VIVA THEMES

We Help You Look Good

UNIVERSIDAD THEME INSTRUCTION MANUAL

Thank you for purchasing this theme. This is your first step towards having a great looking site. Please read the instructions below. If you need more help please use our support forum. We offer also some customization services related to the theme

If you like this theme you might consider switching to the ALL THEMES PACKAGE. Please click here for details

THEME OVERVIEW

We thought this theme to be used mainly for educational institutions, non-profits, organizations and corporations websites, but its flexibility allows you to use it for many different types of website. The theme is very flexible, comes with 5 different page templates, 3 menus and 4 widget ready areas, everything easily managed and very easy to customize to your liking.

- Theme compatible with the latest WordPress version.
- 100% tableless css design.
- Post Thumbnail feature.
- WP 3.x menu navigation system
- WP 3.x background customization panel.
- Advanced theme options panel.
- Attractive front page slideshow, fully customizable.
- Custom shortcodes.
- Multi - level dropdown navigation.
- Additional footer menu.
- Threaded comments.
- Integrated blog pagination.
- CSS & XHTML valid.
- Cross-browser compatible.
- 5 additional page templates.
- Delivered with .png source files (.psd files available in the forum)

HOW TO INSTALL THE THEME

Please unzip the 'universidad_unzip_first.zip' file that you received.

The theme is the 'universidad.zip' file inside the folder. As you might be aware, starting from WordPress 2.8 version you can actually install the themes from your administration area. To do so, in your WordPress administration area, go to '*Appearance -Themes*'. In the top there appears a new tab navigation. Click on the '*Install Themes*' tab, then click the '*Upload*' item in the new menu and browse for the 'universidad.zip' file in your computer and after locating it press the '*Install Now*' button and after that '*activate*' the new theme.

You can also install this theme the traditional way, by unzipping the 'universidad.zip' file, and upload the theme folder using an ftp client to the 'wp-content/themes' folder of your WordPress installation.

After installing the theme, go to '*Appearance-Themes*' in your WordPress administrator area, and click the '*activate*' link of the newly installed theme. The theme is now the active one.

THE THEME OPTIONS PANEL

This theme comes with an options panel that allows you to configure different aspects of the theme without touching code. To access the options panel, in your WordPress

administration area go to '*Appearance – Universidad Options*'. Please take a look at the different options you have there.

CHANGING THE LOGO

You can change the logo from the theme panel, by changing the 'Logo Image Url' with your new logo image url.

You can also switch to text logo from the theme panel. In this case your 'Site Title' will replace the logo.

CONFIGURING THE MENUS

The theme uses in full the custom menu navigation system introduced in WordPress 3.0. There are three menu locations in this theme: 'Main Menu', 'Top Menu and 'Footer Menu'.

You need to go to '*Appearance – Menus*' in your WordPress admin to start configuring your menus. You first need to create two different menus in the right side and then from the left you can select the pages and categories you want to be part of each menu. Don't forget to click 'Save Menu' after you add the items.

In the left you will see the two active menu locations and you need to assign a menu to each location using the dropdown selection.

To enable dropdown in the menu interface, you have to drag the menu items below another menu item (child item).
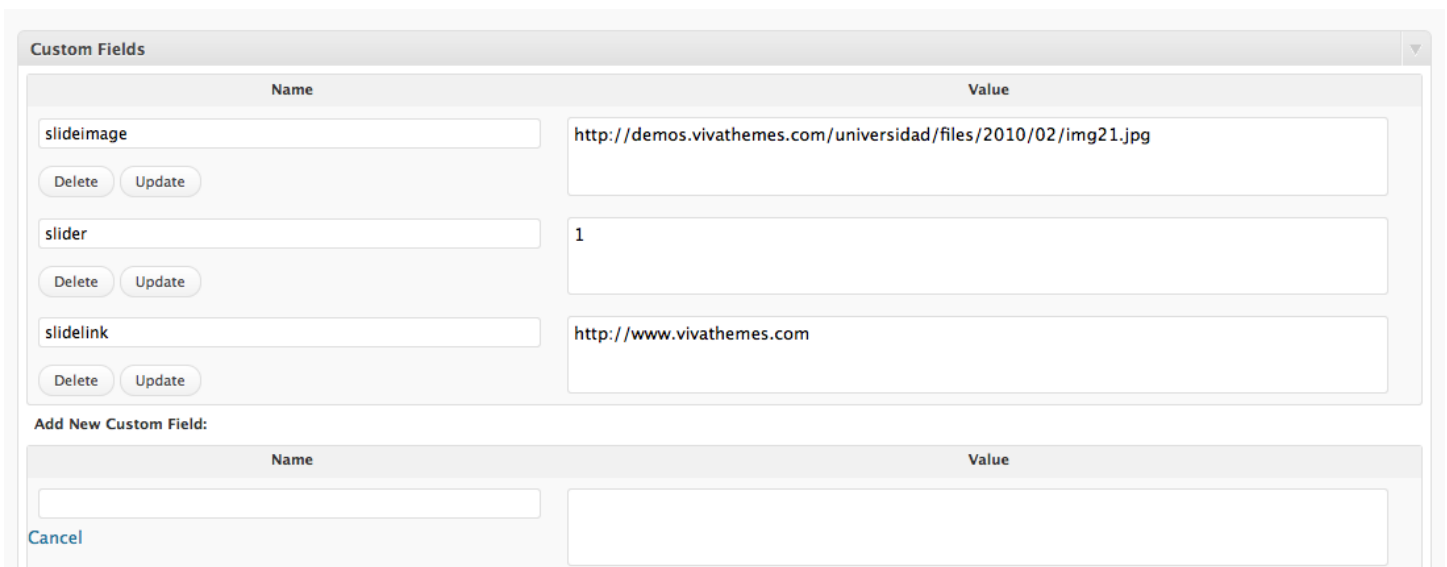
THE FRONT PAGE SLIDER

You can include any page or post in the slider, by simply creating a custom field in the page/post. The custom field name should be 'slider' and the value should be '1'. Custom fields area is located in the bottom of the screen when you edit a page/post.

When you include a page/post to the slider, by default the featured image will be used and the slide will link to the page/post.

If you want to use another image, not the featured one, you can create a custom field with name 'slideimage' and value the url of the location of the image. Please note that the slider images should be 900x400px, it is suggested to use this size to avoid distortions.

If you don't want the slide to link to the page/post, you can create another custom field named 'slidelink' and in the value area enter the url to be linked to. Please check the screenshot below for an example of the custom fields used.

Custom Fields	▼
Name	**Value**
slideimage	http://demos.vivathemes.com/universidad/files/2010/02/img21.jpg
Delete Update	
slider	1
Delete Update	
slidelink	http://www.vivathemes.com
Delete Update	

Add New Custom Field:

Name	**Value**

Cancel

Please go to '*Appearance – Opaline Options*' to change the effect and speeds of the slides.

In the interior pages by default random images will rotate in the header. Whenever the page is refreshed, or you go to another page a random image will be shown. The images are located in the 'images/inheader' folder of the theme. You need to upload your own images there using an ftp client.

You can put as many images as you want there, the names are not important and they will be picked randomly. The images size must be 900x100px.

To have a static image instead, in that post/page create a custom field with name 'headerimage' and in the value put the image location url.

THE WIDGET LOCATIONS OF THE THEME

This theme has one widget ready area. The LEFT SIDEBAR and RIGHT SIDEBAR visible in the interior pages of the theme and FRONT LEFT WIDGET and FRONT RIGHT WIDGET located in the front page. You can add widgets to this area by going into '*Appearance – Widgets*' in your WordPress administration and dragging & dropping widgets into each bar.

You might also find these articles useful :

http://www.vivathemes.com/blog/how-to-add-links-in-a-text-widget/

http://www.vivathemes.com/blog/adding-an-image-in-a-text-widget/

USING THE THUMBNAIL FUNCTION

When you edit a post, in the bottom of the right column you have a new area called *Featured Image*. Click on the Set Featured Image link and you will be taken in the image uploader interface, where you can upload or select one of the existing images. Make sure that after you view your image press the 'Use as Featured Image' link. The image will be resized and cropped to fit your thumbnail size. The thumbnail is visible only in the category view. It will not be visible when viewing the full post. You can add the full sized image directly to your post if you want to.

In this theme we have already set the thumbnail sizes, so you need to do nothing about it.

SETTING UP THE BLOG

You have two options to show the blog in the main navigation. You can create a category called **'Blog'** (or 'News' or whatever you want) and include it in the main menu using the menu navigation. But if you have different categories you might also want to have a blog that shows all latest posts from all categories.

To do so, in your WordPress admin go to 'Settings – Reading'. There you can select to have a page to show your latest posts. Select the page you want and don't forget to include it in the menu. The 'Reading Settings will ask you also to enable a static page to show as your front page, you can select any of your pages as we have disabled this in the theme so whatever you select, the slider will show up in the front.

CUSTOM BACKGROUND PANEL

One of the new features introduced is the custom background that enables you to easily change the background color of your website or upload an image as your background.

To do so, in your WordPress admin go tp '*Appearance – Background*' and there you can easily make the necessary changes.

USING SHORTCODES

Shortcodes are custom styled elements ready for you to use in post, page or widget. To check out our shortcodes please see here :

http://demos.vivathemes.com/universidad/?page_id=54

Sample usages:

Big buttons: [bluebutton]link text[/bluebutton]

Small buttons: [smallblue]link text[/smallblue]

Boxes: [download]some text[/download]

Best regards,

The Viva Themes Team