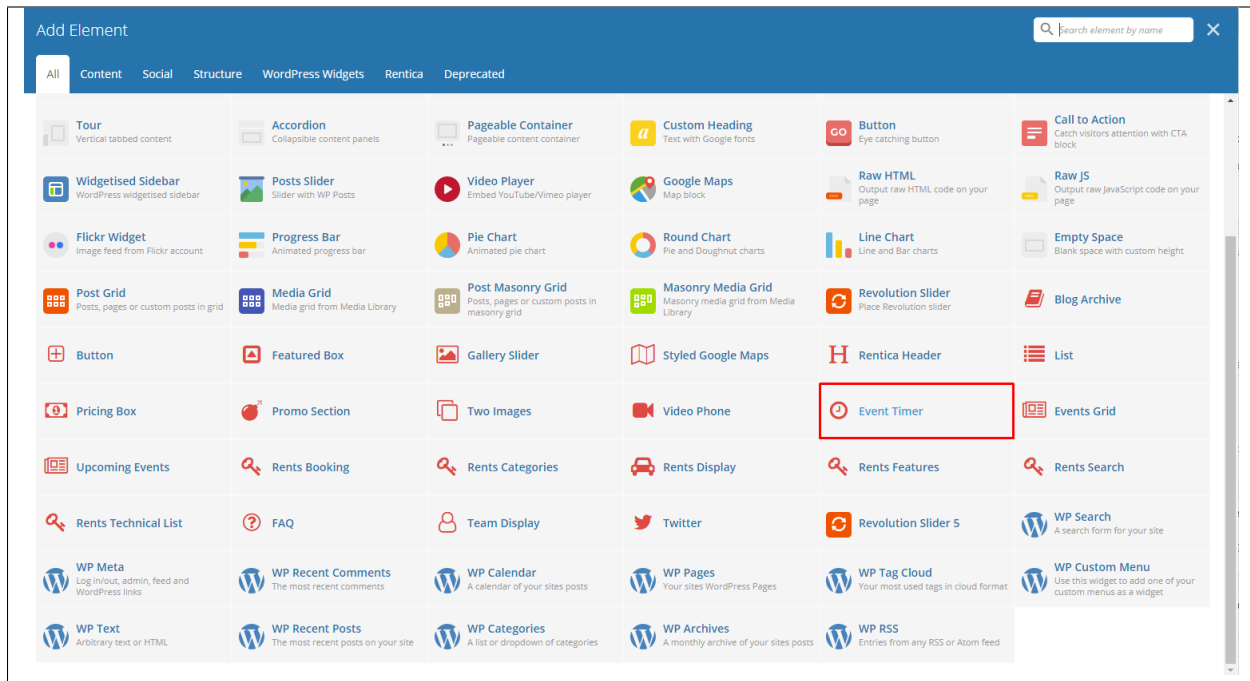
-General Tab-

- **Video URL** - URL of the video you want to show.

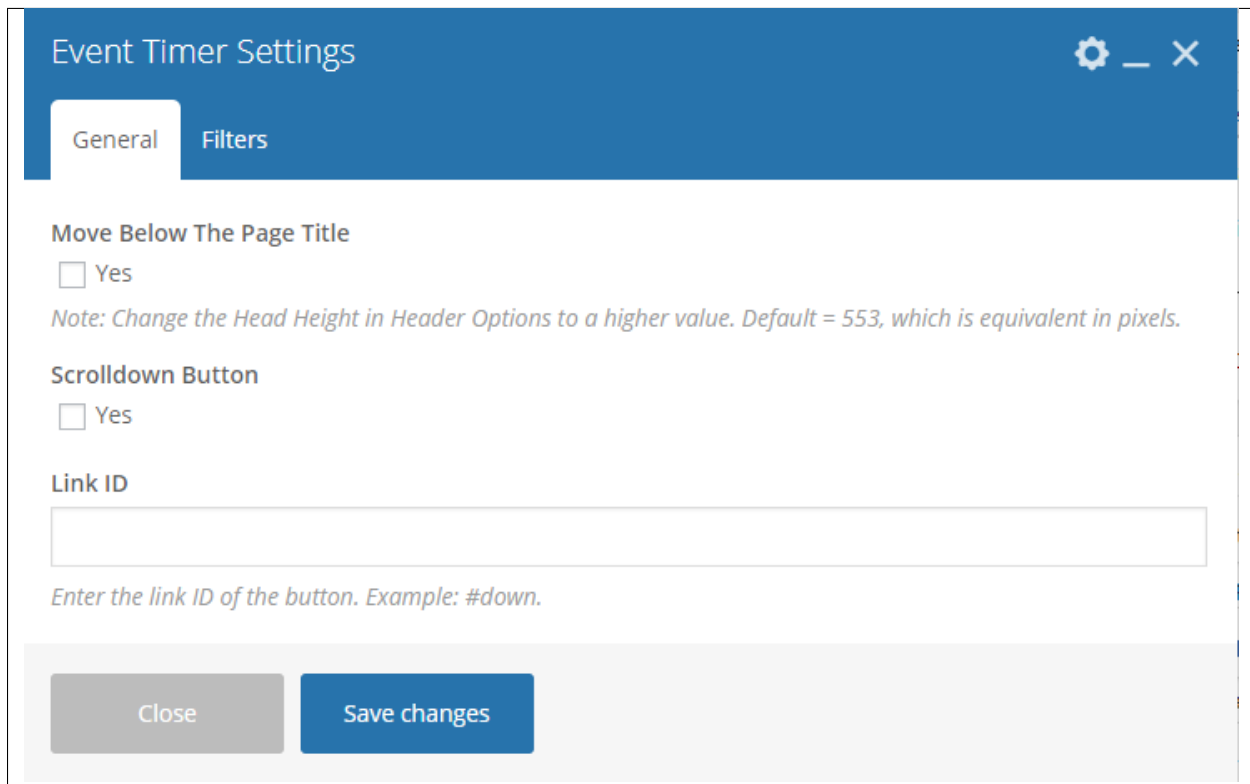
Sample Video Phone:



3.1.11 Events Timer



Lets you display events as a carousel. You can filter the events that will show inside the carousel.



-General Tab-

- **Move Below The Page Title** - Option to display the timer below the page title.

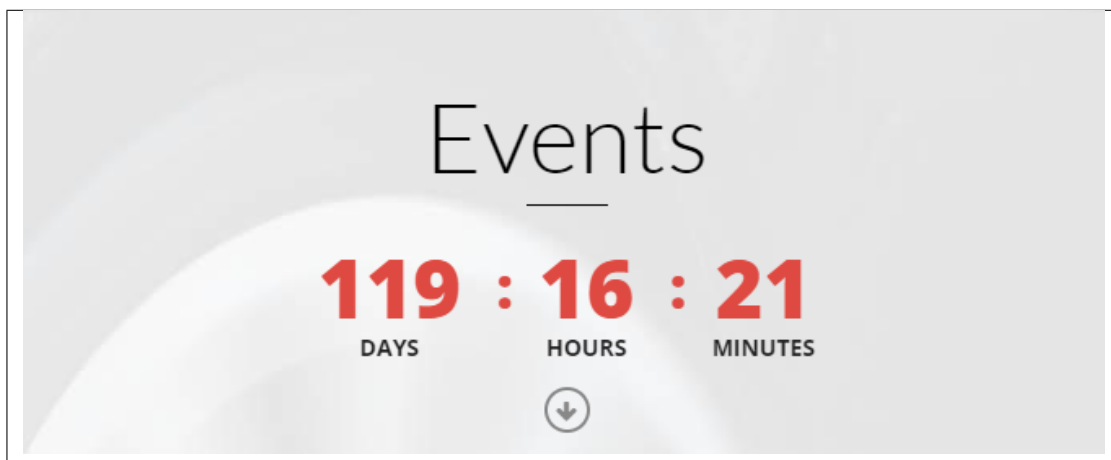
Note: Change the Head Height in Header Options to a higher value. Default = 553, which is equivalent in pixels.

- **Scroll down Button** - Option to display a scroll down button.
- **Link ID** - URL link for the scroll down button.

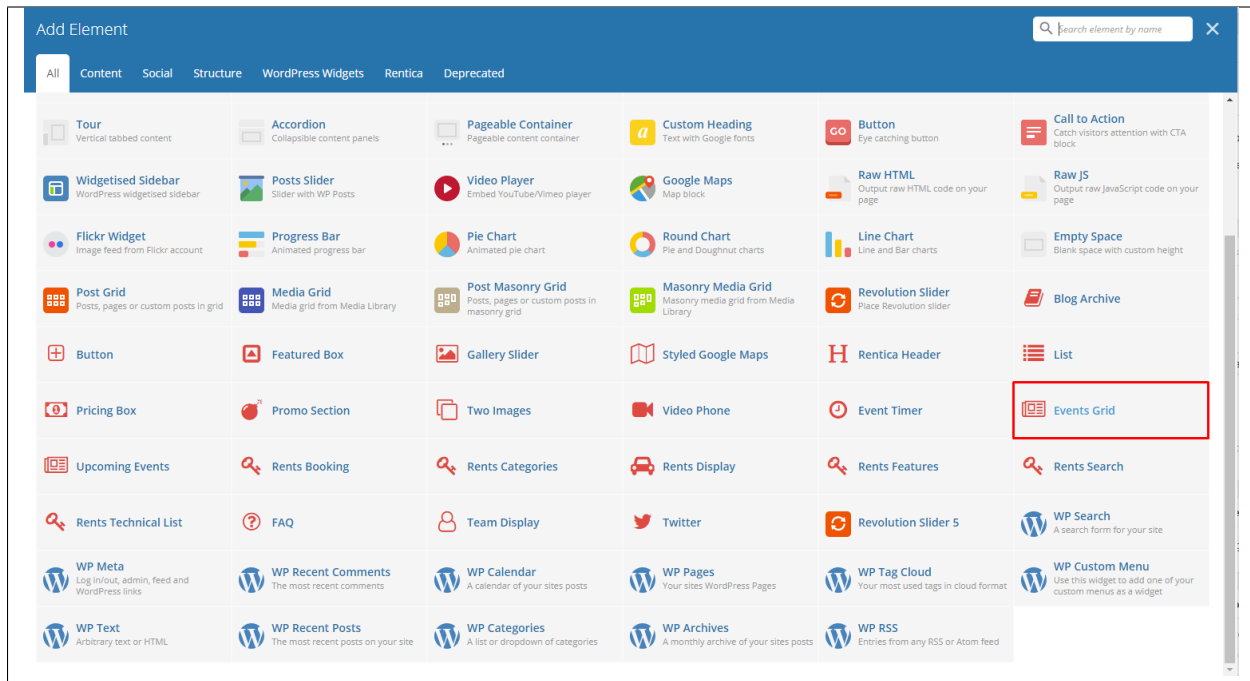
-Filters Tab-

- **Event** - What event you want to use for the timer.

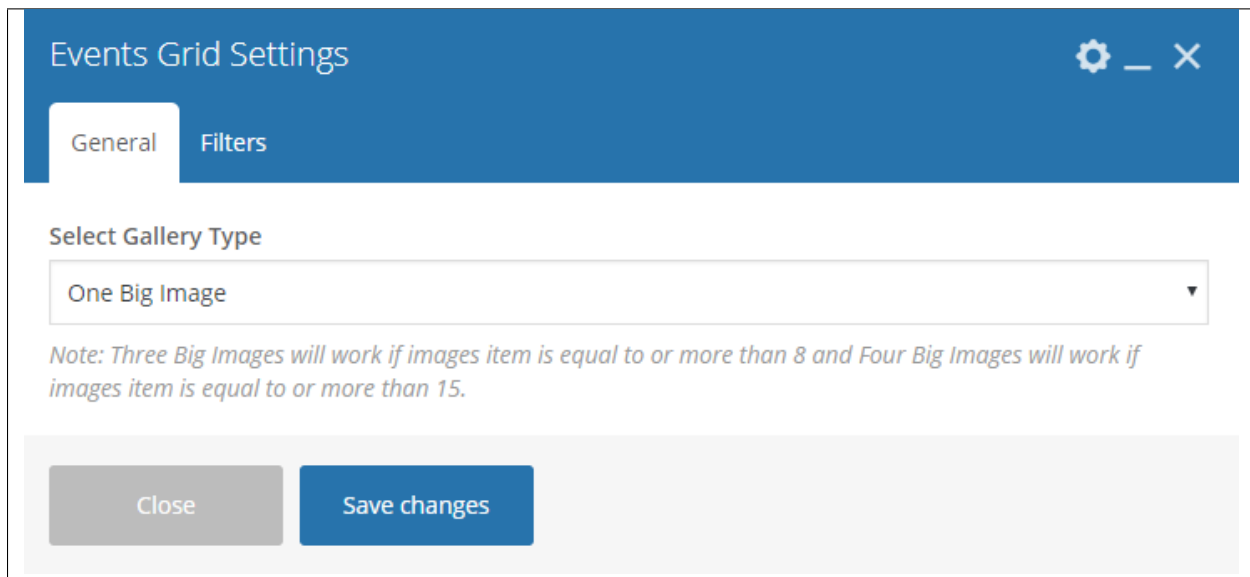
Sample Events Timer:



3.1.12 Events Grid



Lets you display events by grid. You can filter the events that will show inside the grid.



-General Tab-

- **Select Gallery Type** - Add/Change the margin, border, or padding of the promo section.

-Filters Tab-

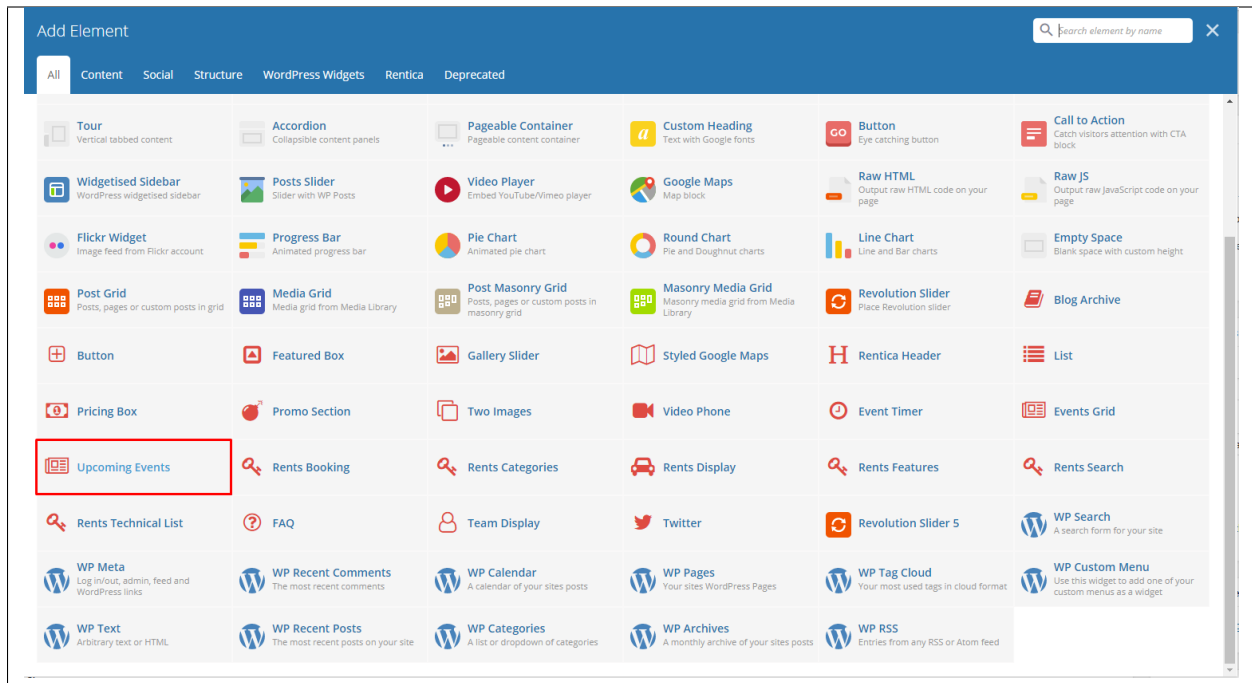
- **Limit** - Set results limit.
- **Skip X elements** - Skip a number of elements from the results.

- **Order** - How the posts order looks.
- **Order by** - How the posts are ordered.
- **Specify Events** - Only selected posts are shown.
- **Exclude Events** - None of the selected posts will be displayed.
- **Specify Event Categories** - Only show posts under the categories.
- **Exclude Event Categories** - None of the posts under the categories are shown.
- **Specify post tags** - Only show posts with selected tags.
- **Keyword search** - Show items with certain keyword.

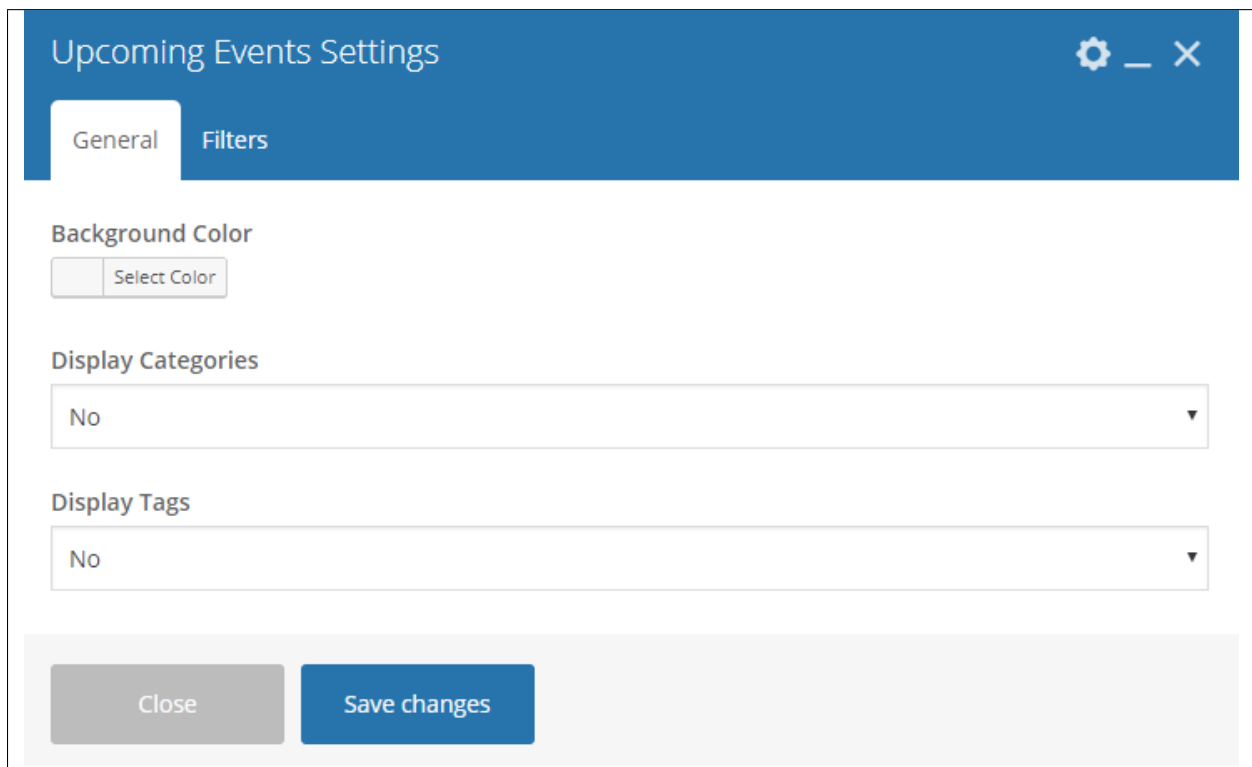
Sample Events Grid:



3.1.13 Upcoming Events



Below you will see all the available options that can/need to be set to use *Upcoming Event* element.



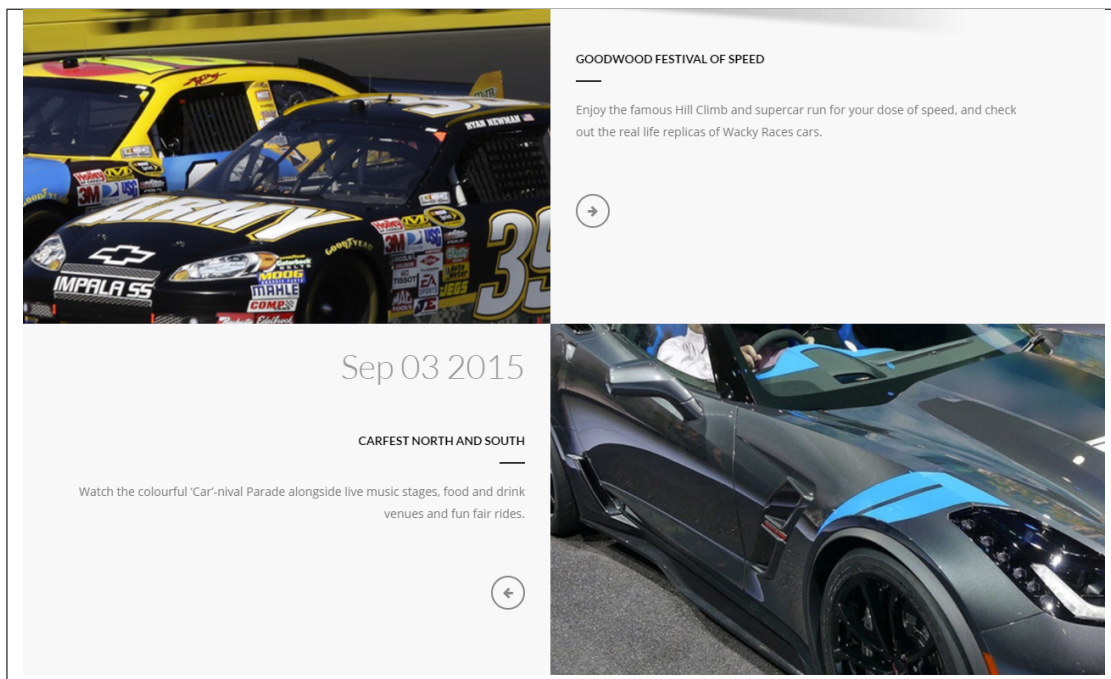
-General Tab-

- **Background Color** - Set the background color for the grid.
- **Display Categories** - Option to display the categories of the events.
- **Display Tags** - Option to display the tags of the events.

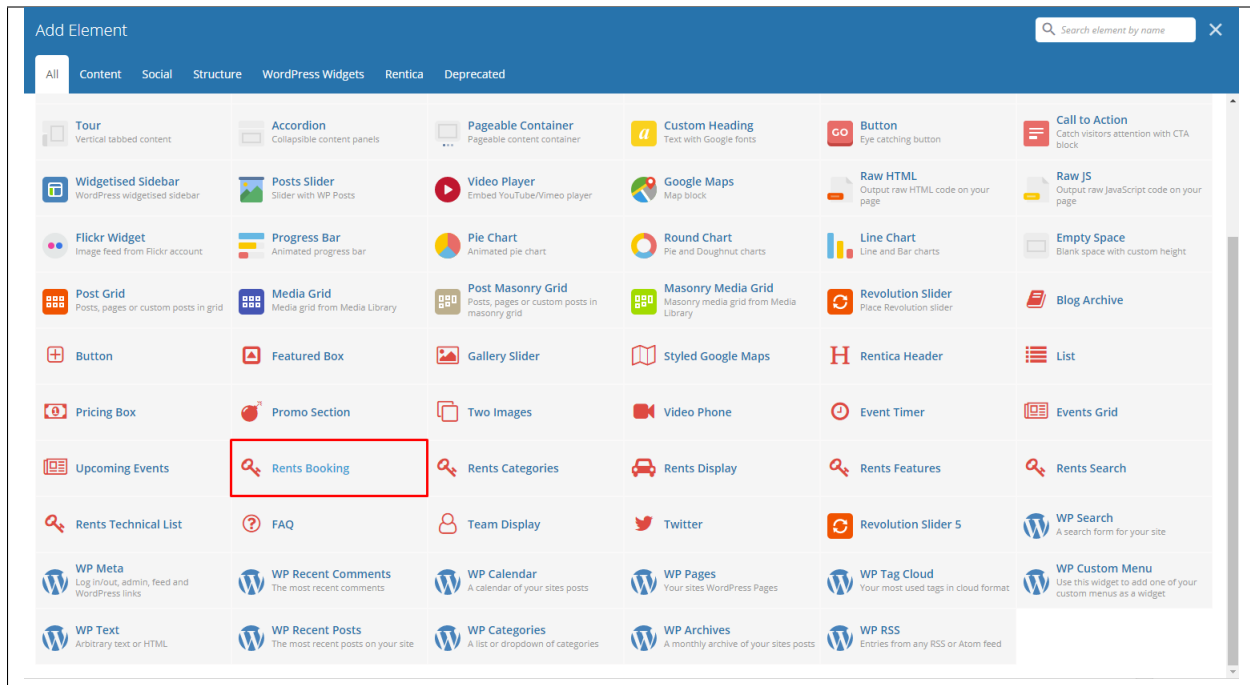
-Filters Tab-

- **Limit** - Set results limit.
- **Skip X elements** - Skip a number of elements from the results.
- **Order** - How the posts order looks.
- **Order by** - How the posts are ordered.
- **Specify Events** - Only selected posts are shown.
- **Exclude Events** - None of the selected posts will be displayed.
- **Specify Event Categories** - Only show posts under the categories.
- **Exclude Event Categories** - None of the posts under the categories are shown.
- **Specify post tags** - Only show posts with selected tags.
- **Keyword search** - Show items with certain keyword.

Sample Upcoming Events:



3.1.14 Rent Booking



This element is used in *Rents* post type and it lets you add a Booki booking form. You set the Booki Project in the *Rents* form under *General > Booki Project*. For more information, [click here](#).

General

Price Per Day

Number of Passengers

5

Driver

With driver

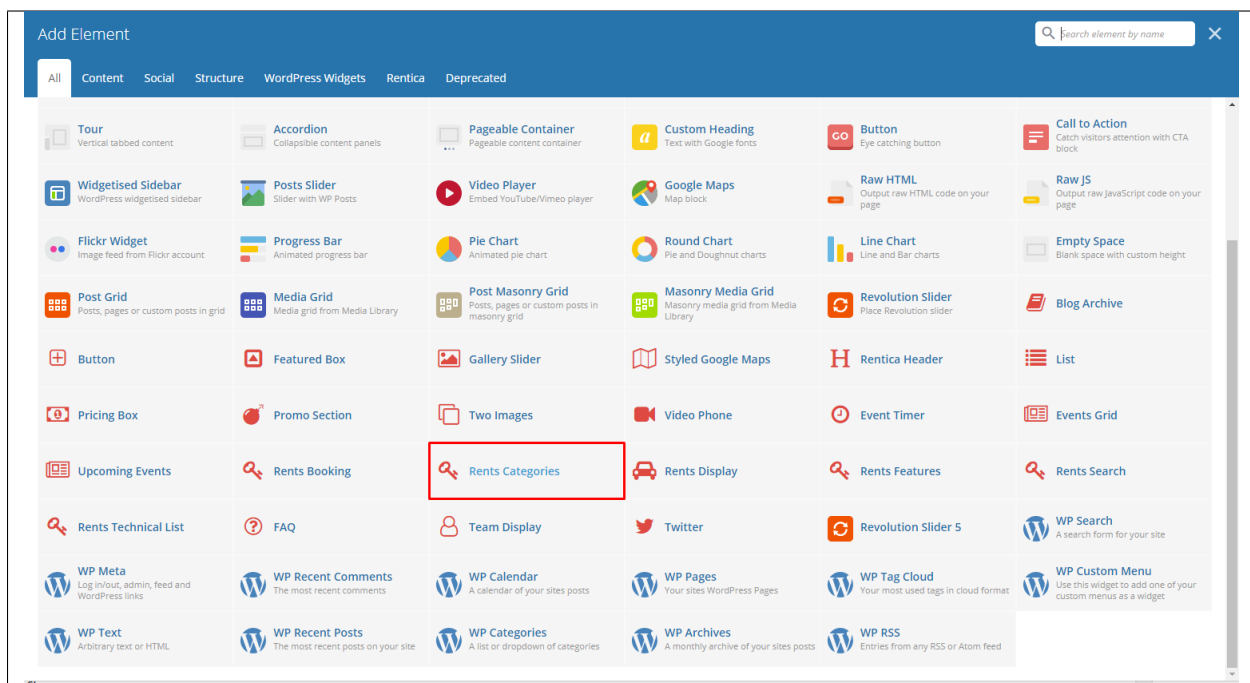
Booki Project

Select a Booki project corresponding to this post

Note: If the Booki Project is not set, the area with the Rent Booking will be left blank.

Sample Rent Booking:

3.1.15 Rent Categories



This element shows rents by categories.

Rents Categories Settings
⚙️ _ ✕

General

Categories

Click here and start typing...

Select rent categories to feature (or leave empty to display all)

Target page

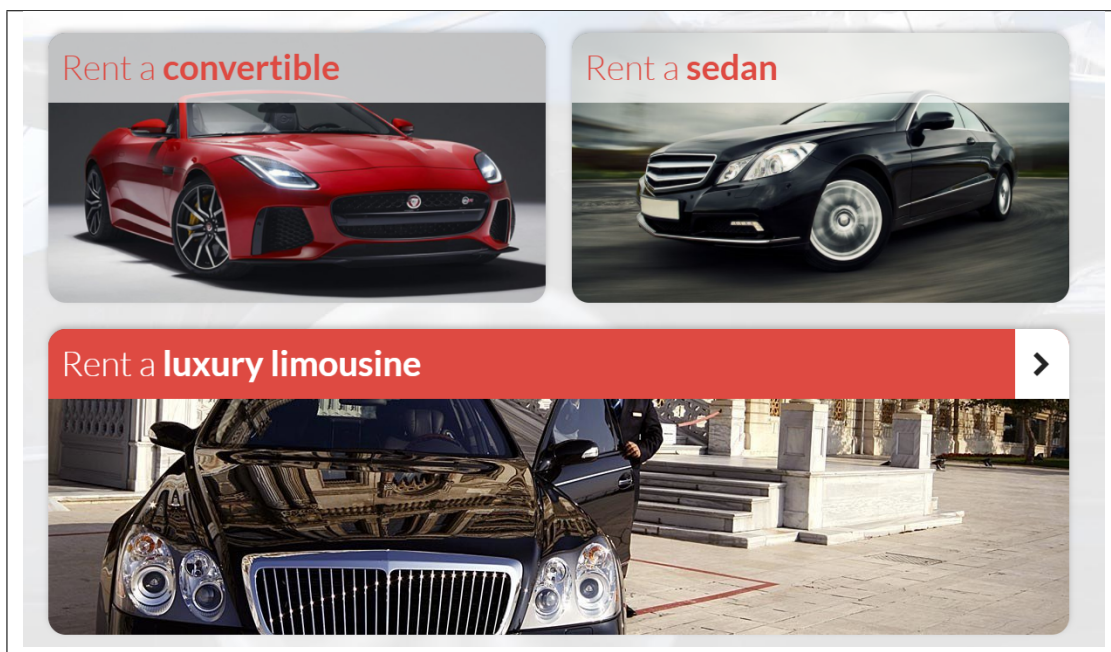
Click here and start typing...

Select rent page to open after click

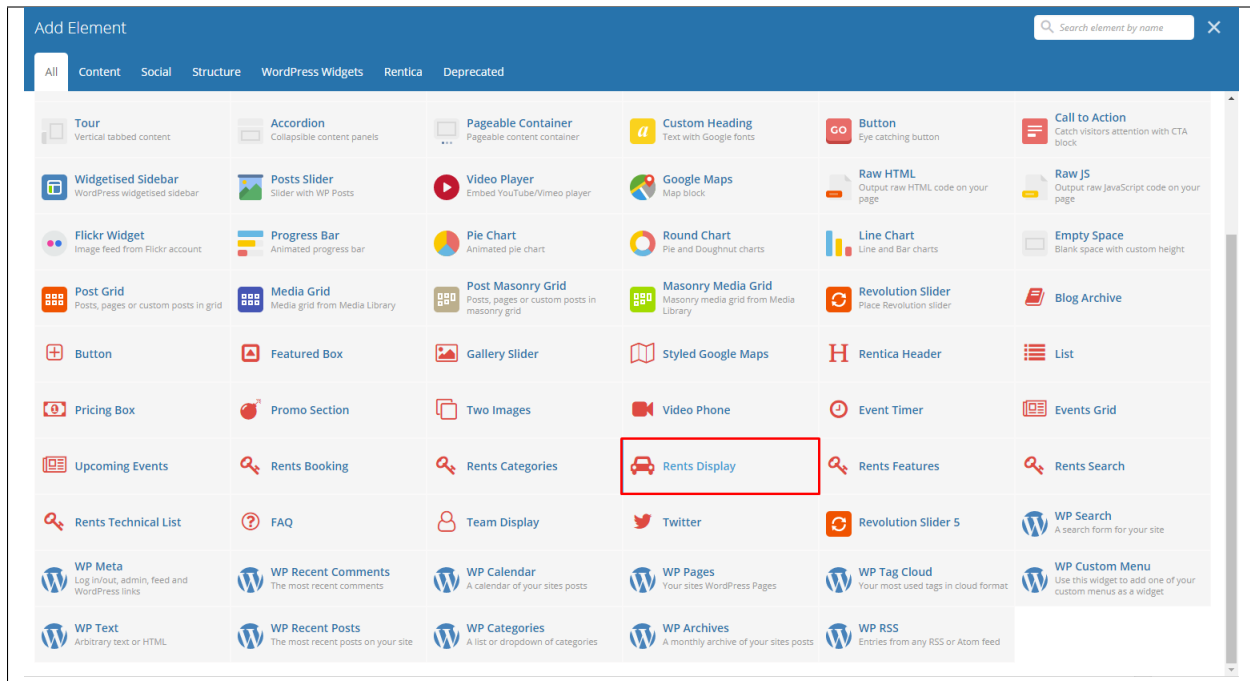
Close Save changes

-General Tab-

- **Categories** - Select rent categories to feature (or leave empty to display all).
- **Target page** - Select rent page to open after click.

Sample Rent Categories:

3.1.16 Rent Display



This element shows all the item in rent. You can filter the item to display by using the Filters tab.

Rents Display Settings
⚙️ — ✕

Filters

Limit

Set results limit, use -1 to disable limit

Skip X elements

Allows to skip a number of elements from results

Order

Order in which data should be fetched

Order by

Order in which data should be fetched

Specify Rents



Only selected posts will be displayed

-Filters Tab-

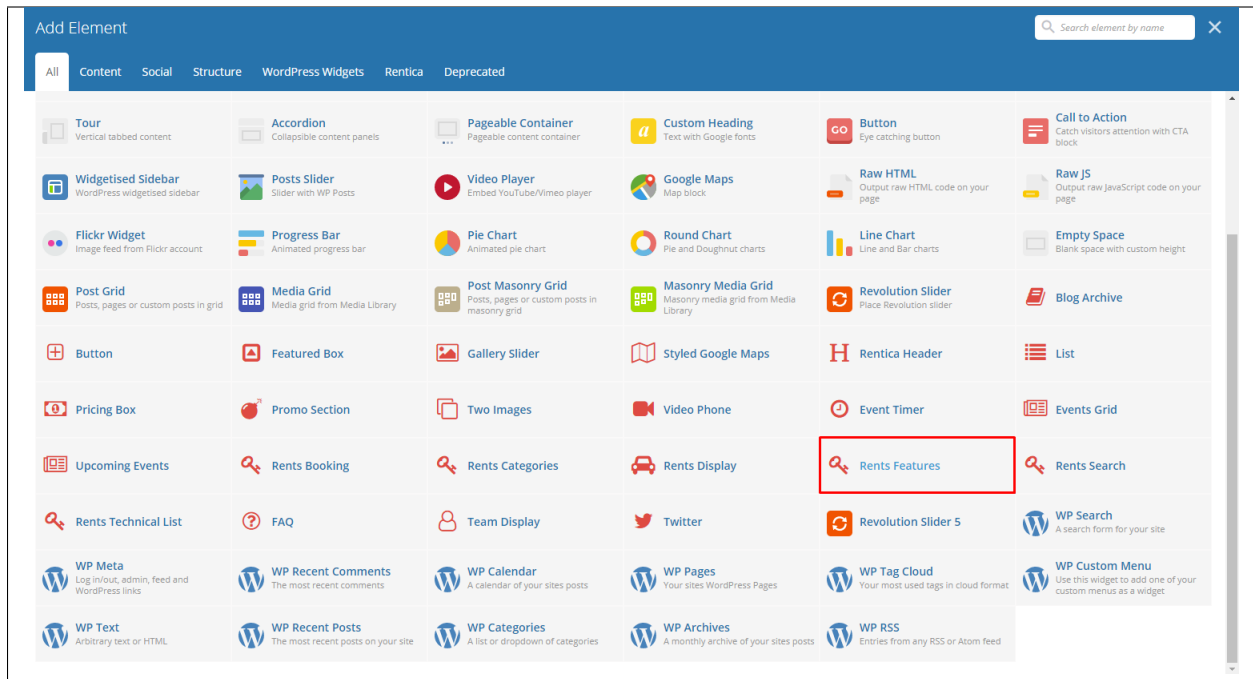
- **Limit** - Set results limit.
- **Skip X elements** - Skip a number of elements from the results.
- **Order** - How the posts order looks.
- **Order by** - How the posts are ordered.
- **Specify Rents** - Only selected Rents are shown.
- **Exclude Rents** - None of the selected Rents will be displayed.
- **Specify Categories** - Only show Rents under the categories.
- **Exclude Categories** - None of the Rents under the categories are shown.

- **Specify post tags** - Only show Rents with selected tags.
- **Keyword search** - Show Rents with certain keyword.

Sample Rent Display:

	
<p>Acura ILX</p> <hr/> <p>Fancy tranny works great, smooth rider, competent handler.</p> <p>FROM \$400 PER DAY</p> <p>BOOKING DETAILS</p>	<p>Chevrolet Malibu</p> <hr/> <p>It unites a passion for driving with exceptional efficiency.</p> <p>FROM \$400 PER DAY</p> <p>BOOKING DETAILS</p>

3.1.17 Rent Features



This element is used in *Rents* post type. The features that are added at *Rents* will be the ones that will be displayed.

Rents Features Settings

General

Title

Main features

Columns

1

Select columns count. Note: 4 columns is better with a fullwidth row/section

Show also unavailable features

☐ Yes

Icon for available features


Icon for unavailable features

Close Save changes

-General Tab-

- **Title** - Select the title of the features you would like to show. All the features that are added in that title will be displayed.
- **Columns** - Number of columns to divide the features in a rows. 4 columns is better with a fullwidth row/section.
- **Show also unavailable features** - Option to show the features that are not available as features.
- **Icon for available features** - The icon to show that the feature is available.
- **Icon for unavailable features** - The icon to show that the feature is not available.

Sample Rent Features:



DESCRIPTION

FEATURES

TECHNICAL DETAILS

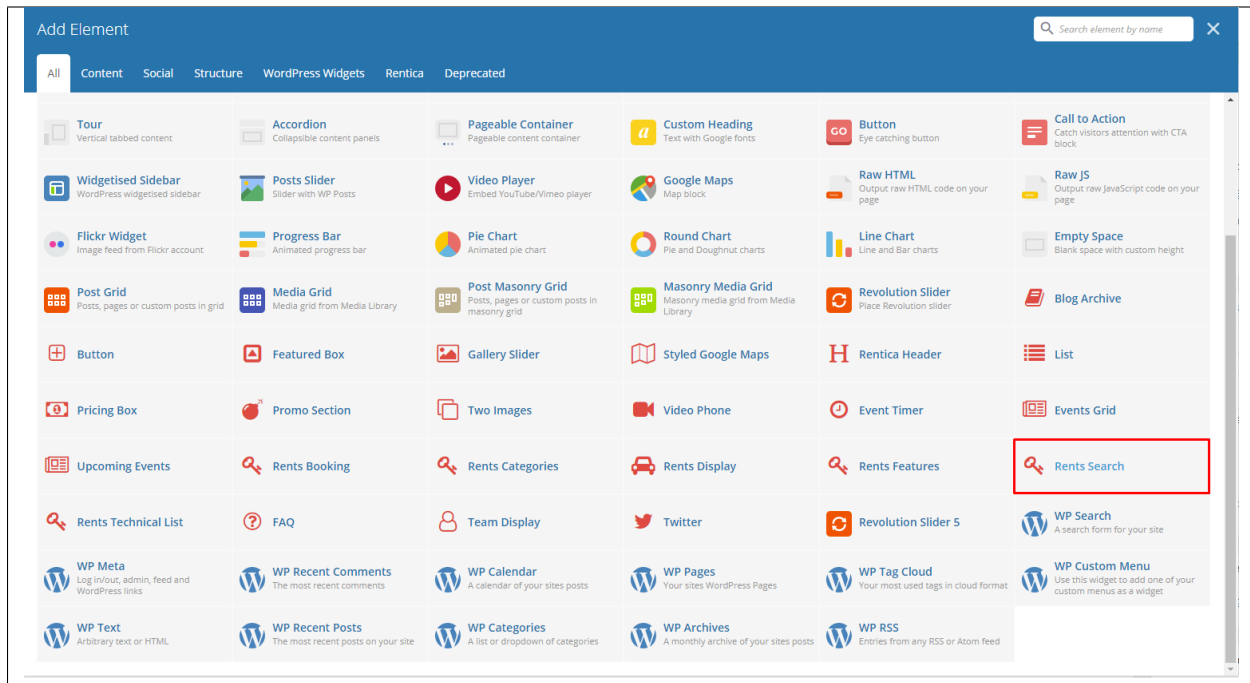
Main features

✓ Air Conditioner	✓ Leather Interior	✓ Airbags	✓ Rear Traffic Alert
✗ Cooler	✗ Carbon Fiber Body	✓ Keyless Entry	✓ USB Ports
✓ LED Headlights		✓ Heated Seats	

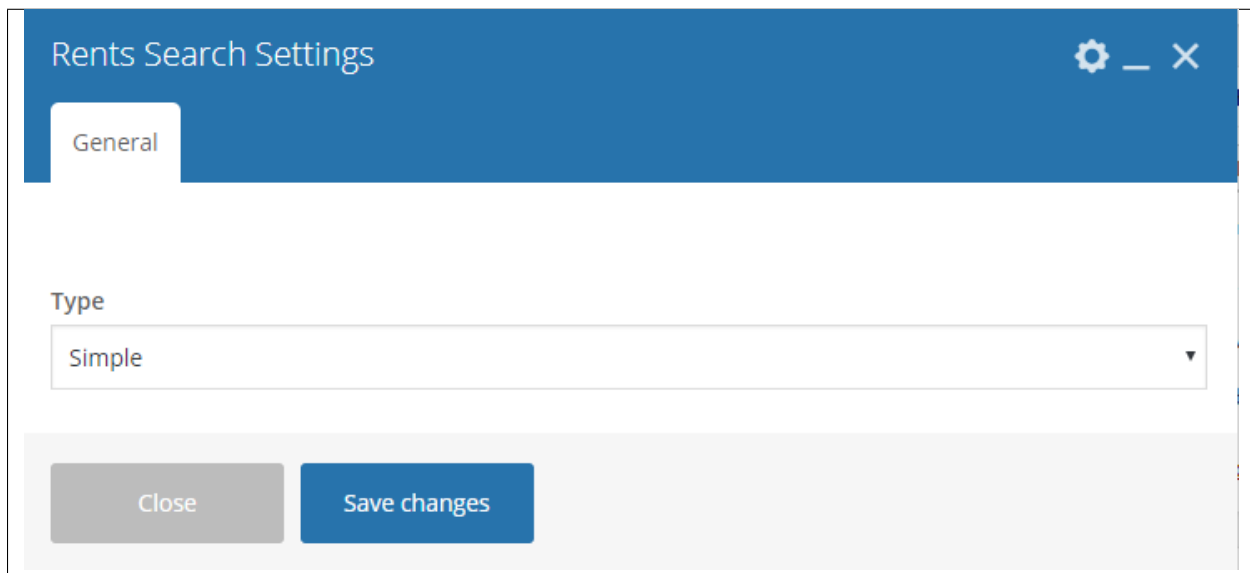
Entertainment

✓ Radio	✗ LED TV	✓ LED Interior Lights	✗ WiFi Hotspot
✓ LED Lights	✓ Bluetooth Capable	✗ Rear-Seat DVD Player	
✗ DVD Player		✓ Infotainment Display	

3.1.18 Rent Search



This element displays the items in Rents with a way to search the items and filter the prices.



-General Tab-

- **Type** - Select the type of display it will show in the site. There are 2 options: Simple or With technical list

Sample for Simple Rent Search display

FIND A BOOKING

CHECK-IN

CHECK-OUT

Search...

Type

All Cars16

Convertible4

Luxury Limousine2

Pickup Truck3

Sedan4

SUV3

Price

\$400

\$800

Number of passengers

1


15

Driver

WITH OR WITHOUT DRIVER

FILTER

SORT BY PRICE ASCENDING




MINI Convertible

The perfect catalyst for opening yourself up to all life has to offer!

FROM \$400 PER DAY

BOOKING DETAILS





Acura ILX

Fancy tranny works great, smooth rider, competent handler.

FROM \$400 PER DAY

BOOKING DETAILS

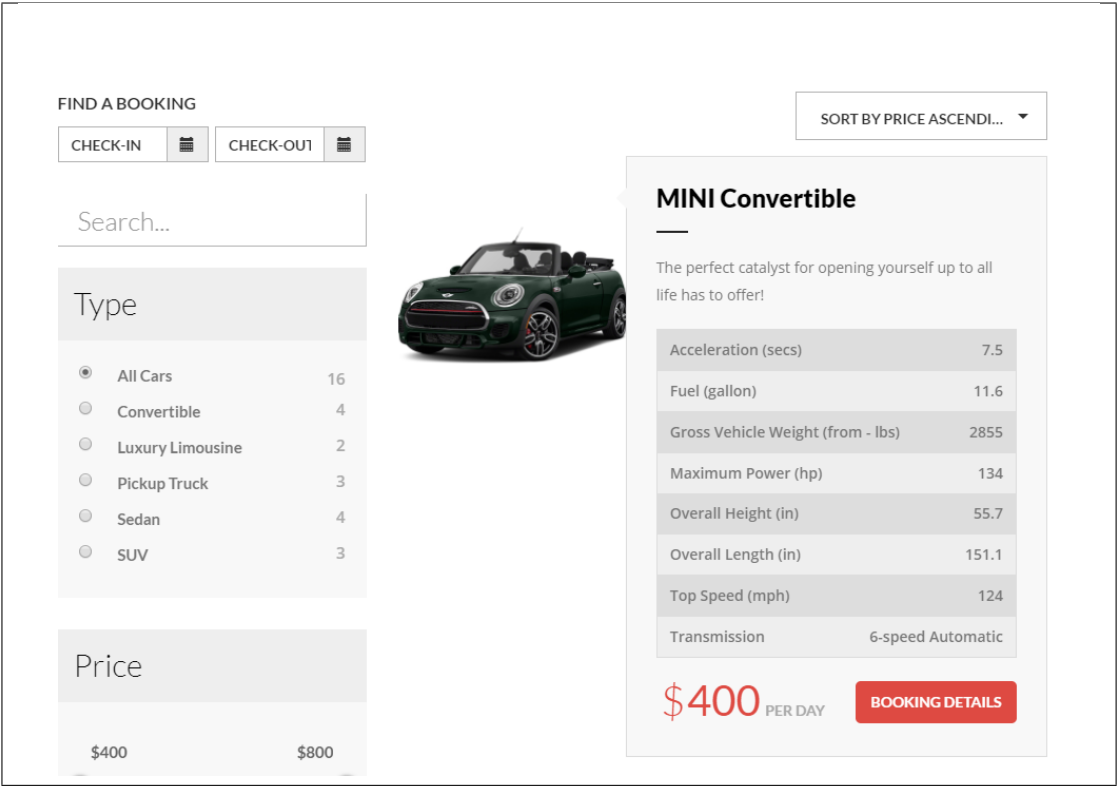




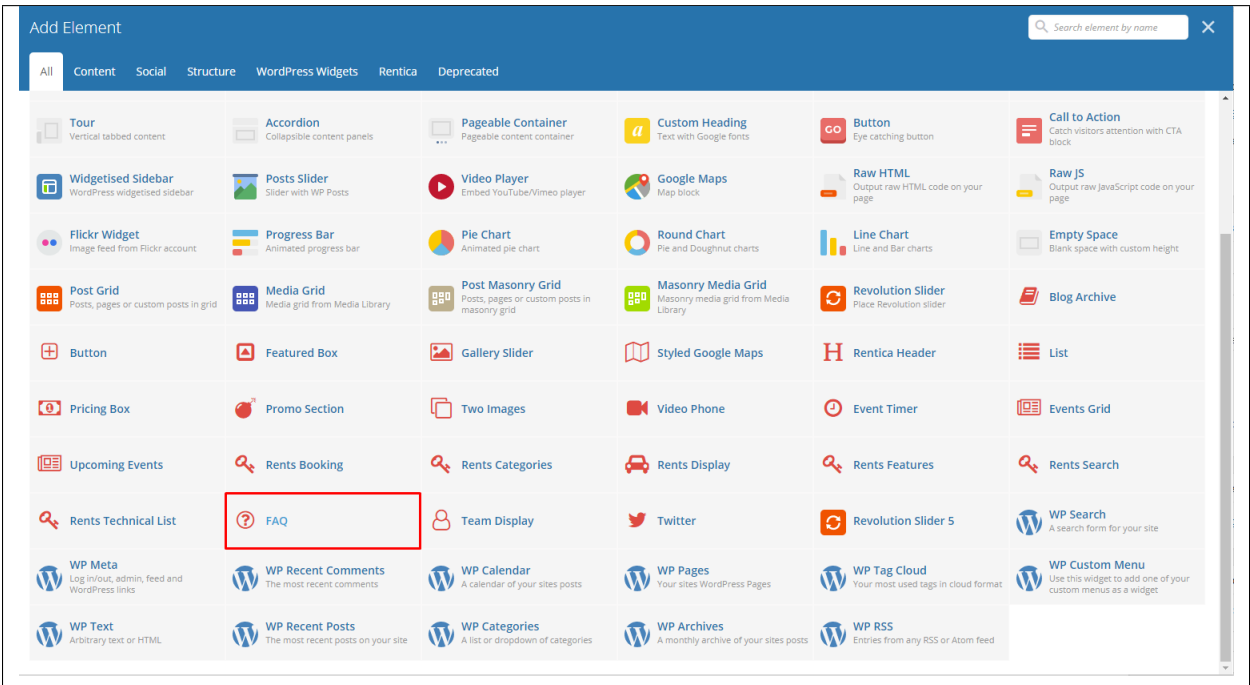
Sample for With technical list Rent Search display

3.1. Rentica Custom Shortcodes

69



3.1.19 FAQ



This element lets you add FAQs by category in the site.

FAQ Settings
⚙️ — ✕

General

Add Title

No ▼

This is optional

Category To Display

Standards ▼

Enter FAQ Question Title To Active

Click here and start typing...

This will set the FAQ item to automatically be open.

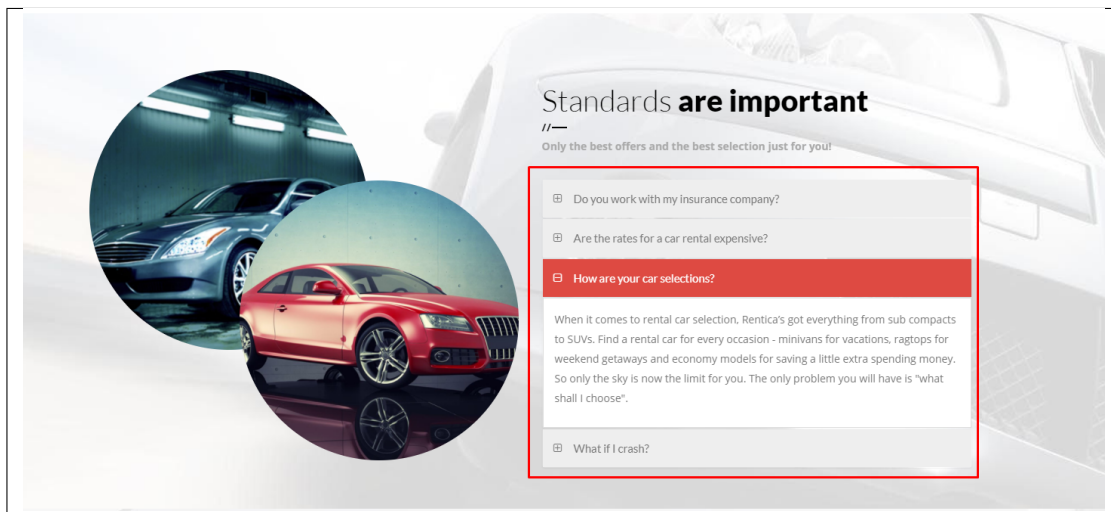
Close

Save changes

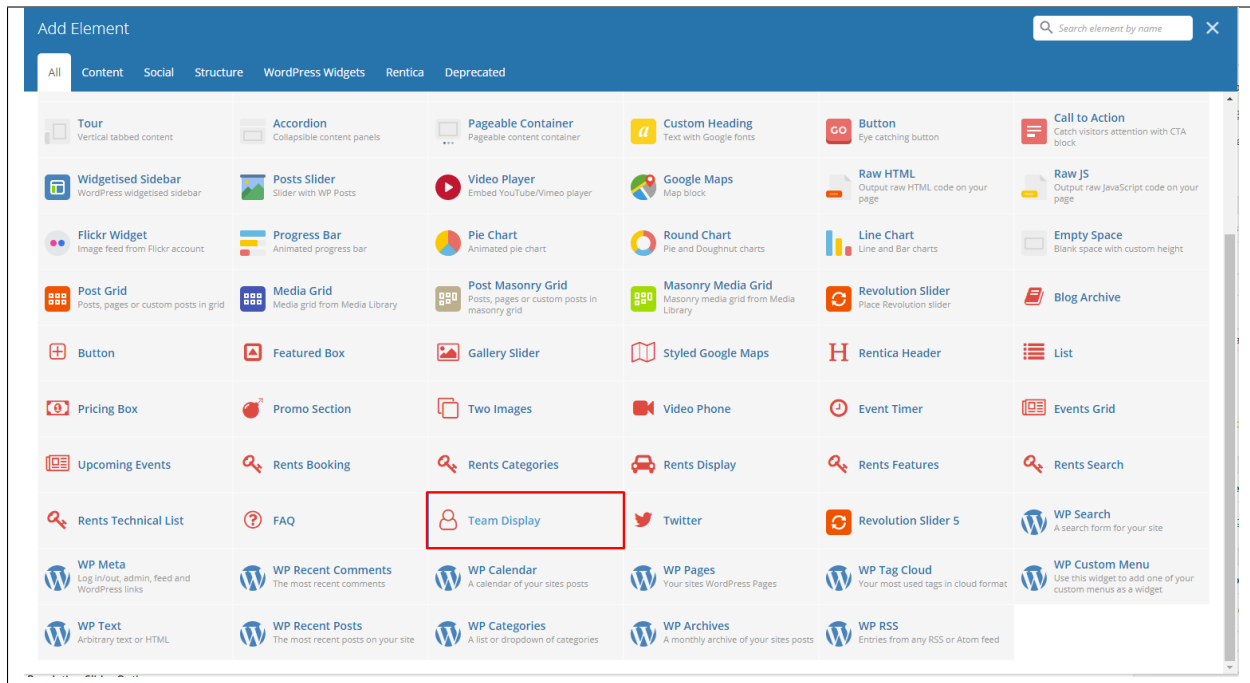
-General Tab-

- **Add Title** - Option to add a title/header above the FAQs.
- **Category To Display** - Category of the FAQs that you want to show.
- **Enter FAQ Question Title To Active** - The FAQ question that's under the category set that is open/activated.

Sample FAQ:



3.1.20 Team Display



This element lets you show Team members items with their name and position in a page.

Team Display Settings

Filters

Limit

-1

Set results limit, use -1 to disable limit

Skip X elements

0

Allows to skip a number of elements from results

Order

Descending

Order in which data should be fetched

Order by

Date

Order in which data should be fetched

Specify Team members

Click here and start typing...

Only selected posts will be displayed

Close

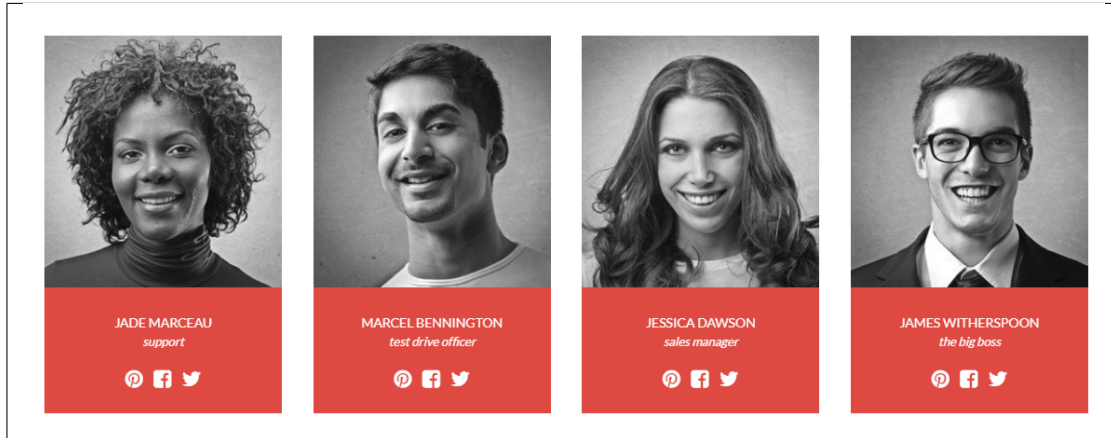
Save changes

-Filters Tab-

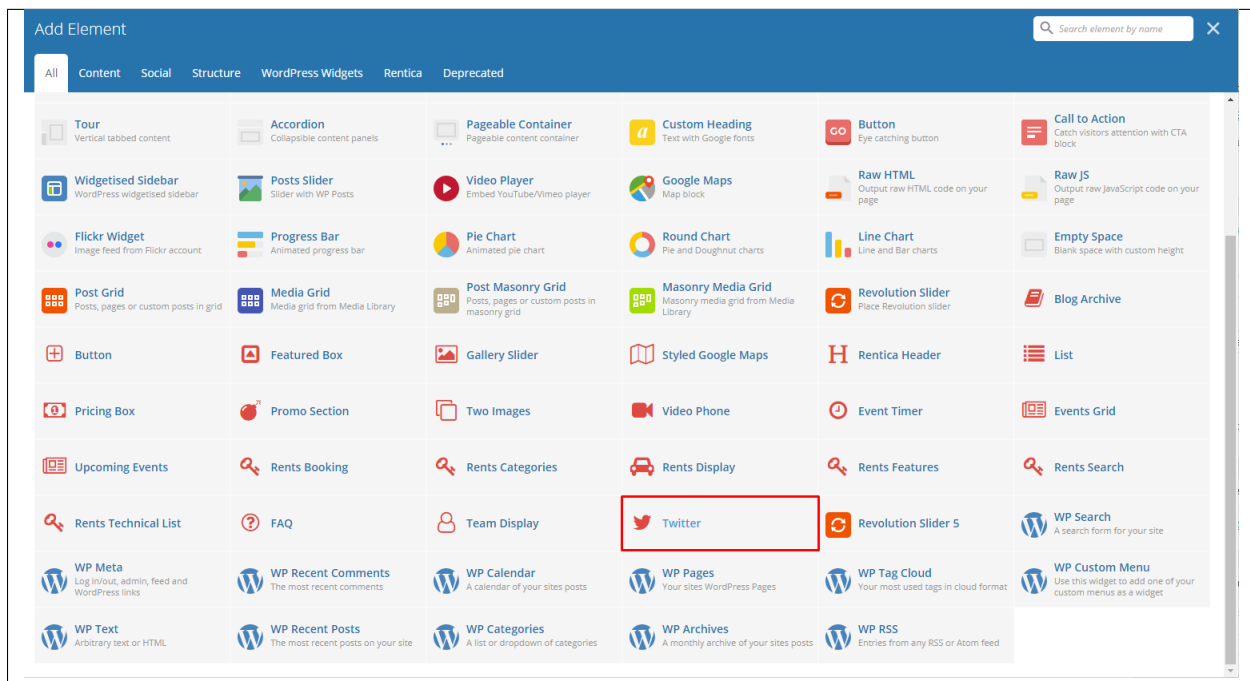
- **Limit** - Set results limit, use -1 to disable limit.
- **Skip X elements** - Skip a number of elements from the results.
- **Order** - How the team members order looks.
- **Order by** - How the team members are ordered.
- **Specify Team members** - Only selected team members are shown.
- **Exclude Team members** - None of the selected team members will be displayed.
- **Specify Team Categories** - Only show team members under the categories.
- **Exclude Team Categories** - None of the team members under the categories are shown.

- **Specify post tags** - Only show posts with selected tags.
- **Keyword search** - Show events with certain keyword.

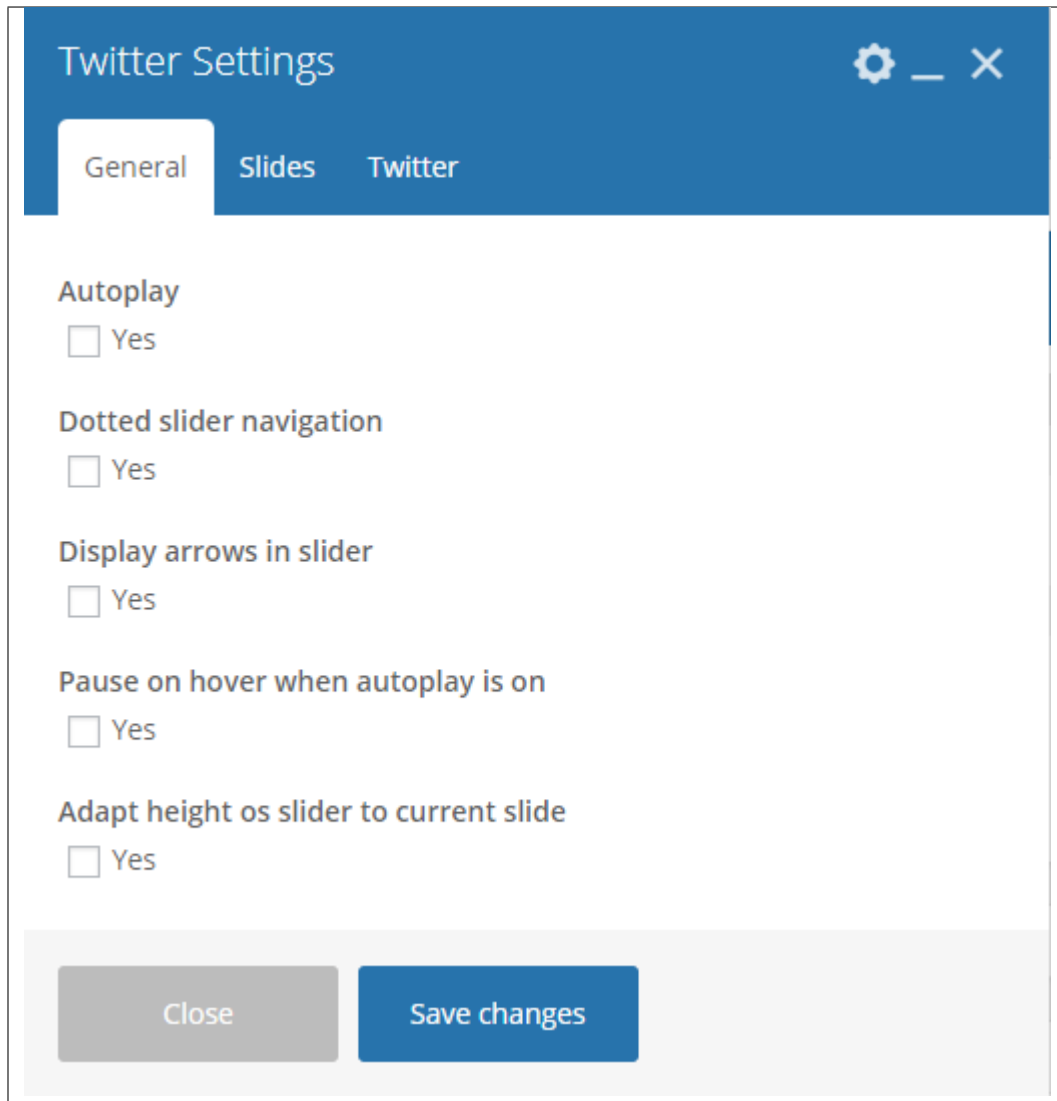
Sample Team Display:



3.1.21 Twitter



This element will let you connect to your twitter where all recent post will also be posted on your site. To get the information needed for the Twitter account, click on this [link](#).



Twitter Settings

General Slides Twitter

Autoplay
☐ Yes

Dotted slider navigation
☐ Yes

Display arrows in slider
☐ Yes

Pause on hover when autoplay is on
☐ Yes

Adapt height os slider to current slide
☐ Yes

Close Save changes

-General Tab-

- **Autoplay** - Option to make the slider move by itself.
- **Dotted slider navigation** - Option to show dotted slider navigation.
- **Display arrows in slider** - Option to show arrow slider navigation.
- **Pause on hover when autoplay is on** - Option to pause autoplay when the mouse pointer is hovering.
- **Adapt height of slider to current slide** - Option to adapt the height of the slider.

Slides Tab

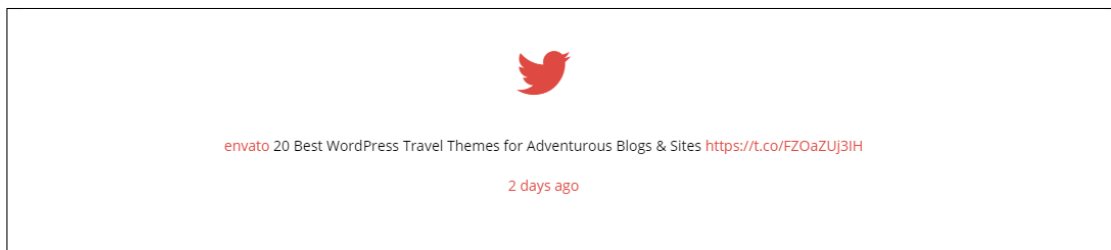
- **Slides to show** - Number of slides to show.
- **Slides to show on tablets** - Number of slides to show on a tablet platform.
- **Slides to show on phablets** - Number of slides to show on a phablet platform.
- **Slides to show on phones** - Number of slides to show on a phone platform.
- **Set initial slide** - Set the initial slider that moves.

-Twitter Tab-

Note: The following information are from the Twitter account you created.

- **Username** - The twitter account's username.
- **Customer key** - The customer key you set in your twitter account.
- **Customer secret** - The customer secret you set in your twitter account.
- **Token** - The access token that you got from twitter for your twitter account.
- **Token secret** - The token secret that you got from twitter for your twitter account.
- **Limit** - Limit of news to post.
- **Parse url** - You can display links from the content as plain text, short html links or full html links.
- **Parse media** - You can display media links from the content as plain text or 3 types of html links.
- **Parse user id?** - Display user @ids as plain text or links.
- **Parse hashtag?** - Display #hashtags as plain text or links.
- **Embed images?** - Option to show embedded images.
- **Size of embeded images?** - The size of the embedded images if option is yes.
- **Tweet length limit** - Max length of the tweet that will show.
- **Cache results for X seconds** - Cache Twitter feeds for better performance ex. 900 = 15 minutes. 0 - disabled.

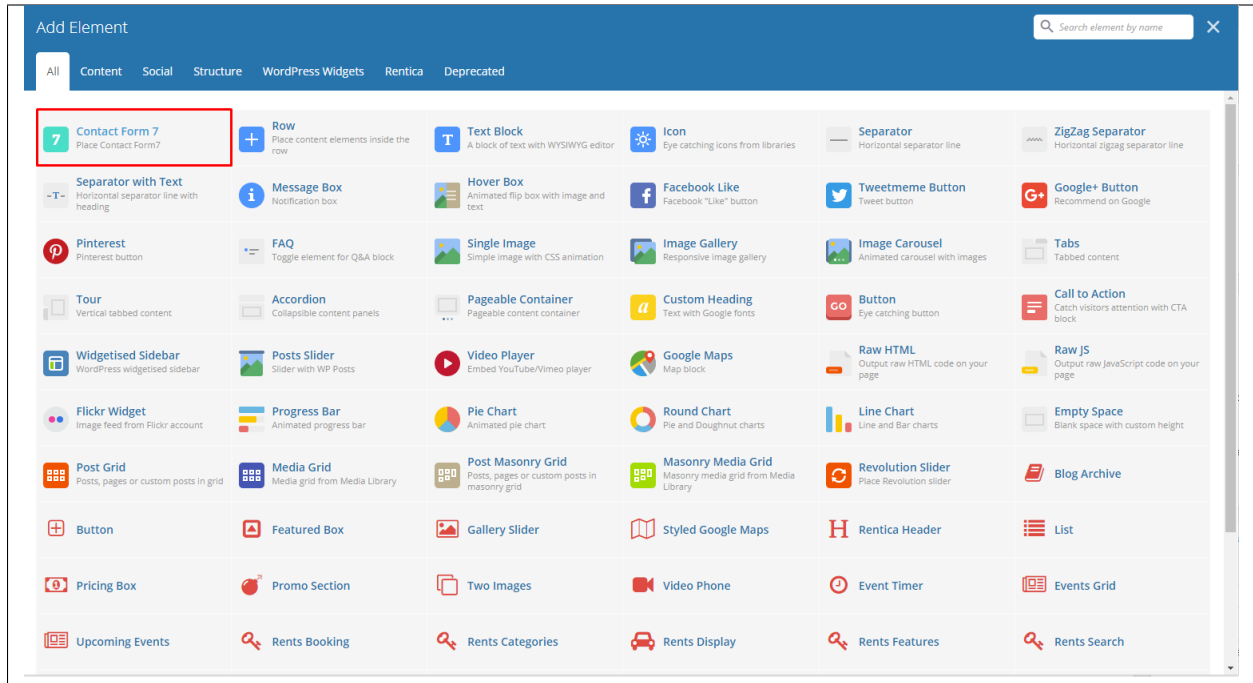
Sample Twitter:



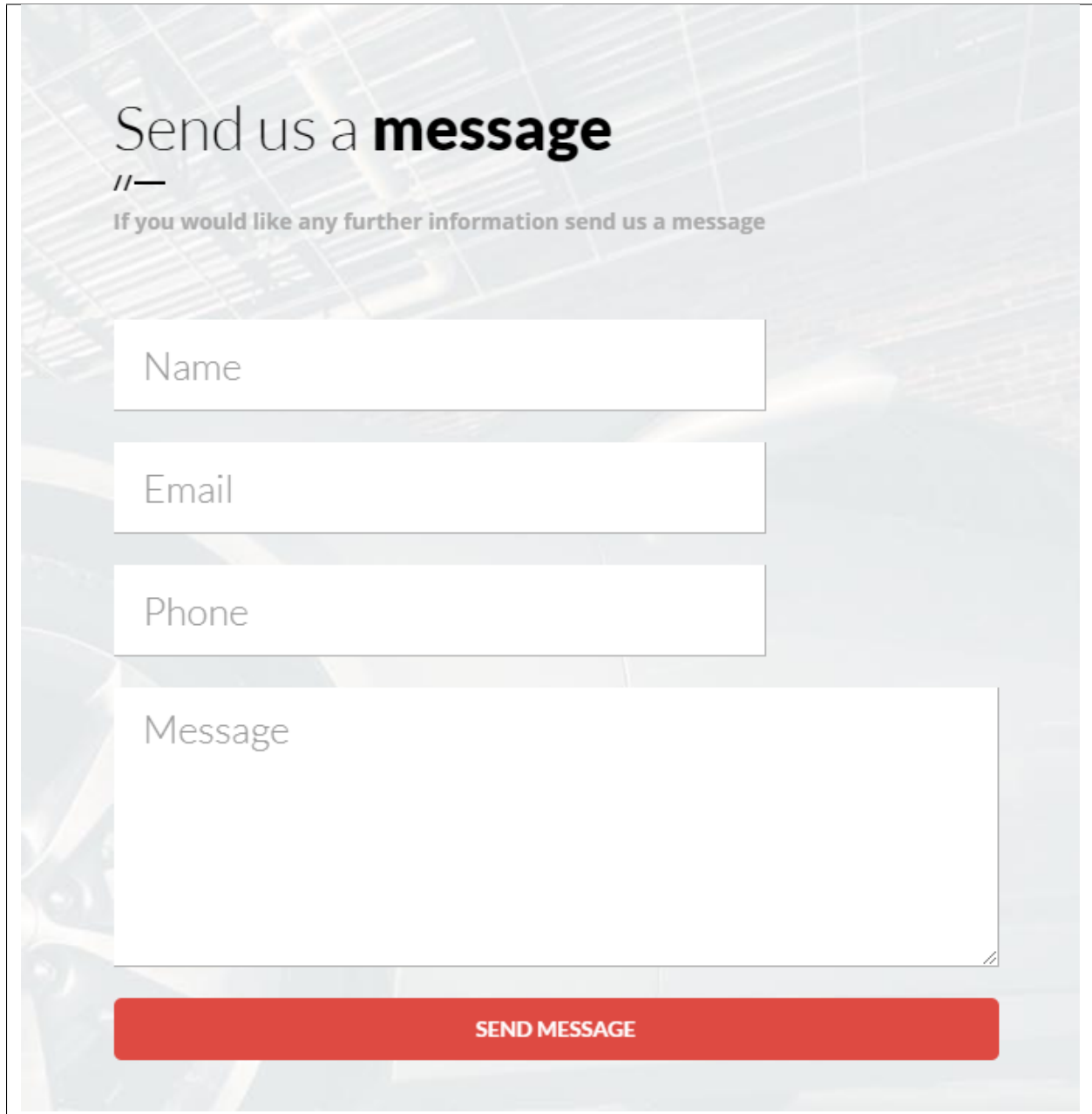
3.2 Rentica Plugin Elements

Some plugins that are used in Rentica generates an element that helps customize the pages on your site. You will see the plugin elements as follows:

3.2.1 Contact Form 7



This is the plugin that can add a *Contact Forms* on a page. To know how to create a contact form, go to the [Create Contact Form](#) tutorial.



Send us a **message**

//—

If you would like any further information send us a message

Name

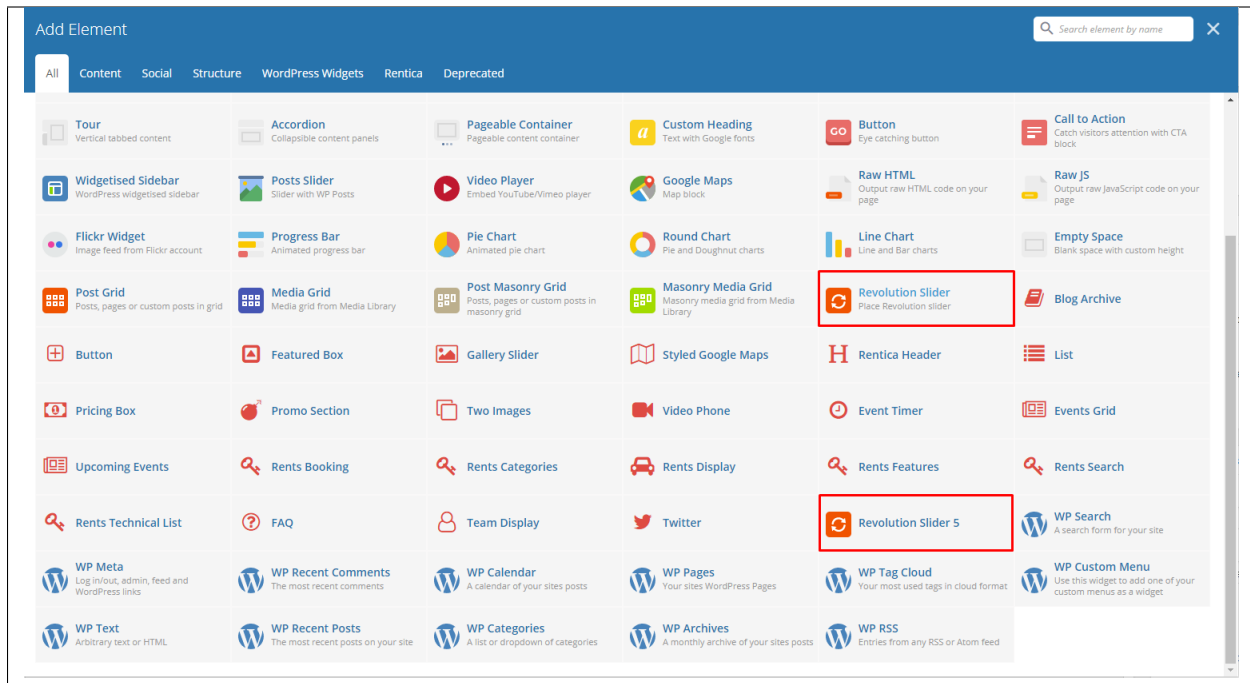
Email

Phone

Message

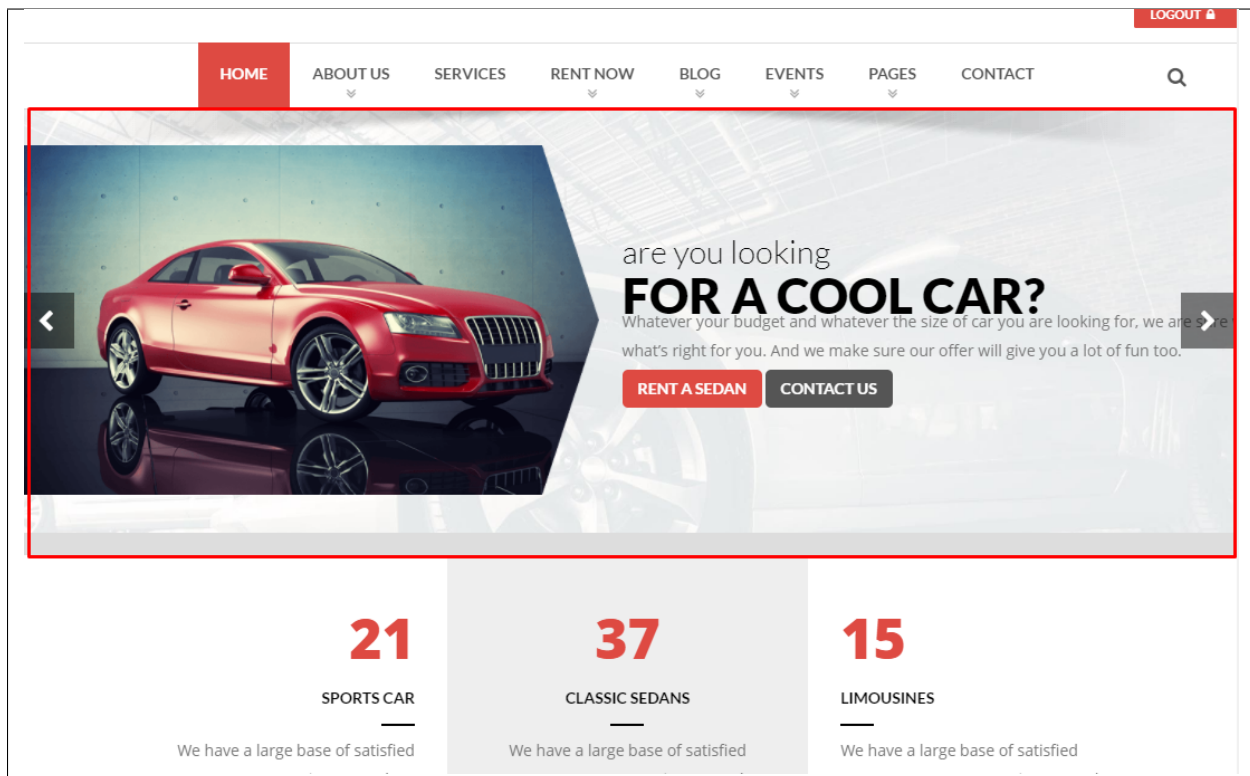
SEND MESSAGE

3.2.2 Revolution Slider & Revolution Slider 5

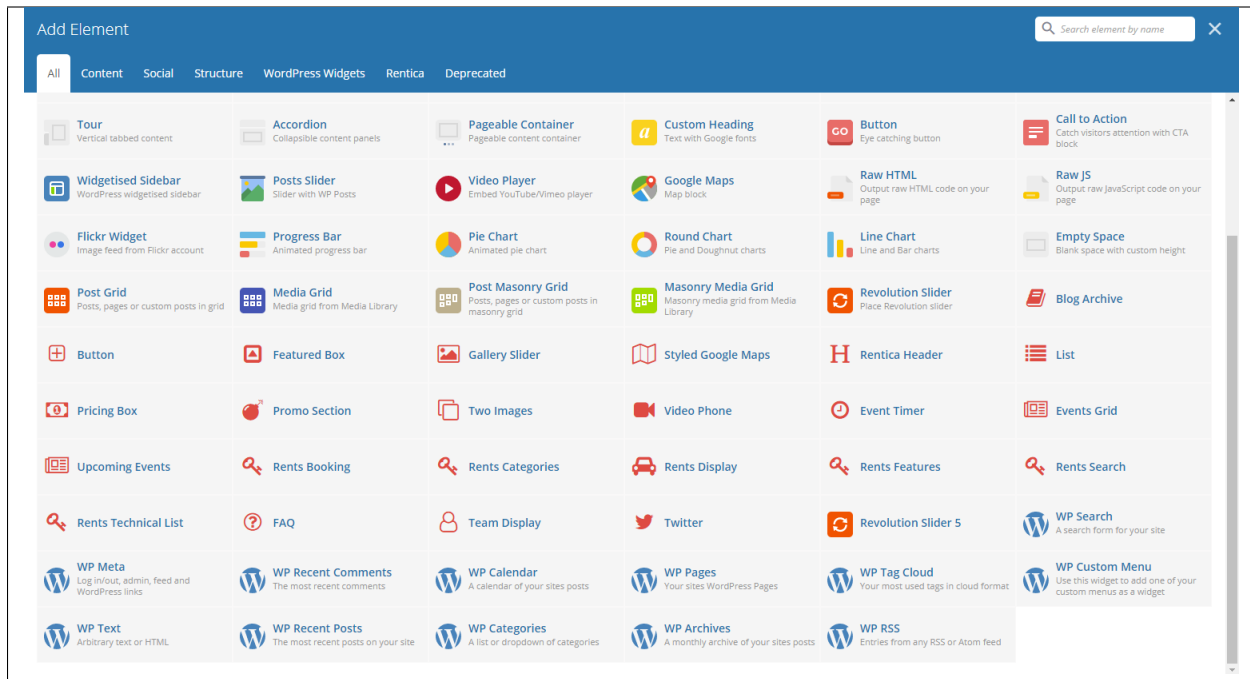


This plugin lets you add a slider that you made under the *Slider Revolution*. The slider revolution lets you make your own customized slider.

To know how to use the slider revolution, go to [Slider Revolution Documentation](#).



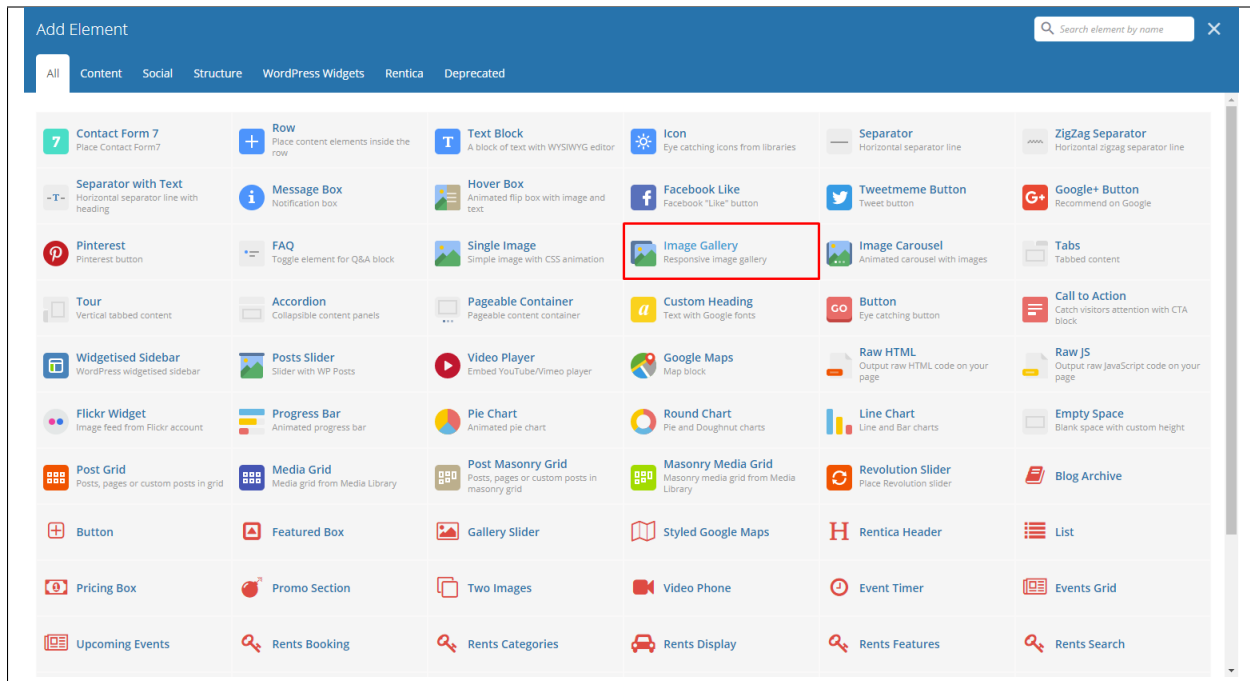
3.2.3 Visual Composer



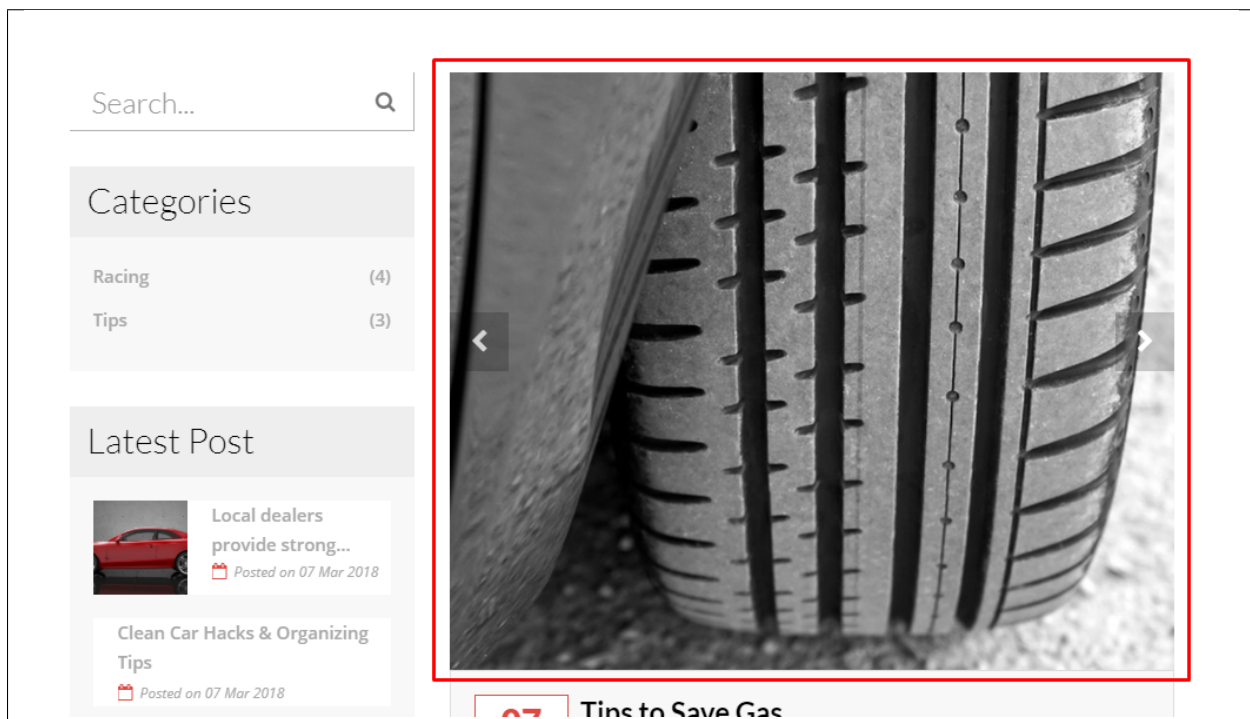
This element lets you customize your page using a simple drag and drop of elements to build your page content. You can easily setup the backgrounds, colors, and styles for a whole section as well as lots of various smaller components which you can freely put wherever you want.

Some of these elements are:

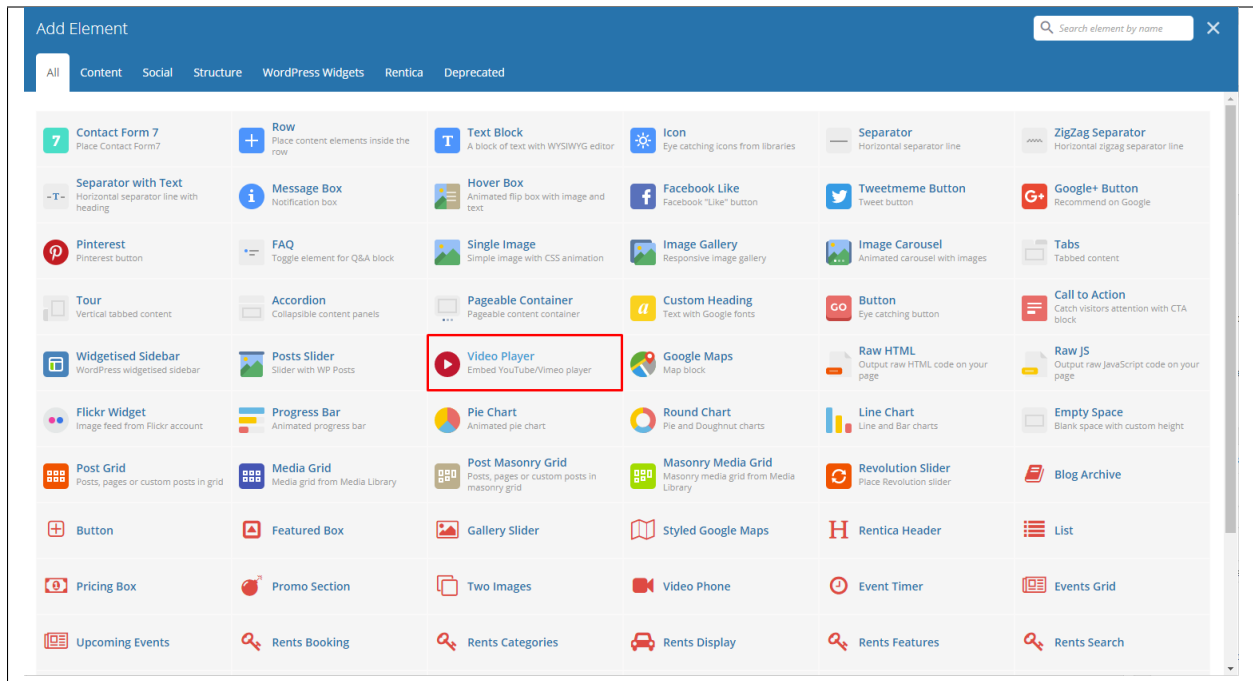
Image Gallery



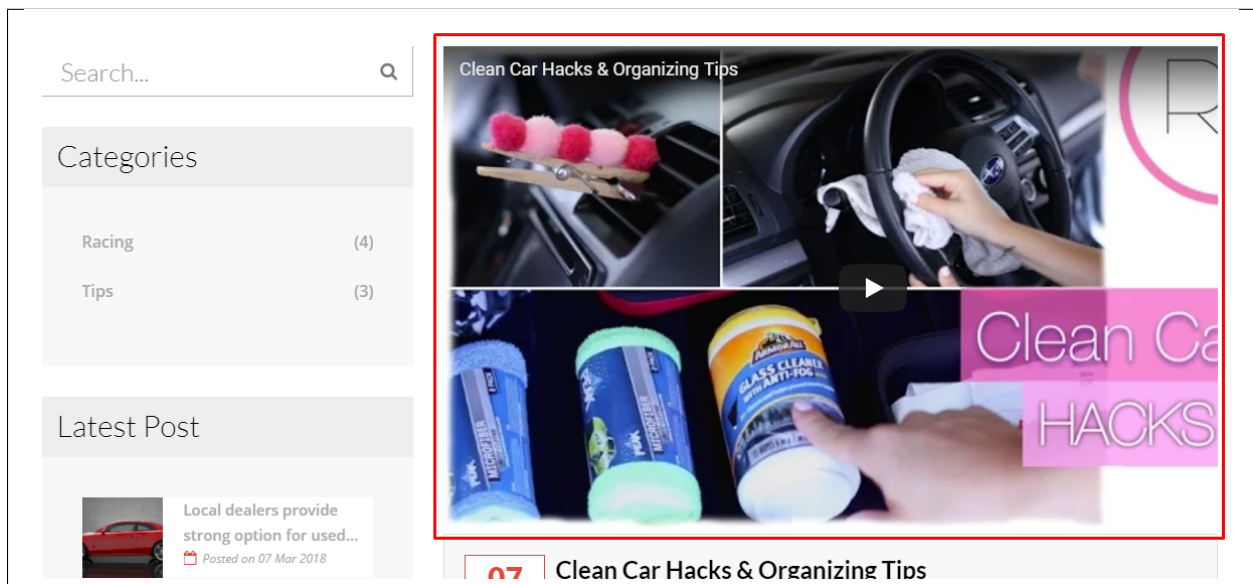
This element will let you add multiple images in your page.



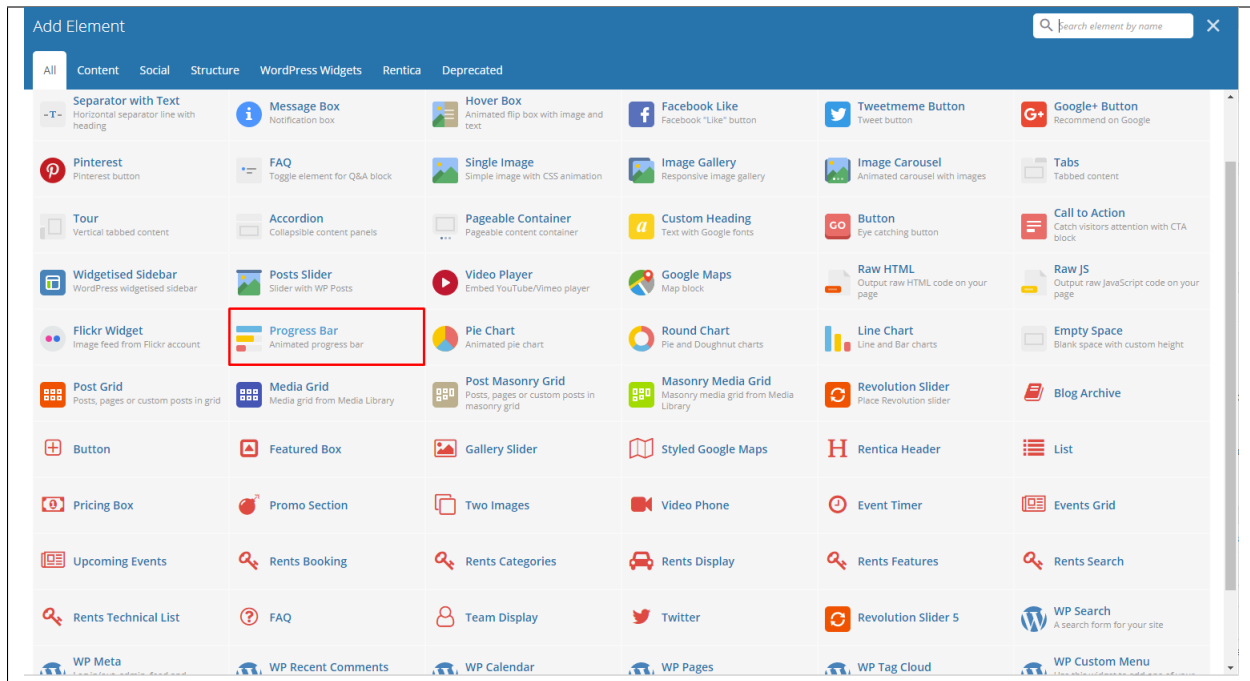
Video Player



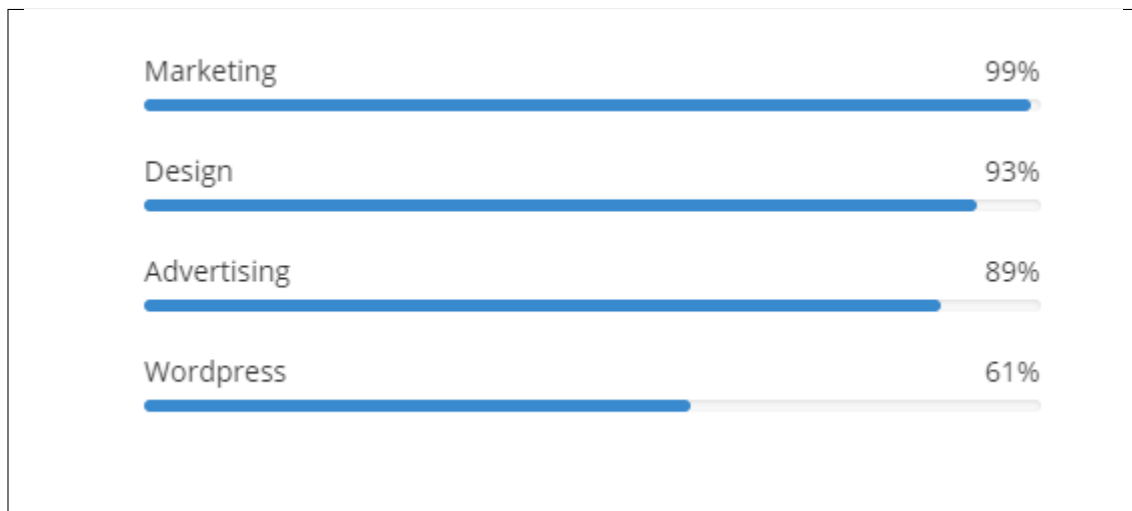
This element will let you add a video or MP3 file inside your page by adding the link for the video/MP3.



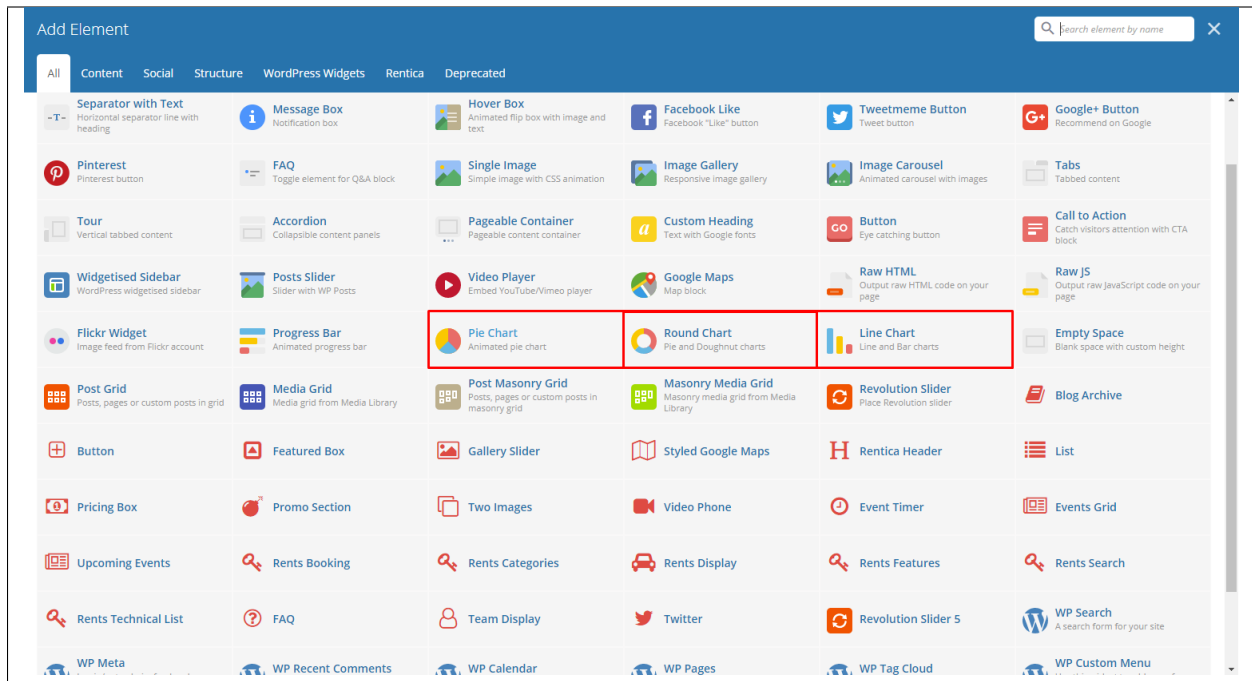
Progress Bar



This element will add an animated progress bar in your page.

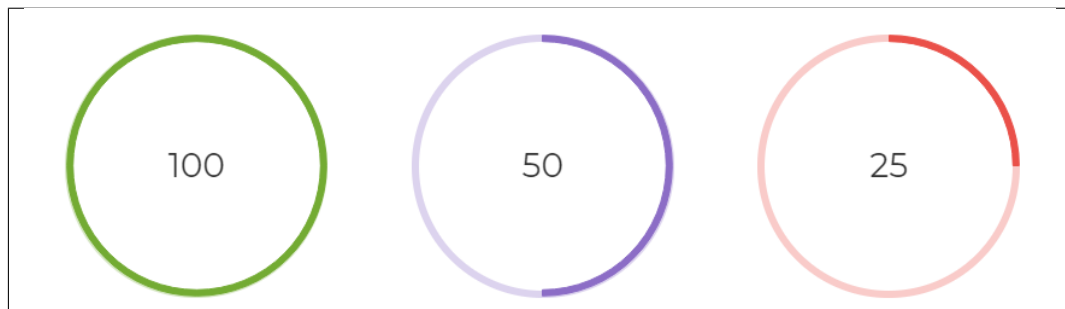


Chart

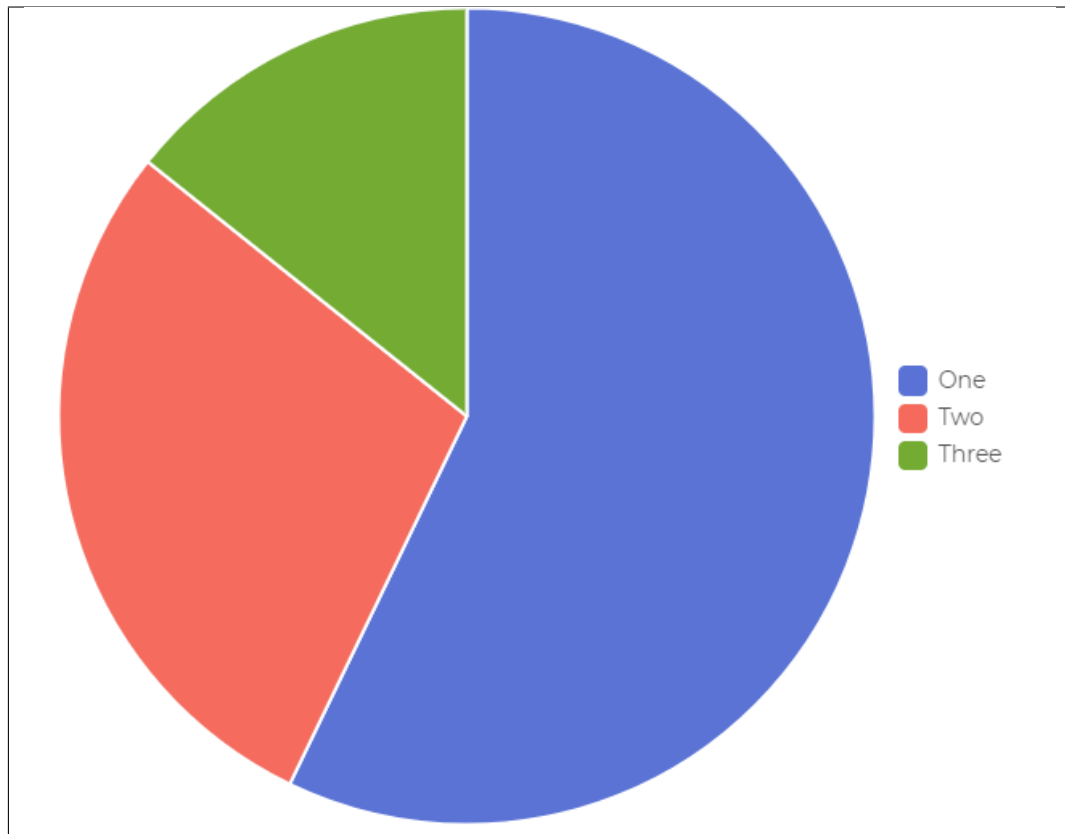


This element lets you add a graph. These are the types of graph that you can add:

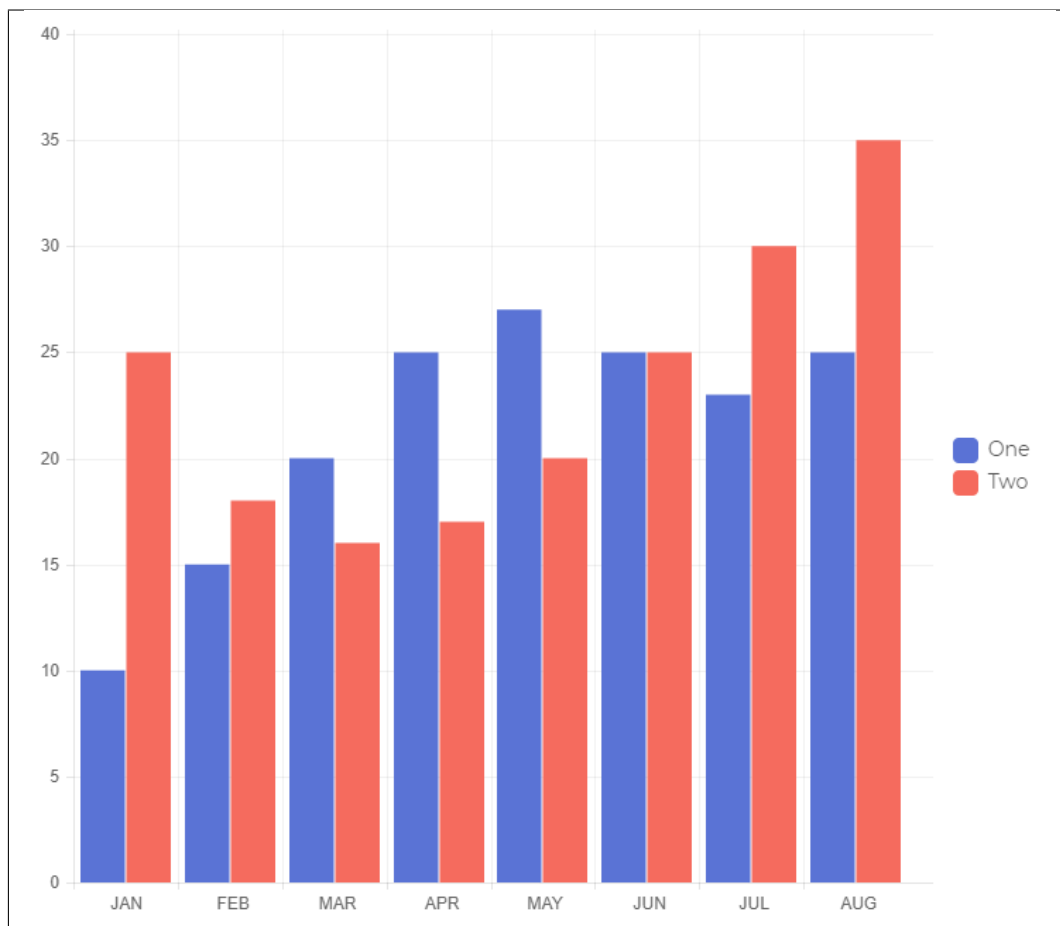
- **Pie**



- **Round**



- Line



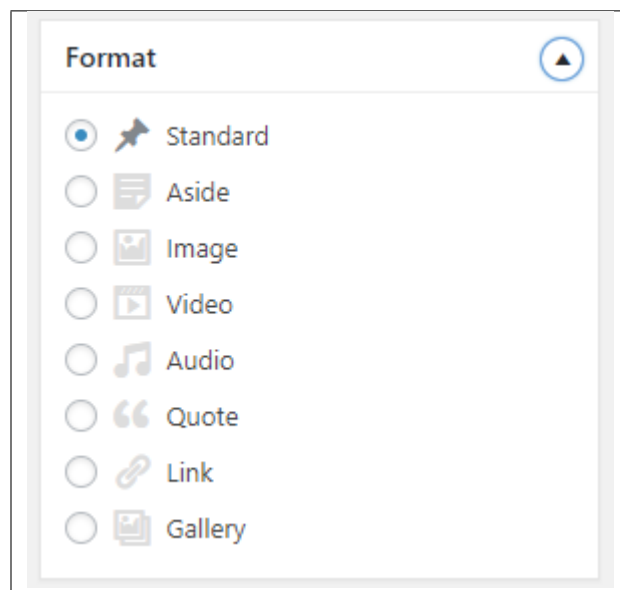
Blogs Posts

Rentica 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.

4.1 Create New Blog Post

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

Rentica offers several blog post formats:



- **Standard** - The default format for the blog post. It will show only the text in the blogs page.

- **Aside**
- **Image** - The Featured Image and a small preview of the text will be shown in the blogs page.
- **Video** - A video and a small preview of the text will be shown in the blogs page.

To be able to use a Video for the blogs post page, the blog format should be *Video* and the Video format settings will show where you add the Embed code of the video.

Video format settings

M4V File URL:

The URL to the .m4v video file

OGV File URL:

The URL to the .ogv video file

Direct video URL:

Direct movie link to embed movie from popular services like Youtube, Vimeo, Dailymotion

Embedded Code:

You can use any custom embed code.

To add a video in the single page of the blog, you can use the Video element in the VC.

- **Audio** - An MP3 music and a small preview of the text will be shown in the blogs page.

To be able to use a Video for the blogs post page, the blog format should be *Video* and the Video format settings will show where you add the Embed code of the video.

Audio format settings

MP3 File URL:

The URL to the .mp3 audio file

OGA File URL:

The URL to the .oga, .ogg audio file


Poster URL:

The URL to the poster file

Poster height:

The height of the poster

```
<iframe width="100%" height="300"
frameborder="no"
src="https://w.soundcloud.com/player/?
url=https%3A//api.soundcloud.com/tracks/5468596&
color=%23ff5500&auto_play=false&hide_related=false&show_comments=true&show_user=true&show_reposts=false&show_teaser=true&visual=true">
</iframe>
```

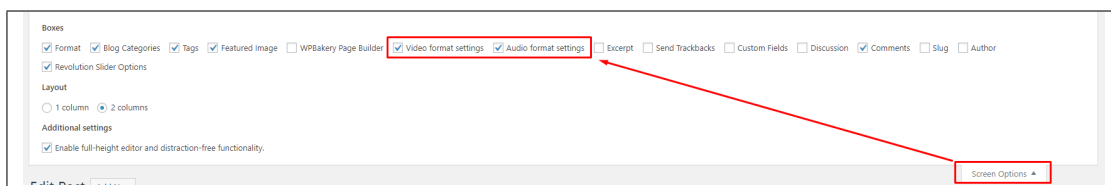
Embedded Code: 

You can use any custom embed code.

To add a video in the single page of the blog, you can use the Video element in the VC.

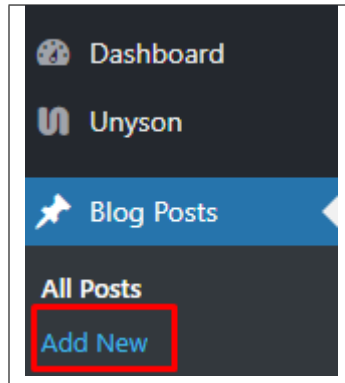
- **Quote** - The quoted word in the blog post will be shown in the blogs page.
- **Link** - A link in the blog post for a webpage will shown in the blogs page.
- **Gallery** - The image gallery in the blog post will be shown in the blogs page.

Note: If the settings for Video or Audio format is not displayed, go to *Screen Options* at the upper right side of the screen. Click the options for *Video format settings* or *Audio format settings*, this should display the settings.

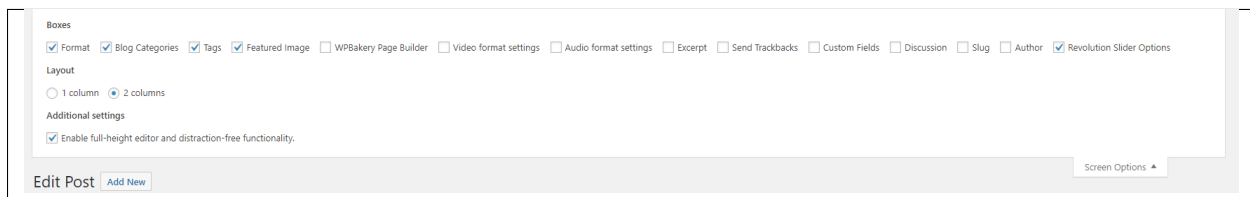


Follow the steps below to create a blog post:

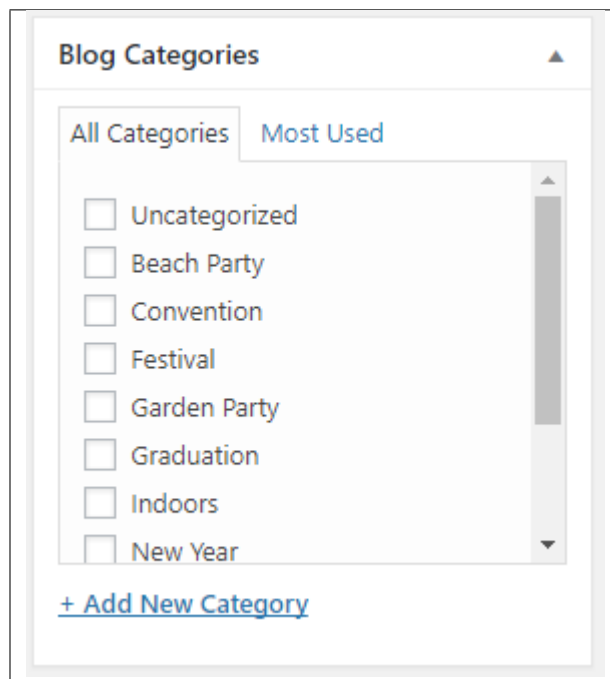
- **Step 1** - Navigate to *Blog Posts > Add New* in the Dashboard.



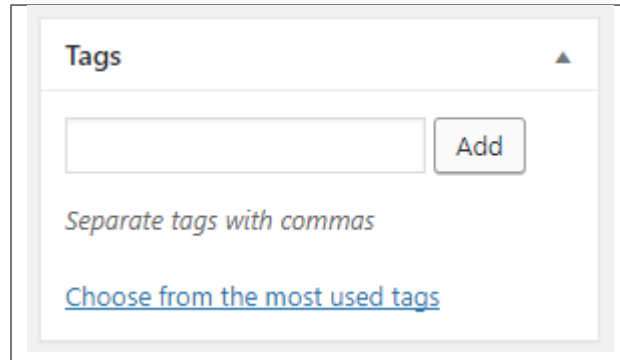
- **Step 2** - Create a title and insert your post content in the editing field. You can use any of our [shortcode](#) elements inside the post. If you want to use some additional fields, choose them from *Screen Options* at the top of the screen.



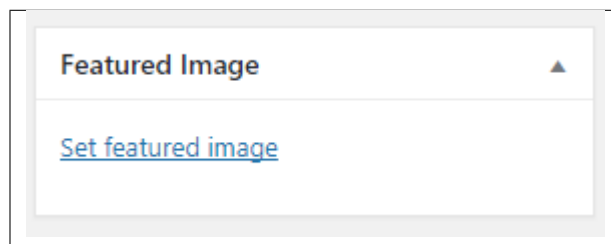
- **Step 3** - Add *Blog Categories* on the right side. Categories are meant for broad grouping of your posts, think of these as general topics. Categories are hierarchical, so you can add sub-categories. *Sub-categories* are made when a Category is added to a Parent Category . To assign it to the post, check the box next to the Category name.



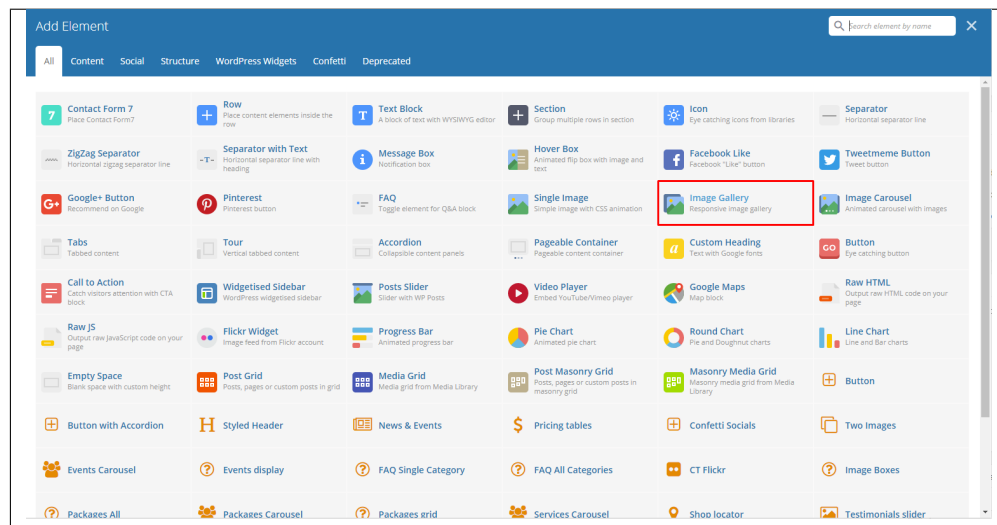
- **Step 4** - To add *Tags*, write the Tags at the textbox below the Blog Categories. Tags are meant to describe specific details of your posts. They are the micro-data that you can use to micro-categorize your content. Tags are not hierarchical. Type the name of the tag in the field, separate multiple tags with commas.



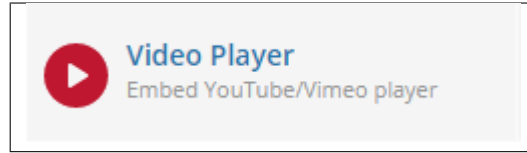
- **Step 5** - To add a *Single image*, click the Featured Image box, select an image and click *Set Featured Image*.





To add more than one image, use *Image Gallery* (Visual Composer element) , each image will be a slide in the gallery slideshow. Gallery can be created by adding images from Media gallery or by adding External links of the images that will be used.



- **Step 6** – To post *Video*, use Video Player (Visual Composer element) and paste the direct video URL from Youtube, Vimeo or Dailymotion and more.
- **Step 7** – to post *Audio*, use Video Player (Visual Composer element) and paste the direct audio URL from Soundcloud, Mixcloud and more.



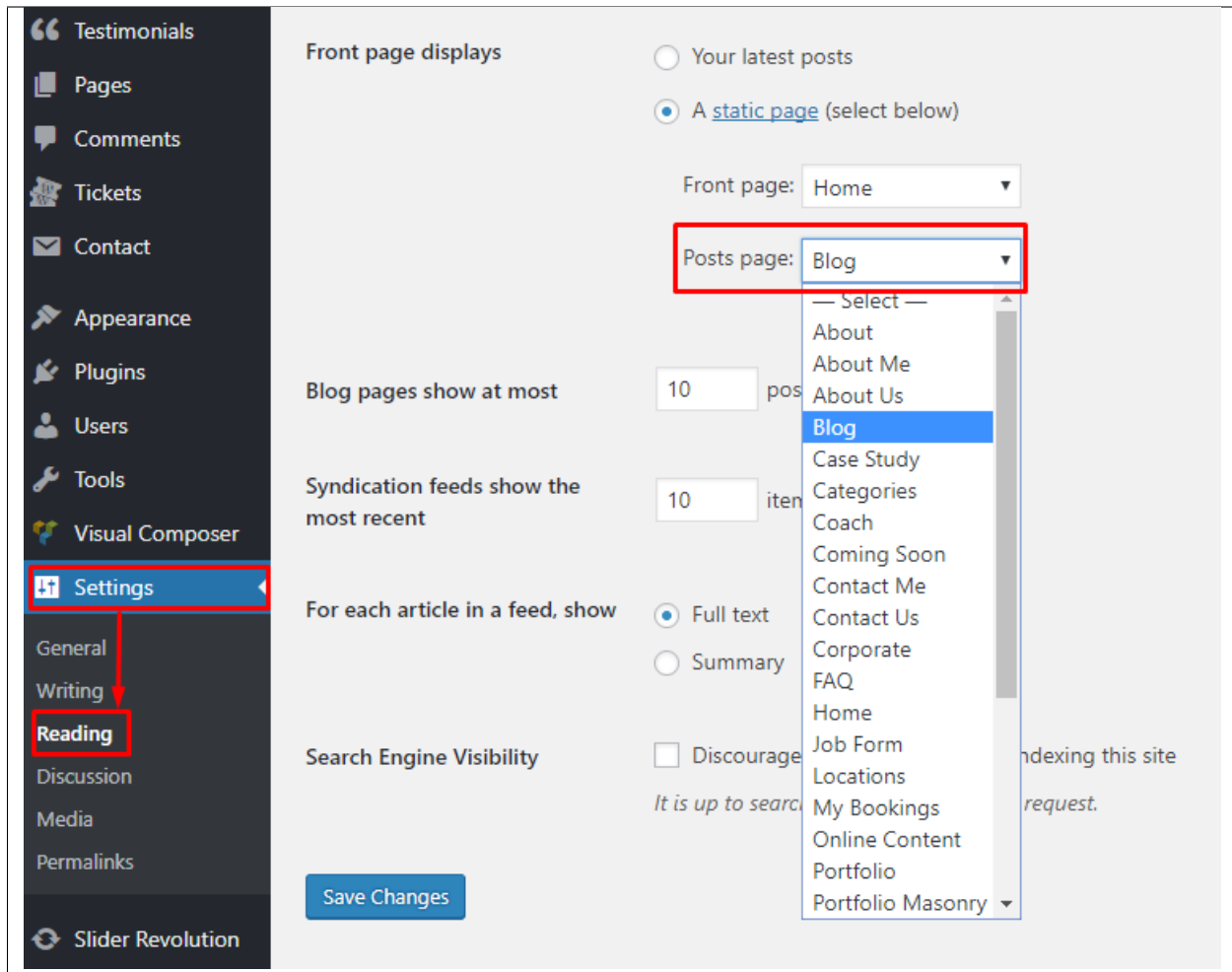
- **Step 8** – For *Quotation*, use WordPress *Blockquote* option (Shift + Alt + Q). 
- **Step 9** – For *Links*, use WordPress *Insert/Edit Link* option (Ctrl + K). 
- **Step 10** – Create an excerpt – *Excerpts* are optional hand-crafted summaries of your content that can be used in your theme. [Learn more about manual excerpts.](#)
- **Step 11** – Once finished, click *Publish* to save the post.

You will see all the Blogs created at *Blog Posts > All Posts*.

4.2 Blog Index Page

The most popular way of displaying blog posts is to setup *blog index page*. There all of your posts will be displayed and 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 the ones you created.



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

4.3 Blog Category

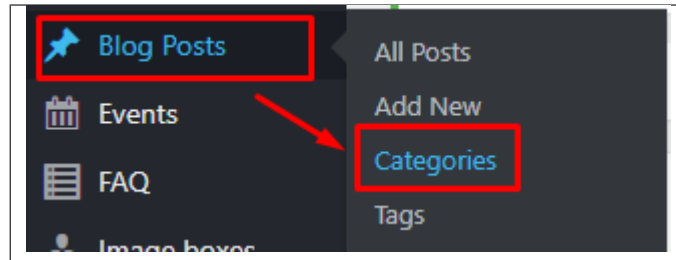
Categories are meant for *broad grouping* of your posts, think of these as general topics. Categories are hierarchical, so you can add sub-categories. **Sub-categories** are made when a Category is added to a Parent Category.

Adding categories to a blog would make it easier to locate and post on similar topics by category.

4.3.1 Create Blog Category

To create a *Category* for a blog, follow these steps:

- **Step 1** - Navigate your Dashboard to *Blog Posts > Categories*. You will see the *Blog Categories* page.



- **Step 2** - In the page, find the *Add New Category* area. Add All the necessary information.

Add New Category

Name

The name is how it appears on your site.

Slug

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Parent Category

None ▼

Categories, unlike tags, can have a hierarchy. You might have a Jazz category, and under that have children categories for Bebop and Big Band. Totally optional.

Description

The description is not prominent by default; however, some themes may show it.

Add New Category

- **Name** - The name of the category.
- **Slug** - The URL-friendly version of the name. Usually all lowercase.

- **Parent Category** - If the category is a sub-category, then look for the parent category in the drop-down box.
- **Description** - Description of the category.
- **Step 3** - Once done filling out the information of the category, click on *Add New Category* button to save.

4.3.2 Delete Blog Category

To delete a Category, navigate your Dashboard to *Blog Posts > Categories*.

In the *Blog Categories* page, you will see all the created category.

To delete a category, you have two options:

- **Single Delete** - Hover your mouse pointer on the category that you would like to delete. You will see a *Delete* option pop-up. Click on *Delete* to delete.



- **Multiple Delete** - To delete multiple categories, click on the box beside the categories you would want to delete. Then click on the drop-down box for **Bulk Actions** and choose the *Delete* option. Click on *Apply* button to delete.



4.4 Blog Tags

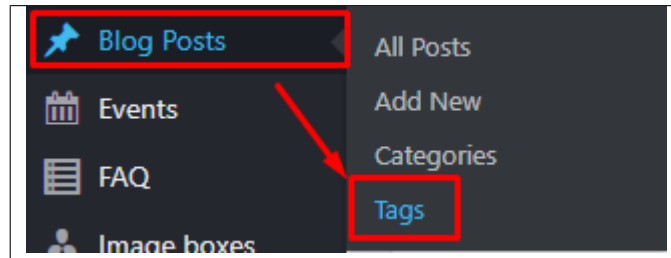
Tags are meant to describe *specific details* of your posts. They are the micro-data that you can use to micro-categorize your content. Tags are not hierarchical.

Adding tags to a blog post would make it easier to relate a post with another post even if the categories are different.

4.4.1 Create Blog Tags

To create a *Tag* for a blog, follow these steps:

- **Step 1** - Navigate your Dashboard to *Blog Posts > Tags*. You will see the *Tags* page.



- **Step 2** - In the page, find the *Add New Tag* area. Add All the necessary information.

Add New Tag

Name

The name is how it appears on your site.

Slug

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Description

The description is not prominent by default; however, some themes may show it.

Add New Tag

- **Name** - The name of the tag.
 - **Slug** - The URL-friendly version of the name. Usually all lowercase.
 - **Description** - Description of the tag.
- **Step 3** - Once done filling out the information of the tag, click on *Add New Tag* button to save.

Note: Adding a tag may affect the tags from other component of the site.

4.4.2 Delete Blog Tags

To delete a tag, navigate your Dashboard to *Blog Posts > Tags*.

In the *Tags* page, you will see all the created tags.

To delete a tag, you have two options:

- **Single Delete** - Hover your mouse pointer on the tag that you would like to delete. You will see a *Delete* option pop-up. Click on *Delete* to delete.



- **Multiple Delete** - To delete multiple tags, click on the box beside the tags you would want to delete. Then click on the drop-down box for **Bulk Actions** and choose the *Delete* option. Click on *Apply* button to delete.

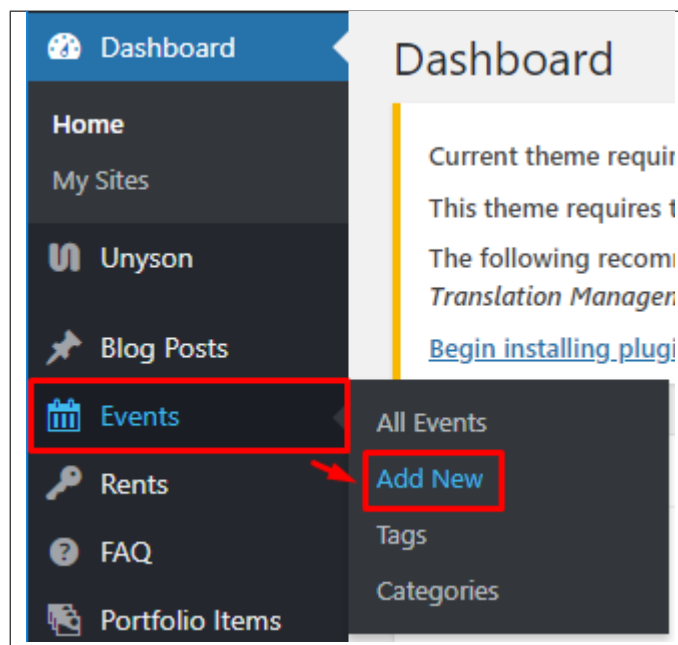


Note: Deleting a tag may affect the tags from other component of the site.

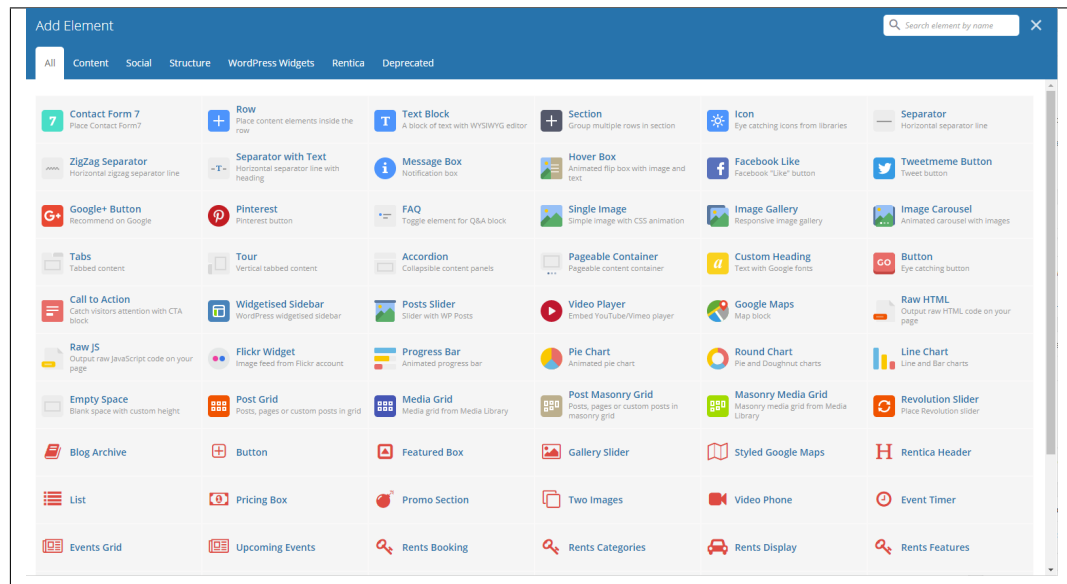
5.1 Create New Event

To create a new event, follow the steps:

- **Step 1** - To start creating an event, on your *Dashboard* navigate to *Events > Add New*. The *Add New Event* page will show.



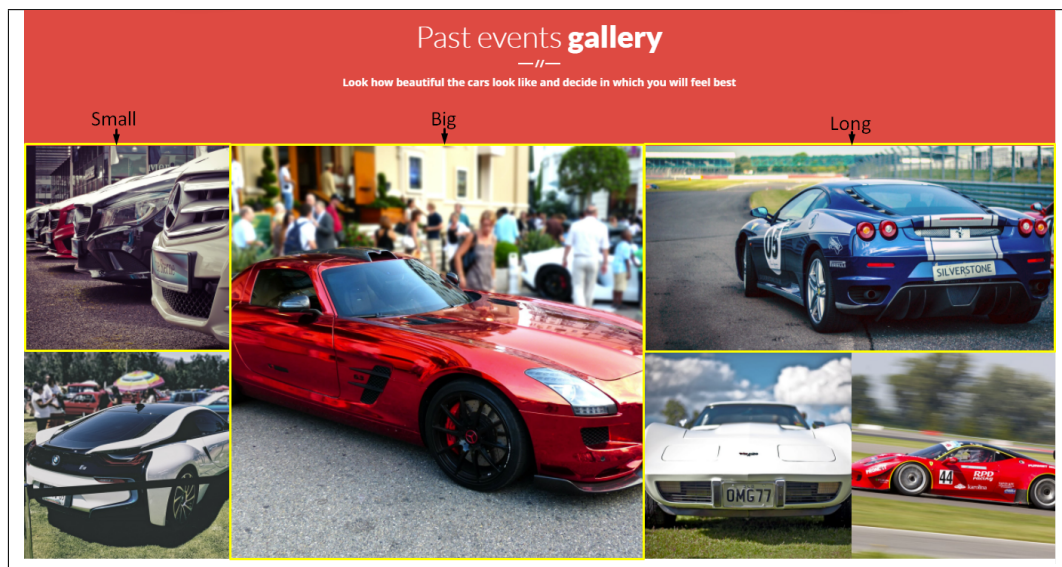
- **Step 2** - Once you're in the *Add New Event* page, you can add details about the event like title, pictures, videos, pricing, etc., to help with the promotion of the event. You can use the *Elements* in *Rentica* to customize it to your liking.



- **Step 3** - This are the needed information for the event, you can add the details.

1. **Title** - The name of the event.
2. **Editor container** - You can add the information for the event, like the rules and requirements to attend the event.
3. **Excerpt** - This will serve as the summary of the event.
4. **Event Options** - Details about the event.
 - **Maps API Key** - API Key for the google map to work in Event Location.
 - **Event Location** - The address/location of the event.
 - **All Day Event?** - Option to set the time of the event for a whole day.
 - **Date & Time** - The Start date and End date and time of the event.
5. **Tags** - Tags that describes the event.
6. **Event Categories** - Categories that can be used to group events with similar themes/category.
7. **Featured Image** - The Image shown in the listings/pages.

Note: To have the same look as the demo, these are the sizes for the Featured Image:



- Small - 996px x 996px
- Big - 1992px x 1992px
- Long - 1992px x 996px

- **Step 4** - Add all the needed details and descriptions for the event, Once satisfied click on *Publish* button.

5.2 Events Category

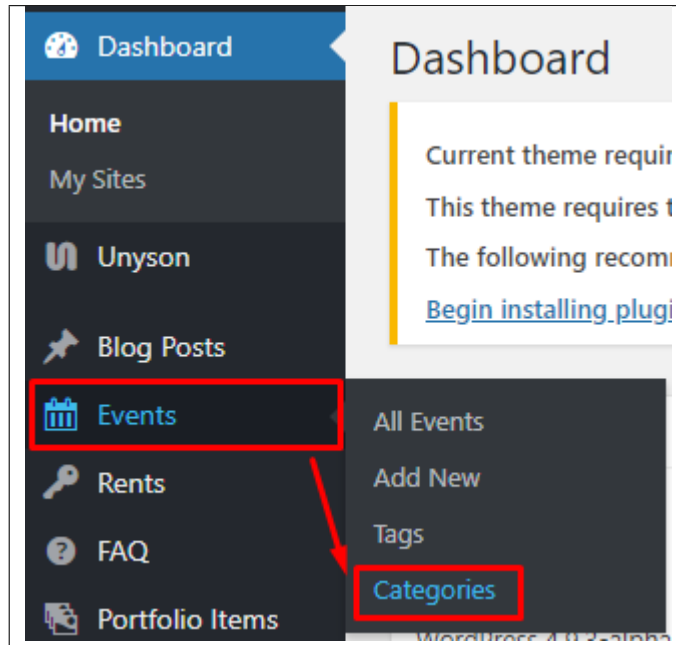
Categories are meant for *broad grouping* of your posts, think of these as general topics. Categories are hierarchical, so you can add sub-categories. **Sub-categories** are made when a Category is added to a Parent Category.

Adding categories to an event would make it easier to locate and post on similar topics by category.

5.2.1 Create Events Category

To create a *Category* for an event, follow these steps:

- **Step 1** - Navigate your Dashboard to *Events > Event Categories*. You will see the *Event Categories* page.



- **Step 2** - In the page, find the *Add New Event Category* area. Add All the necessary information.

Event Categories

Add New Category

Name

The name is how it appears on your site.

Slug

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Parent Category

None ▾

Assign a parent term to create a hierarchy. The term Jazz, for example, would be the parent of Bebop and Big Band.

Description

The description is not prominent by default; however, some themes may show it.

Content Availability

☒ Content accessible to Everyone
☐ Content accessible to Logged Out Users
☐ Content accessible to Logged In Users

Who can see content/posts in this category.

Add New Category

- **Name** - The name of the category.
 - **Slug** - The URL-friendly version of the name. Usually all lowercase.
 - **Parent Category** - If the category is a sub-category, then look for the parent category in the drop-down box.
 - **Description** - Description of the category.
- **Step 3** - Once done filling out the information of the category, click on *Add New Category* button to save.

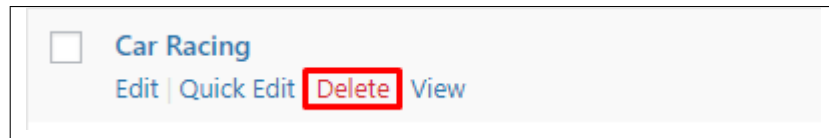
5.2.2 Delete Events Category

To delete a Category, navigate your Dashboard to *Events > Event Categories*.

In the *Event Categories* page, you will see all the created category.

To delete a category, you have two options:

- **Single Delete** - Hover your mouse pointer on the category that you would like to delete. You will see a *Delete* option pop-up. Click on *Delete* to delete.

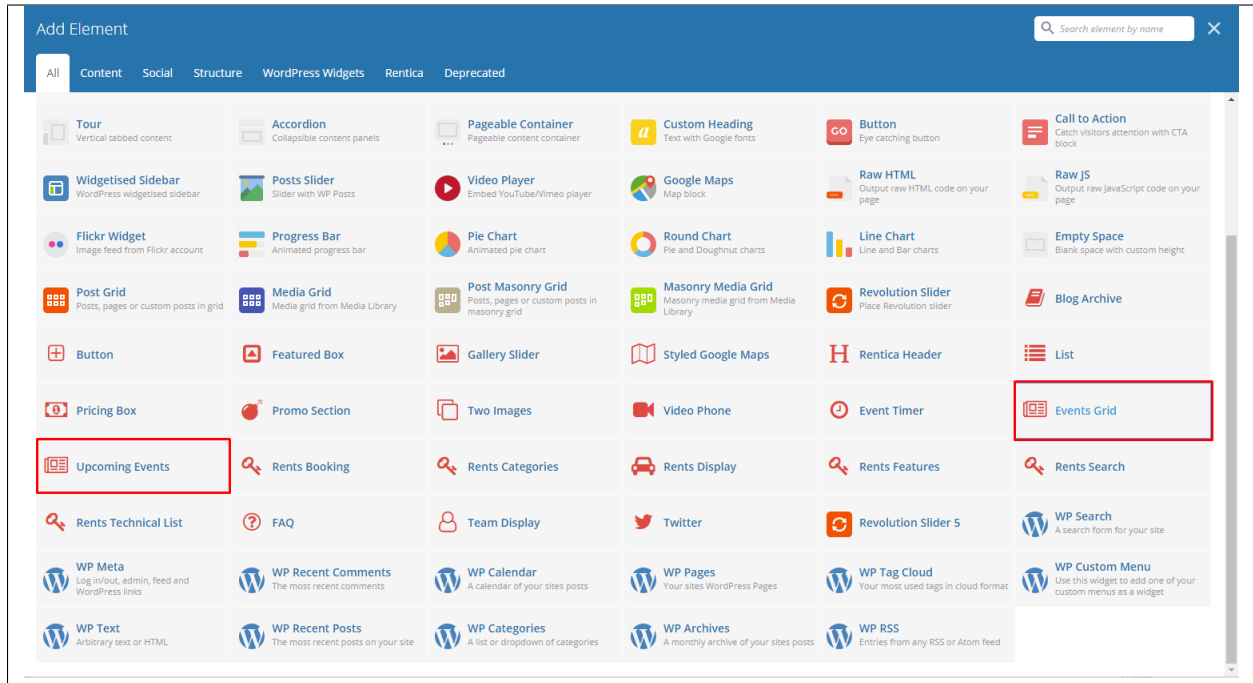


- **Multiple Delete** - To delete multiple categories, click on the box beside the categories you would want to delete. Then click on the drop-down box for **Bulk Actions** and choose the *Delete* option. Click on *Apply* button to delete.



5.3 Add Events to Page

To add events on a page, you can use elements in the Visual Composer: Events Grid or Upcoming Events




This is the element that will add an event on the page. For more information about this element, go to [Rentica Custom Shortcodes > Events Grid/Upcoming Events](#).

Sample Events Page

- Events Grid



- Upcoming Events



GOODWOOD FESTIVAL OF SPEED

Enjoy the famous Hill Climb and supercar run for your dose of speed, and check out the real life replicas of Wacky Races cars.


→

Sep 03 2015

CARFEST NORTH AND SOUTH

Watch the colourful 'Car'-nival Parade alongside live music stages, food and drink venues and fun fair rides.

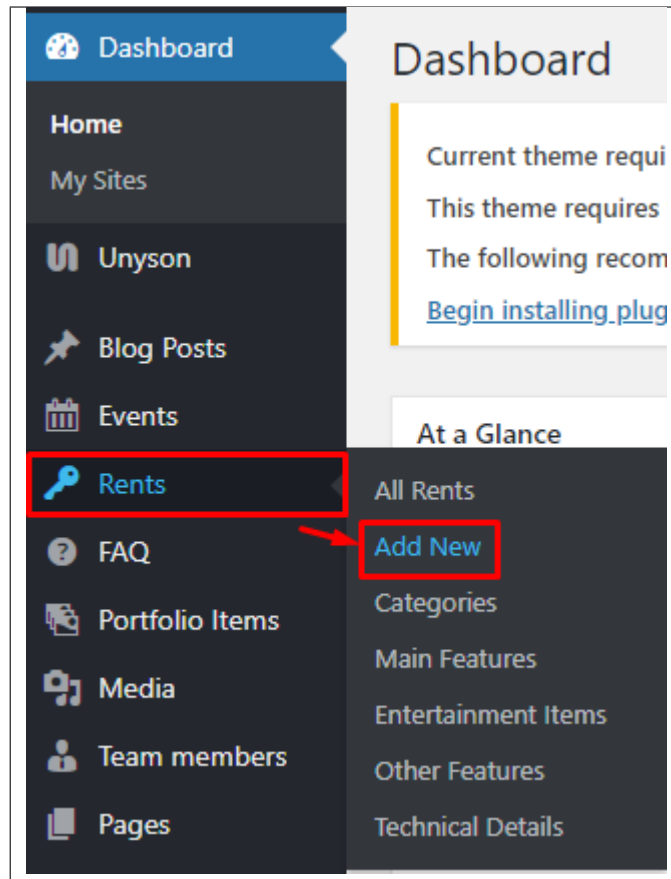
←



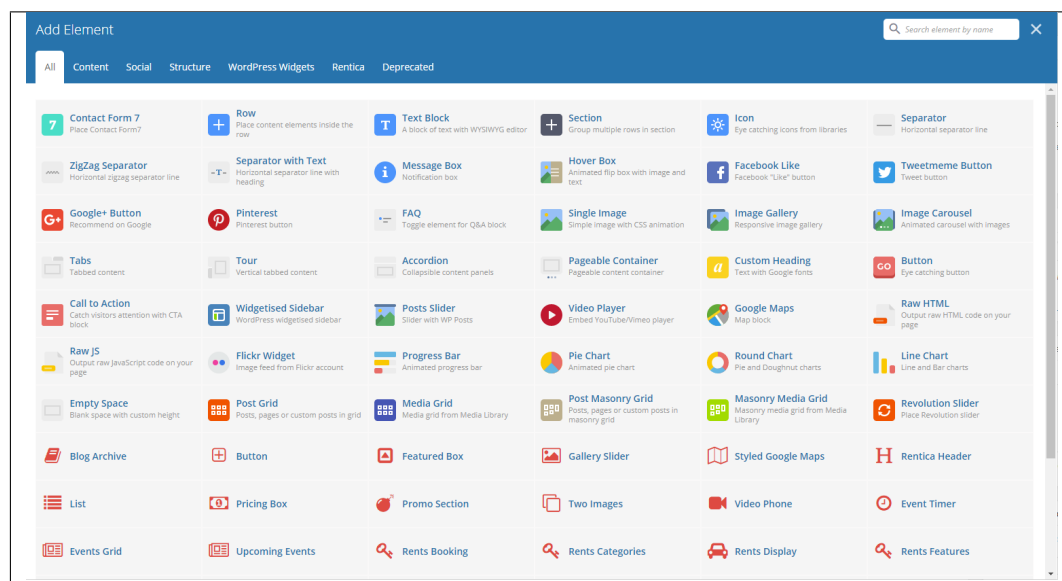
6.1 Create New Rent

To create a new Rent, follow these steps:

- **Step 1** - To start creating an Rent, on your *Dashboard* navigate to *Rents > Add New*. The *Add New Rent* page will show.



- **Step 2** - Once you're in the *Add New Rent* page, you can add details about the Rent like title, pictures, videos, pricing, etc., to help with the promotion of the Rent. You can use the *Elements* in *Rentica* to customize it to your liking.



- **Step 3** - This are the needed information for the Rent, you can add the details.

The screenshot shows the 'Add New Rent' form with the following sections highlighted:

- Title**: A text field labeled 'Enter title here'.
- Editor container**: A large text area with a rich text editor toolbar.
- Excerpt**: A text field for a short summary.
- General**: Fields for 'Price Per Day', 'Number of Passengers' (dropdown), 'Driver' (dropdown), and 'Booki Project' (dropdown).
- Custom technical features list**: A field for 'Acceleration (secs)'.
- Categories**: A list of categories with checkboxes: Convertible, Luxury Limousine, Pickup Truck, Sedan, SUV.
- Main Features**: A field for adding features.
- Entertainment Items**: A field for adding entertainment items.
- Other Features**: A field for adding other features.
- Technical Details**: A field for adding technical details.
- Featured Image**: A field for setting a featured image.

1. **Title** - The name of the Rent item.
2. **Editor container** - You can personalize the single page of the Rent item here.

Note: The VC elements, **Rent Booking** and **Rent Features**, are recommended to be used here. For more information about these shortcodes, [click here](#).

CHECK IN DATE: 04/01/2018
 CHECK OUT DATE: 04/01/2018

Extras

- ☐ Roadside Assistance (\$15.00)
- ☐ Car Insurance (\$10.00)
- ☐ Personal Accident Insurance (\$15.00)
- ☐ Personal Driver (\$10.00)
- ☐ Full-to-empty Fuel Policy (\$20.00)

Number of passengers

4 PASSENGERS

Total **\$ 400.00**

BOOK NOW, PAY LATER

PAYPAL CHECKOUT

DESCRIPTION FEATURES TECHNICAL DETAILS

Main features

- ☒ Air Conditioner
- ☒ Leather Interior
- ☒ Keyless Entry
- ☒ Rear Traffic Alert
- ☒ LED Headlights
- ☒ Carbon Fiber Body
- ☒ Heated Seats
- ☒ USB Ports

Entertainment

- ☒ Radio
- ☒ LED TV
- ☒ Rear-Seat DVD Player
- ☒ WiFi Hotspot
- ☒ LED Lights
- ☒ Bluetooth Capable
- ☒ Infotainment Display
- ☒ DVD Player
- ☒ LED Interior Lights

Rent Booking

Rent Features Shortcode

3. **Excerpt** - This will serve as the summary of the Rent description.
4. **General** - Details about the Rent.
 - **Price per Day** - Price of the rental of the item per day. This is used for filtering purposes.
 - **Number of Passengers** - The limit of the number of passengers for the Rent item. This is used for filtering purposes.
 - **Driver** - Option for the Rent item to have a driver or not. This is used for filtering purposes.
 - **Booki Project** - This is the Booki Project that you made in Booki and you would like to use for the Rent Booking element in the single page. To know how to create a Booki project, [click here](#).
5. **Custom technical features list** - These are the list of technical details that are added in **Rents > Technical Details**. Information that are added here may be shown in Rent Search element by adding the feature list in **10. Technical Details**.
6. **Rent Categories** - Categories that can be used to group Rents with similar themes/category.
7. **Main Features** - List the main features of the rent item. You can add a new main feature or use a pre-added feature.
8. **Entertainment Items** - List the entertainment features of the rent item. You can add a new entertainment feature or use a pre-added feature.
9. **Other Features** - List the other features of the rent item. You can add a new other feature or use a pre-added feature.
10. **Technical Details** - List the technical detail that you would like to show in the Rent Search element.

11. **Featured Image** - The Image shown in the listings/pages.

- **Step 4** - Add all the needed details and descriptions for the Rent, Once satisfied click on *Publish* button.

6.2 Rents Category

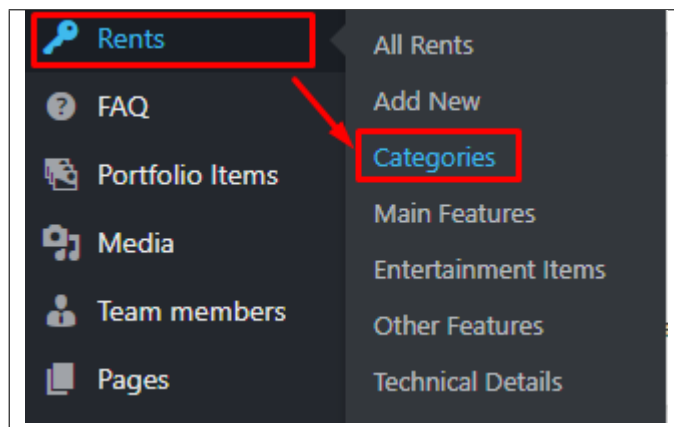
Categories are meant for *broad grouping* of your posts, think of these as general topics. Categories are hierarchical, so you can add sub-categories. **Sub-categories** are made when a Category is added to a Parent Category.

Adding categories to a Rent would make it easier to locate and post on similar topics by category.

6.2.1 Create Rents Category

To create a *Category* for Rents, follow these steps:

- **Step 1** - Navigate your Dashboard to *Rents > Categories*. You will see the *Categories* page.



- **Step 2** - In the page, find the *Add New item* area. Add All the necessary information.

Categories

Add New item

Name

The name is how it appears on your site.

Slug

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Parent Category

None ▾

Assign a parent term to create a hierarchy. The term Jazz, for example, would be the parent of Bebop and Big Band.

Description

The description is not prominent by default; however, some themes may show it.

Image

[Add Image](#)

Upload a category image

Content Availability

☒ Content accessible to Everyone

☐ Content accessible to Logged Out Users

☐ Content accessible to Logged In Users

Who can see content/posts in this category.

Add New item

- **Name** - The name of the category.
- **Slug** - The URL-friendly version of the name. Usually all lowercase.
- **Parent Category** - If the category is a sub-category, then look for the parent category in the drop-down box.
- **Description** - Description of the category.
- **Image** - Add an image to represent the category. This image will be used by the **Rent Categories** element to display rent items by category.

– **Content Availability** - Who can see content/posts in this category.

- **Step 3** - Once done filling out the information of the category, click on *Add New item* button to save.

6.2.2 Delete Rents Category

To delete a Category, navigate your Dashboard to *Rents > Categories*.

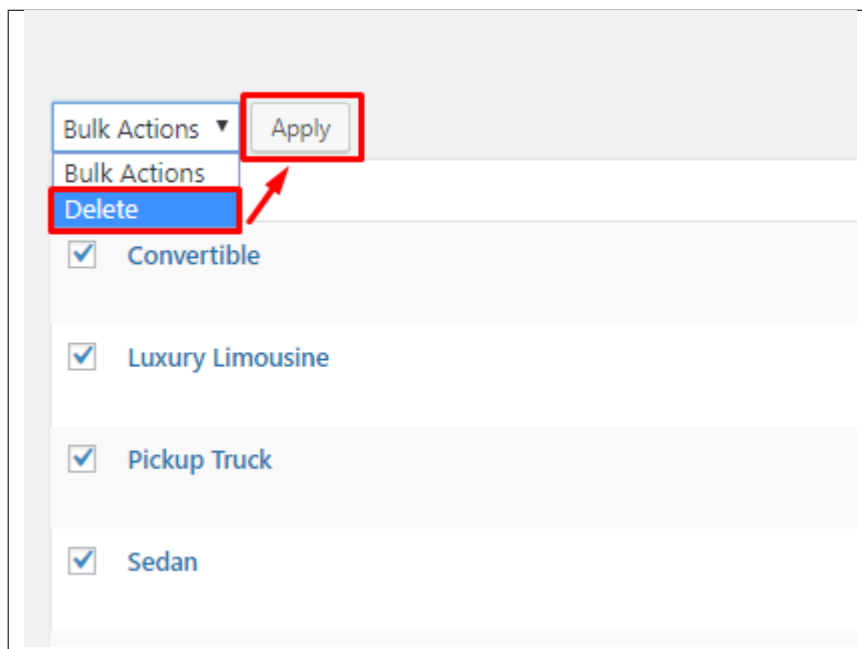
In the *Categories* page, you will see all the created category.

To delete a category, you have two options:

- **Single Delete** - Hover your mouse pointer on the category that you would like to delete. You will see a *Delete* option pop-up. Click on *Delete* to delete.



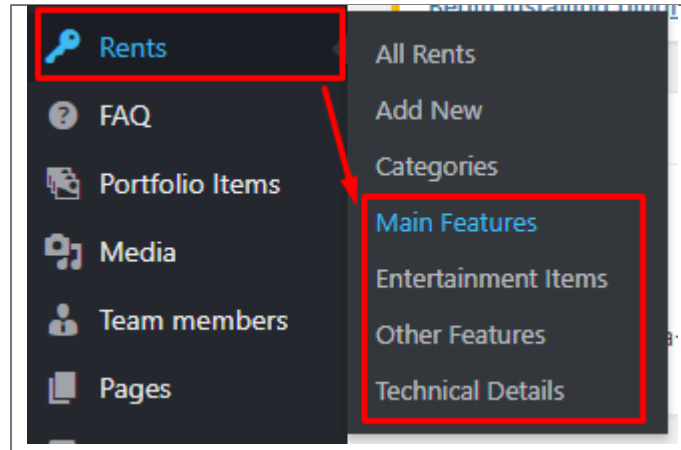
- **Multiple Delete** - To delete multiple categories, click on the box beside the categories you would want to delete. Then click on the drop-down box for **Bulk Actions** and choose the *Delete* option. Click on *Apply* button to delete.



6.3 Rents Features

Features of the rent items can be used by more than one rent item. To make it easier for the user to add features to the rent items, users can add the features in advance and can reuse it.

These features are divided into 4 types:



- **Main Features** - Features that are outstanding and the best parts of the rent item.
- **Entertainment Items** - Hardware and software items in the rent item that can provide audio or video entertainment.
- **Other Features** - Other features or accessories that are included in the rent item.
- **Technical Details** - The technical details of the rent item. The items that are added here will show in the **Custom technical features list** in the Rents form.

6.3.1 Create Rents Features

To create a *Feature* for Rents, follow these steps:

- **Step 1** - Navigate your Dashboard to *Rents > Main Features/ Entertainment Items/ Other Features/ Technical Details*.
- **Step 2** - In the page, find the *Add New item* area. Add All the necessary information.

Main Features

Add New item

Name

The name is how it appears on your site.

Slug

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Description

The description is not prominent by default; however, some themes may show it.

Content Availability

☒ Content accessible to Everyone
☐ Content accessible to Logged Out Users
☐ Content accessible to Logged In Users

Who can see content/posts in this category.

Add New item

- **Name** - The name of the feature.
- **Slug** - The URL-friendly version of the name. Usually all lowercase.
- **Description** - Description of the feature.
- **Content Availability** - Who can see content/posts in this feature.
- **Step 3** - Once done filling out the information of the category, click on *Add New item* button to save.

6.3.2 Delete Rents Features

To delete a Feature, navigate your Dashboard to *Rents > Main Features/ Entertainment Items/ Other Features/ Technical Details*.

In the Feature's page, you will see all the created features.

To delete a feature, you have two options:

- **Single Delete** - Hover your mouse pointer on the feature that you would like to delete. You will see a *Delete* option pop-up. Click on *Delete* to delete.

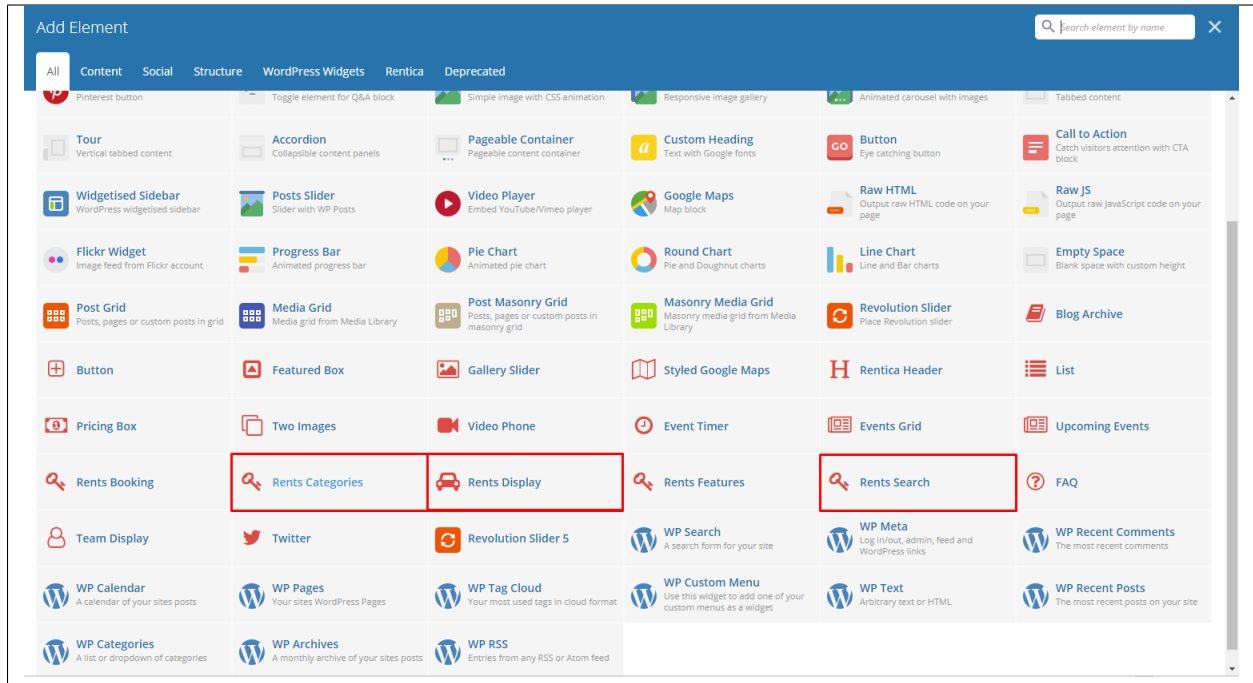


- **Multiple Delete** - To delete multiple features, click on the box beside the categories you would want to delete. Then click on the drop-down box for **Bulk Actions** and choose the *Delete* option. Click on *Apply* button to delete.



6.4 Add Rents to Page

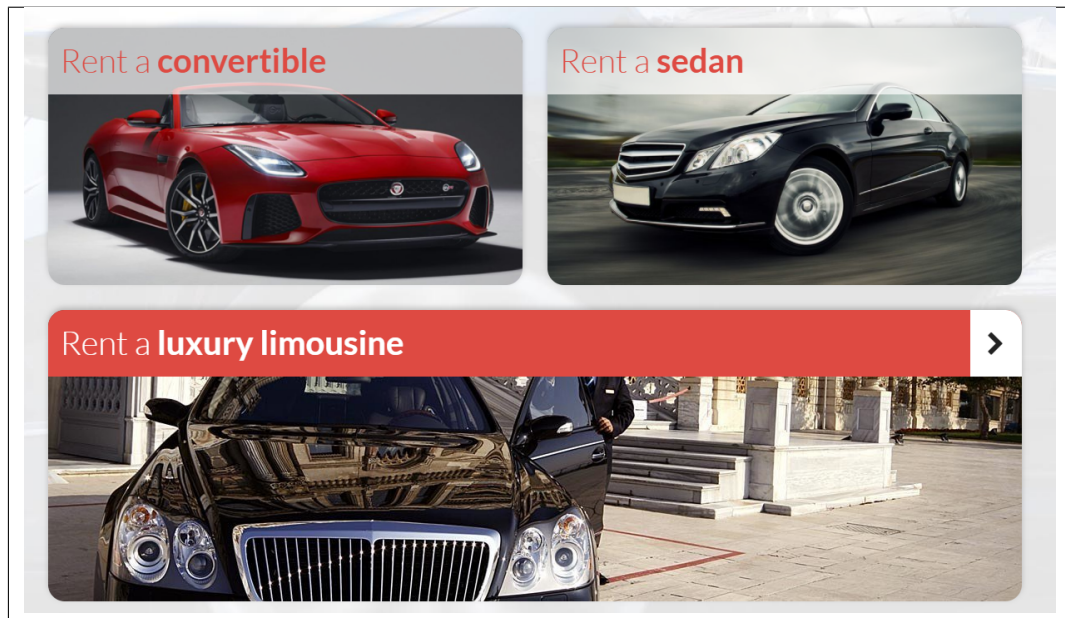
To add events on a page, you can use elements in the Visual Composer: Rent Categories, Rent Display or Rent Search





These are the element that will add an event on the page. For more information about these element, go to [Rentica Custom Shortcodes > Rent Categories/ Rent Display/ Rent Search](#).

Sample Events Page

- **Rent Categories**



- **Rent Display**

	
<p>Acura ILX</p> <hr/> <p>Fancy tranny works great, smooth rider, competent handler.</p> <p>FROM \$400 PER DAY</p> <p>BOOKING DETAILS</p>	<p>Chevrolet Malibu</p> <hr/> <p>It unites a passion for driving with exceptional efficiency.</p> <p>FROM \$400 PER DAY</p> <p>BOOKING DETAILS</p>

- Rent Search

Sample for Simple Rent Search display

FIND A BOOKING

CHECK-IN

CHECK-OUT

Search...

Type

All Cars

16

Convertible

4

Luxury Limousine

2

Pickup Truck

3

Sedan

4

SUV

3

Price

\$400

\$800

Number of passengers

1


15

Driver

WITH OR WITHOUT DRIVER

FILTER

SORT BY PRICE ASCENDING




MINI Convertible

The perfect catalyst for opening yourself up to all life has to offer!

FROM \$400 PER DAY

BOOKING DETAILS





Acura ILX

Fancy tranny works great, smooth rider, competent handler.

FROM \$400 PER DAY

BOOKING DETAILS





Sample for With technical list Rent Search display

6.4. Add Rents to Page

121

FIND A BOOKING

CHECK-IN

CHECK-OUT

Search...

Type

☒ All Cars16

☐ Convertible4

☐ Luxury Limousine2

☐ Pickup Truck3

☐ Sedan4

☐ SUV3

Price

\$400

\$800

MINI Convertible

The perfect catalyst for opening yourself up to all life has to offer!

Acceleration (secs)	7.5
Fuel (gallon)	11.6
Gross Vehicle Weight (from - lbs)	2855
Maximum Power (hp)	134
Overall Height (in)	55.7
Overall Length (in)	151.1
Top Speed (mph)	124
Transmission	6-speed Automatic

\$400

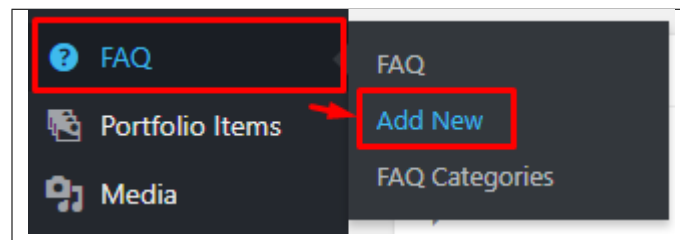
PER DAY

BOOKING DETAILS

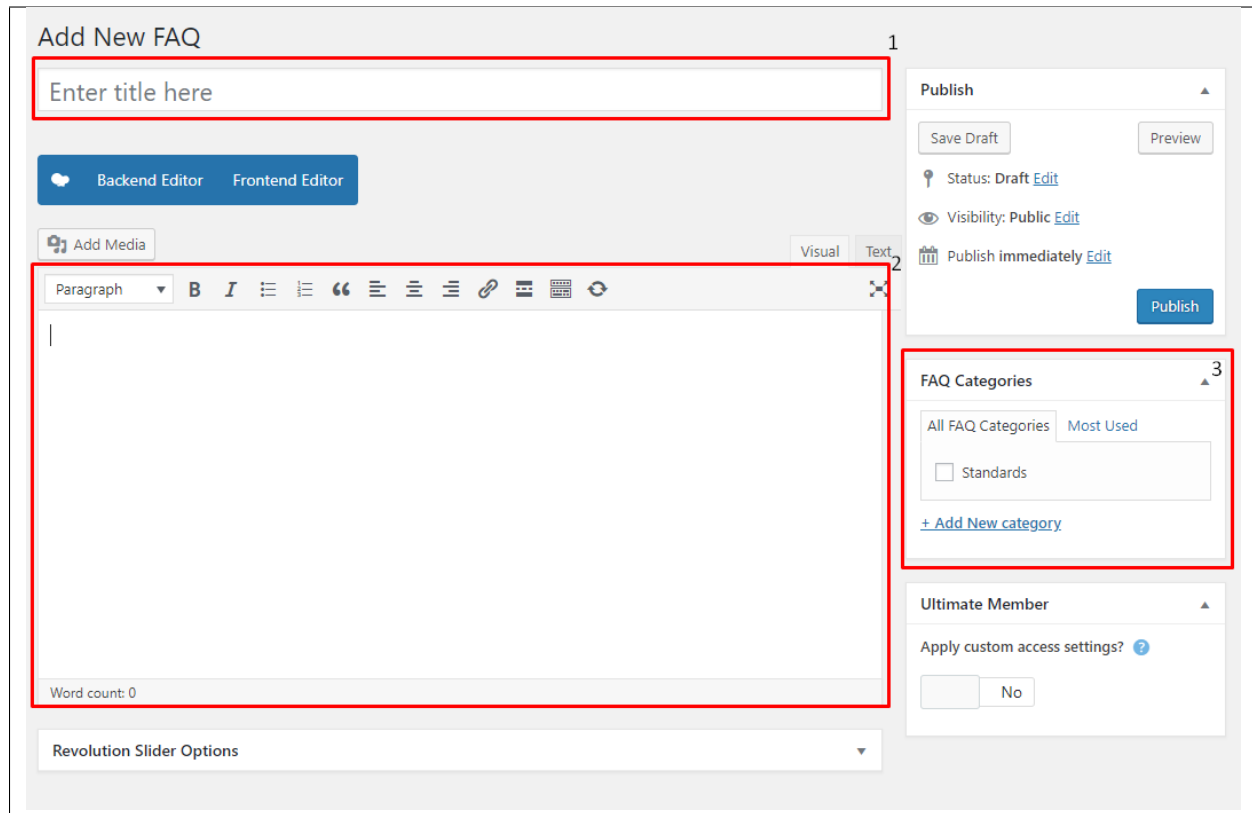
7.1 Create FAQ Item

Frequently Asked Questions (FAQ) of *Rentica* is generated by the theme from FAQ items.

To create a new FAQ item, navigate in WordPress Dashboard to *FAQ > Add New*.



The *Add New FAQ* page will show, information on the FAQs can be define here.



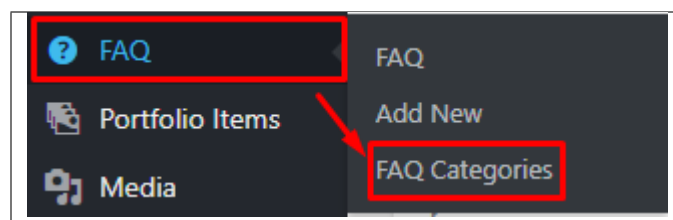
1. **Title** – The FAQ’s question should be written as the title.
2. **Editor Container** – Where the answers for the question is added.
3. **FAQ Categories** (optional) – Assign to preexisting category or add a new one.

Once done, click on *Publish* button.

7.1.1 Create FAQ Categories

Categories are convenient ways to organize your FAQ items, that can be added to more than just one category.

To create new *FAQ Category*, navigate in WordPress Dashboard to *FAQ > FAQ Categories*.



The *FAQ Categories* page will show, here you can add the details of the FAQ Category that you would like to create.

FAQ Categories

Add New category

Name

The name is how it appears on your site.

Slug

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Parent FAQ Category

None ▼

Assign a parent term to create a hierarchy. The term Jazz, for example, would be the parent of Bebop and Big Band.

Description

The description is not prominent by default; however, some themes may show it.

Content Availability

- ☒ Content accessible to Everyone
☐ Content accessible to Logged Out Users
☐ Content accessible to Logged In Users

Who can see content/posts in this category.

Add New category

- **Name** - The name of the category.
- **Slug** - The URL-friendly version of the name. Usually all lowercase.
- **Parent Category** - If the category is a sub-category, then look for the parent category in the drop-down box.
- **Description** - Description of the category.
- **Content Availability** - Who can see content/posts in this category.

After adding all the details, click on *Add New category* to save.

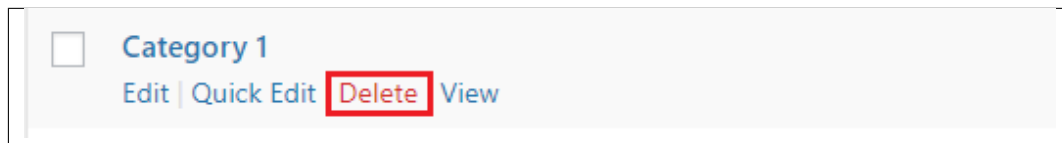
7.1.2 Delete FAQ Categories

To delete a Category, navigate your Dashboard to *FAQ > FAQ Categories*.

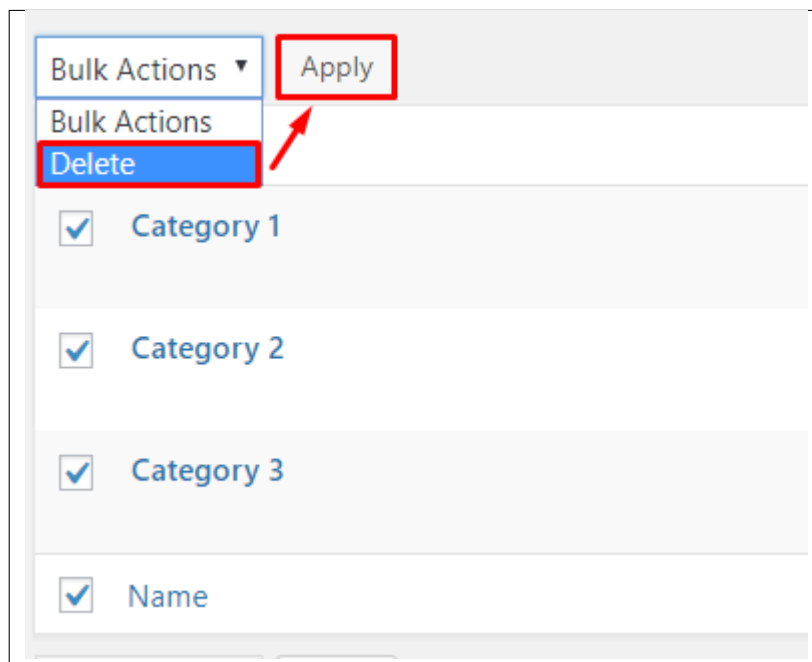
In the *FAQ Categories* page, you will see all the created category.

To delete a category, you have two options:

- **Single Delete** - Hover your mouse pointer on the category that you would like to delete. You will see a *Delete* option pop-up. Click on *Delete* to delete.



- **Multiple Delete** - To delete multiple categories, click on the box beside the categories you would want to delete. Then click on the drop-down box for **Bulk Actions** and choose the *Delete* option. Click on *Apply* button to delete.

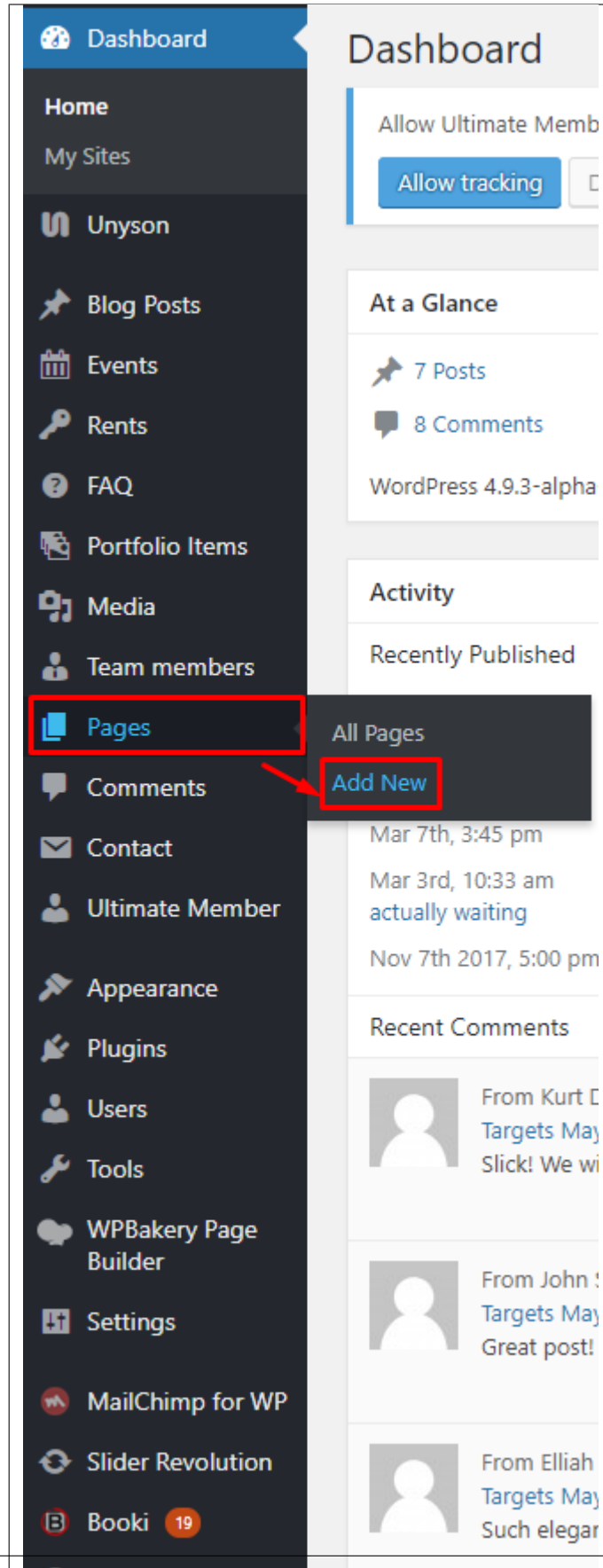


7.2 Create FAQ Page

Frequently Asked Questions (FAQ) of Rentica is generated by the theme from *FAQ*.

To create an *FAQ Page*, follow these steps:

- **Step 1** - Create a new page where to add the FAQs.



The image shows a screenshot of the WordPress dashboard. On the left is a dark sidebar menu with various options. The 'Pages' option, represented by a document icon, is highlighted with a red rectangular box. To the right of the 'Pages' menu item, a sub-menu is visible, containing the links 'All Pages' and 'Add New'. The 'Add New' link is also highlighted with a red rectangular box. A red arrow points from the 'Pages' menu item to the 'Add New' link. The main content area on the right is titled 'Dashboard' and contains several widgets: 'Allow Ultimate Memb' with an 'Allow tracking' button, 'At a Glance' showing '7 Posts' and '8 Comments', 'WordPress 4.9.3-alpha', 'Activity' with a 'Recently Published' section, and 'Recent Comments' showing three comment entries.

Dashboard

Home
My Sites

Unyson

Blog Posts

Events

Rents

FAQ

Portfolio Items

Media

Team members

Pages

Comments

Contact

Ultimate Member

Appearance

Plugins

Users

Tools

WPBakery Page Builder

Settings

MailChimp for WP

Slider Revolution

Booki 19

Dashboard

Allow Ultimate Memb

Allow tracking

At a Glance

7 Posts

8 Comments

WordPress 4.9.3-alpha

Activity

Recently Published

All Pages

Add New

Mar 7th, 3:45 pm

Mar 3rd, 10:33 am
actually waiting

Nov 7th 2017, 5:00 pm

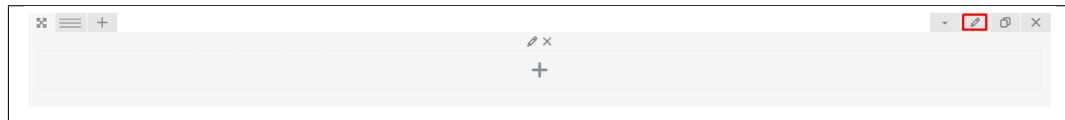
Recent Comments

From Kurt E
Targets May
Slick! We wi

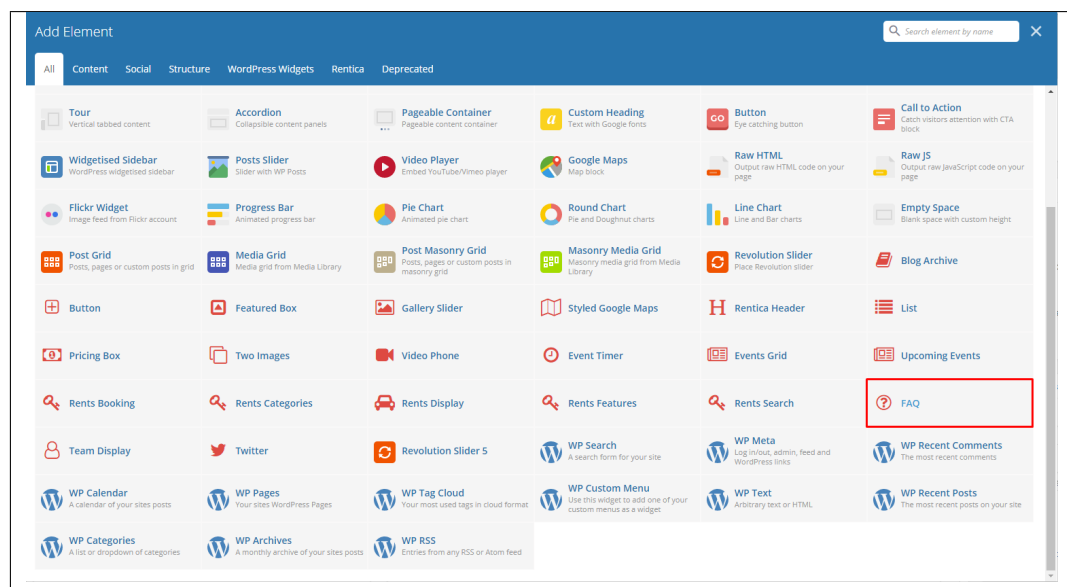
From John :
Targets May
Great post!

From Elliah
Targets May
Such elegar

- **Step 2** - Add a row element to the page, click the *Edit this row* option of the row. The *Row Settings* will pop-up.

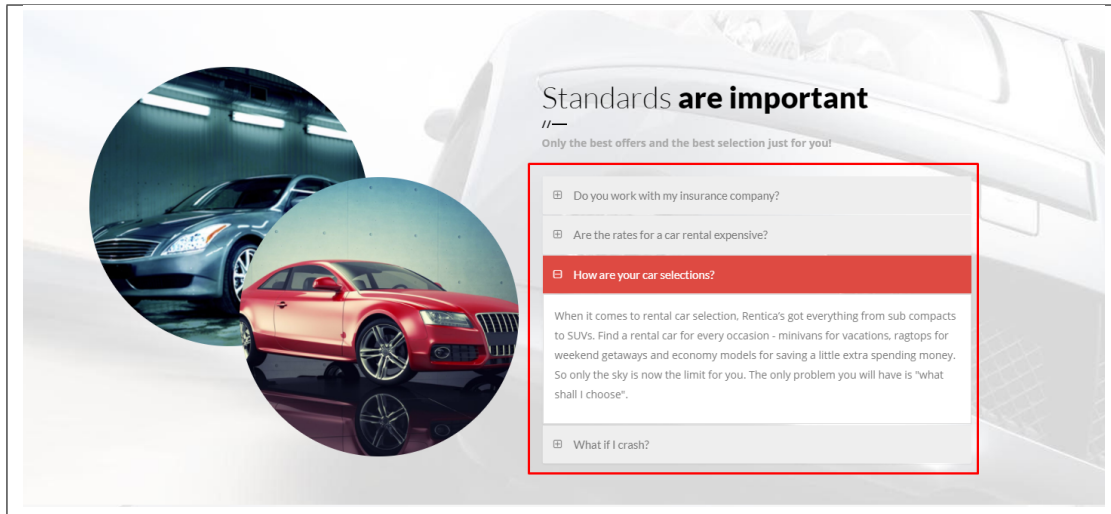


- **Step 3** - Change the settings to your preference.
- **Step 4** - In the row, to add a title for the page. You have the option to add a *Text Block* or *Section/Header Title* element.
- **Step 5** - Add a new row to add the *FAQ* items. The *FAQ* items can be generated by **FAQ** element in the VC.



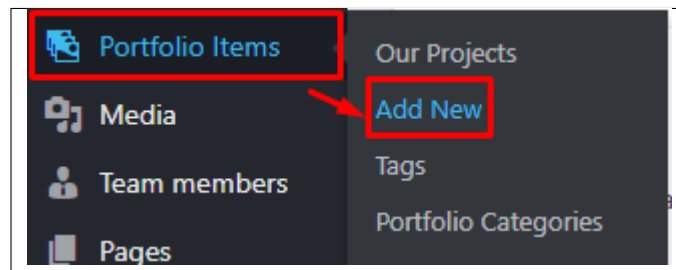
- **Step 6** - You can customize the page by adding other elements to the page.
- **Step 7** - Once you have finished customizing the page, click on the *Publish* button.

Sample for FAQ Page



8.1 Create Portfolio Items

To create a new *Portfolio Item*, navigate in WordPress Dashboard to *Portfolio items > Add New*



The *Add New Portfolio Item* page will show. Add the details for the portfolio.

Add New Portfolio Item

Enter title here

Backend Editor Frontend Editor

Add Media

Paragraph B I [List Icons] [Link Icon] [Image Icon] [More Icon]

Visual Text

Word count: 0

Excerpt

Discussion

☒ Allow comments

☐ Allow trackbacks and pingbacks on this page

Revolution Slider Options

Portfolio settings

Client

Client website

Details

Tags

Add

Separate tags with commas

Choose from the most used tags

Portfolio Categories

All Portfolio Categories Most Used

☐ Convertible

☐ Luxury Limousines

☐ Pickup Truck

☐ Sedans

☐ SUV

Add New category

Post Attributes

Ultimate Member

Featured Image

Set featured image

Publish

Save Draft Preview

Status: Draft Edit

Visibility: Public Edit

Publish immediately Edit

Publish

1. **Title** - Title of the portfolio item.
2. **Editor container** - You can personalize the single page of the portfolio item here.
3. **Discussion** - Option to allow comments in portfolio.
4. **Portfolio settings**
 - Client
 - Client website
 - Details
 - Date

Note: The Portfolio settings is used as the details on the sidebar of the portfolio.

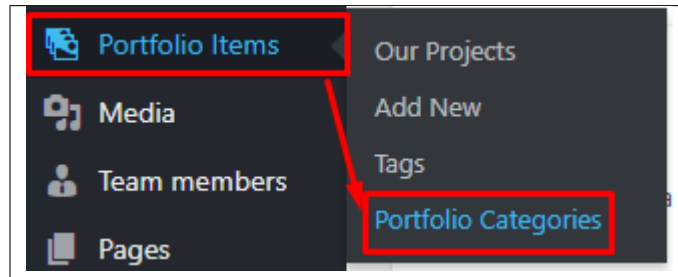
5. **Tags** - Tags that describes the portfolio item.
6. **Portfolio Categories** – Categories that can be used to group the portfolio with similar themes/category.
7. **Featured Image** - The image visible on the page where the portfolio is used.

After adding all the details, click on *Publish* button to save.

8.1.1 Create Portfolio Categories

Categories are convenient ways to organize your FAQ items, that can be added to more than just one category.

To create new *Portfolio Category*, navigate in WordPress Dashboard to *Portfolio items > Portfolio Categories*.



The *Portfolio Categories* page will show, here you can add the details of the Portfolio Category that you would like to create.

Portfolio Categories

Add New category

Name

The name is how it appears on your site.

Slug

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Parent Portfolio Category

None ▼

Assign a parent term to create a hierarchy. The term Jazz, for example, would be the parent of Bebop and Big Band.

Description

The description is not prominent by default; however, some themes may show it.

Content Availability

☒ Content accessible to Everyone

☐ Content accessible to Logged Out Users

☐ Content accessible to Logged In Users

Who can see content/posts in this category.

Add New category

- **Name** - The name of the category.
- **Slug** - The URL-friendly version of the name. Usually all lowercase.
- **Parent Category** - If the category is a sub-category, then look for the parent category in the drop-down box.
- **Description** - Description of the category.
- **Content Availability** - Who can see content/posts in this category.

After adding all the details, click on the *Add New category* button to save.

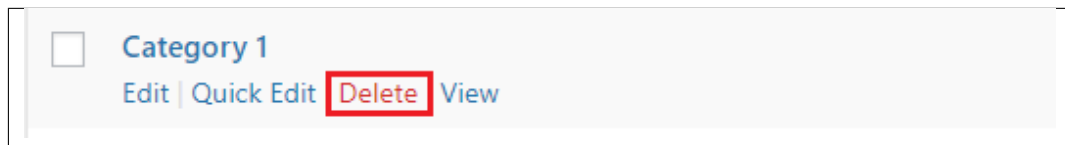
8.1.2 Delete FAQ Categories

To delete a Category, navigate your Dashboard to *Portfolio items > Portfolio Categories*.

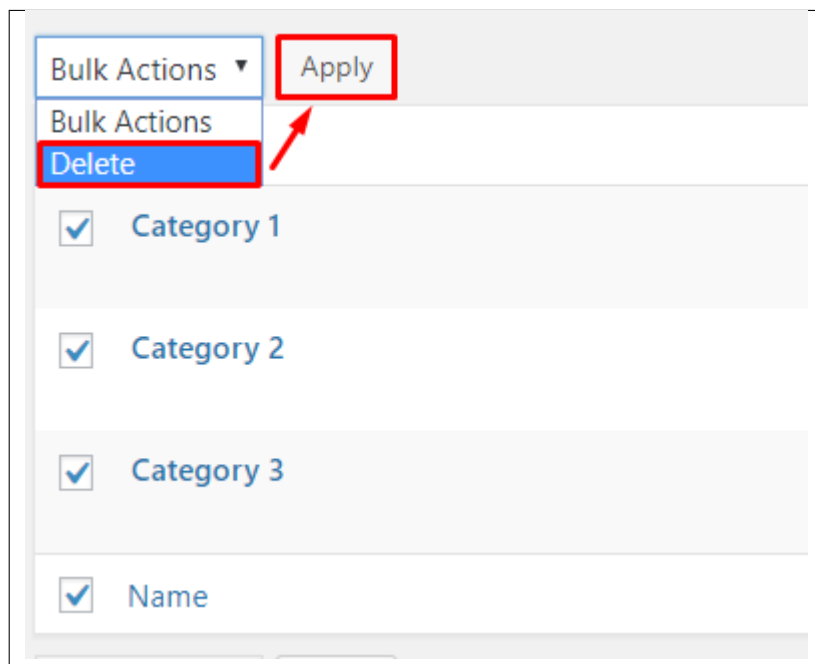
In the *Portfolio Categories* page, you will see all the created category.

To delete a category, you have two options:

- **Single Delete** - Hover your mouse pointer on the category that you would like to delete. You will see a *Delete* option pop-up. Click on *Delete* to delete.

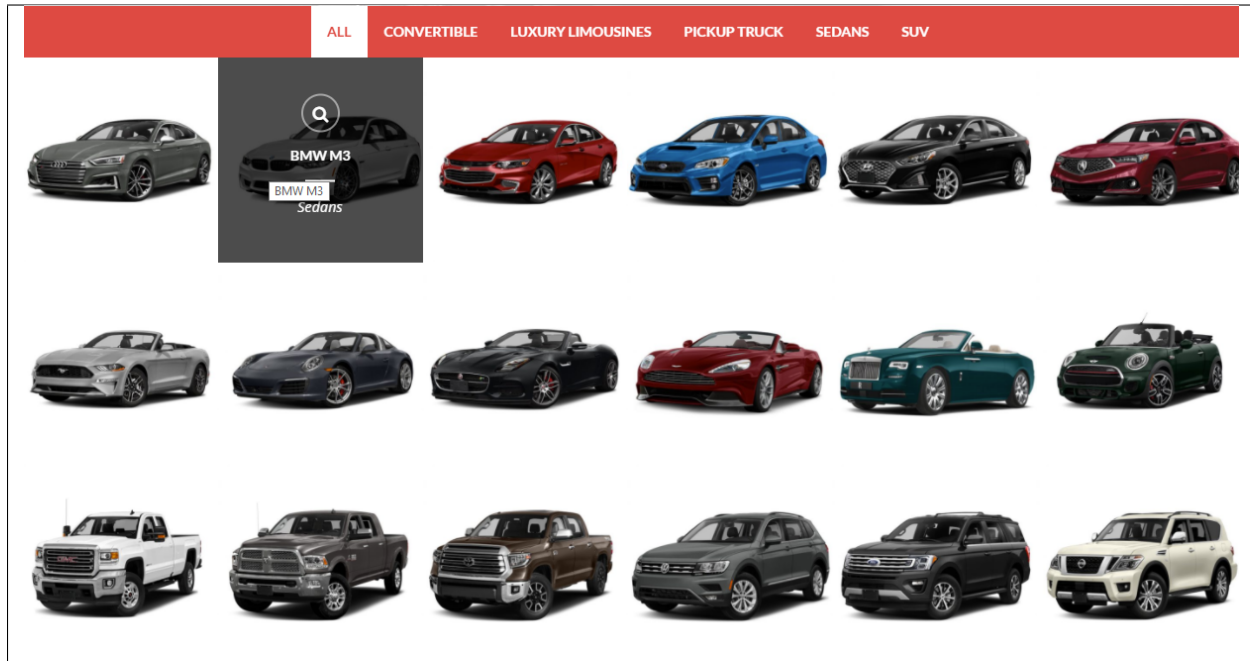


- **Multiple Delete** - To delete multiple categories, click on the box beside the categories you would want to delete. Then click on the drop-down box for **Bulk Actions** and choose the *Delete* option. Click on *Apply* button to delete.



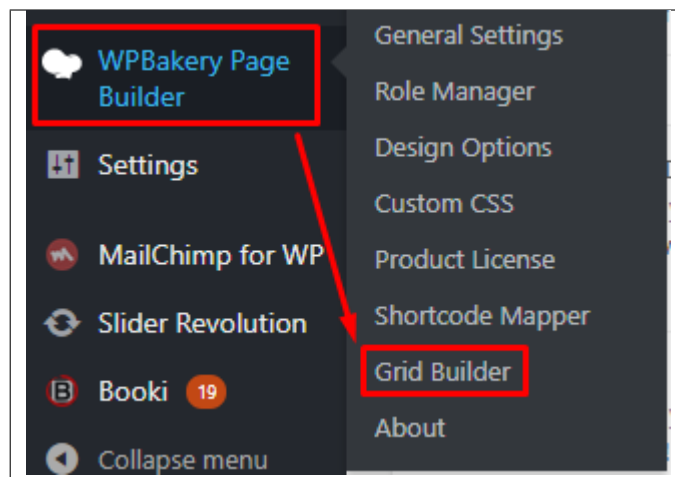
8.2 Create Portfolio Grid View

Portfolio grid view is made by using the *WPBakery Page Builder*.

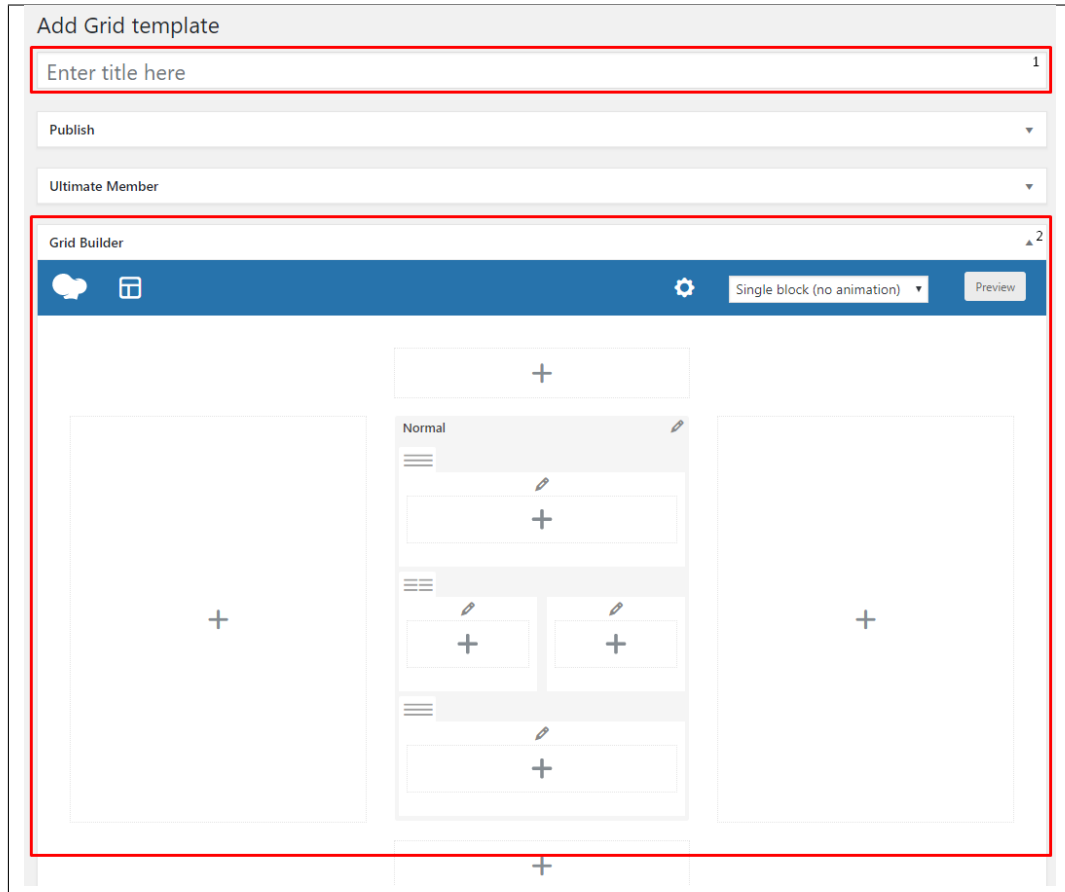


To get the same look as the sample above, follow these steps:

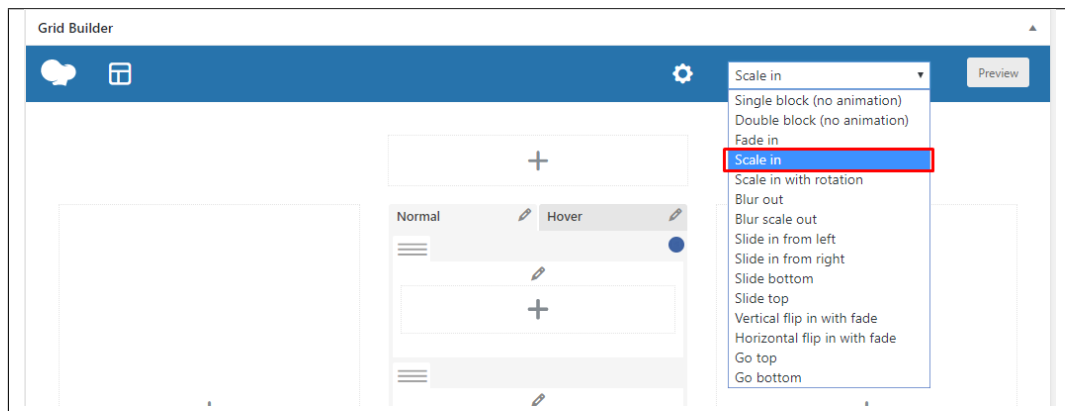
- **Step 1** - In your wordpress dashboard, go to *WPBakery Page Builder > Grid Builder*, and click the Add New button.



- **Step 2** - You will be directed to the Add Grid template page.



1. **Title** - The title of the grid template you are making.
 2. **Grid Builder** - Area where you can customize the look of your grid template.
- **Step 3** - To get the same look as the sample, in the *Grid Builder*, change the drop-down box to *Scale in*. This will give your grid an overlay of color if hovered.



- **Step 4** - Set the following information in the Normal tab's settings.

The screenshot shows a 'Normal Settings' dialog box with a blue header bar containing a gear icon, a minus icon, and a close icon. Below the header are two tabs: 'General' (selected) and 'Design Options'. The 'General' tab contains the following settings:

- Height mode:** A dropdown menu set to 'Original'. Below it is a note: "Sizing proportions for height and width. Select 'Original' to scale image without cropping."
- Add link:** A dropdown menu set to 'Post link'. Below it is a note: "Select link option."
- Use featured image on background?:** A checkbox labeled 'Yes' which is checked. Below it is a note: "Note: Featured image overwrites background image and color from 'Design Options'."
- Image size:** A text input field containing '476x476'. Below it is a note: "Enter image size (Example: 'thumbnail', 'medium', 'large', 'full' or other sizes defined by theme). Alternatively enter size in pixels (Example: 200x100 (Width x Height))."
- Extra class name:** An empty text input field. Below it is a note: "Style particular content element differently - add a class name and refer to it in custom CSS"

At the bottom of the dialog are two buttons: 'Close' (grey) and 'Save changes' (blue).

– **General tab**

- * **Height mode** - Original
 - * **Add link** - Post link
 - * **Use featured image on background?** - Yes
 - * **Image size** - 476x476
- **Step 5** - Set the following information in the Hover tab's settings.

Hover Settings

General Design Options

Add link

Post link

Select link option.

Use featured image on background?

☒ Yes

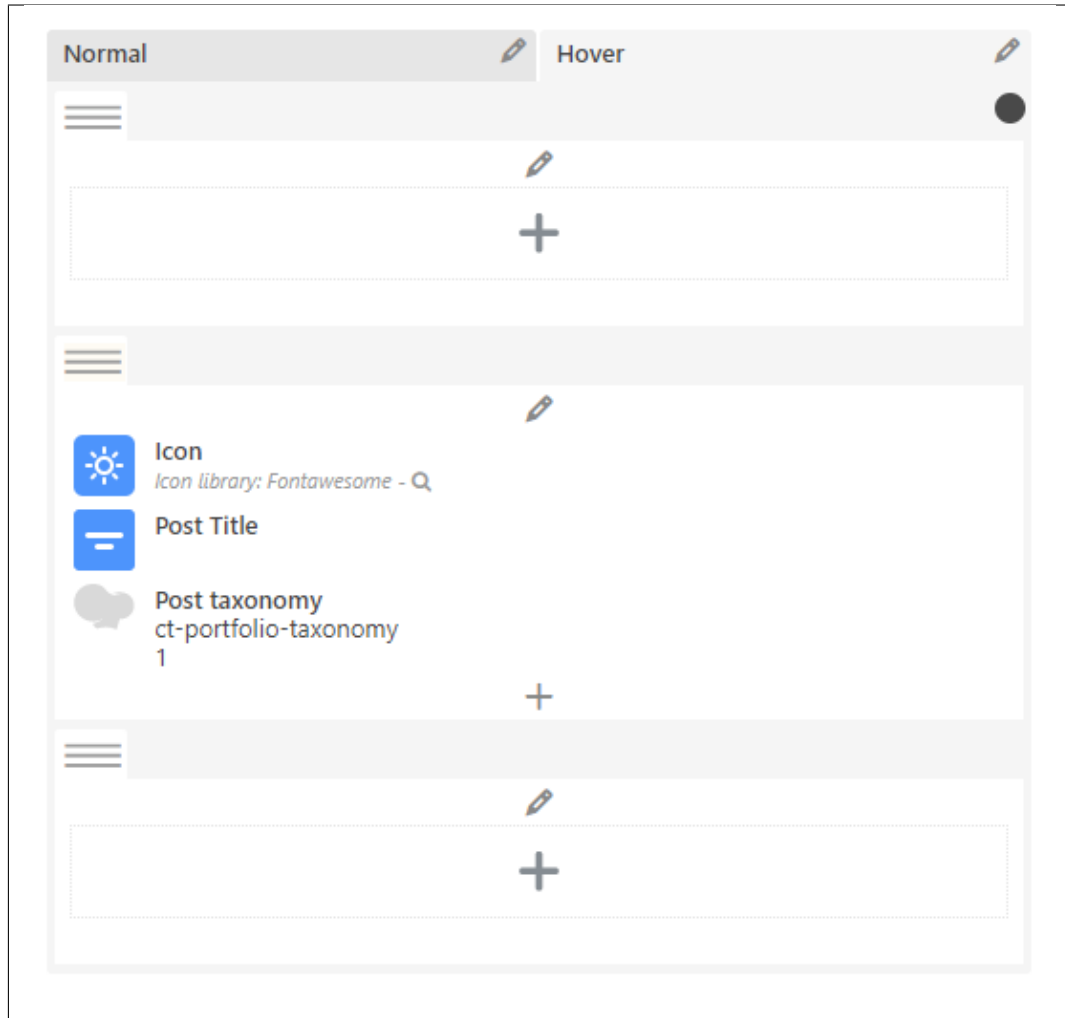
Note: Featured image overwrites background image and color from "Design Options".

Extra class name

Style particular content element differently - add a class name and refer to it in custom CSS.

Close Save changes

- **General tab**
 - * **Add link** - Original
- **Design Options tab**
 - * **Background** - `rgba(0,0,0,0.7)`
- **Step 6** - Add the following elements in the Hover tab.



- **Icon** - The icon that will show in the grid when you hover your mouse pointer.

Icon Settings

General Design Options

Add link

None

Select link option.

Icon library

Font Awesome

Select icon library.

Icon

Select icon from library.

Icon color

White

Select icon color.

Background shape

Rentica: Outline Circle (Lighter White Border)

Select background shape and style for icon.

Close Save changes

- * **Icon library** - Font Awesome
 - * **Icon** - Choose what you like.
 - * **Icon color** - White
 - * **Background shape** - Rentica: Outline Circle (Lighter White Border)
 - * **Background color** - White
 - * **Size** - Mini
 - * **Icon alignment** - Center
- **Post Title** - Where the title of the item that is used will show.

Post Title Settings

General

Design Options

Add link

None

Select link option.

Element tag

h6

Select element tag.

Text align

center

Select text alignment.

Use custom fonts?

☐ Yes

Enable Google fonts.

Extra class name

Style particular content element differently - add a class name and refer to it in custom CSS.

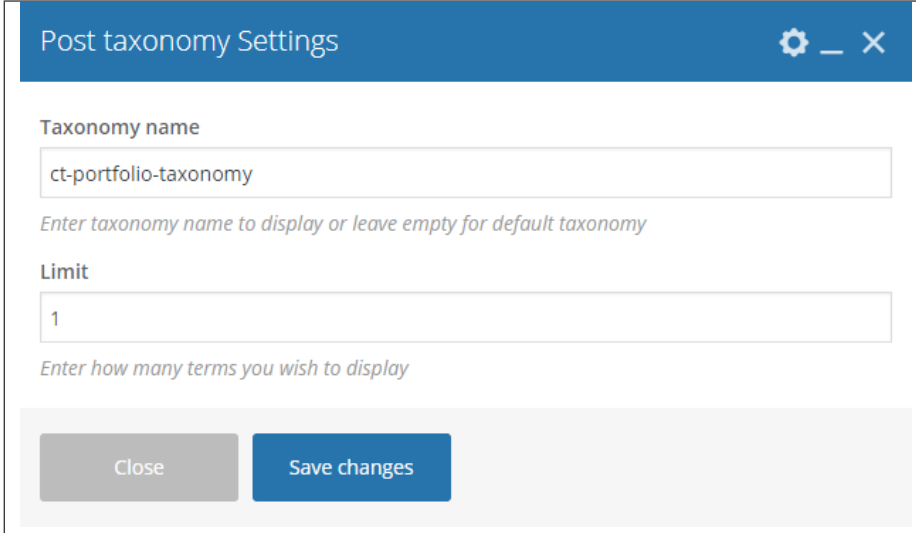
Close

Save changes

* **Element tag** - h6

* **Text align** - center

– **Post taxonomy** - The category of the item being shown.



Post taxonomy Settings

Taxonomy name

ct-portfolio-taxonomy

Enter taxonomy name to display or leave empty for default taxonomy

Limit

1

Enter how many terms you wish to display

Close Save changes

* **Taxonomy name** - ct-portfolio-taxonomy

* **Limit** - 1

- **Step 7** - Once done with all the changes, click *Publish* to save.

8.3 Create Portfolio Page

Portfolio of Rentica is generated by the theme from *Portfolio Items*.

To create a simple *Portfolio Page*, follow these steps:

- **Step 1** - Create a new page where to add the *Portfolio*.

The image shows a screenshot of the WordPress dashboard. On the left is a dark sidebar menu with various options. The 'Pages' option is highlighted with a red rectangular box. A red arrow points from this box to the 'Add New' link, which is also highlighted with a red rectangular box. The main content area on the right is titled 'Dashboard' and contains several widgets: 'Allow Ultimate Memb' with an 'Allow tracking' button, 'At a Glance' showing 7 Posts and 8 Comments, 'Activity' with a 'Recently Published' section, and 'Recent Comments' showing three comments from Kurt E, John, and Elliah.

Dashboard

Home
My Sites

Unyson

Blog Posts
Events
Rents
FAQ
Portfolio Items
Media
Team members
Pages
Comments
Contact
Ultimate Member
Appearance
Plugins
Users
Tools
WPBakery Page Builder
Settings
MailChimp for WP
Slider Revolution
Booki 19

Dashboard

Allow Ultimate Memb
Allow tracking

At a Glance

7 Posts
8 Comments
WordPress 4.9.3-alpha

Activity

Recently Published

Mar 7th, 3:45 pm
Mar 3rd, 10:33 am
actually waiting
Nov 7th 2017, 5:00 pm

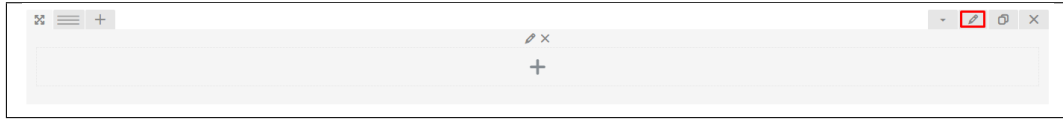
Recent Comments

From Kurt E
Targets May
Slick! We wi

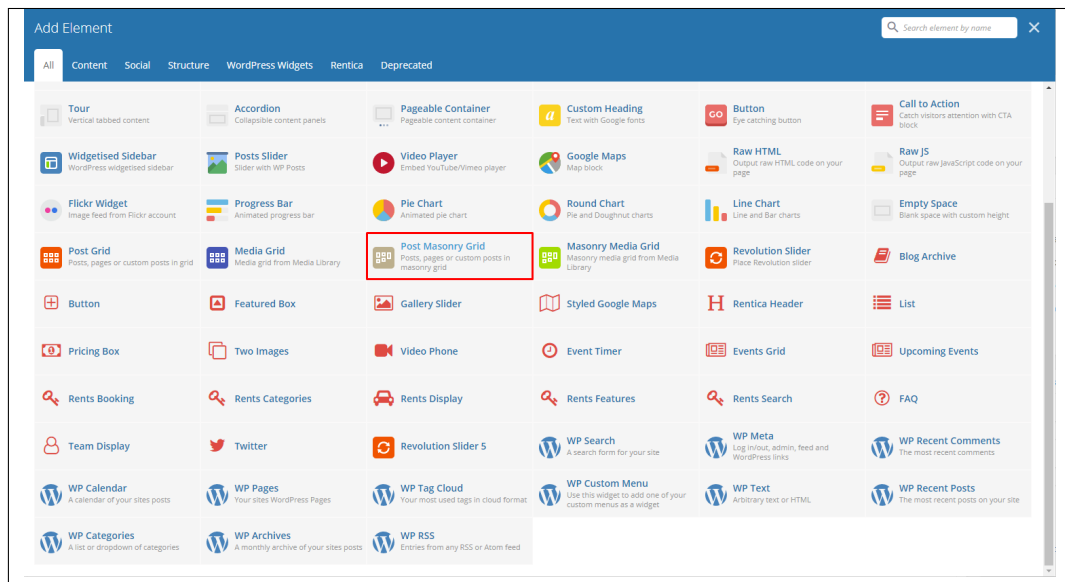
From John
Targets May
Great post!

From Elliah
Targets May
Such elegar

- **Step 2** - Add a row element to the page, click the *Edit this row* option of the row. The *Row Settings* will pop-up.



- **Step 3** - Change the settings to your preference.
- **Step 4** - In the row, to add a title for the page. You have the option to add a *Text Block* or *Section/Header Title* element.
- **Step 5** - Add a new row to add the *Portfolio Items*. To add the *Portfolio Items*, add a *Post Masonry Grid* element to the page.



- **Step 6** - Change the following information to get the *Portfolio Items*.

Post Masonry Grid Settings [Settings] [Close]

General | Data Settings | Filter | Item Design | Design Options | Load More Button | ...

Data source
 Ct-portfolio ▼
Select content type for your grid.

Narrow data source
 Click here and start typing...
Enter categories, tags or custom taxonomies.

Total items
 -1
Set max limit for items in grid or enter -1 to display all (limited to 1000).

Display Style
 Load more button ▼
Select display style for grid.

Items per page
 18
Number of items to show per page.

Show filter
☒ Yes
Append filter to grid.

Grid elements per row **Gap** ▼

Close Save changes

-General Tab-

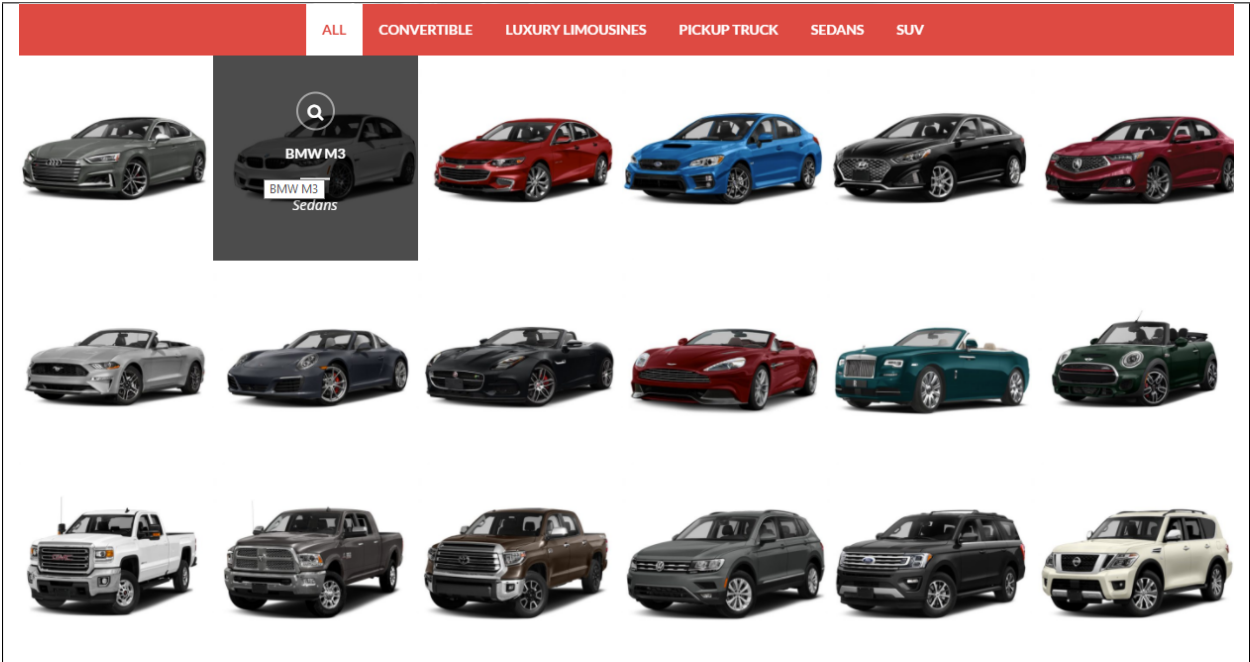
- Data source – Ct-portfolio (setting this option, images will be taken from Portfolio item)
- Total items – Choose number of elements that will be visible on the site.
- Display Style – Load more button
- Items per page - Set number as desired.
- Show filter – Yes
- Grid elements per row – choose 3, 4 or 6 Elements per row
- Gap – 30px
- Initial loading animation – Default

-Item Design-

- Grid element template – Choose the masonry grid that you made by following [this tutorial](#).

- **Step 7** - You can customize the page by adding other elements to the page.
- **Step 8** - Once satisfied with the page, click *Publish* to save.

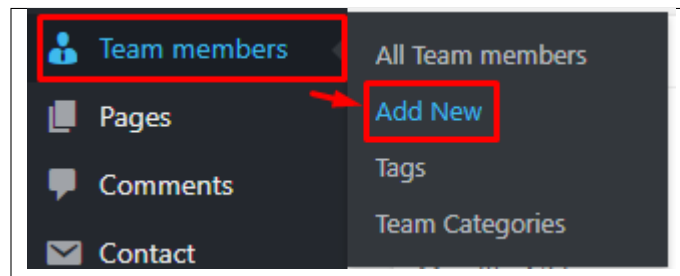
Sample Portfolio Grid View



Team Member

9.1 Create Team Member

To create a new *Team Member* item, navigate in WordPress Dashboard to *Team members > Add New*.



The *Add New Team member* page will show. Add the details for the team member.

The screenshot shows the 'Add New Team member' form. It has a title field (1), a rich text editor (2), a section for team options (3) with fields for Position, Pinterest url, Facebook url, and Twitter url, a section for team categories (4) with checkboxes for Big Boss, Head, and Manager, and a featured image section (5) with a link to set the featured image. There are also buttons for Publish, Save Draft, and a status dropdown.

1. **Title** - The name of the team member.
2. **Editor container** - You can add here the role of the team member that will be shown in the website.
3. **Team options**
 - Position - Team member's position in the company.
 - Pinterest url - Team member's Pinterest account.
 - Facebook url - Team member's facebook account.
 - Twitter url - Team member's twitter account.
4. **Team Categories**
5. **Featured Image** - Team members picture that will be shown in the site.

After adding all the details, click on *Publish* button to save.

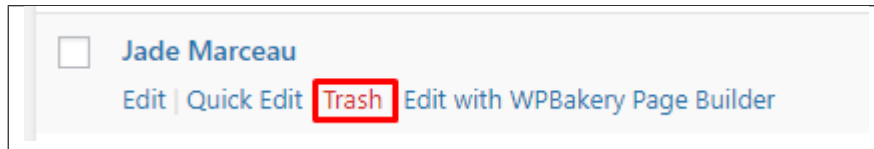
9.1.1 Delete Team Member

To delete a Team member, navigate your Dashboard to *Team members > All Team members*

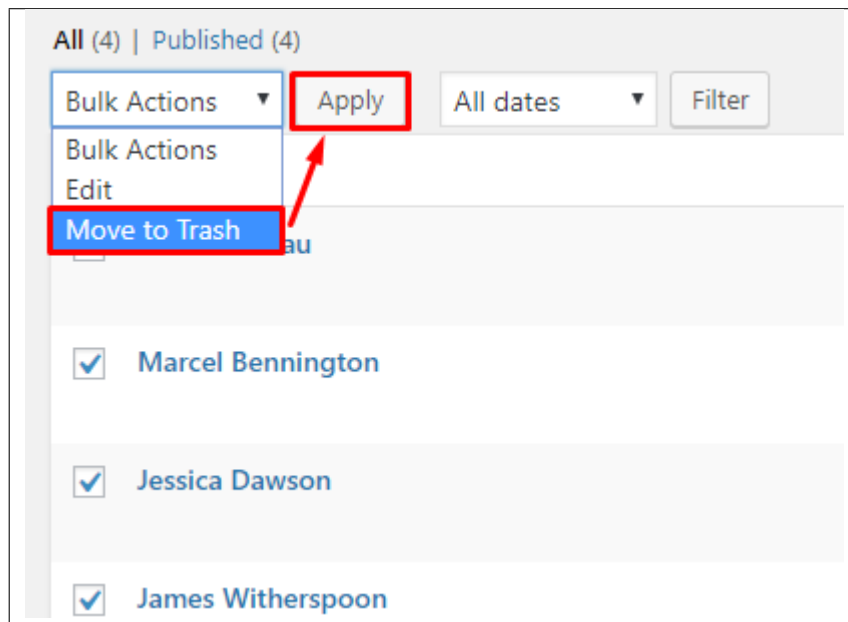
In the Team members page, you will see all the created team members.

To delete a Team member, you have two options:

- **Single Team member Delete** - Hover your mouse pointer on the testimonial that you would like to delete. You will see a *Trash* option pop-up. Click on *Trash* to delete.



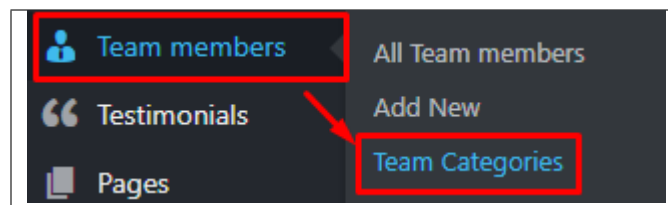
- **Multiple Team member Delete** - To delete multiple testimonials, click on the box beside the testimonials you would want to delete. Then click on the drop-down box for *Bulk Actions* and choose the *Move to Trash* option. Click on *Apply* button to delete.



9.2 Create Team Category

Categories are convenient ways to organize your Team items, that can be added to more than just one category.

To create new *Team Category*, navigate in WordPress Dashboard to *Team > Team Categories*.



The *Team Categories* page will show, here you can add the details of the Team Category that you would like to create.

Team Categories

Add New category

Name

The name is how it appears on your site.

Slug

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Parent Team Category

None ▼

Assign a parent term to create a hierarchy. The term Jazz, for example, would be the parent of Bebop and Big Band.

Description

The description is not prominent by default; however, some themes may show it.

Add New category

After adding all the details, click on *Add New category* to save.

9.2.1 Delete Team Category

To delete a Category, navigate your Dashboard to *Team > Team Categories*.

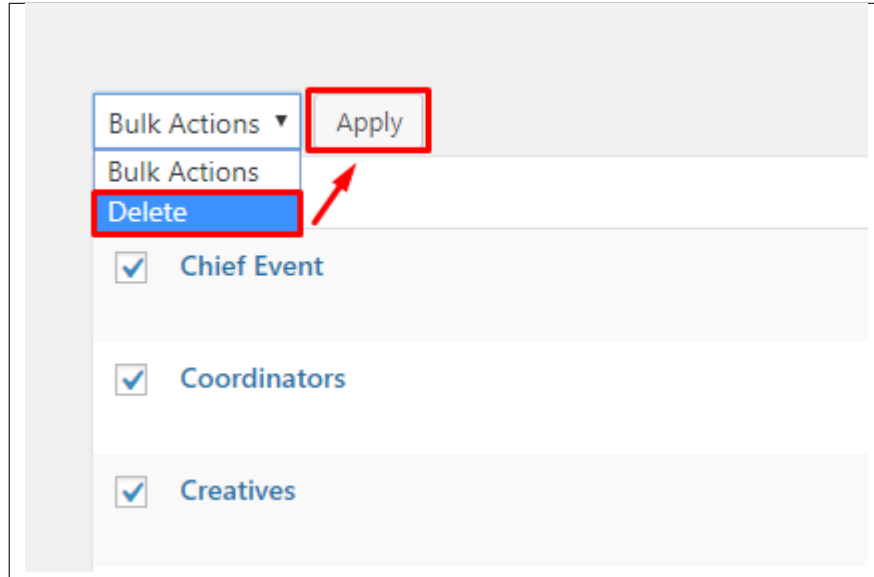
In the *Team Categories* page, you will see all the created category.

To delete a category, you have two options:

- **Single Delete** - Hover your mouse pointer on the category that you would like to delete. You will see a *Delete* option pop-up. Click on *Delete* to delete.



- **Multiple Delete** - To delete multiple categories, click on the box beside the categories you would want to delete. Then click on the drop-down box for **Bulk Actions** and choose the *Delete* option. Click on *Apply* button to delete.

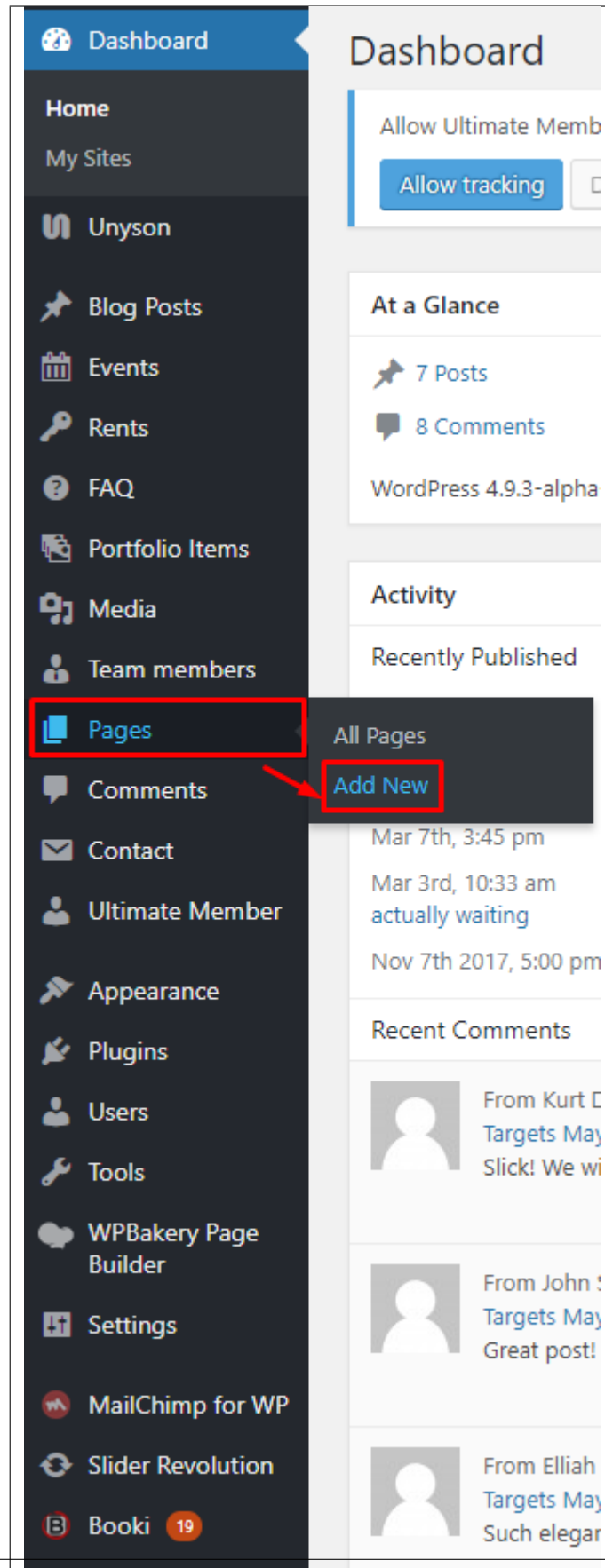


9.3 Create Team Member Page

Teams of Rentica is generated by the theme from *Team members* items.

To create a simple *Team Page*, follow these steps:

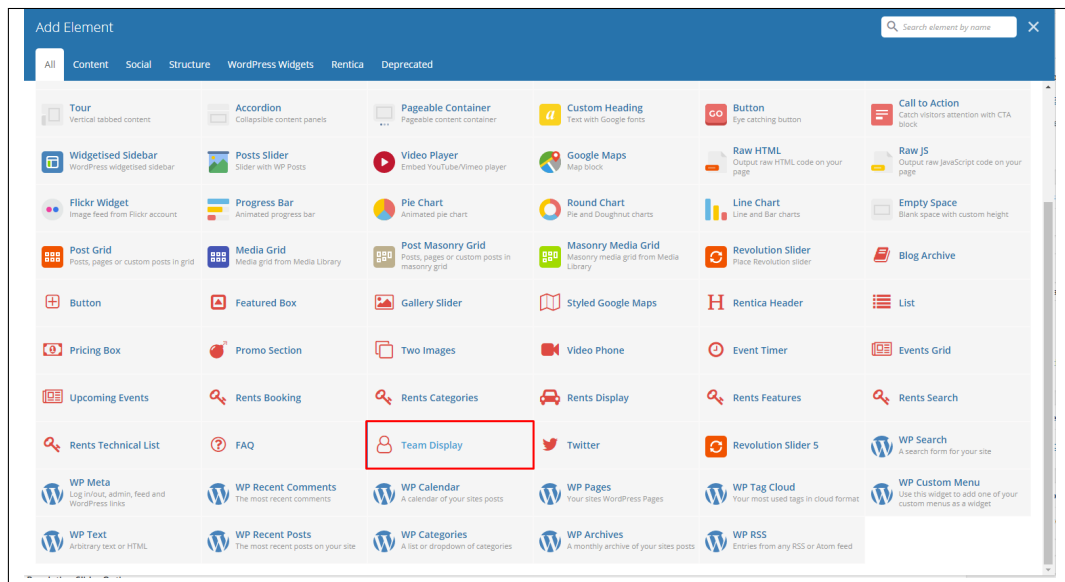
- **Step 1** - Create a new page where to add the Teams page.



- **Step 2** - Add a row element to the page, click the *Edit this row* option of the row. The *Row Settings* will pop-up.



- **Step 3** - Change the settings to your preference.
- **Step 4** - In the row, to add a title for the page. You have the option to add a *Text Block* or *Section/Header Title* element.
- **Step 5** - Add a new row to add the *Team members* items. To add the *Team members* items, add a *Team Display* element to the page.



- **Step 6** - You can customize the team members that you want to display using the filters. Click *Save changes* to save.

Post Grid Settings

General

Data Settings

Filter

Item Design

Design Options

Data source

Ct-team

Select content type for your grid.

Narrow data source

Click here and start typing...

Enter categories, tags or custom taxonomies.

Total items

8

Set max limit for items in grid or enter -1 to display all (limited to 1000).

Display Style

Show all

Select display style for grid.

Show filter

☒ Yes

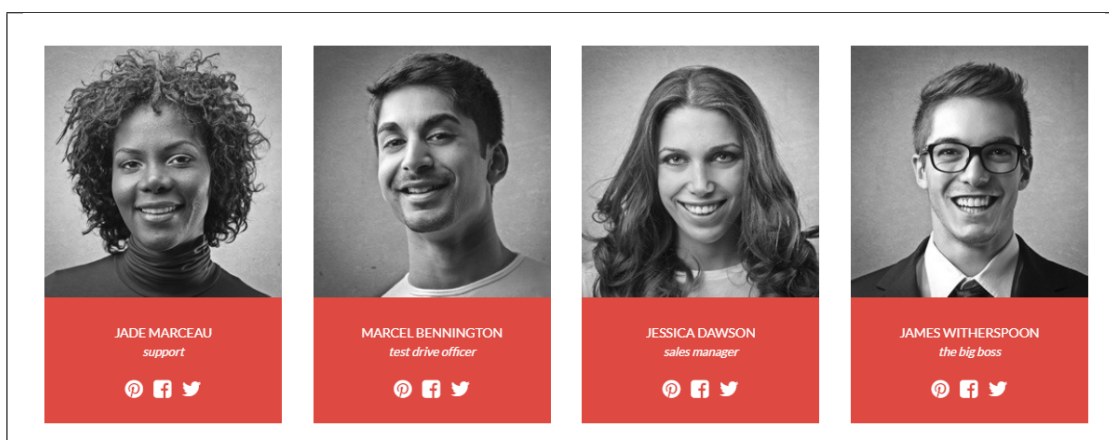
Append filter to grid.

Close

Save changes

- **Step 7** - You can add more elements on the page as you like. Once satisfied, click on the *Publish* button.

Sample of Team Members in a Page



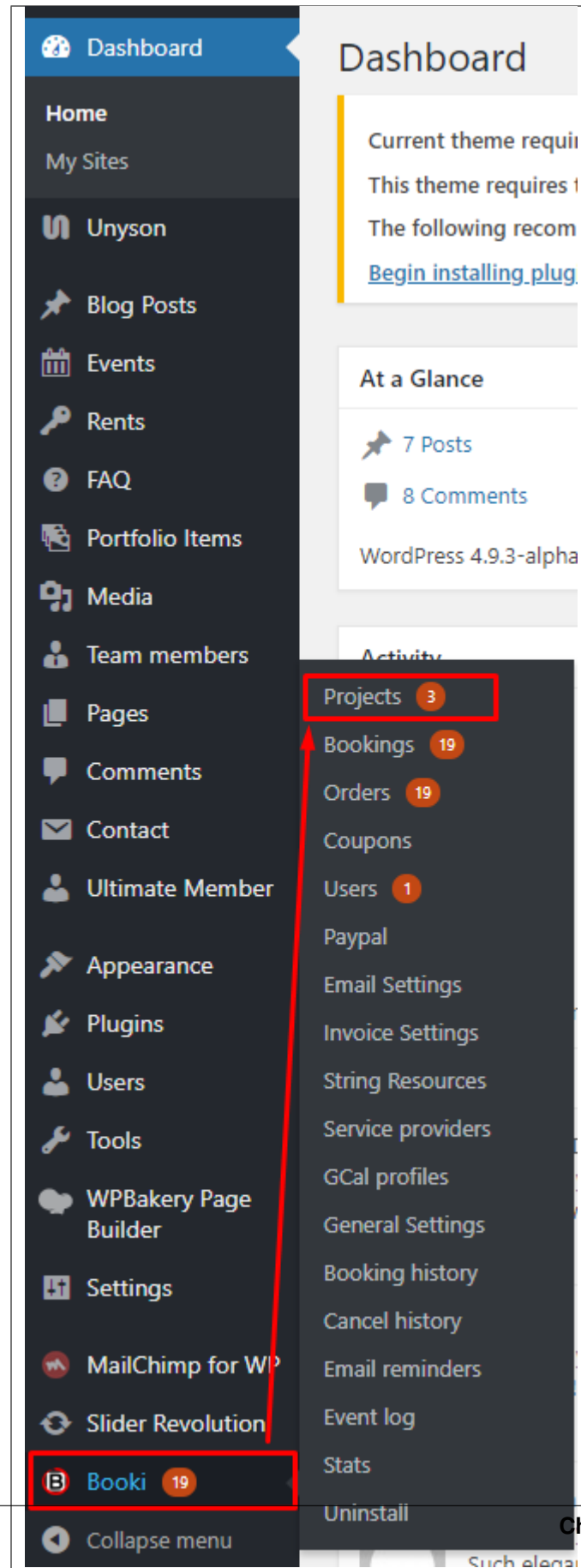
CHAPTER 10

Booki Plugin

Booki is a modern booking plugin for WordPress. This plugin allows you to setup appointments or reservations with time that adapts to users timezone. You can make payment via PayPal or simply book and pay later.

10.1 Create New Booking Project

To create a booking project, navigate to *Booki > Projects*.



You will be directed to the *Create, edit, and delete projects* page.

As the page name suggests, you can create, edit, and delete projects in this page.

Create, edit and delete projects

The basis for any bookings. It all takes place here. A project is how you define a unique booking.

BOOKING

Projects

Form builder

Booking period

Optional Lists

Optional Cascading Lists

Project

Create new

Name

Your project name

Attention: Booking mode

Reservation mode allows multiple users to book the same day and time slot intervals. Appointment mode on the other hand allows only one time bookings. Once a booking is made, the same daytime combinations won't be available for booking again.

Booking mode

Reservation

Maximum booking days or time slots

Provide the maximum number of days or time slots that can be booked in a single booking calendar. A value of 1, the default will not allow multiple selections i.e. only 1 day or time slot can be booked at a time. Note when selecting range calendar, ensure that this value is greater than 1.

Maximum booking days or time slots

1

Minimum booking days or timeslots

Provide the minimum number of days or timeslots that must be booked in a single booking calendar. A value of 0, the default means no minimum is applied.

Minimum booking days or timeslots

0

Calendar mode

The bookings calendar can be either pop up, inline, range or next day checkout. A popup calendar is one where a textbox is used to show the selected date which pops up a calendar when clicked allowing date selection. Inline is when an always visible calendar is used. Range will give you a set of "From" and "To" popup calendars. Next day checkout gives you a range selector that counts the date diff between now and then instead of adding all days in the range.

Calendar mode

Popup

Tagging

Tagging allows you to group common projects together. Grouped projects get listed using the book-list shortcode or widget. Select an existing tag or create a new one to associate to this project.

Tag

Create new

Enter new tag

Project listing settings

General project settings

Booking control label settings

Optional HTML content

Create

Delete

To create a new project, follow these steps:

Under the Projects tab:

- **Step 1** - Choose *Create new* in the Project's drop down box.

Create, edit and delete projects

The basis for any bookings. It all takes place here. A project is how you define a unique booking.

BOOKI

Projects

Form builder

Booking period

Optional Lists

Optional Cascading Lists

Project

Create new

Name

Your project name

Attention: Booking mode

Reservation mode allows multiple users to book the same day and time slot intervals. Appointment mode on the other hand allows only one time bookings. Once a booking is made, the same day/time combinations won't be available for booking again.

Booking mode

Reservation

- **Step 2** - Add the name of your project.
- **Step 3** - Fill in the needed information as required for your booking.

Note: Read the descriptions of the information to be guided.

- **Booking mode**
- **Maximum booking days or time slot**
- **Minimum booking days or time slot**
- **Calendar mode**
- **Tag**
- **Project listing settings**
 - * Description
 - * Preview Image
- **General project settings**
 - * Project status
 - * New Booking Notification Recipient(s)
 - * Default step
 - * Booking wizard mode
 - * Ban list
 - * Default date selected
- **Booking control label settings**
 - * Booking tab caption
 - * Custom form fields tab caption
 - * Attendees tab caption

- * Available days field label
- * Selected days field label
- * Booking time field label
- * Optional features heading
- * Next button caption
- * Back button caption
- * Create booking button caption
- * From
- * To
- * Proceed to login label
- * Make booking label
- * Available seats label

– **Optional HTML content**

- * Content above booking calendar
- * Content below booking calendar

- **Step 4** - After all the needed information are added, click the *Create* button to save.

A screenshot of a form section titled 'Optional HTML content'. At the bottom right of the section, there are two buttons: a blue 'Create' button with a checkmark icon and a red 'Delete' button with an 'X' icon.

- **Step 5** - Once the project is created, you will see the project short code below the project name.

A screenshot of a form section titled 'Project'. It contains a dropdown menu with 'Book Now' selected. Below the dropdown, there is a 'Short Code' field containing the text '[booki-booking id="2"]'. The 'Short Code' label and its value are highlighted with a red rectangle.

Note: The short code is used to call the project that you would like to use in an element or widget.

- **Step 6** - Also, after the project is created, other tabs beside project can now be use to customize your project.

A screenshot of a page titled 'Create, edit and delete projects'. Below the title is a subtitle: 'The basis for any bookings. It all takes place here. A project is how you define a unique booking.' There is a tabbed interface with a 'BOOKI' header. The 'Projects' tab is selected, and a red rectangle highlights the other tabs: 'Form builder', 'Booking period', 'Optional Lists', and 'Optional Cascading Lists'.

- **Form builder** - Create a booking form that allows the user to input information for the booking.
 - * Element type
 - * Label
 - * Value
 - * CSS class name
 - * Column Index
 - * Row Index
 - * Validation - Basic constraints
 - * Validation - Advance constraints
- **Booking period** - Specify the days that allows booking.
 - * Booking date range: Start date & End date
 - * Minimum notice
 - * Email reminder
 - * Seats
 - * Deposits
 - * Quantity elements general settings
 - * Quantity elements
 - * Days to exclude from list of days in selected season
 - * Cost
- **Optional Lists** - Add in the booking form extra billable items option for the user. These are displayed as checkboxes and are added to the bill.
 - * Optional Item Name
 - * Cost
- **Optional Cascading Lists** -
 - * Select Cascading List
 - * Label
 - * Is required
 - * Value
 - * Cost
 - * Dropdown list items
 - * Select the parent list

10.1.1 Delete Booking Project

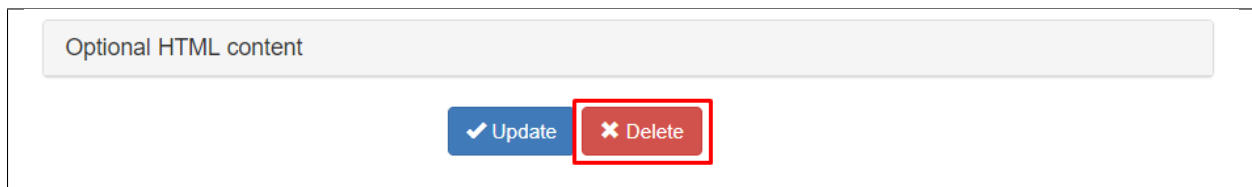
To delete a project in booki, navigate to *Booki > Projects*.

You will be directed to the *Create, edit and delete projects* page.

Choose the project you want to delete at the Project dropdown box. The Project dropdown box have all the available projects.

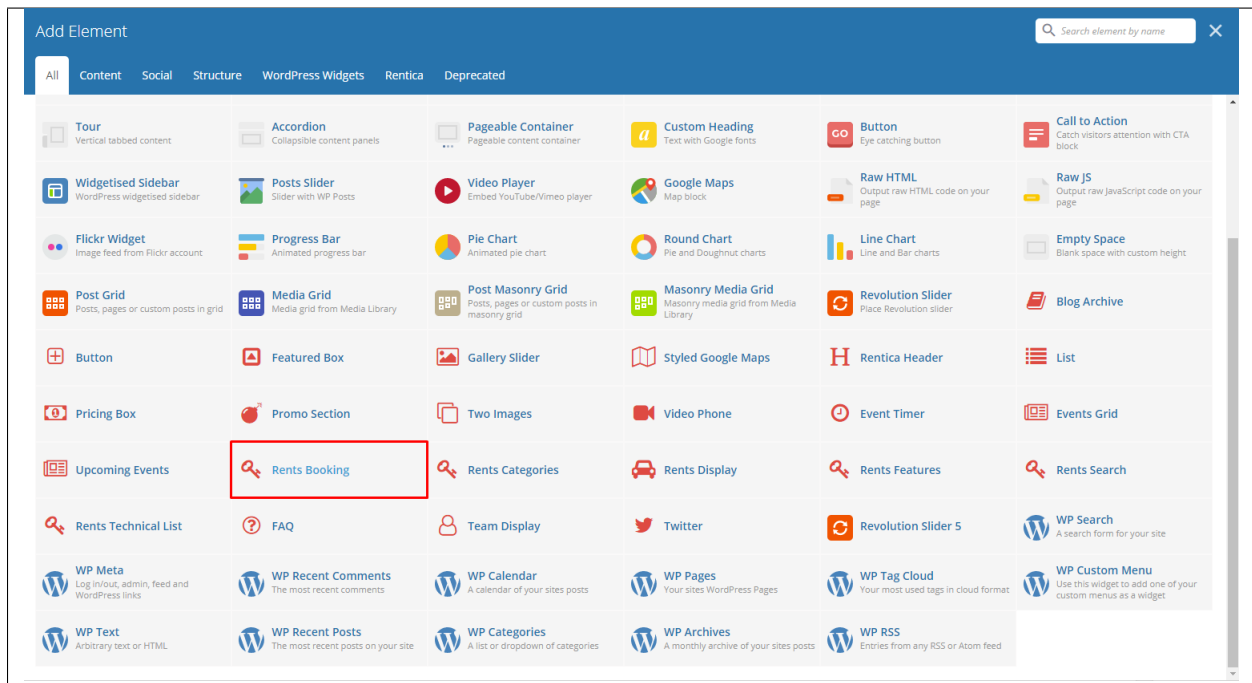


Scroll down and look for the *Delete* button.



10.2 Add Booki Project to Rent Page

To add a Booki Project to a Rent page, you must use the [Rent Booking](#) element in the VC. This will let you add the booking form of the Booki Project.



Choose the Booki Project that you would like to use in *General > Booki Project*.

General ▲

Price Per Day

Number of
Passengers

5 ▼

Driver

With driver ▼

Booki Project

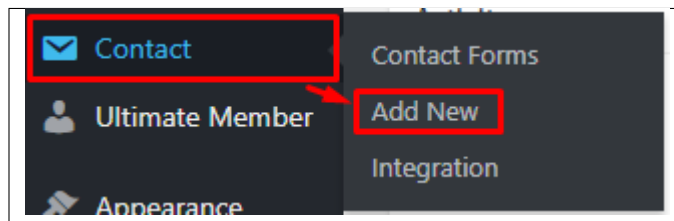
Select a Booki project corresponding to this post

If you don't add a Booki Project, the area where you add the Rent Booking element will be blank.

Contact Form

11.1 Create Contact Form

To create a new *Contact Form* item, navigate in WordPress Dashboard to *Contact > Add New*.



The *Add New Contact Form* page will show. Add the details for the *Contact Form*.

Enter title here

Form Mail Messages Additional Settings

Form

text email URL tel number date text area drop-down menu checkboxes radio buttons acceptance quiz reCAPTCHA file submit

```

<label> Your Name (required)
[text* your-name] </label>

<label> Your Email (required)
[email* your-email] </label>

<label> Subject
[text your-subject] </label>

<label> Your Message
[textarea your-message] </label>

[submit "Send"]

```

Save

1. **Title** - The title for the *Contact Form*
2. **Form Details** - Details and information of the form.
 - Form - The codes for the user interface of the form.
 - Mail - Set the email template of the form.
 - Messages - Message prompt when an action is done with the form.
 - Additional Settings - You can add customization code.

After adding all the details, click on *Save* button to save.

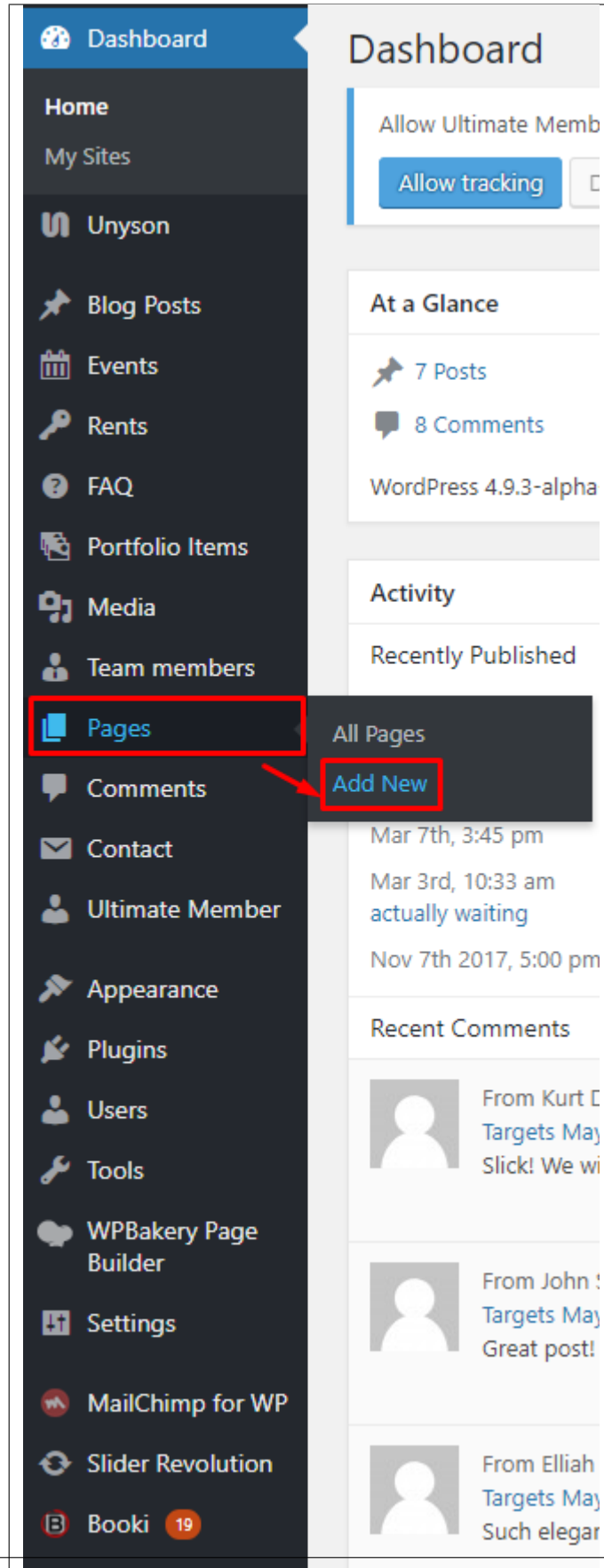
Note: For information on how to use this plugin or what markup to use click [here](#) to go to **General Information > Unyson, Extension, and Plugins > Contact Form 7**.

11.2 Create Contact Page

Contact Form Page of Rentica is generated by the theme from *Contact Form* item.

To create an *Contact Form Page*, follow these steps:

- **Step 1** - Create a new page where to add the *Contact Form*.



The image shows the WordPress dashboard interface. On the left is a dark sidebar menu with various options. The 'Pages' option is highlighted with a red rectangular box. To the right of the sidebar, a sub-menu is visible, containing 'All Pages' and 'Add New'. The 'Add New' link is also highlighted with a red rectangular box. A red arrow points from the 'Pages' menu item in the sidebar to the 'Add New' link in the sub-menu. The main content area on the right shows the 'Dashboard' title and several widgets, including 'Allow Ultimate Memb', 'At a Glance', 'Activity', 'Recently Published', and 'Recent Comments'.

Dashboard

Home
My Sites

Unyson

Blog Posts
Events
Rents
FAQ
Portfolio Items
Media
Team members

Pages
Comments
Contact
Ultimate Member
Appearance
Plugins
Users
Tools
WPBakery Page Builder
Settings
MailChimp for WP
Slider Revolution
Booki 19

Dashboard

Allow Ultimate Memb
Allow tracking

At a Glance

7 Posts
8 Comments
WordPress 4.9.3-alpha

Activity

Recently Published

Mar 7th, 3:45 pm
Mar 3rd, 10:33 am
actually waiting
Nov 7th 2017, 5:00 pm

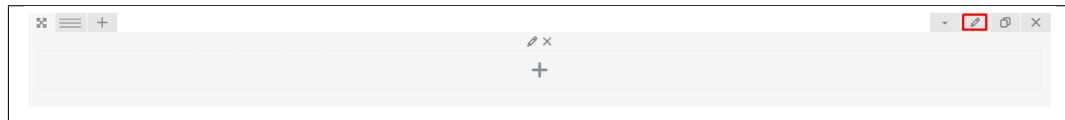
Recent Comments

From Kurt E
Targets May
Slick! We wi

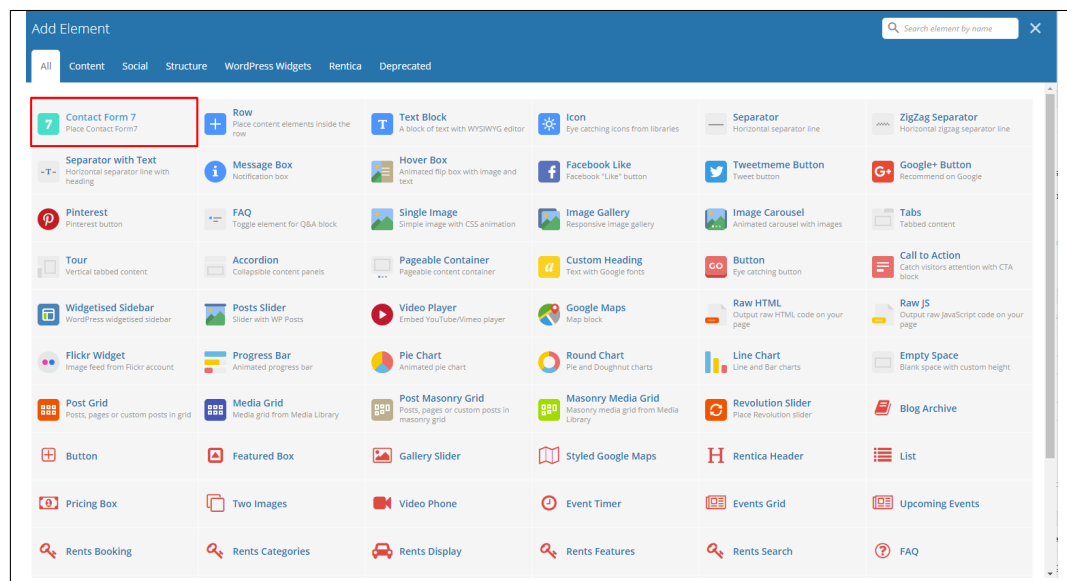
From John :
Targets May
Great post!

From Elliah
Targets May
Such elegar

- **Step 2** - Add a row element to the page, click the *Edit this row* option of the row. The *Row Settings* will pop-up.



- **Step 3** - Change the settings to your preference.
- **Step 4** - In the row, to add a title for the page. You have the option to add a *Text Block* or *Section/Header Title* element.
- **Step 5** - Add a new row to add the *Contact Form* item. The *Contact Form* can be generated by *Contact Form 7* of *Theme Element*.



- **Step 6** - The *Contact Form 7 Settings* will pop-up. Change details as needed.

Contact Form 7 Settings

Select contact form

Send us a Message

Choose previously created contact form from the drop down list.

Search title

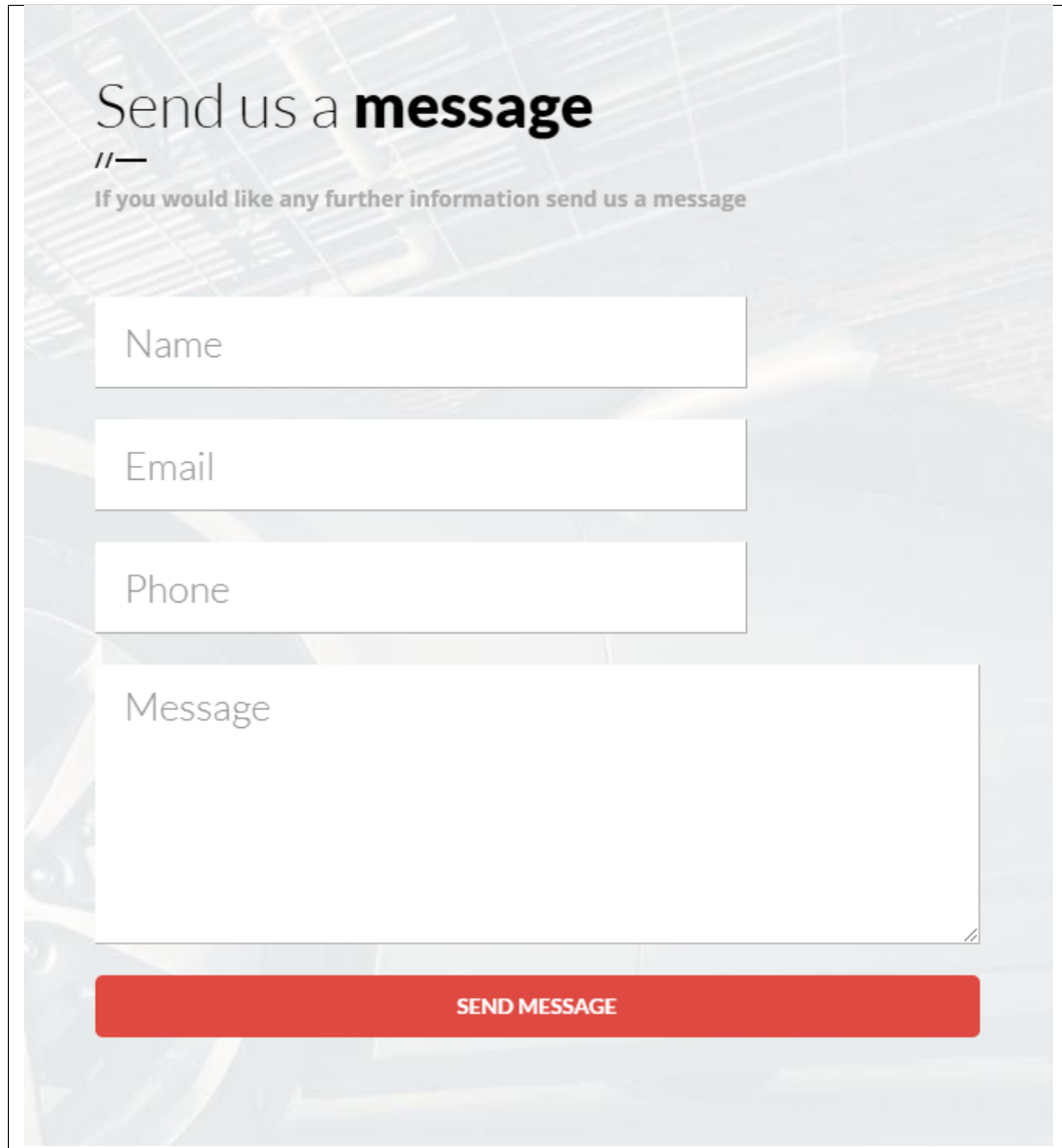
Enter optional title to search if no ID selected or cannot find by ID.

Close

Save changes

- **Select contact form** - The form you want to add to the page.

- **Search title** - Optional title to search if no form is added.
- **Step 7** - You can customize the page by adding other elements to the page.
- **Step 8** - Once you have finished customizing the page, click on the *Publish* button.



Send us a **message**

//—

If you would like any further information send us a message

Name

Email

Phone

Message

SEND MESSAGE

MailChimp Plugin

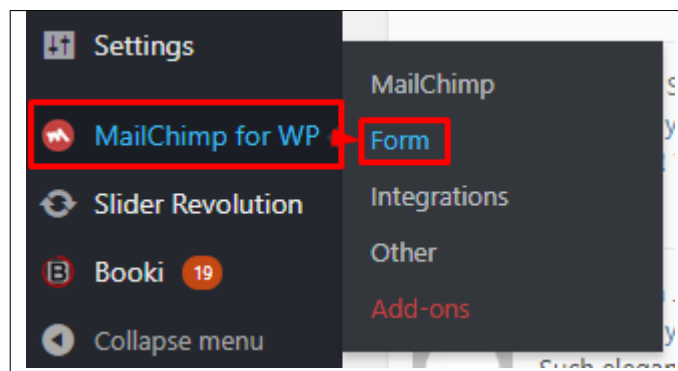
MailChimp for WordPress helps you add more subscribers to your MailChimp lists using various methods. You can create good looking opt-in forms or integrate with any other form on your site, like your comment, contact or checkout form.

12.1 Create New MailChimp Form

To start with making a MailChimp Form, you must set up a MailChimp list in your MailChimp Dashboard. You can read how to make a MailChimp list in this [article](#).

Once you have made the MailChimp list, you can make the MailChimp Form.

- In your wordpress dashboard go to *MailChimp for WP > Form*



Note: Free users: You should be taken to the 'Edit form' page straight away.

Premium users: you will need to make a new form by clicking the 'Create New Form' button atop the Sign-up Forms list.

- You will be redirected to *Edit Form*, you will see the content of the form here.

The screenshot shows the 'Edit Form' interface for a 'Subscribe Newsletter' form. At the top, there's a title 'Edit Form' and a subtitle 'Subscribe Newsletter'. Below the title, there are two buttons: 'Get shortcode' and 'Preview this form'. A tabbed interface shows 'Fields', 'Messages', 'Settings', and 'Appearance', with 'Fields' being the active tab. The 'Form Fields' section has a 'Choose a field to add to the form' prompt. Under 'List fields', there are buttons for 'Email Address *', 'Birthday', 'First Name', 'Last Name', 'Street Address', 'City', 'State', 'ZIP', 'Country', and 'Phone Number'. Under 'Form fields', there are buttons for 'Submit button', 'List choice', and 'Form action'. At the bottom, there is a code editor showing the HTML shortcode for the form.

```
<div class="ct-newsletter">
<div class="form-group">
<div class="input-group">
<input type="text" name="FNAME" class="form-control ct-newsletter-name" placeholder="Firstname" required="">
<input type="text" name="LNAME" class="form-control ct-newsletter-name" placeholder="Lastname" required="">
<input type="email" name="EMAIL" class="form-control ct-newsletter-email" placeholder="Your email address" required="">
<button type="submit" class="btn ct-newsletter-button">Subscribe to newsletter</button>
</div>
</div>
</div>
```

- You can add a field in your form by clicking the buttons in *Choose a field to add to the form*. The items in the List fields are the items in your MailChimp list.

This is a close-up of the 'Choose a field to add to the form' section. It shows the 'List fields' and 'Form fields' categories with their respective buttons. The 'List fields' buttons are 'Email Address *', 'Birthday', 'First Name', 'Last Name', 'Street Address', 'City', 'State', 'ZIP', 'Country', and 'Phone Number'. The 'Form fields' buttons are 'Submit button', 'List choice', and 'Form action'.

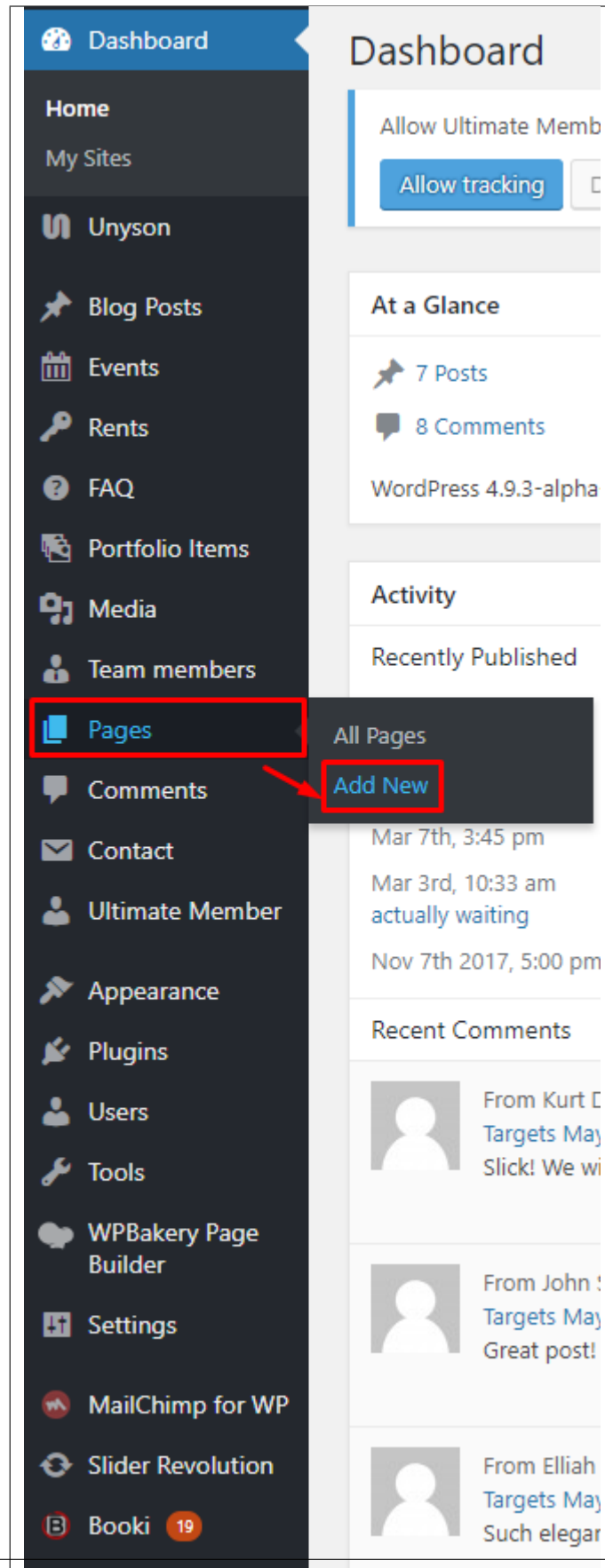
- To change the look of your form, you can go to the *Appearance* tab of the MailChimp form. You can choose the style in *Form Style*. You can customize the style of the form, just read these [article](#).
- Once you are done, click on the *Save Changes* button.

12.2 MailChimp Form on Page

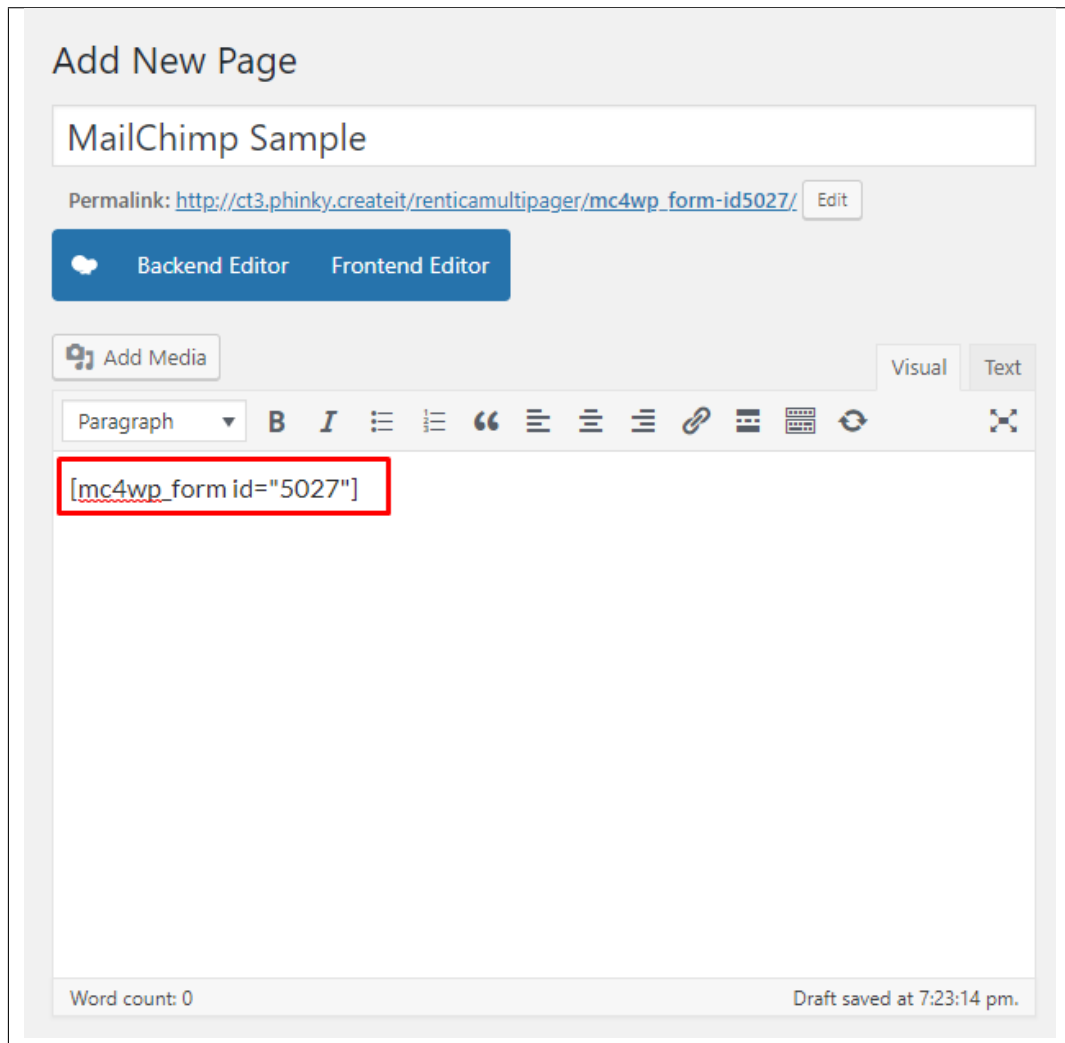
Directly to the Page

- You can add the MailChimp shortcode directly to the page where you would like to add it.

- You can get the MailChimp shortcode at the bottom of the Mailchimp Form or by clicking <> *Get shortcode* button below the title of the form.



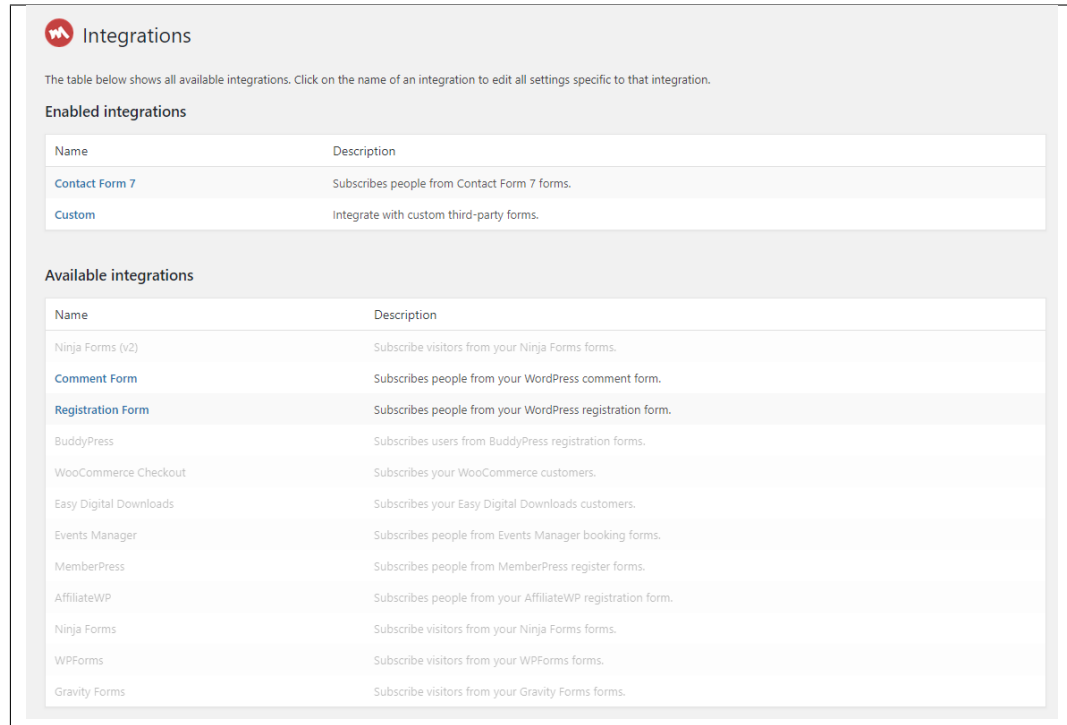
- Write the MailChimp shortcode at the Editor container.



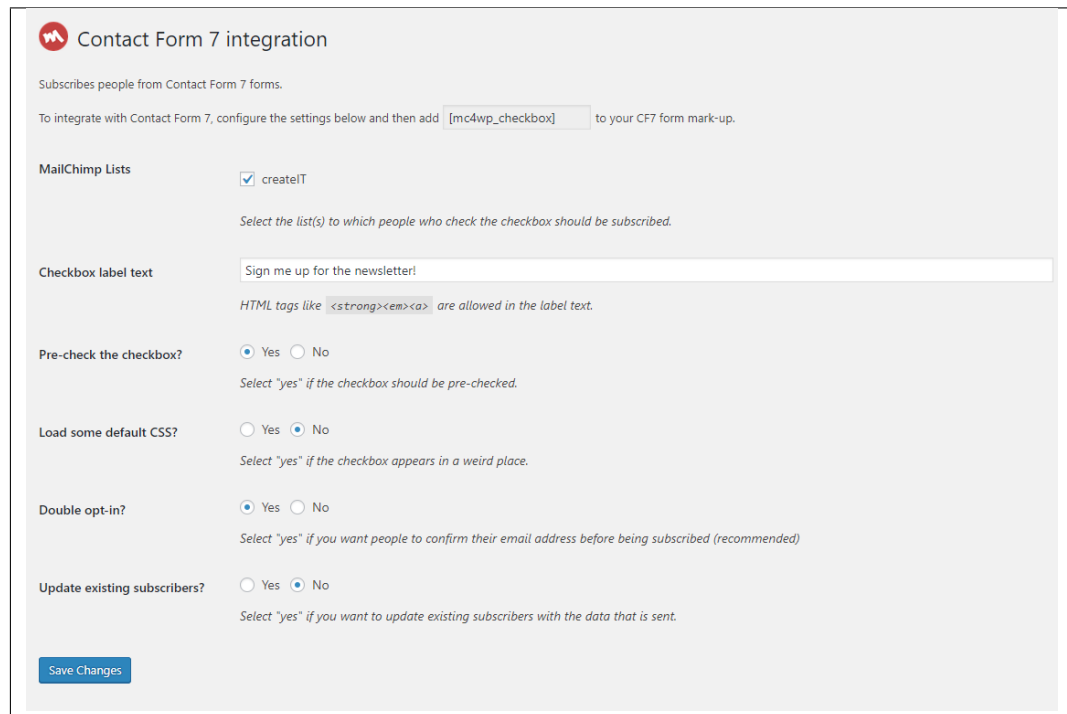
- You can add other elements in the page if you like. Once done, click on publish.

Integration with Contact Form 7

- You can see other plugins that can be integrated with MailChimp in *MailChimp for WP > Integrations*.
- Here you can see that contact form 7 is capable on integrating with MailChimp.



- Click on **Contact Form 7** under **Enabled Integration** to configure the settings.



- Once you are done with the configuration, click on *Save Changes* button.
- On your dashboard, go to *Contact > Add New* to create a integrated form in contact form 7.

- Add the title of the form then create the form by clicking the coding or clicking the buttons on what you would like the form to show.

Edit Contact Form [Add New](#)

Subscribe to Newsletter

Copy this shortcode and paste it into your post, page, or text widget content:
`[contact-form-7 id="5046" title="Subscribe to Newsletter"]`

Form Mail Messages Additional Settings

Form
 You can edit the form template here. For details, see [Editing Form Template](#).

text email URL tel number date text area drop-down menu checkboxes radio buttons
 acceptance quiz reCAPTCHA file submit

```
<div class="ct-newsletter">
  <div class="form-group">
    <div class="input-group">
      [text* FNAME class:form-control class:ct-newsletter-name placeholder
      "Firstname"] [text* LNAME class:form-control class:ct-newsletter-name placeholder
      "Lastname"] [email* EMAIL class:form-control class:ct-newsletter-email placeholder
      "Email Address"] <input type="hidden" name="mc4wp-subscribe" value="1" /> [submit
      class:btn class:ct-newsletter-button "Subscribe to newsletter"]
    </div>
  </div>
</div>
```

[Docs](#)
[FAQ](#)
[Support](#)

Save

Note: To successfully integrate the value from the Contact Form to MailChimp, the tags in contact form should be the same as of the tags in MailChimp.

Your MailChimp Account

The table below shows your MailChimp lists and their details. If you just applied changes to your MailChimp lists, please use the following button to renew the cached lists configuration.

[Renew MailChimp lists](#)

A total of 1 lists were found in your MailChimp account.

List Name	ID	Subscribers
createIT	8d1760f8a8	1

[Edit this list in MailChimp](#)

Merge Fields

Name	Tag	Type
Email Address*	EMAIL	email
Address	ADDRESS	address
Birthday	BIRTHDAY	birthday
First Name	FNAME	text
Last Name	LNAME	text
Phone Number	PHONE	phone

Edit Contact Form [Add New](#)

Subscribe to Newsletter

Copy this shortcode and paste it into your post, page, or text widget content:

```
[contact-form-7 id="5946" title="Subscribe to Newsletter"]
```

Form **Mail** **Messages** **Additional Settings**

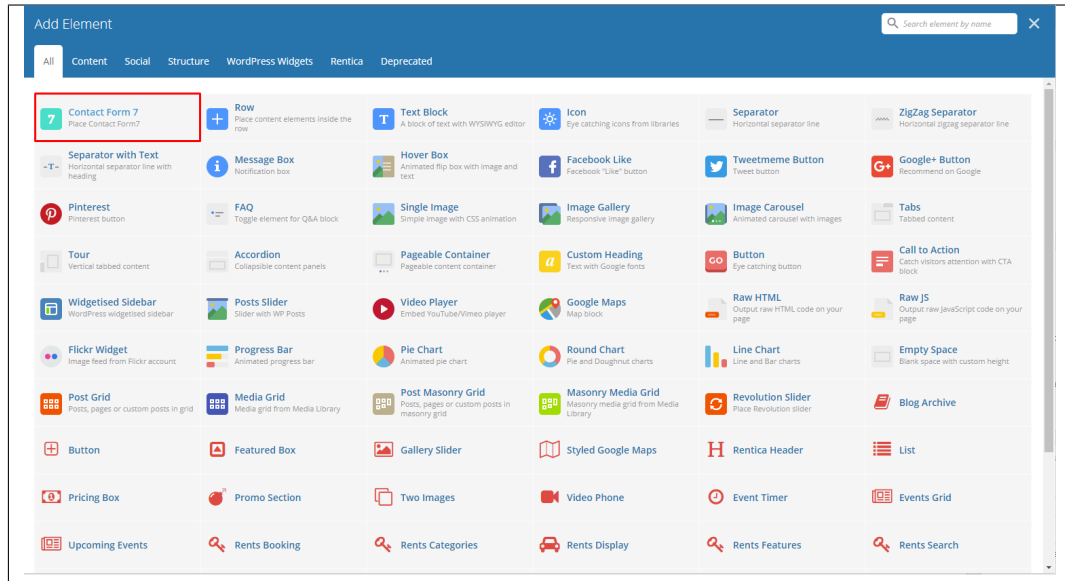
Form

You can edit the form template here. For details, see [Editing Form Template](#).

[text](#)
[email](#)
[URL](#)
[tel](#)
[number](#)
[date](#)
[text area](#)
[drop-down menu](#)
[checkboxes](#)
[radio buttons](#)
[acceptance](#)
[quiz](#)
[reCAPTCHA](#)
[file](#)
[submit](#)

```
<div class="ct-newsletter">
  <div class="form-group">
    <div class="input-group">
      [text* FNAME class=form-control class:ct-newsletter-name placeholder "Firstname"] [text* LNAME class=form-control class:ct-newsletter-name placeholder "Lastname"] [email* EMAIL class=form-control class:ct-newsletter-email placeholder "Email Address"] <input type="hidden" name="mc4wp-subscribe" value="1" /> [submit class=btn class:ct-newsletter-button "Subscribe to newsletter"]
    </div>
  </div>
</div>
```

- On the page where you want to add the contact form, add a Contact Fom 7 element to the area you want the form to show.



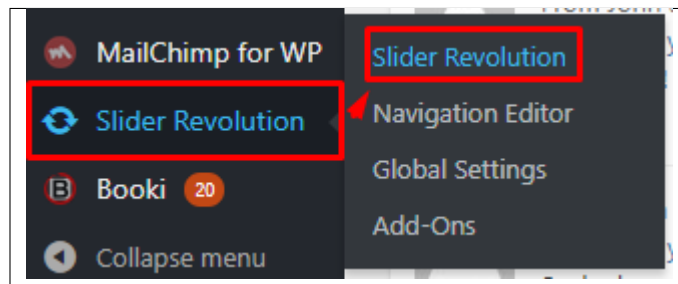
- Then select the form title of the form. You can add other elements in the page if you like. Once done, click on publish.

Sample Contact Form with the 2 methods

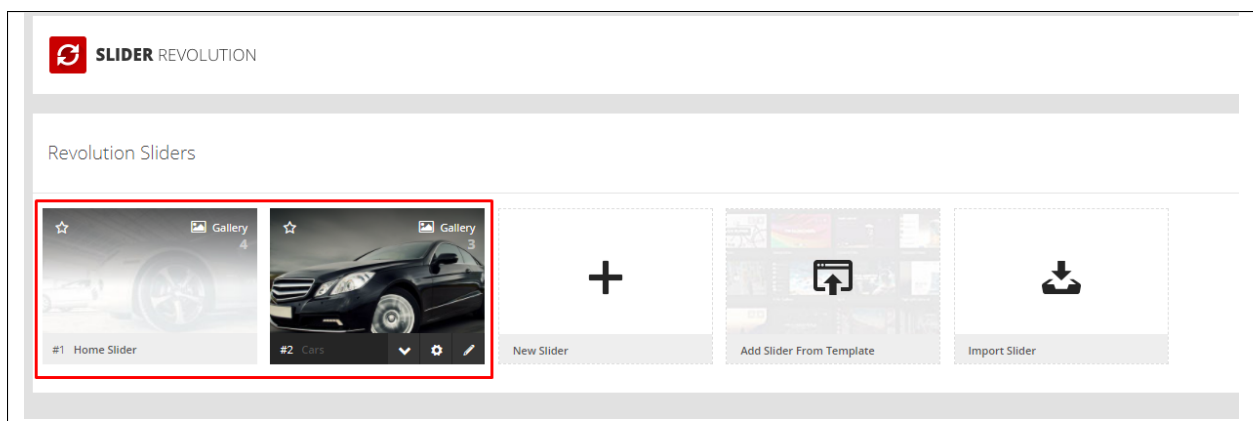
Directly to the Page	Firstname	Lastname	Your email address	SUBSCRIBE TO NEWSLETTER
Integration with Contact Form 7	Firstname	Lastname	Email Address	SUBSCRIBE TO NEWSLETTER

13.1 Edit a Revolution Slider

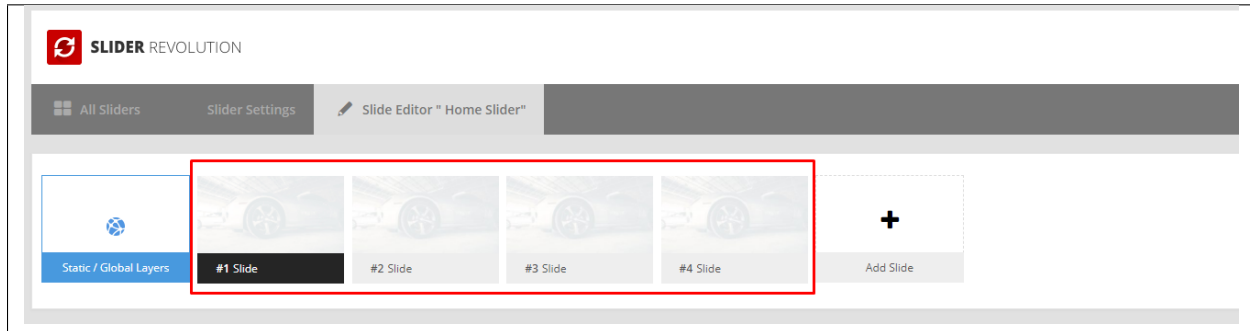
To edit an existing revolution slider, in your dashboard go to *Slider Revolution > Slider Revolution*.



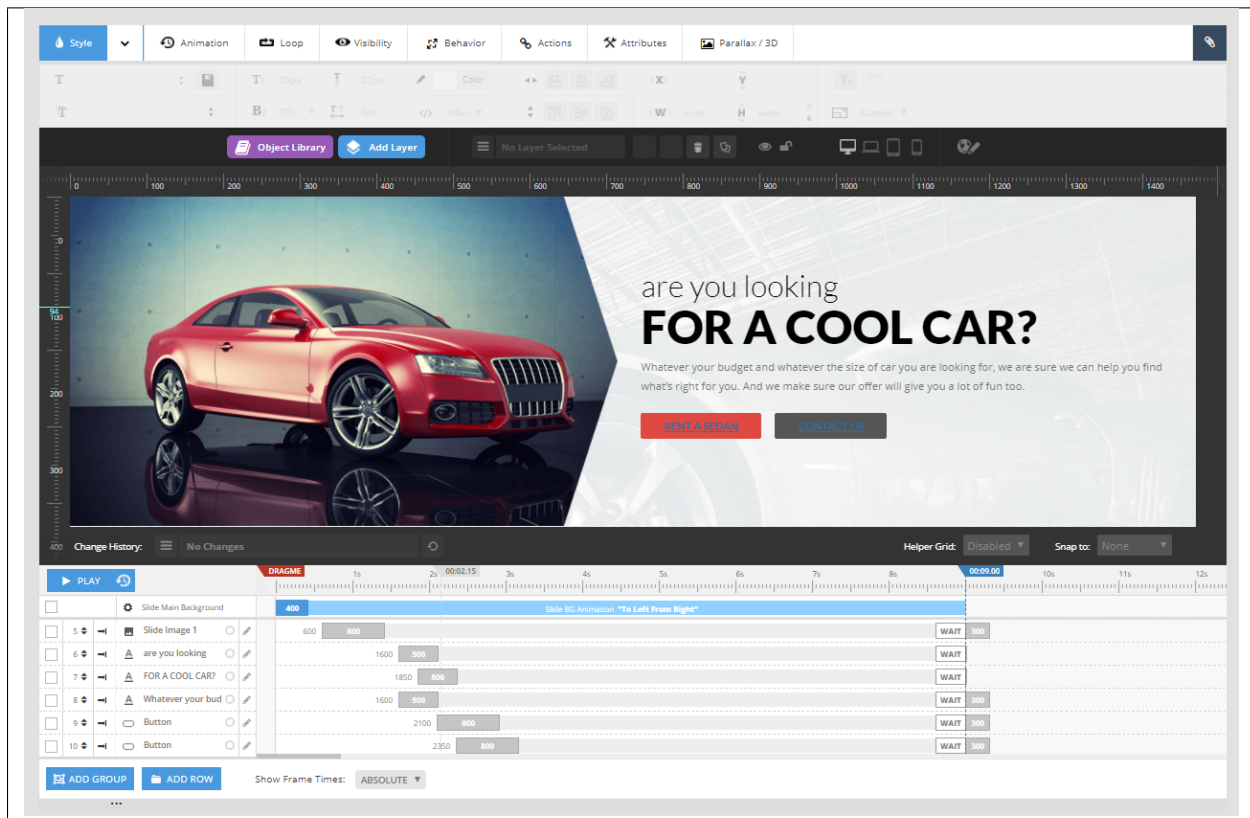
You can see the existing revolution slider at the *Revolution Sliders* area. Choose the revolution slider that you would like to edit.



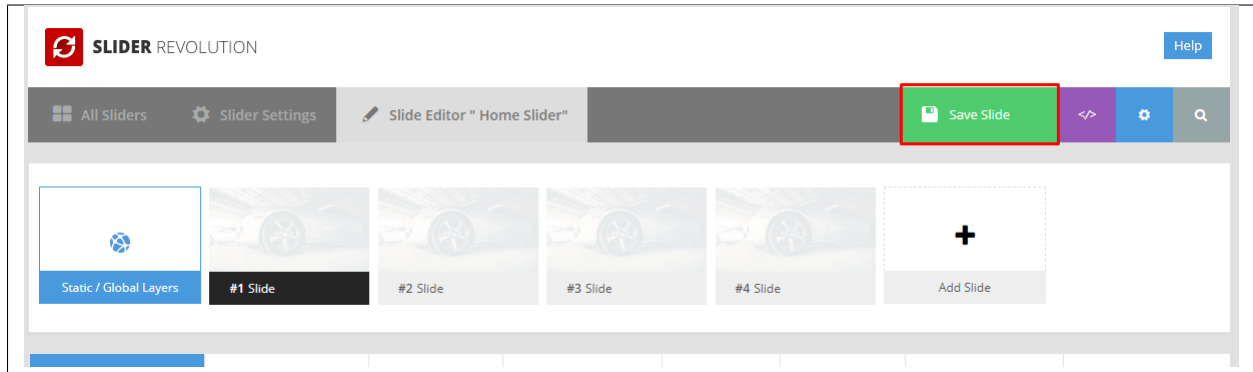
In the Slide Editor, you will see the slides that are created for a revolution slider. Click on the slide you want to edit.



You can edit the text and image content of the revolution slider as you see fit in the editor. For more info on how to use the Revolution Slider, [click here](#).

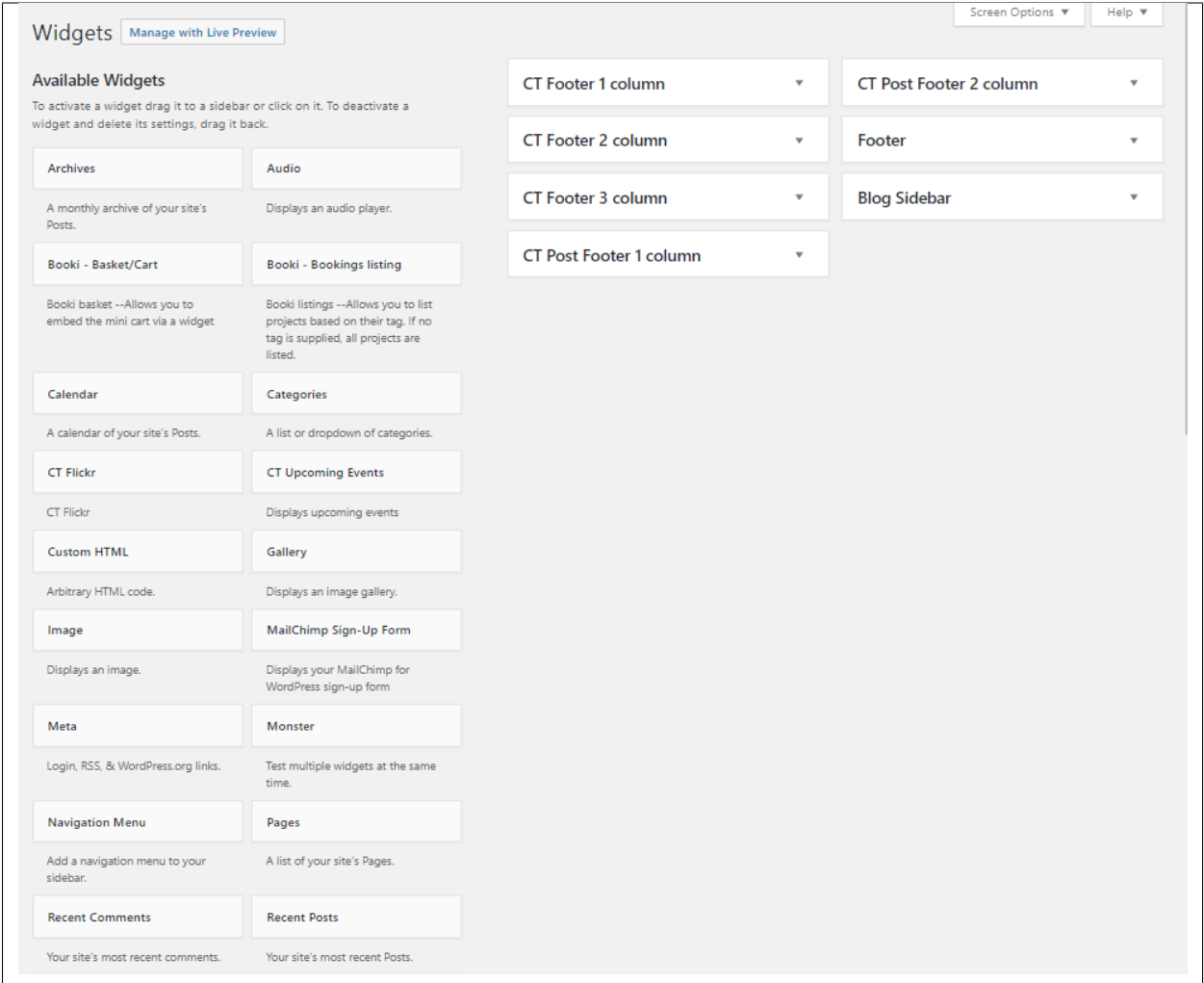


Once you are satisfied, click the *Save Slide* button at the upper right of the page.

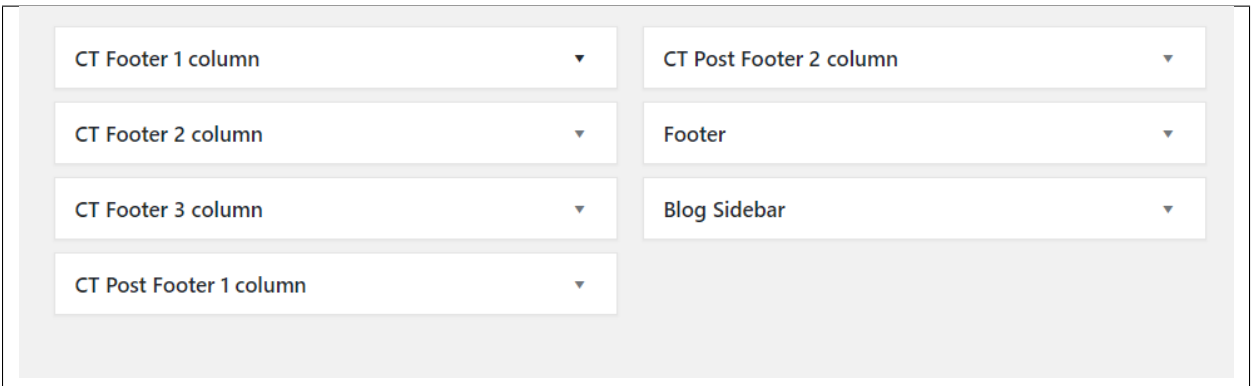


14.1 Widgets

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.

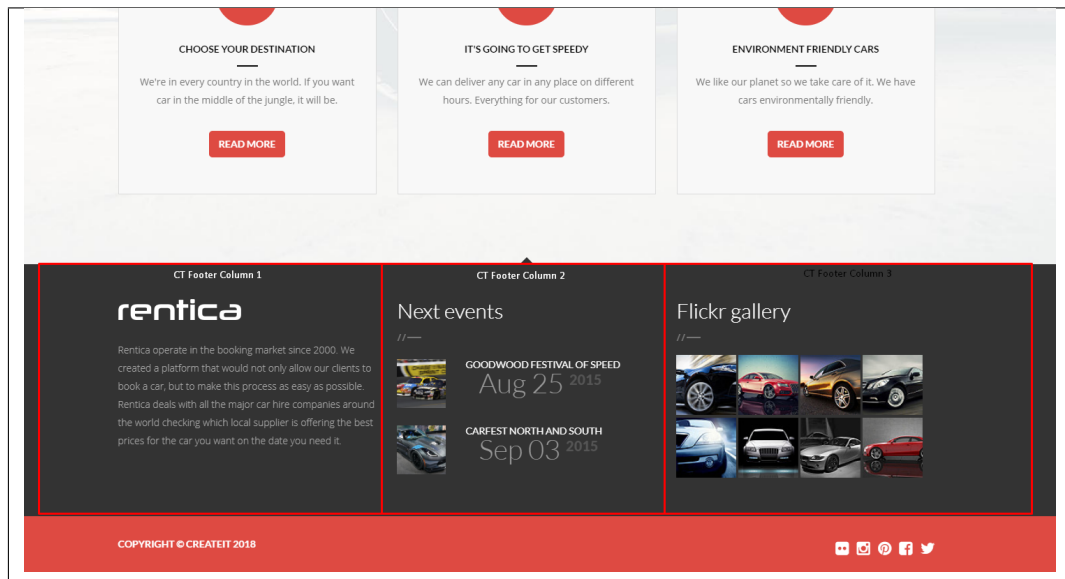


14.1.1 Sidebars



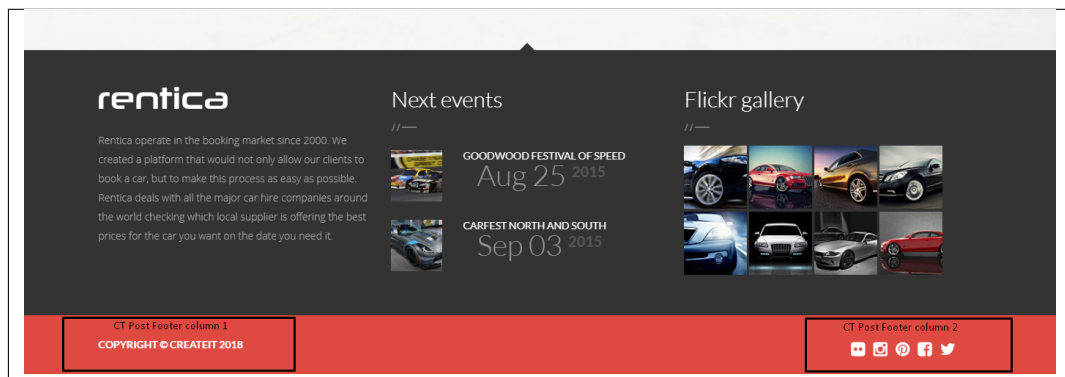
In Rentica you have access to 7 sidebars that can be customized using available theme widgets.

- **CT Footer column 1, 2, & 3**



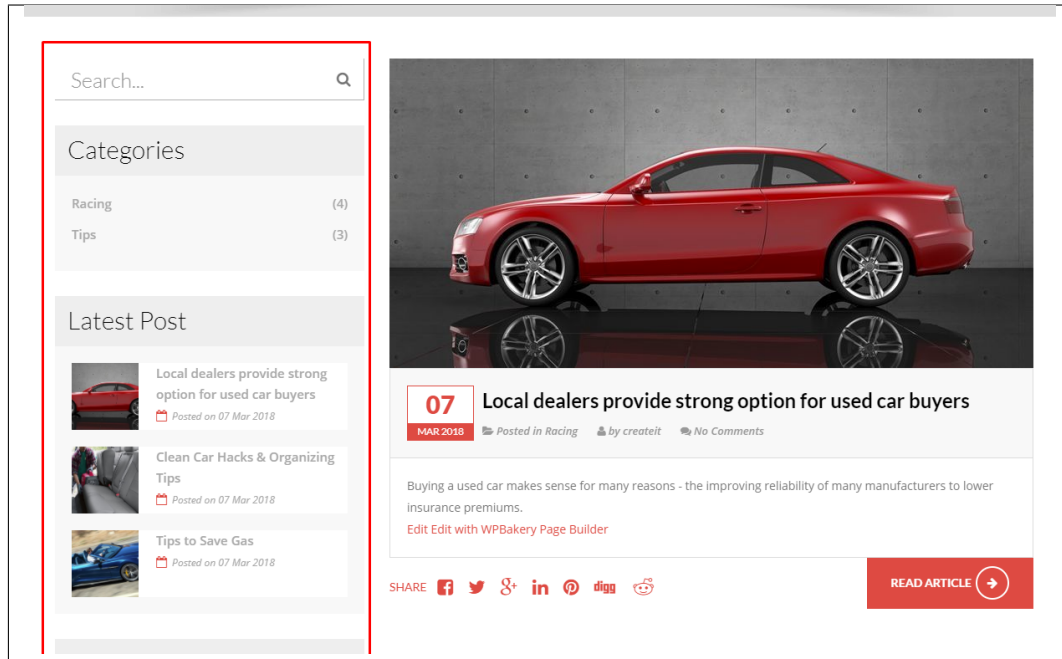
You can enable/disable the footer in the *Appearance > Customize > Footer*, then uncheck the *Display CT Footer*.

- **CT Post Footer column 1 & 2**



You can enable/disable the post footer in the *Appearance > Customize > Footer*, then uncheck the *Display CT Post Footer*.

- **Blog sidebar**



You can enable/disable blog sidebar in the *Appearance > Customize > Blog Settings > Blog/Single blog post*, then uncheck the *Display blog sidebar*.

14.1.2 How to Edit Widgets

You can access widget edit screen under *Appearance > Widgets* panel or via Customize on path *Appearance > Customize > Widgets*. It has three main areas:

- Available Widgets
- Inactive Widgets
- Inactive Sidebars and widget areas

To add a widget to your site, drag and drop the name of the widget you want to use from the *Available Widgets* section into one of the widget areas on the right-hand side of the window. After you have added it, the widget will open up (or if it doesn't, you can click on the triangle to open it) and you can change the settings and save the widget. The specific settings needed will depend on what type of widget you are using. For instance, if it is a text widget, you just need to type in the text (and optionally, HTML code), and save the widget.

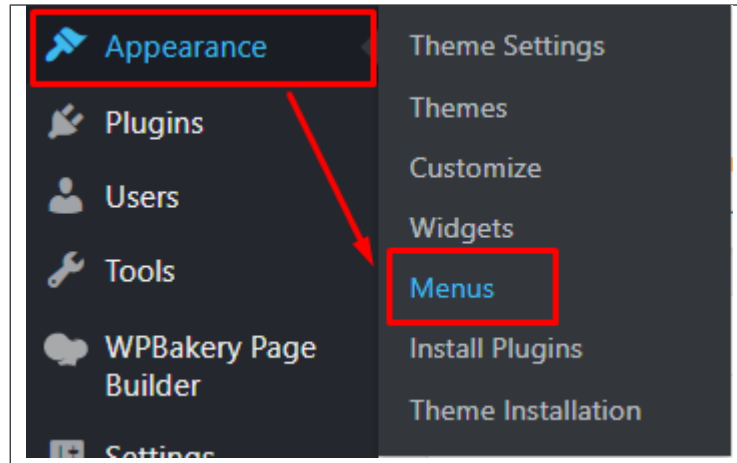
14.2 Menus

Menus are a list of commands or options you can customize for you to use in your site. This guide covers the basic tasks a user may carry out when using the built-in menu editor.

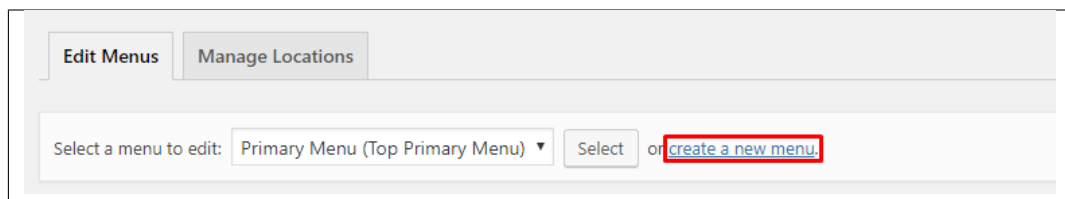
14.2.1 Menu Setup

To make a simple menu, follow the steps:

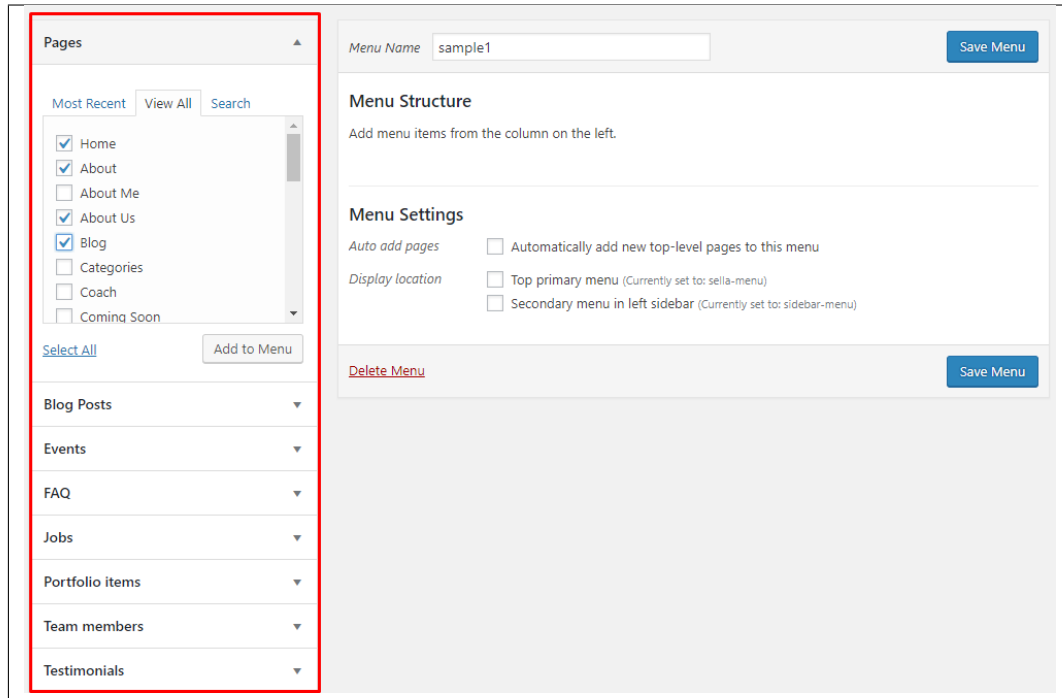
- **Step 1** - Navigate your Dashboard to *Appearance > Menus*. The *Menus* page will show.



- **Step 2** - In the menus page, you can edit a menu or make a new menu. To make a new menu, locate *create a new menu*.



- **Step 3** - You will be asked to name your menu. After naming the menu, click *Create Menu*.
- **Step 4** - From the right side choose pages, links, or categories 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.



Pages

Most Recent View All Search

- ☒ Home
- ☒ About
- ☐ About Me
- ☒ About Us
- ☒ Blog
- ☐ Categories
- ☐ Coach
- ☐ Coming Soon

Select All Add to Menu

Blog Posts

Events

FAQ

Jobs

Portfolio items

Team members

Testimonials

Menu Name sample1 Save Menu

Menu Structure

Add menu items from the column on the left.

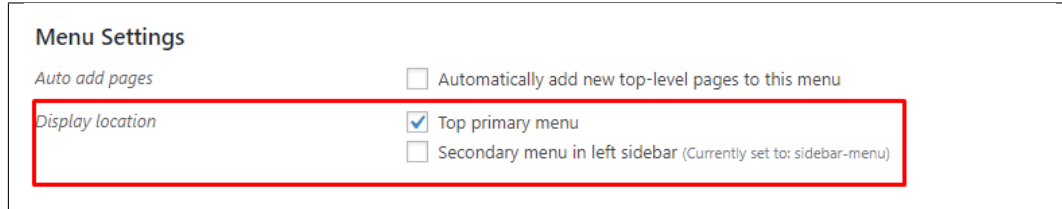
Menu Settings

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

Display location ☐ Top primary menu (Currently set to: sella-menu) ☐ Secondary menu in left sidebar (Currently set to: sidebar-menu)

Delete Menu Save Menu

- **Step 5** - You can set a menu as a *Top primary menu* or *Secondary menu in the left sidebar*.

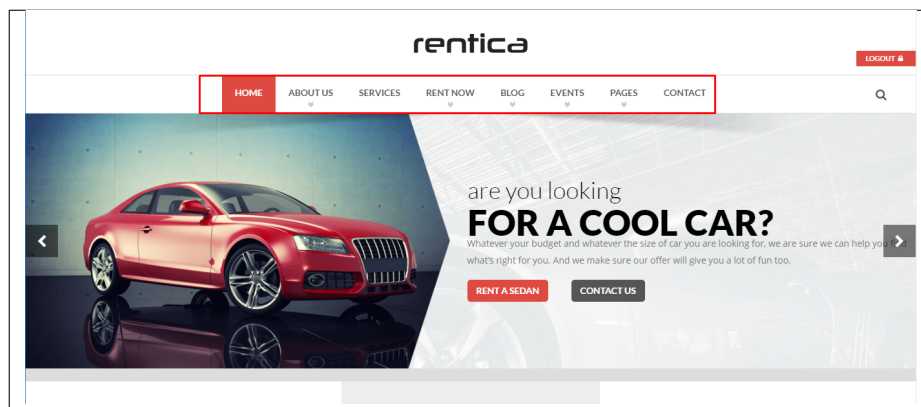


Menu Settings

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

Display location ☒ Top primary menu ☐ Secondary menu in left sidebar (Currently set to: sidebar-menu)

1. **Top primary menu** - Visible on the top of the page. For this theme, it is the Top Bar Menu.



- **Step 6** - After any changes, click on *Save Menu* button.

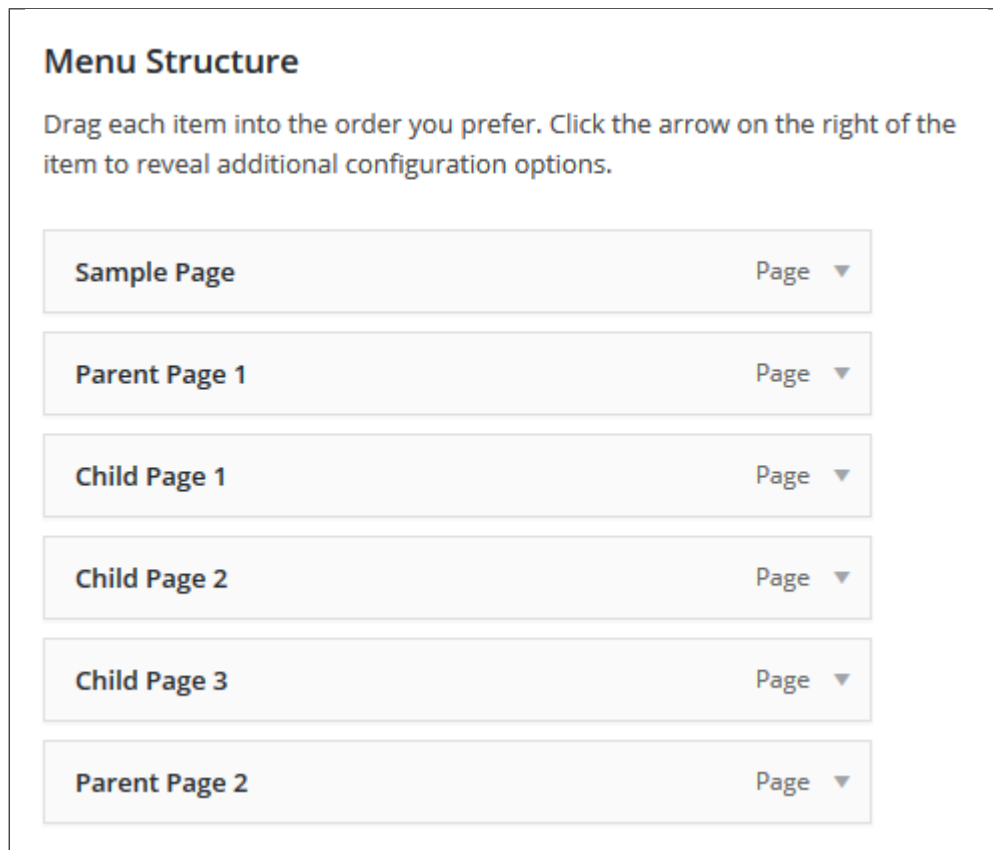
14.2.2 Multi-level Menu Setup

When planning the structure of your menu, it helps to think of each menu item as a heading in a formal report document. In a formal report, main section headings (Level 1 headings) are the nearest to the left of the page; sub-section headings (Level 2 headings) are indented slightly further to the right; any other subordinate headings (Level 3, 4, etc) within the same section are indented even further to the right.

The WordPress menu editor allows you to create multi-level menus using a simple ‘drag and drop’ interface. Drag menu items up or down to change their order of appearance in the menu. Drag menu items left or right in order to create sub-levels within your menu.

To make one menu item a subordinate of another, you need to position the ‘child’ underneath its ‘parent’ and then drag it slightly to the right.

- Position the mouse over the ‘child’ menu item.
- While press and holding the left mouse button, drag it to the right.
- Release the mouse button.
- Repeat these steps for each sub-menu item.
- Click the **Save Menu** button in the *Menu Editor* to save your changes.



Menu Structure

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

Sample Page

Page ▼

Parent Page 1

Page ▼

Child Page 1 *sub item*

Page ▼

Child Page 2 *sub item*

Page ▼

Child Page 3 *sub item*

Page ▼

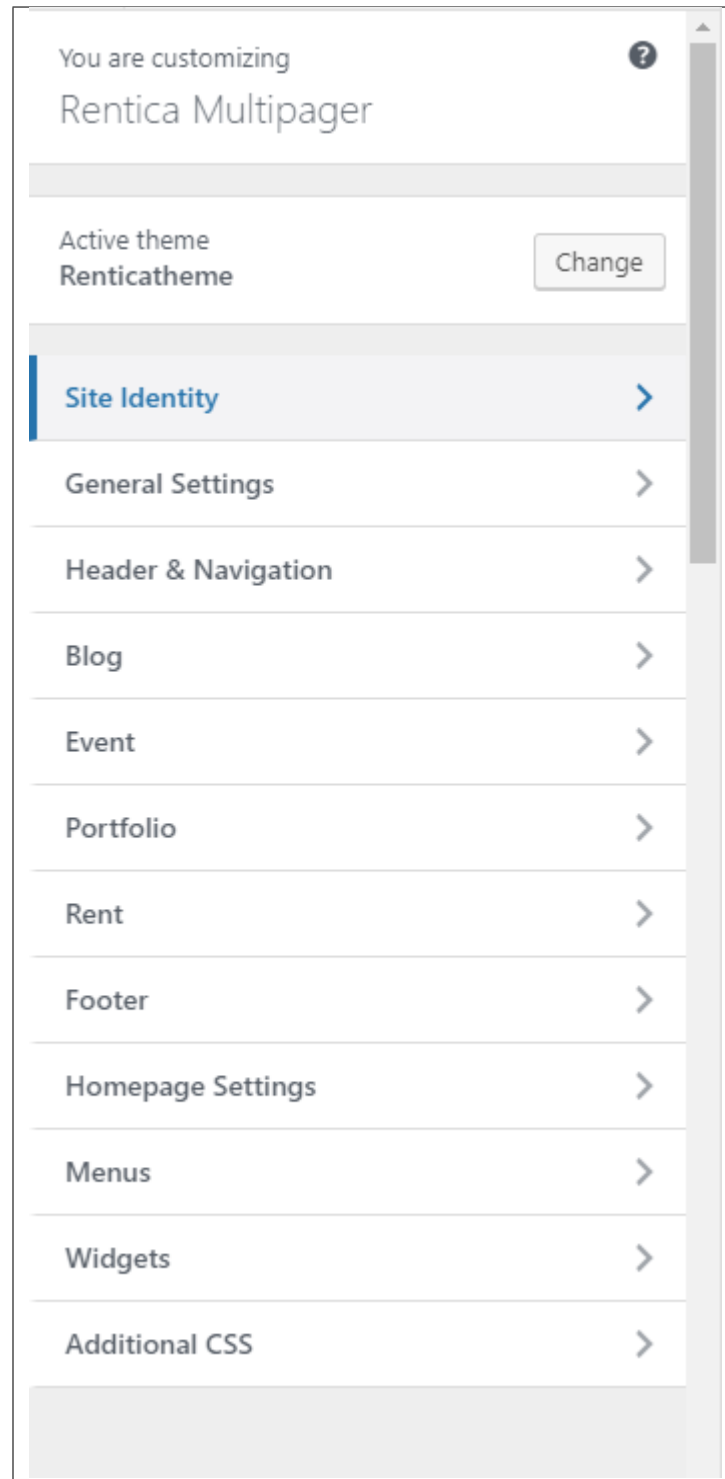
Parent Page 2

Page ▼

CHAPTER 15

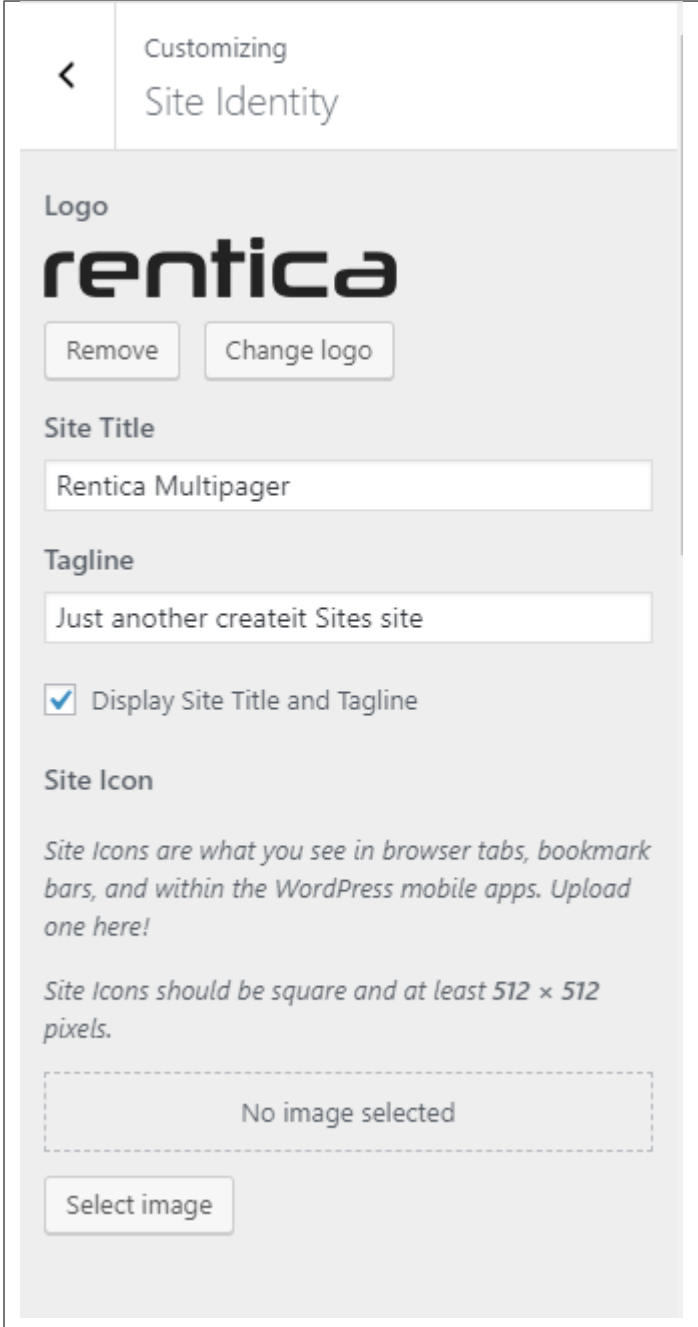
Customising Rentica

Rentica comes with an advanced customizer, which allows to edit most of the theme's elements in one place. If you want to use it, navigate to *Appearance > Customize*.



15.1 Site Identity

Here you will have the option to customize your site's identity or how it can be viewed by people.



Customizing
Site Identity

Logo

rentica

Remove Change logo

Site Title

Rentica Multipager

Tagline

Just another createit Sites site

☒ Display Site Title and Tagline

Site Icon

Site Icons are what you see in browser tabs, bookmark bars, and within the WordPress mobile apps. Upload one here!

Site Icons should be square and at least 512 × 512 pixels.

No image selected

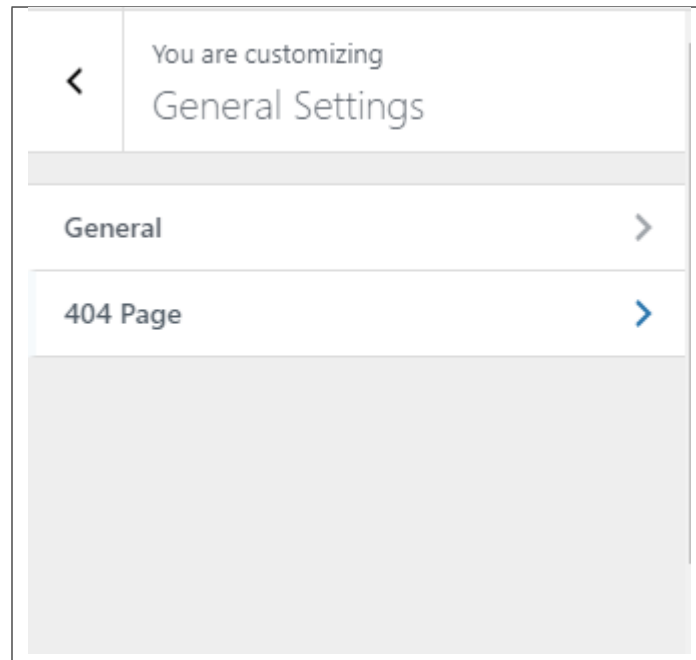
Select image

- **Logo** - Logo of the site that will be displayed in the header.
- **Site Title** - The title of the site you created.
- **Tagline** - The slogan/catchphrase for you site. What people will remember if they see your site.
- **Display Site Title and Tagline** - Option to show the site title & tagline.
- **Site Icon** - The icon used as a browser icon. Icons must be square, and at least 512 pixels wide and tall.

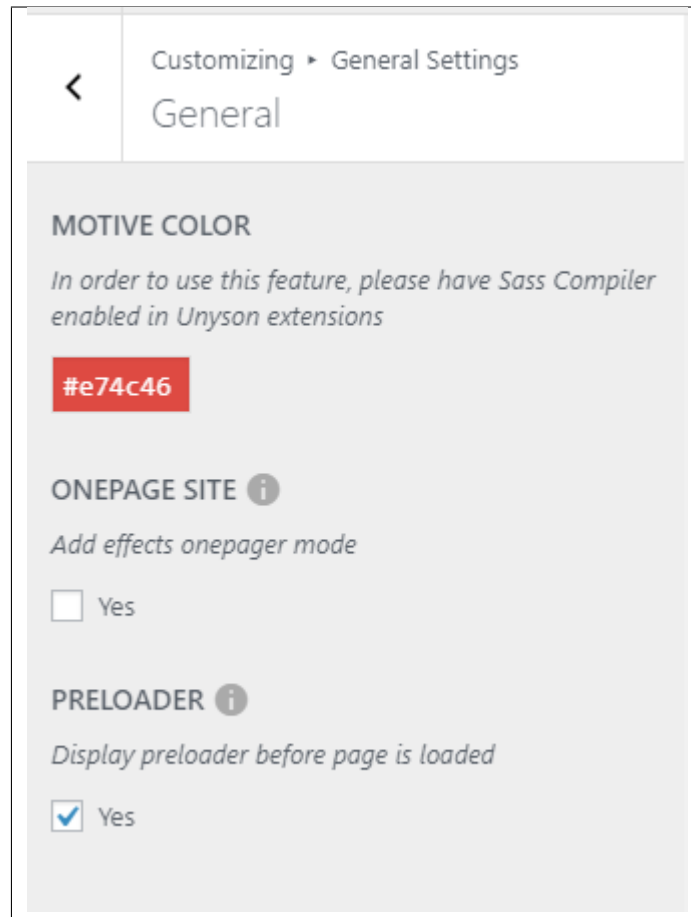
Add all the information you like to add, then click on the *Save* button.

15.2 General Settings

The General Settings is divided into 2:



- **General**
 - **MOTIVE COLOR** - The primary color scheme of the site.
 - **ONEPAGE SITE** - Option to activate the effects of onepager mode.
 - **PRELOADER** - Display preloader before page is loaded.



- **404 Page**


- **404 BACKGROUND IMAGE** - Background image in the 404 page.
- **404 MESSAGE** - Text shown in the 404 page.
- **404 BUTTON TEXT** - Text inside the button in the 404 page.

[<](#) Customizing ▸ General Settings

404 Page

404 BACKGROUND IMAGE

Background image that has an effect set in Kenburns. If not set, default background will be use.



[Add Image](#)

404 MESSAGE

Default Message: "You have now left the known universe, proceed with caution!"

404 BUTTON TEXT

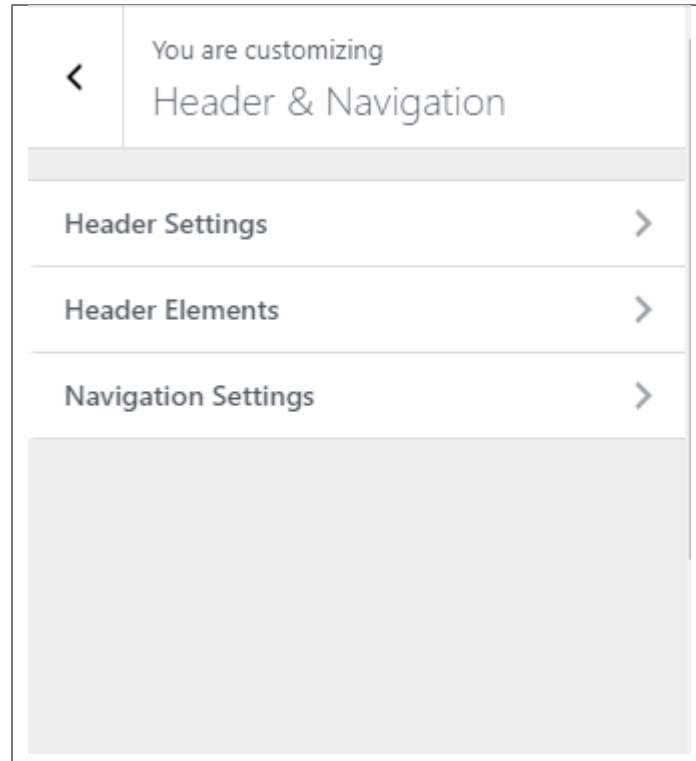
Default Message: "Take me back to friendlier places"

Add all the information you like to add, then click on the *Save* button.

15.3 Header & Navigation

The *Header & Navigation* is where you set the behavior of the header and how it looks.

The header settings is divided into 3 parts:



- **Header Settings**

- **PAGE HEADER** - Option to display page header on top of the page. (Customizable in options of every page)
- **MAIN PAGE HEADER** - Appears when Page Header is Yes.
- **HEAD SECTION TYPE** - Choose which type of head section you want to display (works only when header is enabled).
- **BACKGROUND IMAGE** - Default background image of the header.
- **HEAD HEIGHT** - Height in pixels of the header.
- **PARALLAX RATIO** - Speed of the parallax of the header if header type is parallax.
- **BACKGROUND COLOR** - Background color of the header.

[<](#) Customizing ▸ Header & Navigation

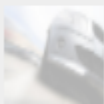
Header Settings

PAGE HEADER ⓘ
Check to display page header in top of the page (customizable in options of every page)
☒ Yes

MAIN PAGE HEADER ⓘ
Check to display page header in top of the page (customizable in options of every page)
☒ Yes

HEAD SECTION TYPE ⓘ
Select head type from list

Parallax ▼

BACKGROUND IMAGE ⓘ
Background image for header type: Static and Parallax

[Edit](#)

HEAD HEIGHT ⓘ
Type head height in px

390

PARALLAX RATIO ⓘ
Enter parallax ratio

0.5

BACKGROUND COLOR ⓘ

- **Header Elements**

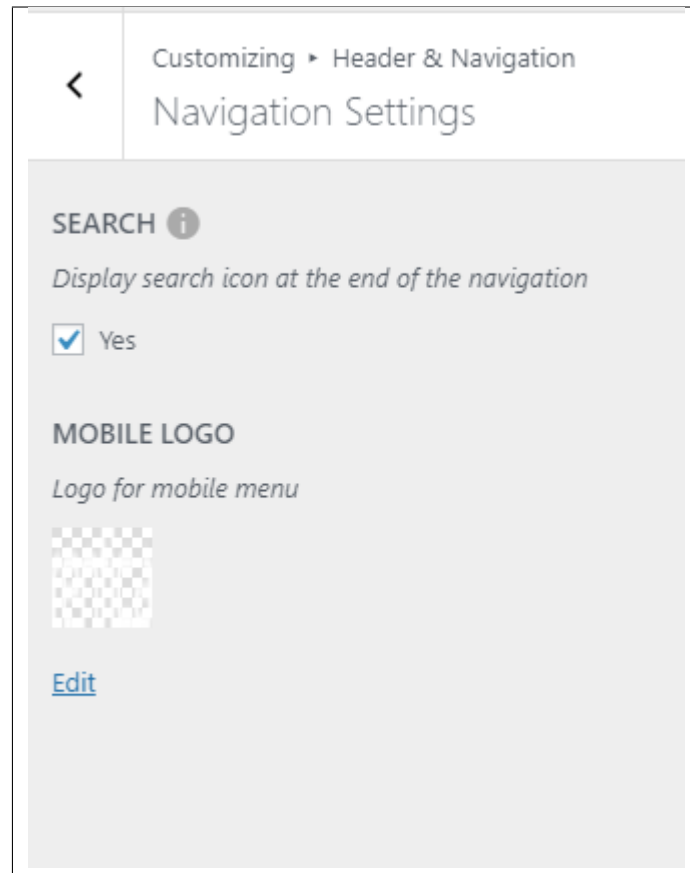
- **TITLE COLOR** - Text color of the header text.
- **TITLE DIVIDER** - Option to add a divider.
- **BORDERED HEADER** - Option to add a border for the header title.
- **BORDER COLOR** - Color of the header title if border header is Yes.

The screenshot shows a settings panel titled 'Header Elements' under the 'Customizing > Header & Navigation' section. It contains four settings:

- TITLE COLOR**: A label with the instruction 'Select the page title text color'. Below it is a black color picker box displaying the hex code '#000000'.
- TITLE DIVIDER**: A label with the instruction 'Display divider below the page title. It will adopt the title color'. Below it is a checked checkbox followed by the text 'Yes'.
- BORDERED HEADER**: A label with the instruction 'Add border to the bottom of the header'. Below it is a checked checkbox followed by the text 'Yes'.
- BORDER COLOR**: A label with a light gray color picker box displaying the hex code '#ddd'.

- **Navigation Settings**

- **SEARCH** - Option to add a search icon at the header navigation.
- **MOBILE LOGO** - Logo for the mobile menu in mobile view.

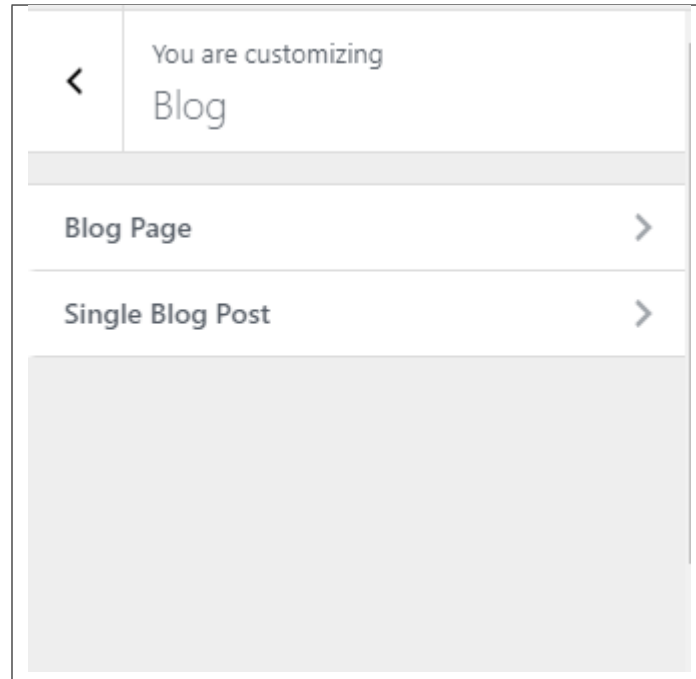


Add all the information you like to add, then click on the *Save* button.

15.4 Blog

This is where you can customize the Blog side bar location:

The blog is divided into 2 parts:



- **Blog Page**

- **BLOG SIDEBAR** - Option to display sidebar on blogs page.
- **SIDEBAR LOCATION** - Area where the sidebar is located.
- **SOCIAL SHARE ICONS** - The social share icons that are shown in the blogs page.

Customizing > Blog
Blog Page

BLOG SIDEBAR ⓘ
Check if you want to display Sidebar in Blog.

☒ Yes

SIDEBAR LOCATION ⓘ
Select place for the sidebar left/right


Left side ▼

SOCIAL SHARE ICONS ⓘ
Display social share icons after post

☒ Facebook
☒ Twitter
☒ Reddit
☒ Digg it
☒ LinkedIn
☒ Google+
☒ Pinterest

- **Single Blog Post**

- **BLOG SIDEBAR** - Option to display sidebar on blogs page.
- **SIDEBAR LOCATION** - Area where the sidebar is located.
- **TAGS** - Option to display the tags of the blog below the social share icons.
- **SOCIAL SHARE ICONS** - The social share icons that will be displayed in the blogs.
- **COMMENT** - Option to allow comments in the blog.

 Customizing ▸ Blog
Single Blog Post

BLOG SIDEBAR ⓘ
Check if you want to display sidebar in Blog
☒ Yes

SIDEBAR LOCATION ⓘ
Select place for the sideba left/right

Left side ▾

TAGS ⓘ
Display tags after post
☒ Yes


SOCIAL SHARE ICONS ⓘ
Display social share icons after post
☒ Facebook
☒ Twitter
☒ Reddit
☒ Digg it
☒ LinkedIn
☒ Google+
☒ Pinterest

COMMENTS ⓘ
Check if you want to activate comments on blog.
☒ Yes

Add all the information you like to add, then click on the *Save* button.

15.5 Event

This is where you can customize how the Events Single Post would look.



Customizing ▸ Event
Event Single Post

ADD EVENT TIMER IN HEADER

Note: This will only works if the Page Header is set to Yes (Header & Navigation -> Header Settings)

☒ Yes

SCROLLDOWN BUTTON

☒ Yes

CATEGORIES ⓘ

Display categories after post

☐ Yes

TAGS ⓘ

Display tags after post

☐ Yes

SOCIAL SHARE ICONS ⓘ

Display social share icons after post

☒ Facebook

☒ Twitter

☒ Reddit

☒ Digg it

☒ LinkedIn

☒ Google+

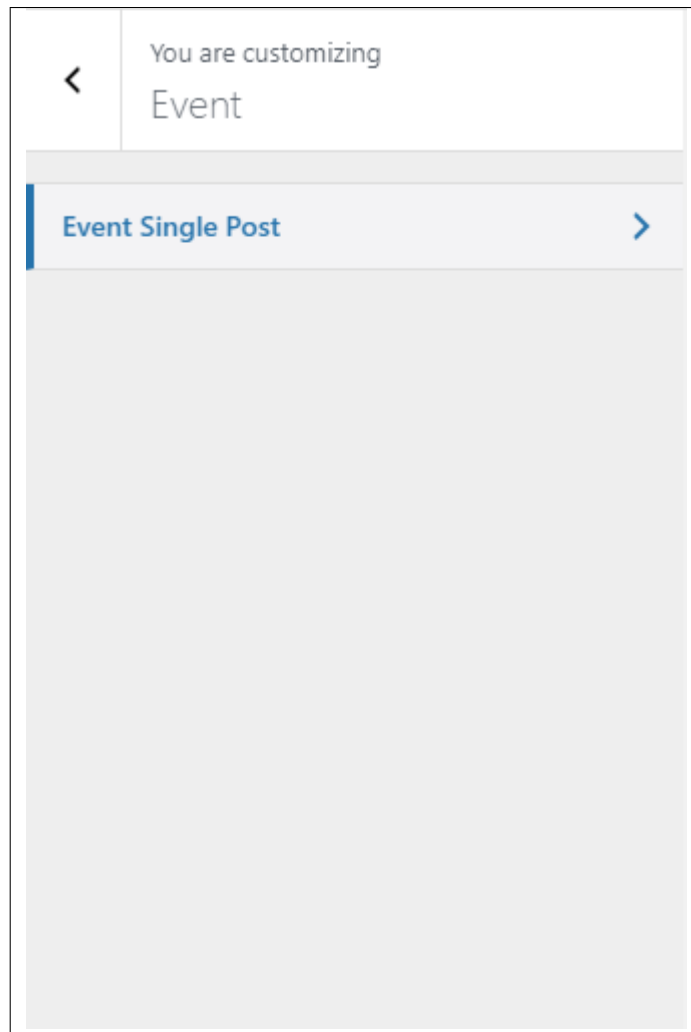
☒ Pinterest

ENTER EVENTS PAGE URL ⓘ

This will be the page when you click BACK TO EVENTS.

- **Event Single Post**

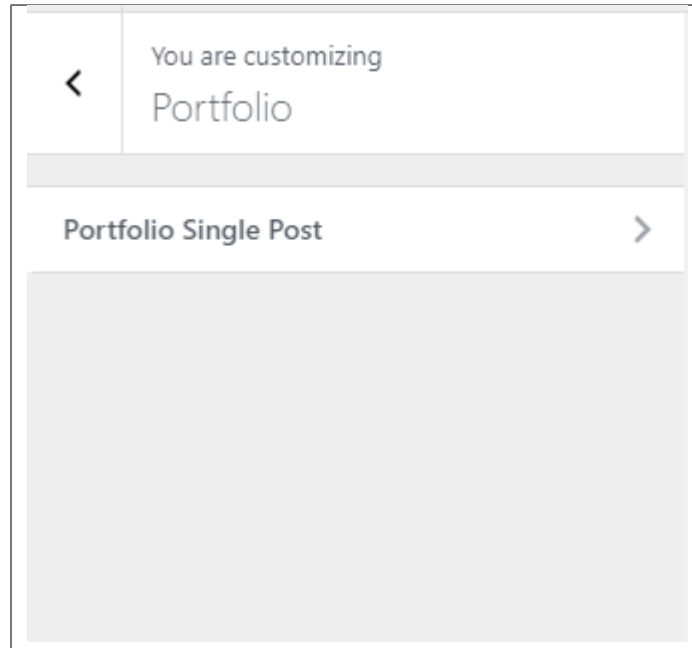
- **ADD EVENT TIMER IN HEADER** - Option to display the event timer in header.
- **SCROLLDOWN BUTTON** - Option to display a scroll down button in the header.
- **CATEGORIES** - Option to show the categories of the event after the post.
- **TAGS** - Option to display the tags of the event after the post.
- **SOCIAL SHARE ICONS** - Option to choose what social share icons will display below the post.
- **ENTER EVENTS PAGE URL** - The page URL for the “BACK TO EVENTS” button below the event image.



Add all the information you like to add, then click on the *Save* button.

15.6 Portfolio

This is where you can customize how the Portfolio Single Post would look.



- **Portfolio Single Post**

- **PORTFOLIO SIDEBAR** - Option to display a sidebar in the portfolio single post.
- **SIDEBAR LOCATION** - If portfolio is displayed, this option will show. Option where the sidebar is located.
- **ENTER PORTFOLIO PAGE URL** - Add a URL link for what page will redirect when you click the icon in the middle of previous and next button.

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Customizing ▶ Portfolio
Portfolio Single Post

PORTFOLIO SIDEBAR ⓘ

Check if you want to display sidebar in Portfolio Post page

☒ Yes

SIDEBAR LOCATION ⓘ

Select place for the sidebar left/right

Left side ▼

ENTER PORTFOLIO PAGE URL ⓘ

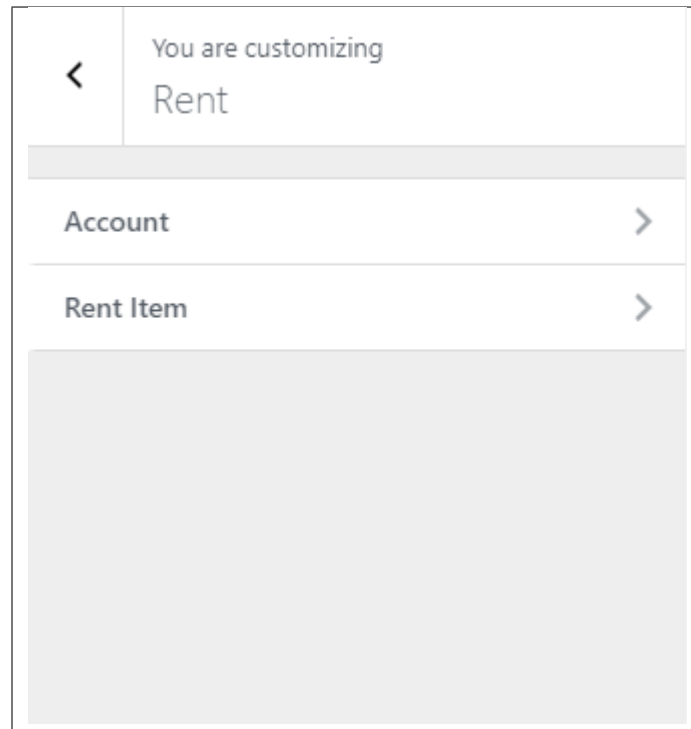
This will be the page when you click the icon in the middle of previous and next button.

Add all the information you like to add, then click on the *Save* button.

15.7 Rent

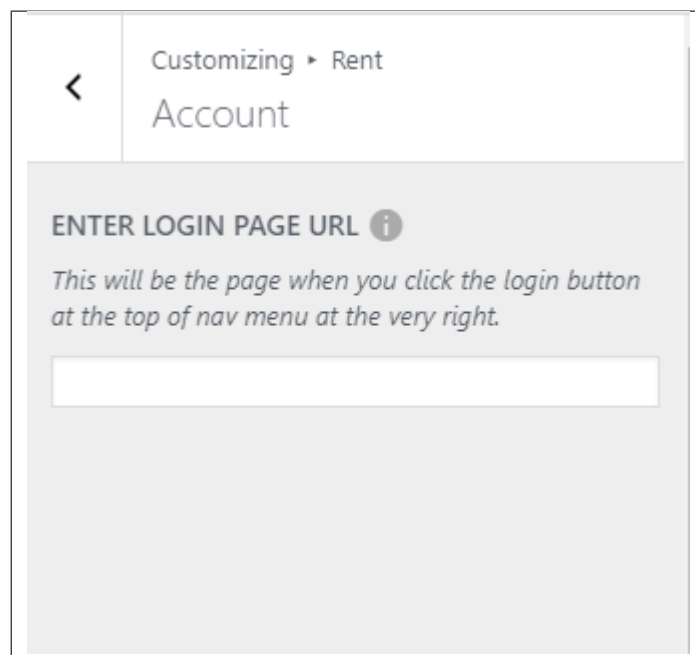
This is where you can customize the Rent account and Rent Item single post:

The Rent is divided into 2 parts:



- **Account**

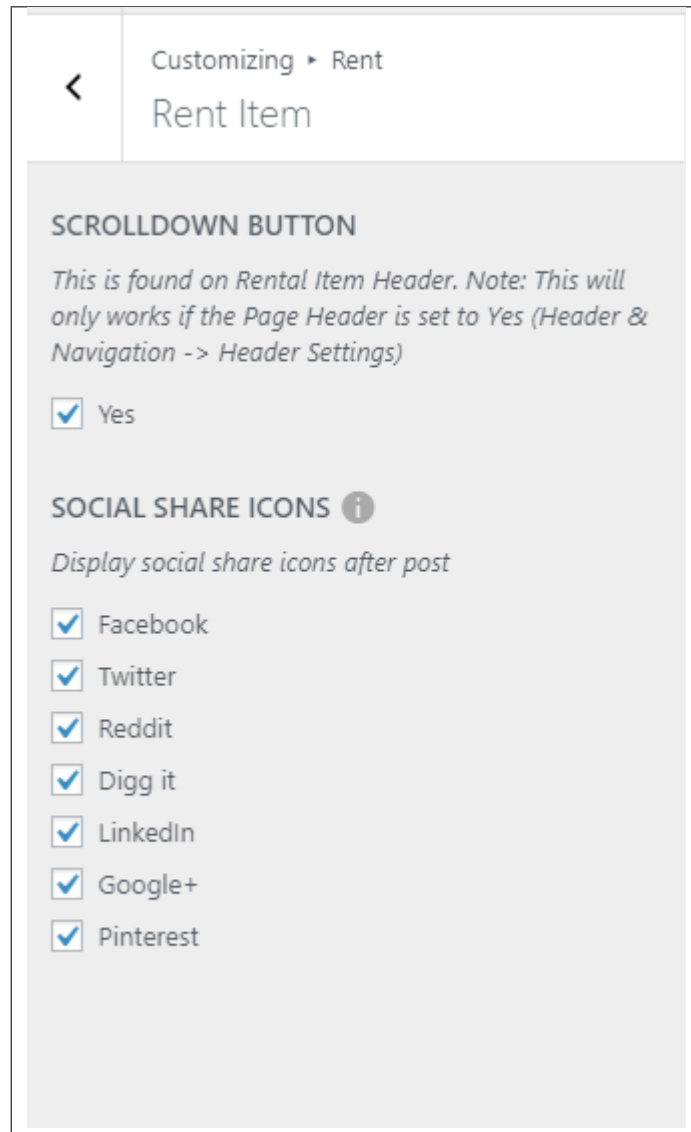
- **ENTER LOGIN PAGE URL** - URL link for the login page.



- **Rent Item**

- **SCROLLDOWN BUTTON** - Option to display a scroll down button in the header.
- **SOCIAL SHARE ICONS** - Option to choose what social share icons will display below the

post.

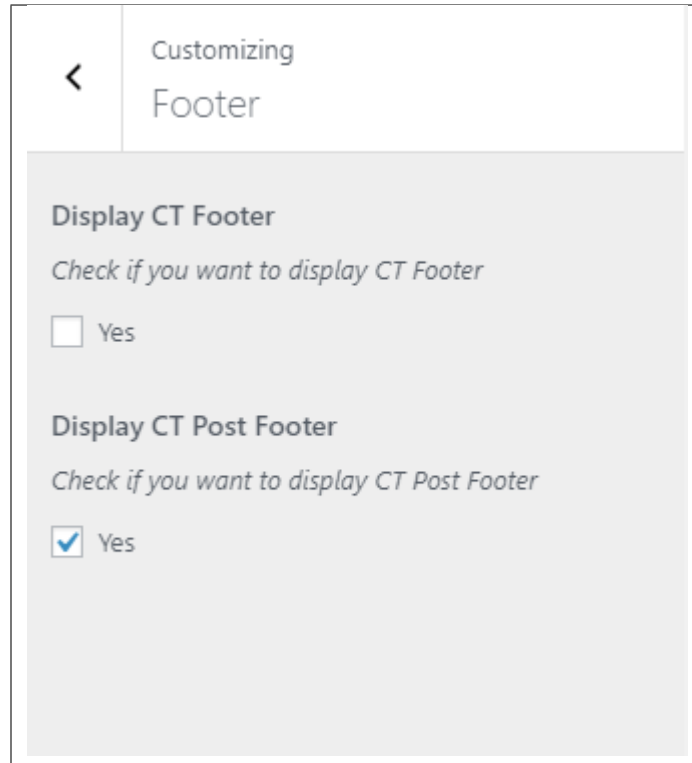


The screenshot shows a mobile app interface for customizing a 'Rent Item'. At the top, there is a navigation bar with a back arrow and the text 'Customizing ▸ Rent' and 'Rent Item'. Below this is a settings panel with a light gray background. The first section is titled 'SCROLLEDOWN BUTTON' and includes a note: 'This is found on Rental Item Header. Note: This will only works if the Page Header is set to Yes (Header & Navigation -> Header Settings)'. There is a checked checkbox for 'Yes'. The second section is titled 'SOCIAL SHARE ICONS' with an information icon. Below the title is the text 'Display social share icons after post'. There are seven checked checkboxes for social media platforms: Facebook, Twitter, Reddit, Digg it, LinkedIn, Google+, and Pinterest.

Add all the information you like to add, then click on the *Save* button.

15.8 Footer

Option for the footer is shown here.



Customizing
Footer

Display CT Footer
Check if you want to display CT Footer

☐ Yes

Display CT Post Footer
Check if you want to display CT Post Footer

☒ Yes

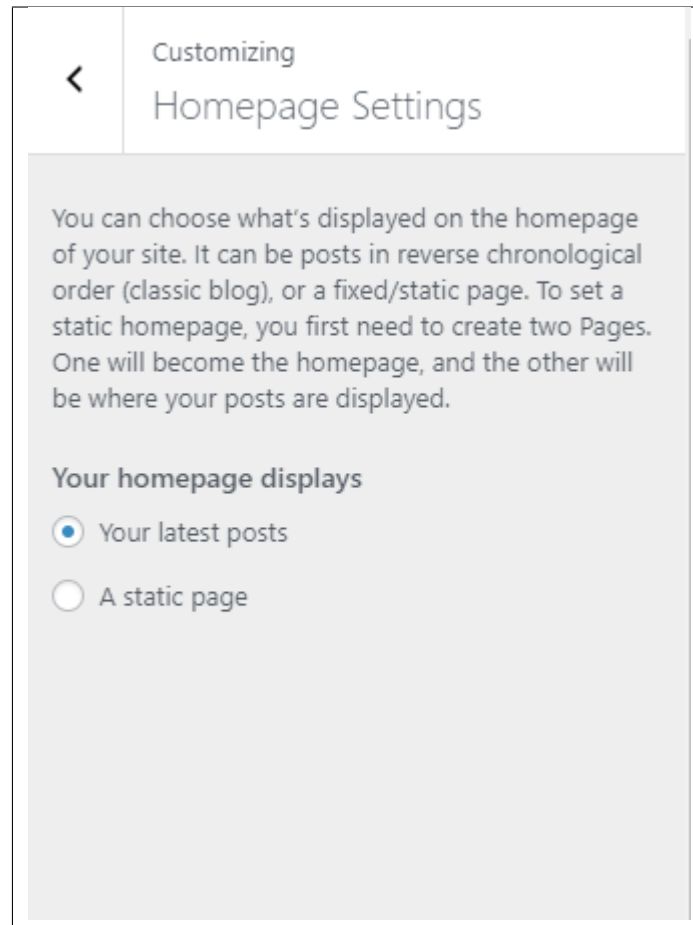
- **Display CT Footer** - Option to display the CT Footer area of the site.
- **Display CT Post Footer** - Option to display the CT Post Footer area of the site.

Add all the information you like to add, then click on the *Save* button.

15.9 Homepage Settings

Option for the front page is shown here.

- **Front page displays** - Options on how the front page/home page looks like.
 - **Your latest posts** - Show the latest post on your blogs.



- **A static page** - Set a page that would stay the same until the page is replaced manually.

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Customizing
Homepage Settings

You can choose what's displayed on the homepage of your site. It can be posts in reverse chronological order (classic blog), or a fixed/static page. To set a static homepage, you first need to create two Pages. One will become the homepage, and the other will be where your posts are displayed.

Your homepage displays

☐ Your latest posts

☒ A static page

Homepage

Home ▼

[+ Add New Page](#)

Posts page

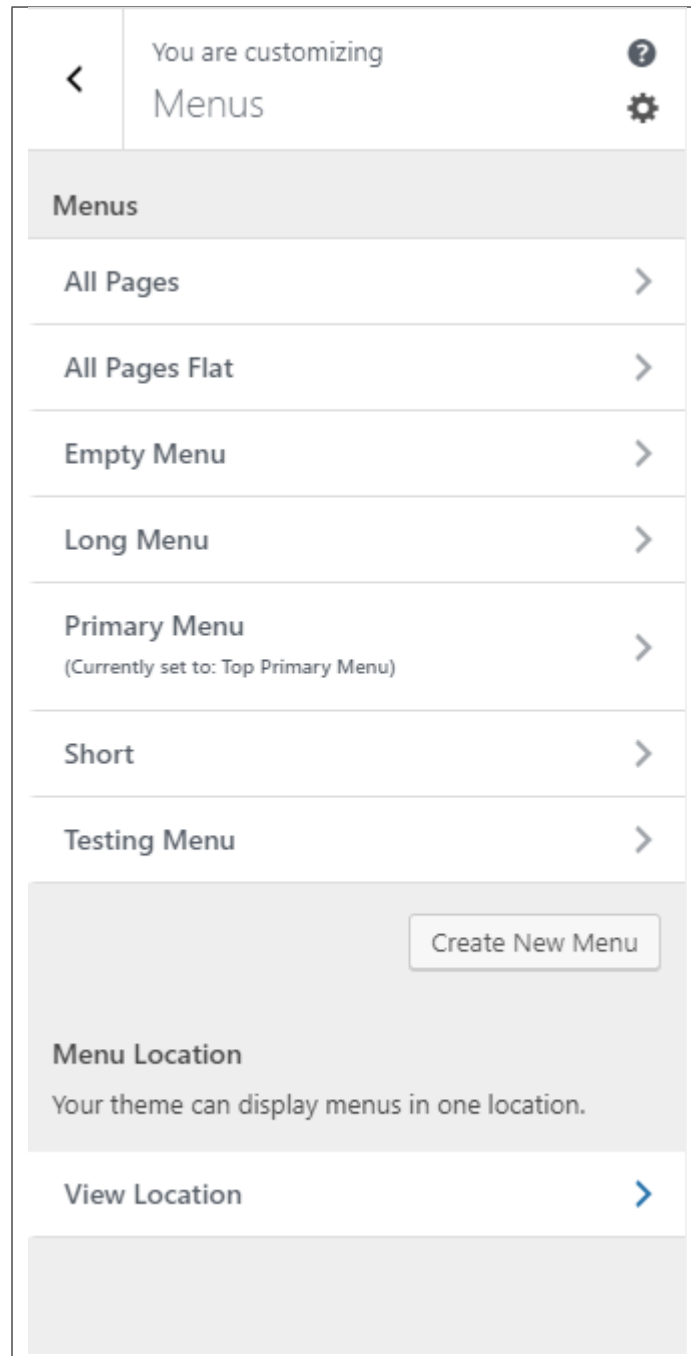
Blog ▼

[+ Add New Page](#)

Note: You can also do this using the [Homepage Setup](#) instructions in *Page > Homepage Setup*.

15.10 Menus

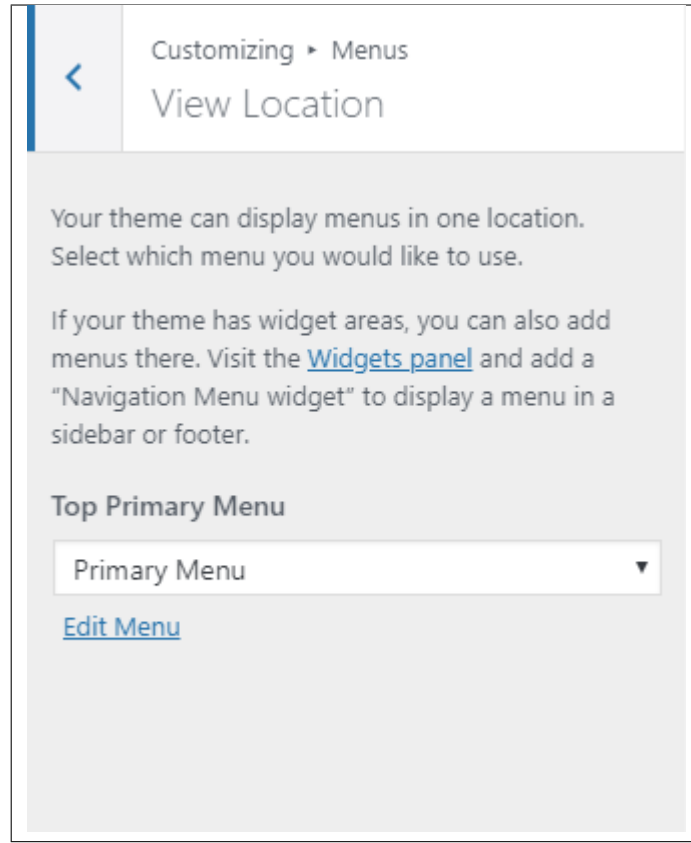
You can change the details and settings of a menu here.



Menus - These are the menus made by you. You can make/add a new menu or delete it here.

Menu Location - Rentica has a *Primary Menu* as the menu for the site.

- **Top primary menu** - Choose which menu in the *Menus* you would like to use as the primary menu.

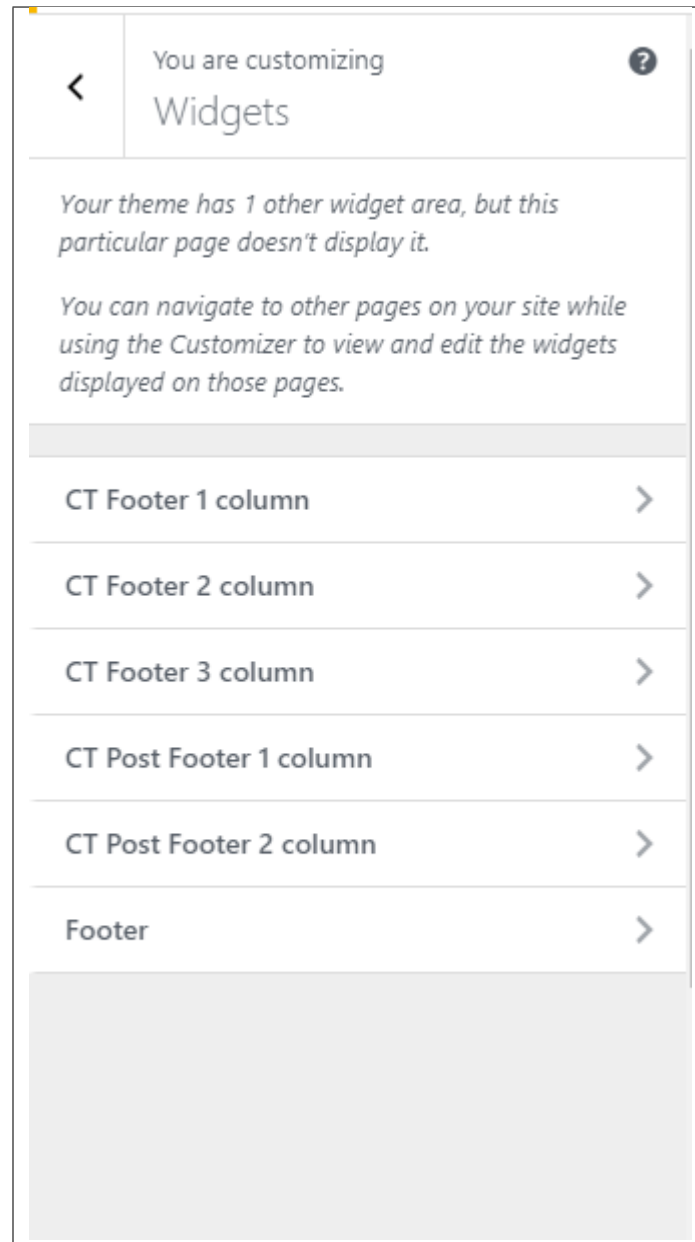


Note: You can also do the same thing by following [Menu Setup](#) instructions in *Widgets & Menu > Menu > Menu Setup*.

15.11 Widgets

You can customize what is inside the widgets on the page.

Note: If a widget is placed on the page you see on the preview, it will be listed on the left side under widgets.

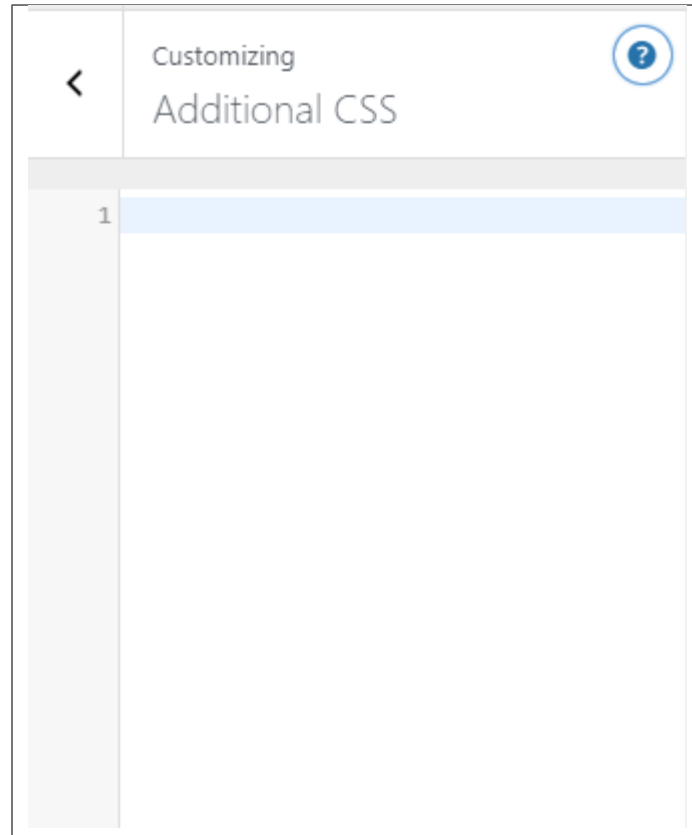


- **CT Footer column 1**
- **CT Footer column 2**
- **CT Footer column 3**
- **CT Post Footer column 1**
- **CT Post Footer column 2**
- **Footer**

Note: You can also do the same thing by following [How to Edit Widgets](#) instructions in *Widgets & Menu > Widgets*.

15.12 Additional CSS

You can add your own CSS code for your site.

A screenshot of a web application interface for customizing CSS. The header shows a back arrow, the text 'Customizing Additional CSS', and a help icon (a blue circle with a question mark). Below the header is a list with one item, numbered '1', which is highlighted with a light blue background. The rest of the page is a large, empty white area for editing CSS code.

Add all the information you like to add, then click on the *Save* button.