

VIVA THEMES

We Help You Look Good

ALMANAC 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

Almanac is a simple theme with which you can power your blog or personal website, by posting articles, images and videos in an attractive way. Included there are many other features like a portfolio category template, custom shortcodes, etc.

- Theme compatible with latest WordPress version.
- 100% tableless css design.
- Post thumbnail feature.
- Embed videos using custom fields.
- Custom menu navigation system, multi-level dropdown
- Background customization panel.
- Theme options panel.
- Custom shortcodes.
- Two widget ready locations
- 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 '[almanac_unzip_first.zip](#)' file that you received.

The theme is the '[almanac.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 '[almanac.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 '[almanac.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.

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 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).

ADDING A FEATURED IMAGE TO A POST

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. Add the full sized image as your featured image, the image will be resized and cropped to fit your post, and when clicked the full size will open in the lightbox.

EMBEDDING VIDEOS TO YOUR POSTS

You can add a video to any post, by simply creating a custom field in the post and in the value enter your embed code. The custom field name should be 'video' and the value should be the embed code you got from YouTube, Vimeo or another website.. Custom fields area is located in the bottom of the screen when you edit a post. If your custom fields section is not visible, in the top right of your screen when you edit a post, you have a button named 'Screen Options', please click on it and enable the custom fields section.

Note that the width of the embedded video should be 400px. Please watch this tutorial about how to change the size of your video.

<http://www.vivathemes.com/how-to-embed-a-video-in-your-content/>

Please check the screenshot below for an overview of the 'video' custom field.

Custom Fields

Name	Value
video	<iframe src="http://player.vimeo.com/video/15598310?title=0&byline=0&portrait=0" width="400" height="225" frameborder="0"></iframe>
<input type="button" value="Delete"/> <input type="button" value="Update"/>	

Add New Custom Field:

Name	Value
<div> <div>— Select —</div> <div>▼</div> </div> <div>Enter new</div> <div> <input type="button" value="Add Custom Field"/> </div>	

Custom fields can be used to add extra metadata to a post that you can [use in your theme](#).

THE WIDGET AREAS OF THE THEME

This theme has 2 widget ready areas. The **TOP WIDGET** is the widget at the top of your website, where you can write some information about yourself or a quote you like. The **LEFT SIDEBAR** is the left 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/almanac/?page_id=119

Sample usages:

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

`[bluebutton]text[/bluebutton]`

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

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

Best regards,

The Viva Themes Team