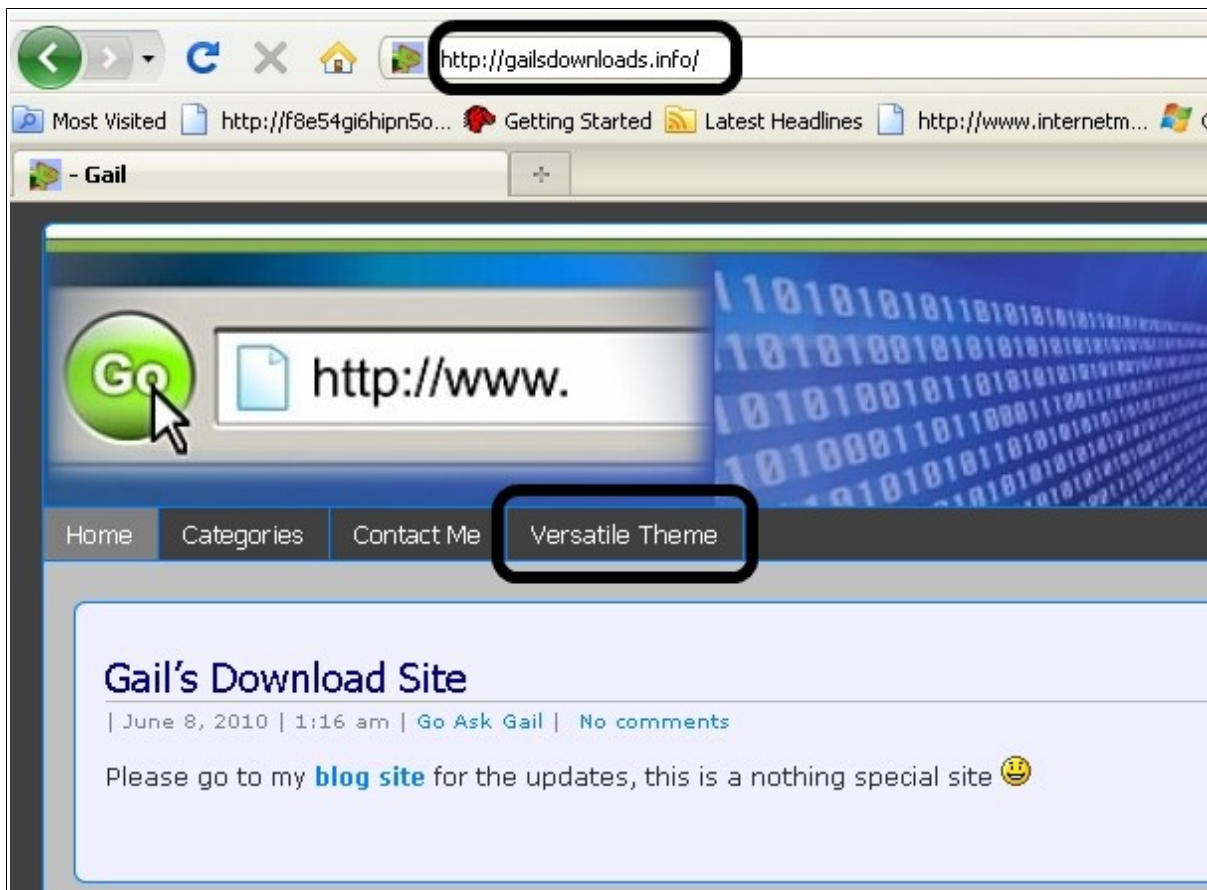




Versatile Theme Manual.

Welcome to this instruction manual for installing and using The Awesome Versatile Theme.

If you have a fresh Wordpress install you need to make sure that you have upgraded to version 3 or newer before you install The Versatile Theme. If you need to download Versatile go to the domain displayed in the screen-shot below: <http://gailsdownloads.info> and select the **Versatile Theme** tab as displayed.

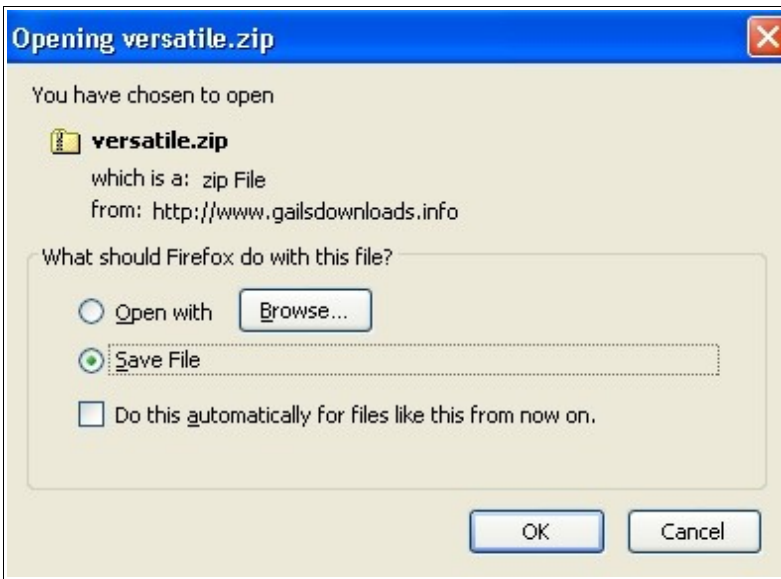


You will need to download the theme and leave it as a zipped file on your Hard Drive. You never unzip a plugin or theme before uploading or installing into Wordpress.



The image of this Box displayed when clicked on will start the download process. Or click on the Download image (Down Load the Versatile Theme) as illustrated below, again displayed on the site. Just follow through this process. Save the theme to a location on your hard drive that you can easily remember.

[Down Load the Versatile Theme](#)

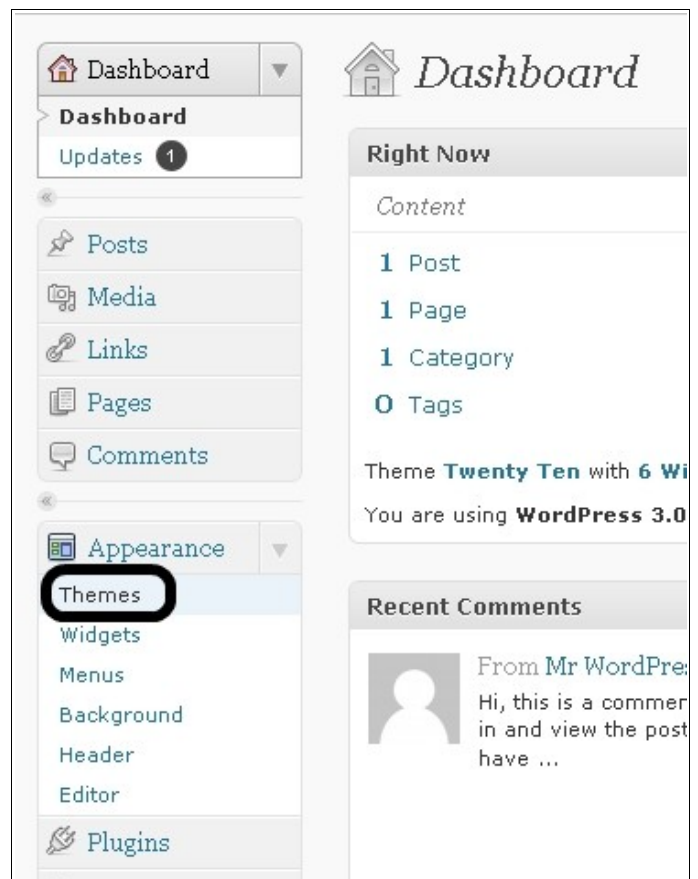


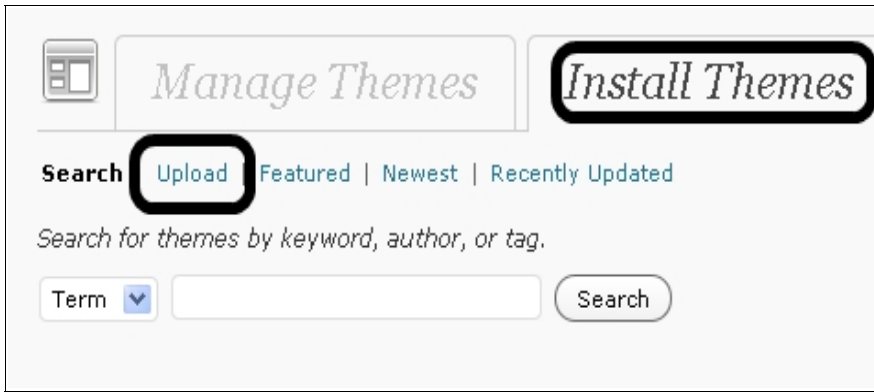
Click on the save file and OK and the file will be saved to your hard drive.

Remember do not unzip this file.

When you have downloaded the theme you need to open your Dashboard in Wordpress and click on the "Appearance" tab and then on the "Themes" tab.

This will open up the themes control area where you can now add the new Versatile theme into you site.





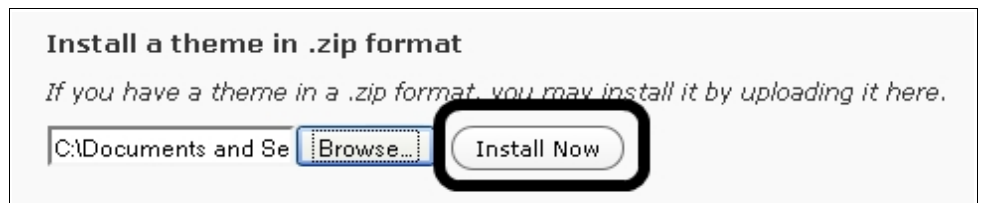
The next screen gives you the simple option to install a theme as highlighted in the image on the left.

The next option is to select the upload option. The theme is on your PC so upload it into the site



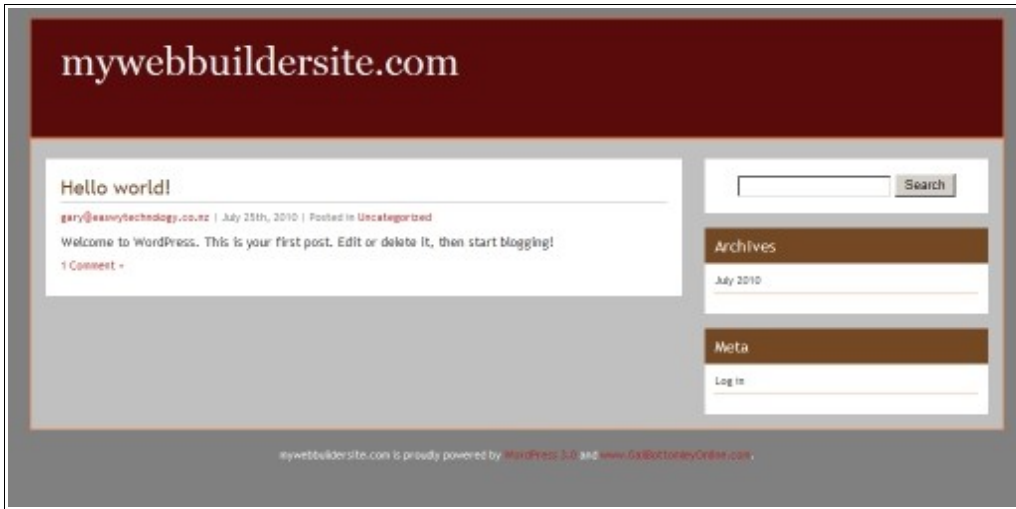
You will now need to locate the downloaded zipped file and double click on it to begin the upload process. Remember to leave the file exactly as it was downloaded. It is zipped and it needs to stay zipped.

The Image displayed on the right should appear and you need to click on the install now button highlighted to do the upload.



Once the theme is installed you then need to activate the theme and the process of installation and activation is complete. Simple process now the fun part can start.





When you visit the front of your site it will resemble the screen-shot on the left. You can now make changes to your site's appearance that will set it apart from other sites.



When you now open the Appearance tab there are some more options available that relate to the "Versatile Theme"

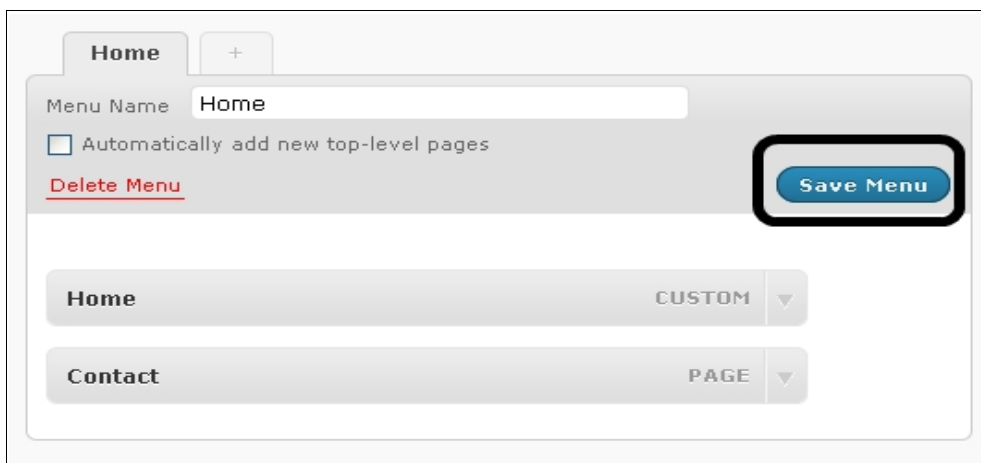
Let's take a look first at the options under Menus...



You **FIRST** need to add a "Home" menu as indicated above and click on the Create menu to create the all important Home Page. This will create a tab just below the header on your site which is very important to allow visitors to navigate easily around your site.



You then go to the Pages options that shows on the same screen select (1) View All (2) tick the pages that are showing that you want to include on your site and then click on 3 the Add to Menu button.



When you have completed the actions above choose the Save Menu button and the pages are done.

Each time you add a page you need to go to the menu area of the Appearance panel and select and add the page as illustrated in both of the two images above. With this you can keep pages private as well.

There are some advanced features in this menu system that make this theme even more powerful. I want to take a quick look at the drop down menus that are available.

The site that I demonstrate these on is a computer site that have a range of new laptops. The easy way to set this up is to have main page setting for laptops and create drop down menus for the brands that the company sells.

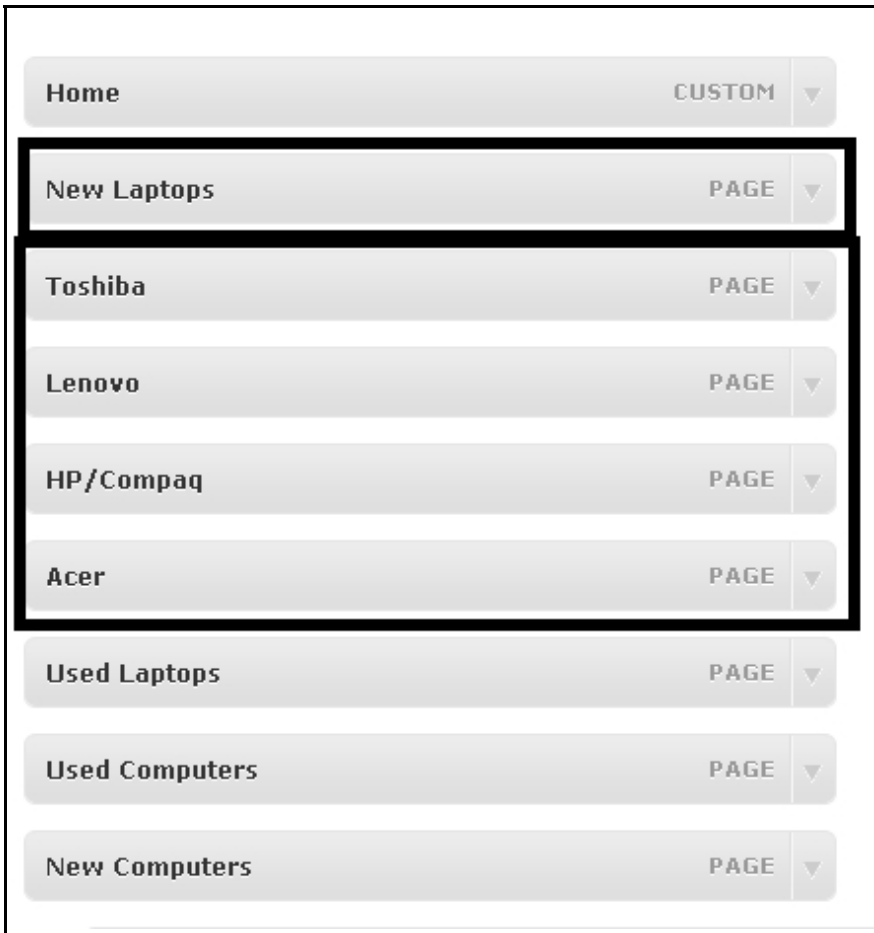
This could be used for any site that sells products or supplies information and want to have menus to make navigation easier.



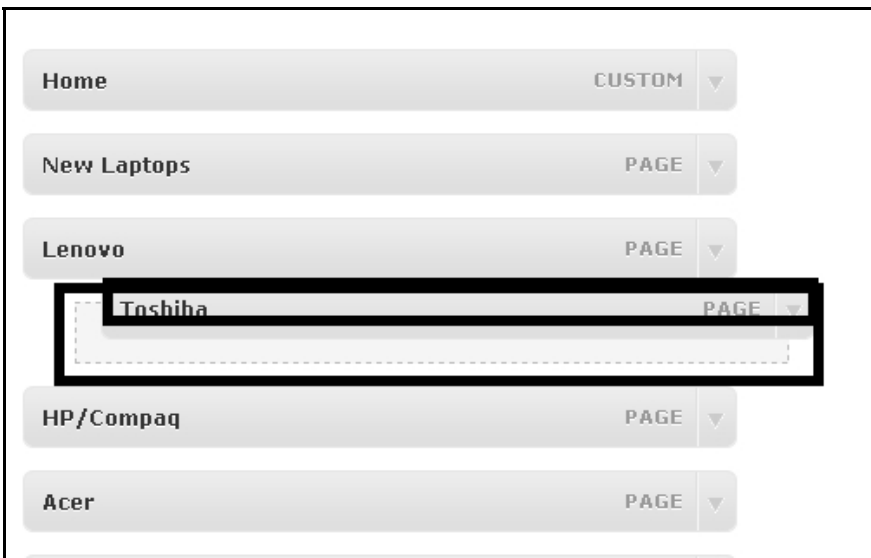
The image above gives a good idea of what we want to achieve. A top menu “New Laptops” and a drop down menu of the brands being offered.

In the dashboard under appearance we have a menus Tab as displayed. This is where we set up our drop down menus.

We first have to create the pages that we want to use in our drop down menu. We do this through pages and add new. Create each page you want and save the page. You are now ready to change the look an feel of the site.

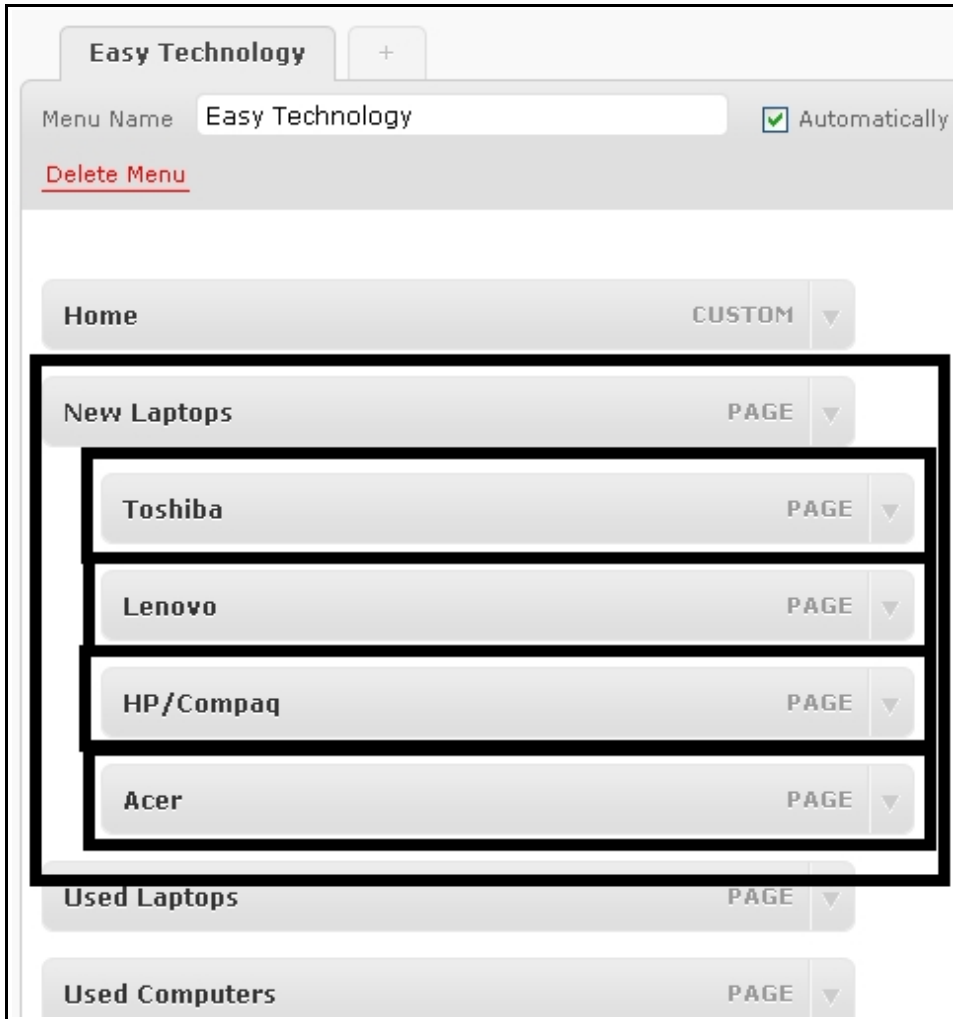


You will find the pages you have created should have been added to the list of pages on the right hand side of the control area. The image shows the look of the 4 pages listed below each other.



The process to makes each page part of the drop down menu is to click on the page image and drag it in the menu area. You will find that if you drag the menu below another page a just slightly to the right you will see another box appear and you simply drop the menu into that box and the page is now a drop down from the page above. You can also move the pages around in the line using this same process.

You move each page until you have your list of completed.



You menu box should now look like the image above. Note all the laptop brands are now a drop down menu under the original page of “New Laptops” this is a very nice feature.



Help ▾

Versatile Theme Options

Feeds:
 If you have an alternate feed address, such as one from [Feedburner](#), you can enter it here to have the theme redirect your feed links.

Direct category, tag, search, and author feeds to your alternate feed address?

Previous and Next Post Navigation: Show the *previous and next post* navigation on **Bottom** ▾

Sidebar Position: Show sidebar on **Right** ▾ side

Post Tags: Turn tags on or off below posts **Off** ▾

CSS Stylesheet: Choose CSS style: **Coffee** ▾

Header Height: Set header height to override the default of 120px **180** px
 Leave blank if you want to keep the original header size.

Header Text: Turn header text on or off **On** ▾

Footer Text: You can add custom HTML and text, which will automatically be added to the footer of your theme

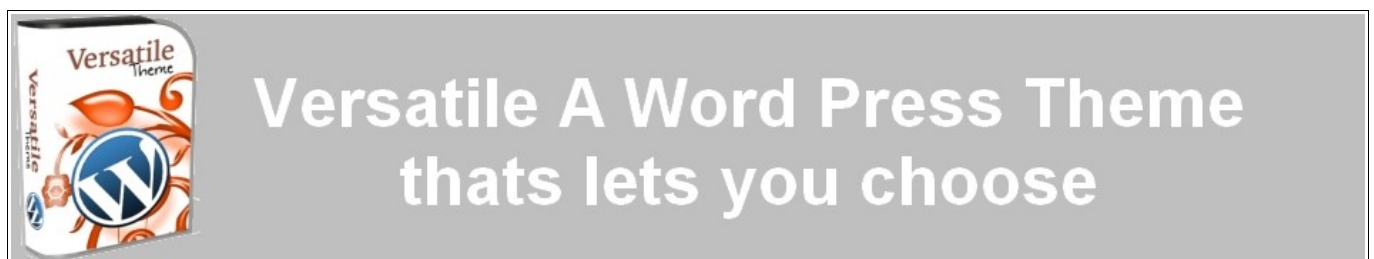
Under the Versatile Theme options you will want to change a few of the settings to better reflect the way you want the site to appear. We recommend the setting shown in the screen-shot above. (1) When you change the header you will need to turn the header text off (Above it is shown turned on) (2) We also recommend that you change the header size to say 180 px this will accommodate headers created using the CoolBanners software.

All of the options above should be self explanatory.

When you have adjusted the settings to suit, you need to then save the changes just as you do in all the Wordpress options.



Below is a header that I have created and now want to use on my new Wordpress site. The image is 900 to say, 950 wide and say ,180 high. The image has been saved as a JPG format on my Hard drive ready to upload and install onto the site. ***This is the fun part.***



Under The Appearance tab we now choose the Header option.

From the upload image option we browse locate the file we want to use as the header and upload the header. Remember that you need to have the image size set in the previous options to allow for the size of the header. Locate the file and upload it.

Custom Header Help

Header Image

Preview

Upload Image

You can upload a custom header image to be shown at the top of your site instead of the default one. On the next screen you will be able to crop the image. Images of exactly **980 × 180 pixels** will be used as-is.

Choose an image from your computer.

1 **2**

Browse... **Upload**

Remove Image

This will remove the header image. You will not be able to restore any customizations.


Remove Header Image

Your new header will show in the preview panel and give you the option to check that the size is correct. If for any reason the image is not right go back and adjust the setting to allow for the correct size.

When you are happy with the image:

Save the changes and your header is added to the site and is now viewable online.

Preview



Upload Image

You can upload a custom header image to be shown at the top of your default one. On the next screen you will be able to crop the image. Images of exactly **980 × 180 pixels** will be used as-is.

Choose an image from your computer:

Remove Image

This will remove the header image. You will not be able to restore an

Reset Image

This will restore the original header image. You will not be able to res customizations.

We now have the sites theme set to continue building and adding content.

We hope you will find this theme really **“versatile”!**



The screenshot shows a WordPress blog post for the 'Versatile' theme. The page has a grey header with the title 'Versatile A Word Press Theme thats lets you choose' and a navigation menu with 'Home', 'Contact', and 'Demo'. The main content area features a post titled 'Versatile Theme' by gary@easysite.com, dated July 25th, 2010. The post lists six features: 1. Widgets centered automatically, 2. Easy header addition, 3. Toggle tags, 4. Customizable colors, 5. Background images, and 6. Custom menu tabs. A 'Leave a comment' form is visible at the bottom of the post. To the right is a 3D-style image of the theme's packaging, which includes the WordPress logo and the text 'Versatile Theme'.