

# VIVA THEMES

We Help You Look Good

## COLLAGE 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](#).

If you like this theme you might consider switching to the ALL THEMES PACKAGE. Please [click here for details](#)

## THEME OVERVIEW

Collage is a photography/portfolio theme for WordPress. You can use this theme to build your personal or company website.

- Theme compatible with latest WordPress version.
- Post thumbnail feature.
- Custom menu navigation system, multi-level dropdown
- Latest posts grid slider.
- Background customization panel.
- Theme options panel.
- Blog page template
- Full width page template
- Custom shortcodes.
- Two widget ready locations
- Threaded comments.
- Integrated blog pagination.
- Cross-browser compatible.
- Delivered with .png source files (.psd files available in the forum)

## HOW TO INSTALL THE THEME

Please unzip the '[collage\\_unzip\\_first.zip](#)' file that you received.

The theme is the '[collage.zip](#)' file inside the folder. 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 '[collage.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 '[collage.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 some aspects of the theme without touching code. To access the options panel, in your WordPress administration area go to '[Appearance – Collage Options](#)'. Please take a look at the different options you have there.

## CHANGING THE LOGO

You have to upload your logo image in the Media Manager, and enter the image url in the Logo Image Location field, in the theme panel.

You can also switch to text logo from the theme panel.

## CONFIGURING THE MENU

The theme uses the native WordPress custom menu navigation system. There is one menu location in this theme: the 'Main Menu'.

You need to go to '[Appearance – Menus](#)' in your WordPress admin to start configuring your menu. You first need to create a menu 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. *Note that you have to have created your pages and categories first and they will be available in the list to include in the menu.*

In the left you will see the active menu location and you need to assign the new menu to the 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).

If you are still having difficulties you can watch this tutorial

<http://www.vivathemes.com/configuring-the-wordpress-custom-menu/>

## USING THE THUMBNAIL FUNCTION

When you edit a post, in the bottom of the right column you have an 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.

You can also watch this tutorial

<http://www.vivathemes.com/post-or-page-featured-images-thumbnails/>

## THE FRONT PAGE SLIDER

The front page grid slider will display the latest gallery entries. The blog entries will be automatically excluded from the slider. There's nothing you have to do to configure your slider. You just need to create posts with featured images for your gallery categories. Please read below for some information on how to create galleries

## CREATING GALLERIES

Creating galleries is very simple. You just need to create a category and include posts to that category. Please make sure that you add a featured image to each of the posts. You need to add the image as featured in full size, so that the full size displays in the lightbox. The image will be resized automatically to fit the thumbnail size.

You can create as many galleries as you want by simply creating more categories. In the full post view you can add more images and information.

## THE BLOG PAGE TEMPLATE

First you need to create a category named 'blog' and then add your blog posts to this category.

After that you need to create a page, name it the way you want, and in the template selection dropdown select the '[Blog Page](#)' template.

## THE WIDGET AREAS OF THE THEME

This theme has two widget ready areas. The [BOTTOM WIDGETS](#) are the widgets in the bottom of the website. The [RIGHT SIDEBAR](#) is the right bar visible in all pages.

You can add widgets to each area by going into '*Appearance – Widgets*' in your WordPress administration area and dragging & dropping widgets into each bar. Note that you can add as many widgets as you want to each area.

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/>

## 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 to '*Appearance – Background*' and there you can easily make the necessary changes.

## USING SHORTCODES

Shortcodes are custom styled elements ready for you to use. You can use them in your posts, pages or text widgets. To check out our shortcodes please see here :

[http://demo.vivathemes.com/themes/collage/?page\\_id=72](http://demo.vivathemes.com/themes/collage/?page_id=72)

Sample usages:

Big buttons: `[bluebutton]link text[/bluebutton]` html is

`[bluebutton]<a href="your url">text</a>[/bluebutton]`

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

Boxes: `[download]some text[/download]`

Half column: `[halfcolumn]some text[/halfcolumn]`

One third column: `[onethirdcolumn] some text[/onethirdcolumn]`

Best regards,

The Viva Themes Team