

# VIVA THEMES

We Help You Look Good

## REPRESENT 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

Represent is a great looking and clean business theme. It will be extremely easy for you to build your professional business website using this theme.

- Theme compatible with latest WordPress version.
- Post thumbnail feature.
- Custom menu navigation system, multi-level dropdown
- Background customization panel.
- Theme options panel.
- Breadcrumbs navigation.
- Front page slider with different effects managed from the theme panel.
- Custom shortcodes.
- Two widget ready locations
- Additional footer menu
- Threaded comments.
- Integrated blog pagination.
- CSS & XHTML valid.
- Cross-browser compatible.
- Delivered with .png source files (.psd files available in the forum)

## HOW TO INSTALL THE THEME

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

The theme is the '[represent.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 '[represent.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 '[represent.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 – Represent 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 MENU

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

## THE FRONT PAGE SLIDER

The front page slider is managed from the theme panel. Please go to '[Appearance – Represent Options](#)' to change the effect and speeds.

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](#)'. One post/page is one slide, so you have to include as many as how many slides you want. The custom fields area is located in the bottom of the screen when you edit a page/post. If your custom fields section is not visible, in the top right of your screen when you edit a page or post, you have a button named 'Screen Options', please click on it and enable the custom fields section.

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

If you don't want the page title to be used as the slide's caption, you can create a custom field name **'slidecaption'** and in the value field enter the caption you want.

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 image size should be exactly 900x400px, images won't be resized automatically.

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 overview of the custom fields.

Name	Value
slider	1
slideimage	http://demo.vivathemes.com/themes/method/wp-content/uploads/img1.jpg
slidelink	http://www.vivathemes.com
slidecaption	Your new caption goes here

Add New Custom Field:

Name	Value
<input type="text"/>	<input type="text"/>

Cancel

## THE WIDGET AREAS OF THE THEME

This theme has 2 widget ready areas. The **BOTTOM BAR** are the widgets in the bottom of the website, above the footer. 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/>

## 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 system. 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 and a static page in front. If you select a static page in front make sure you don't include that page in the menu, otherwise it will be highlighted when you are in the home page.

## 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 :

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