

NEWSPORTAL PRO

Complete Step-by-Step User Manual

Without Screenshots • Beginner Friendly • Installation to Daily Use

Documentation Edition 1.0

For WordPress administrators, editors, authors and support teams.

How to Use This Manual

Follow Chapters 1 to 8 during first setup. After launch, open the relevant chapter whenever you need to publish content, change a section, add advertisements, improve SEO, update the theme or solve a problem.

Important: The exact wording of a setting may vary slightly between theme builds. Use the closest matching NewsPortal Pro option in your WordPress dashboard.

Recommended workflow: Complete setup first, publish test content, verify desktop and mobile, then enable advertisements and caching.

Table of Contents

1. Before You Start
2. WordPress Preparation
3. Theme Installation
4. First-Time Setup
5. Homepage Setup
6. Header, Logo and Top Bar
7. Main Menu, Mega Menu and Mobile Menu
8. Homepage Builder
9. Breaking News, Trending and Live Updates
10. Categories, Tags and Content Structure
11. Publishing a Standard News Post
12. Special Content Types
13. Sidebar and Widgets
14. Search and Notification Panel
15. Theme Colors and Typography
16. Advertisement Setup
17. SEO and Rank Math Setup
18. Mobile and Responsive Settings
19. Performance and Caching
20. Backup, Update and Migration
21. User Roles and Editorial Workflow
22. Maintenance Schedule
23. Troubleshooting
24. Frequently Asked Questions
25. Final Website Launch Checklist

1. Before You Start

- ☐ Working WordPress website
- ☐ Administrator login
- ☐ NewsPortal Pro theme ZIP
- ☐ Website logo and favicon
- ☐ At least five sample posts with featured images
- ☐ Planned categories
- ☐ Advertisement code if required
- ☐ Recent backup if replacing an existing theme

Recommended server requirements

Item	Recommended value
WordPress	Latest stable version
PHP	8.1 or newer
Database	MySQL 5.7+ or compatible MariaDB
Memory limit	256 MB or higher
Upload limit	64 MB or higher
HTTPS	Enabled
Permalinks	Post name

Do not continue: Fix PHP, database or incomplete WordPress installation errors before installing the theme.

2. WordPress Preparation

Step 1: Log in as administrator.

Step 2: Open Dashboard → Updates and install WordPress updates.

Step 3: Update active plugins.

Step 4: Create a full files and database backup.

Step 5: Open Settings → Permalinks, select Post name and save.

Step 6: Open Settings → General and confirm site title, timezone, date format and administration email.

Step 7: Open Settings → Reading and prepare to use a static homepage.

Timezone: Use the correct local timezone so scheduled posts and timestamps are accurate.

3. Theme Installation

Install from WordPress dashboard

Step 1: Open Appearance → Themes.

Step 2: Click Add New Theme.

Step 3: Click Upload Theme.

Step 4: Choose the NewsPortal Pro ZIP.

Step 5: Click Install Now.

Step 6: Wait for successful installation.

Step 7: Click Activate.

Install through hosting file manager

Step 1: Open hosting File Manager.

Step 2: Go to `public_html/wp-content/themes/`.

Step 3: Upload the ZIP.

Step 4: Extract it.

Step 5: Confirm newportal-pro directly contains `style.css` and `functions.php`.

Step 6: Delete the uploaded ZIP.

Step 7: Activate from Appearance → Themes.

Missing stylesheet error: You uploaded the wrong or nested ZIP. Use the installable package that directly contains the theme folder.

4. First-Time Setup

Step 1: Open NewsPortal Pro or Theme Options.

Step 2: Click Save Changes once to store defaults.

Step 3: Review Appearance → Customize.

Step 4: Create Home, About Us, Contact Us, Privacy Policy, Terms and Disclaimer pages.

Step 5: Set Home as the static homepage.

Step 6: Create main news categories.

Step 7: Publish several test posts with featured images.

Step 8: Open the frontend and check for errors.

Page	Purpose
Home	Main homepage
About Us	Publication information
Contact Us	Contact details or form
Privacy Policy	Privacy information
Terms of Use	Website terms
Disclaimer	Editorial/legal disclaimer
Advertise With Us	Advertising enquiries

5. Homepage Setup

Step 1: Go to Pages → Add New.

Step 2: Enter Home.

Step 3: Choose the NewsPortal Pro homepage template if available.

Step 4: Publish the page.

Step 5: Open Settings → Reading.

Step 6: Choose A static page.

Step 7: Select Home as Homepage.

Step 8: Save.

Step 9: Open Homepage Builder.

Step 10: Enable required sections, choose categories and save.

Blank section: Publish posts in the selected category and assign featured images.

6. Header, Logo and Top Bar

Upload logo

Step 1: Open Appearance → Customize → Site Identity or Header Settings.

Step 2: Click Select Logo.

Step 3: Upload a clear horizontal logo.

Step 4: Crop only if required.

Step 5: Set suitable width.

Step 6: Publish or save.

Configure top bar

Step 1: Open Theme Options → Header or Top Bar.

Step 2: Enable it.

Step 3: Choose date, location, social links, edition selector or Live TV.

Step 4: Enter URLs.

Step 5: Disable unused items.

Step 6: Save and test.

Search and notification icons

Step 1: Open Header Settings.

Step 2: Enable Search Icon.

Step 3: Enable Notification Icon only if configured.

Step 4: Save.

Step 5: Click each icon on desktop and mobile.

Step 6: Confirm panels open above page content.

Logo recommendation: Use a transparent horizontal logo; very tall logos make the header unnecessarily large.

7. Main Menu, Mega Menu and Mobile Menu

Primary menu

Step 1: Open Appearance → Menus.

Step 2: Create a menu named Primary Menu.

Step 3: Add Home, category links and important pages.

Step 4: Drag to reorder.

Step 5: Indent items for submenus.

Step 6: Assign Primary/Header location.

Step 7: Save Menu.

Mega menu

Step 1: Open a top-level menu item.

Step 2: Enable Mega Menu.

Step 3: Choose the category.

Step 4: Choose post count or columns.

Step 5: Use featured story only when space allows.

Step 6: Save.

Step 7: Hover on frontend and confirm it remains inside browser width.

Mobile drawer

Step 1: Assign a menu to Mobile/Drawer location.

Step 2: Open Mobile Header settings.

Step 3: Enable menu toggle.

Step 4: Enable logo, search and required icons.

Step 5: Save.

Step 6: Test submenu expansion and closing on a phone.

8. Homepage Builder

Every homepage section normally has an enable switch, title, category, post count, layout and optional View More or advertisement setting.

Step 1: Open NewsPortal Pro → Homepage Builder.

Step 2: Find the section.

Step 3: Enable it.

Step 4: Enter title.

Step 5: Select category or latest-post mode.

Step 6: Choose post count.

Step 7: Choose layout if available.

Step 8: Add View More link.

Step 9: Save.

Step 10: Check desktop and mobile.

Section	Recommended use	Content needed
Hero	Most important stories	5-7 posts with large images

Breaking News	Urgent headlines	3-10 recent posts
Trending	Popular topics	5-10 posts
Top News	Main news grid	6-12 posts
State News	Regional coverage	6-10 posts
Business/Market	Finance coverage	4-8 posts
Videos	Video cards	3-6 posts
Web Stories	Vertical stories	4-8 stories
Opinion	Editorials	3-6 posts
Lifestyle	Lifestyle coverage	4-8 posts
Newsletter	Email signup	Connected form

Best practice: Use different categories in nearby sections to avoid repeating the same posts.

9. Breaking News, Trending and Live Updates

Breaking News

Step 1: Create or update breaking posts.

Step 2: Add them to the selected category or mark them breaking.

Step 3: Open Breaking News settings.

Step 4: Enable ticker.

Step 5: Choose automatic or category mode.

Step 6: Set headline count and speed.

Step 7: Save and test links.

Trending

Step 1: Choose views, comments, manual selection or category mode.

Step 2: Set title.

Step 3: Choose item count.

Step 4: Avoid too many items in fixed-height layout.

Step 5: Save and check overlap.

Live TV

Step 1: Open Live TV settings.

Step 2: Enable block.

Step 3: Enter supported stream/channel URL.

Step 4: Add title and poster image.

Step 5: Save.

Step 6: Test playback on desktop and mobile.

Streaming rights: Display only streams you are allowed to use.

10. Categories, Tags and Content Structure

Step 1: Open Posts → Categories.

Step 2: Enter name.

Step 3: Enter simple slug.

Step 4: Choose parent if needed.

Step 5: Add description.

Step 6: Click Add New Category.

- National
- State
- City
- Politics
- Business
- Sports
- Technology
- Entertainment
- Lifestyle
- Education
- Jobs
- Opinion
- Fact Check

Tags

Use tags for specific people, places, organizations, events and recurring topics. Avoid duplicate spellings.

SEO rule: Do not create hundreds of empty category or tag archives.

11. Publishing a Standard News Post

Step 1: Open Posts → Add New.

Step 2: Write a clear headline.

Step 3: Write the story in the block editor.

Step 4: Use H2 and H3 for structure.

Step 5: Add a short introduction.

Step 6: Choose one primary category and necessary secondary categories.

Step 7: Add relevant tags.

Step 8: Upload featured image.

Step 9: Write image alt text.

Step 10: Complete excerpt if required.

Step 11: Complete Rank Math title and description.

Step 12: Add source and reviewer details if available.

Step 13: Preview desktop and mobile.

Step 14: Publish or schedule.

- Use short paragraphs.
- Use one H1 only.

- Add internal links.
- Verify names, numbers and dates.
- Do not copy full articles from other publishers.

Featured image: Use a consistent 16:9 image such as 1200 × 675 pixels unless your build specifies another size.

12. Special Content Types

Video Post

Step 1: Create Video item or Video-format post.

Step 2: Enter title and description.

Step 3: Add YouTube, Vimeo or supported URL.

Step 4: Upload poster image.

Step 5: Select Video category.

Step 6: Preview and publish.

Gallery

Step 1: Create Gallery item.

Step 2: Enter title and introduction.

Step 3: Upload optimized images.

Step 4: Arrange order.

Step 5: Add captions and alt text.

Step 6: Choose featured image and publish.

Web Story

Step 1: Open Web Stories.

Step 2: Create a story.

Step 3: Use vertical media.

Step 4: Keep text short.

Step 5: Add poster and link.

Step 6: Publish and verify homepage section.

Poll

Step 1: Open Polls → Add New.

Step 2: Enter question.

Step 3: Add options.

Step 4: Choose single or multiple answer.

Step 5: Set dates if available.

Step 6: Publish and add widget/block.

Quiz

Step 1: Open Quizzes → Add New.

Step 2: Enter title.

Step 3: Add questions and choices.

Step 4: Mark correct answers.

Step 5: Add result messages.

Step 6: Test and publish.

Podcast

Step 1: Create Podcast item.

Step 2: Enter episode details.

Step 3: Add audio file or URL.

Step 4: Enter duration.

Step 5: Upload cover art.

Step 6: Publish and test.

Rashifal

Step 1: Open Rashifal.

Step 2: Choose zodiac sign.

Step 3: Enter date.

Step 4: Write prediction.

Step 5: Add optional fields.

Step 6: Publish all required signs.

Live Blog, Timeline and Fact Check

- Live Blog: add updates in chronological order and verify timestamps.
- Timeline: add dated events in correct sequence.
- Fact Check: show claim, evidence, sources and verdict.

13. Sidebar and Widgets

Step 1: Open Appearance → Widgets.

Step 2: Choose Main Sidebar, Homepage Sidebar or Footer area.

Step 3: Add Latest Posts, Popular Posts, Categories, Advertisement, Newsletter or Social Links.

Step 4: Configure each widget.

Step 5: Save.

Step 6: Check on article and archive pages.

26. Advertisement

27. Latest or Popular Posts

28. Newsletter or social follow

29. Categories

30. Second advertisement

31. Tags or archives

Sidebar length: Avoid a sidebar much longer than the article.

14. Search and Notification Panel

Search

Step 1: Enable Search in Header Settings.

Step 2: Click search icon.

Step 3: Type a known title.

Step 4: Submit.

Step 5: Confirm results.

Step 6: Test on mobile.

Notifications

Step 1: Enable Notification icon.

Step 2: Add title, text and link or automatic source.

Step 3: Save.

Step 4: Click bell icon.

Step 5: Confirm panel opens above all sections.

Panel hidden behind content: Clear cache and remove custom CSS affecting z-index, transform or overflow.

15. Theme Colors and Typography

Colors

Step 1: Open Theme Options → Colors.

Step 2: Choose primary color.

Step 3: Choose secondary, accent, header and footer colors if available.

Step 4: Save.

Step 5: Clear all caches.

Step 6: Check buttons, badges, ticker, newsletter and links.

Typography

Step 1: Open Typography settings.

Step 2: Choose body and heading fonts.

Step 3: Use 16-18 px article body text.

Step 4: Set readable line height.

Step 5: Save.

Step 6: Check Hindi and English rendering if both are used.

Old red color remains: Clear cache and remove old hardcoded custom CSS.

16. Advertisement Setup

Supported locations may include header, homepage, sidebar, before article, inside article, after article, sticky mobile and footer.

Step 1: Create the ad in AdSense, Google Ad Manager or your provider.

Step 2: Copy complete code.

Step 3: Open Advertisement Settings.

Step 4: Choose location.

Step 5: Enable it.

Step 6: Paste code.

Step 7: Save.

Step 8: Clear cache.

Step 9: Open a private window and wait for the ad.

Step 10: Check desktop and mobile spacing.

- Do not cover navigation controls.
- Avoid accidental-click layouts.
- Do not overload pages with ads.
- Label sponsored content clearly.
- Follow current network policies.

Blank ad space: Check approval, consent, ads.txt, browser ad blocker and serving delay.

17. SEO and Rank Math Setup

Step 1: Install Rank Math SEO.

Step 2: Run setup wizard.

Step 3: Choose website type.

Step 4: Connect Search Console if desired.

Step 5: Enable XML sitemap.

Step 6: Enable breadcrumbs only once.

Step 7: Enter focus keyword, SEO title and meta description.

Step 8: Check canonical and index settings.

Step 9: Add appropriate Article/NewsArticle schema.

Step 10: Submit sitemap in Search Console.

- ☐ Unique title
- ☐ One H1
- ☐ Useful introduction
- ☐ Descriptive subheadings
- ☐ Licensed/original image
- ☐ Alt text
- ☐ Internal links
- ☐ Reliable sources

- ☐ Meta title and description
- ☐ Correct category
- ☐ No broken links
- ☐ Mobile preview checked

No guarantee: A plugin score does not guarantee ranking or AdSense approval.

18. Mobile and Responsive Settings

Step 1: Open Mobile Settings.

Step 2: Enable compact header.

Step 3: Choose mobile icons.

Step 4: Assign drawer menu.

Step 5: Set logo size.

Step 6: Review card columns.

Step 7: Save.

Step 8: Test around 360 px, 390 px, 768 px and desktop.

Step 9: Check menu, search, video, tables, ads and footer.

Mobile testing: Use at least one real phone whenever possible.

19. Performance and Caching

Step 1: Use one main caching plugin.

Step 2: Enable page and browser cache.

Step 3: Optimize images and use WebP.

Step 4: Enable lazy loading.

Step 5: Minify carefully.

Step 6: Exclude search, notification, menu or live scripts if they break.

Step 7: Clear cache after layout changes.

Step 8: Retest homepage, article and mobile menu.

- Resize before upload.
- Avoid multi-megabyte originals.
- Use meaningful filenames.
- Compress without blur.
- Keep consistent aspect ratio.

20. Backup, Update and Migration

- ☐ Backup files
- ☐ Backup database
- ☐ Record theme version
- ☐ Export settings if available

- ☐ Copy custom CSS
- ☐ Confirm child-theme changes

Update

Step 1: Create full backup.

Step 2: Open Appearance → Themes.

Step 3: Use provided update method or upload new ZIP.

Step 4: Do not delete database or uploads.

Step 5: Activate updated theme if required.

Step 6: Save Theme Options once.

Step 7: Save Permalinks.

Step 8: Clear all caches.

Step 9: Test homepage, menu, search, article, mobile and ads.

Migration

Step 1: Create full backup package.

Step 2: Move files and database.

Step 3: Update site URL.

Step 4: Resave permalinks.

Step 5: Clear caches.

Step 6: Check images, menus, widgets and options.

Core edits: Parent-theme edits may be overwritten. Use a child theme or Custom CSS.

21. User Roles and Editorial Workflow

Role	Recommended use
Administrator	Theme, plugin and system management
Editor	Review and publish all editorial content
Author	Write/publish own posts if allowed
Contributor	Submit drafts
Subscriber	Reader account

32. Reporter creates draft.

33. Editor checks facts, grammar, images and sources.

34. SEO fields and category are completed.

35. Editor previews desktop and mobile.

36. Post is published or scheduled.

37. Major corrections are documented.

22. Maintenance Schedule

Daily

- ☐ Check homepage and breaking ticker
- ☐ Check scheduled posts
- ☐ Moderate comments/spam
- ☐ Check live links
- ☐ Confirm ads
- ☐ Review error notices

Weekly

- ☐ Backup before updates
- ☐ Check mobile menu/search
- ☐ Remove unused drafts/media
- ☐ Review slow pages
- ☐ Check broken links
- ☐ Confirm backup completion

Monthly

- ☐ Download full backup
- ☐ Review users
- ☐ Review sitemap/indexing
- ☐ Update policy pages
- ☐ Review ads
- ☐ Test restore
- ☐ Review outdated articles

23. Troubleshooting

Problem	Likely cause	Fix
Install fails	Wrong ZIP/low upload limit	Use installable ZIP or file manager
Blank homepage	Wrong homepage/no posts	Assign static Home and publish posts
Menu missing	Not assigned	Assign Primary/Header menu
Mega menu missing	Cache/JS conflict	Clear cache; disable optimization temporarily
Search fails	JS optimization	Exclude required script
Popup behind page	z-index/overflow	Remove conflicting CSS
Color unchanged	Cache/hardcoded CSS	Clear cache and update CSS
Images stretched	Wrong ratio	Upload correct images;

		regenerate thumbnails
Mobile cards break	Custom CSS/old cache	Clear cache and remove overrides
Ads missing	Approval/consent/blocker	Check account, code, ads.txt
404 posts	Permalink rules	Resave Permalinks
Critical error	Conflict/PHP issue	Check debug log; disable recent change

Basic conflict test

Step 1: Create backup.

Step 2: Clear caches.

Step 3: Disable optimization temporarily.

Step 4: Deactivate recent plugins one by one.

Step 5: Test after each change.

Step 6: Record the cause.

Step 7: Re-enable required plugins.

Staging: Use a staging website for major testing.

24. Frequently Asked Questions

Q. Can I change homepage sections?

A. Yes. Use Homepage Builder.

Q. Can I change the primary color?

A. Yes. Change Colors and clear cache.

Q. Why is a section empty?

A. Its category lacks enough published posts with featured images.

Q. Can I use AdSense?

A. Yes, with approved code and policy compliance.

Q. Can I publish Hindi?

A. Yes. Use a Devanagari-compatible font and test spacing.

Q. Can I update safely?

A. Yes, after backup. Parent-theme edits may be overwritten.

Q. Why is mega menu too wide?

A. Reduce columns/content and remove custom width CSS.

Q. Why does search work only without cache?

A. Optimization is delaying or combining a needed script.

Q. Can authors change theme settings?

A. Normally only administrators should.

Q. Does the theme guarantee ranking?

A. No. Ranking also depends on content, trust, speed and competition.

25. Final Website Launch Checklist

- ☐ Theme active
- ☐ Homepage assigned
- ☐ Logo/favicon uploaded
- ☐ Primary/mobile menus assigned
- ☐ Homepage sections tested
- ☐ Test content replaced
- ☐ Categories populated
- ☐ Search works
- ☐ Notification works
- ☐ Mega menu works
- ☐ Mobile drawer works
- ☐ Desktop/mobile checked
- ☐ Policy pages published
- ☐ Contact details correct
- ☐ Rank Math configured
- ☐ Sitemap submitted
- ☐ Ads checked
- ☐ Caching tested
- ☐ Backup completed
- ☐ 404 tested
- ☐ HTTPS working
- ☐ No placeholder text
- ☐ No broken links

Support Information to Collect

- ☐ Website URL
- ☐ Theme version
- ☐ WordPress version
- ☐ PHP version
- ☐ Browser/device
- ☐ Affected page
- ☐ Steps to reproduce
- ☐ Screenshot if available
- ☐ Recent changes
- ☐ Error log

End of NewsPortal Pro Complete Step-by-Step User Manual