Bytesforall, who produce the Atahualpa theme, have an excellent support forum which I use regularly.

Updates – June 2010

Note – this guide was originally written for Atahualpa v3.4.x (which, at the time of writing this – June 2010 – is the version you will use if you install from within the Wordpress admin area)

There is a new version of Atahualpa, v 3.5.1, which is available to download from http://wordpress.bytesforall.com/

I have added some amendments to this guide, to include some of the additions in v 3.5.1. To make these easy to distinguish, I have typed them in a different typeface and in brown.
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NOTE: None of the links included in the text are affiliate links. ALL the tools/software I use are FREE.

Videos

ALL THE INSTRUCTIONS are here in writing in this guide.

I have also made some videos to accompany the guide – as an alternative teaching aid. There is nothing in the videos that isn’t in writing here in the guide. Use whichever (or both) method of learning suits you best.

To view the videos, just click on the camera icons.

NOTE: You will have to be connected to the internet using a broadband connection to view the videos.
Introduction

Before you ask – according to Wikipedia Atahualpa (pronounced ata-wal-pa) “was the last sovereign emperor of the Tahuantinsuyu, or the Inca Empire”

What can you do with the Atahualpa Theme?
The short answer to that question is – pretty much anything. It is one of the most versatile and customisable themes available. The latest version (3.4.1 at the time of writing this) allows for anything from a 1 column to 5 column layout.

You can choose which pages the sidebars are displayed on – so, for example, you could have a one column, sales type page as your front page and 3 column pages for the rest of your site. The choice and variety are totally flexible.

With Atahualpa you can create your own design – or if you find a theme, or colour scheme you like you can recreate all or part of them using this theme.

About this guide
This guide will not teach you how to use EVERY SINGLE theme option. The aim of this guide is to teach you HOW TO LEARN TO USE this theme.

This guide WILL NOT teach you how to use Wordpress. For the purposes of this guide, I’ve assumed you know the basics of using Wordpress.

Before writing this guide I helped several members of the Warrior Forum with this theme. This included one member who had found a blog style site that she wanted to use as a basis for her site. It wasn’t a WordPress site, so we couldn’t just download the theme. Using Atahualpa we were able to recreate the essential look of the site whilst adding a few modifications of our own.

If you have no idea what you want your site to look like, take a look around the internet and see if you can find a site you like. It doesn’t have to be a Wordpress site – it doesn’t even have to be a blog. Use the site (or sites) you have found to give you ideas for layout and colours.

An essential tool
If you’ve found a site you like, you might want to copy the colours used. (Remember that colours appear differently on other people’s monitors – if you are fussy about how colours appear, it would be well worth checking the appearance of your site on several monitors).

To copy colours from another site use Pixie. This is my number one, can’t do without, tool. It’s free and it uses virtually no memory. Pixie allows you to match colours exactly by giving you the html, rgb and other codes for whichever colour your mouse cursor is pointing at.
Chapter 1 - Starting to use the theme

Activate the theme

- If you haven’t installed the theme – see the separate sheet “Installing a New Wordpress Theme”

- If you haven’t activated the theme, click on “Themes” in the left hand menu in your WordPress dashboard

- Find the Atahualpa theme and click on “Activate”

Once you have activated the theme you will see “Atahualpa Theme Options” added to the “Appearance menu” in Wordpress. Click on this to get started.

DON'T PANIC!! The first time you look at the options menu it can be overwhelming. We are going to take things one step at a time.

DON'T expect to learn all the options at once. You will quickly get a feel for how the theme works - and will learn to use the bits you need when you need them.

DO – work with two tabs open in your browser. One with your admin area and one with your website.

MAKE ONE CHANGE AT A TIME. I have found this is the key to learning and using this theme. Make one change at a time. Save after each change, change to the tab displaying your site, REFRESH to see what difference your change has made.
What’s New

Although “out of the box” the 3.5.1 theme looks a lot different, in reality not much has changed. Many of the changes are due to changes the author has made to the default settings within the theme options – in other words, changes you can make yourself if you are using an older version. Some of the changes have been added in the “Add HTML/CSS inserts” area. I haven’t included this area in this tutorial as I have tried to keep this guide beginner friendly and use the minimum amount of code.

5 Looks to Choose From

There are now 5 different styles to choose from to get you started.

Using the 5 Custom Styles

One of the changes in the newer versions of Atahualpa is the ability to import/export the theme settings. This makes it easy to design your site on a test subdomain and then transfer all the settings to your live site when you are happy with your design.

Flynn, the author of Atahualpa, has included import files for 5 different looks.

- To use these you need to have downloaded the theme from the Bytes for All website
- Extract the files to a folder on your computer.
- ftp the theme to your website (see the instructions in the separate sheet)
- Now look in the folder on your computer and you will see a folder called “styles”

- Open this folder and inside you will 5 different style sheets which you can import to change the look of the theme
How to Import One of the Styles

- After you have activated the theme, go to the Atahualpa theme settings in the Wordpress dashboard.
- Look for Export/Import Settings at the top options menu.
- Click on “Upload and Import” and locate one of the theme styles on your computer.
How are these styles made?
A lot of the changes have been added in the “Add HTML/CSS Inserts” area of the theme options.

As I have tried to make this tutorial beginner friendly and included the minimum of code, I suggest you learn how to handle the main theme options before looking in here.

If you are comfortable with CSS then you will find no problem in understanding the extra code that has been added here.

For everyone else, I suggest you start with the ata.classic style – the original look that this tutorial was based on and which didn’t (originally) have any extra code in this area.

NOTE – that the ata.classic style now has code here to help you define the H1, H2, H3 etc styles of your theme.

What do the 5 preset styles look like?

Here are some screenshots of each of the styles as they look when first imported?

**ata-Round**
This style uses round corners – BUT – these don’t always appear round in Internet Explorer.

They will display ok in Firefox, Chrome, Opera, Safari and most other browsers.
Ata-Default2
This is the style that shows by default when you first install Atahualpa 3.5.1

Ata-default
This is similar in appearance to the ata-round style. It is more browser safe as there are no rounded corners.
Ata-Classic

The original design and the one this tutorial was originally based on. If you are using this tutorial for the first time, I suggest that you install this style until you gain confidence with manipulating the theme.

Ata-Adsense

Similar to ata-default2, but with room for you to use a block of Google Adsense in the header.
A quick look at the Theme Options Menu

You will see that the options menu is broken down into categories.

I have to say now that there are some options I have never used.

I hope this tutorial will teach you the basics and give you the confidence to experiment with the theme options.

I know very little php, css or html. Google is my friend and I have used it on many occasions to help me find bits of code to use with this theme.

Getting Started
Wrong!!! We aren’t going to start by clicking on “START”.

We are going to start by clicking on “Style and configure Layout” – the bit highlighted in orange in the screenshot.

Before you Start
If this is the first time you have used this theme and you are using v3.5.1 or higher, start by IMPORTING the ata-classic style (see instructions on p5/6)
Chapter 2 - Basic Layout

- Choose Style and configure layout from the theme options menu

- The first thing I change for all my sites is the layout width and type

- I like FIXED width sites. Fluid width sites adjust to the size of your user’s screen. Text and graphics move around and you can’t be certain of how the site will look on someone else’s computer.

- Using a FIXED width ensures your text and graphics stay in the same place. REMEMBER that not everyone uses high screen resolutions, or widescreen format monitors. Older people especially prefer lower screen resolutions so that things appear bigger on the screen. I have found that 950px fits most screens without asking users to use the horizontal scrollbar.

Your first change

- Enter 950px (or whatever width you choose) in the box. – as illustrated above.

- Scroll down to the bottom of the page and click on the ginormous “Save” button – you’ll see that the theme writer doesn’t want you to miss it! (Just for fun, I’ve reproduced it at actual size)

- REMEMBER – only make ONE change at a time.

- REMEMBER – to have two tabs open in your browser. One with the theme options and one with the site – like this

- After you have clicked on save changes – switch to the tab displaying your site and “refresh” to see the difference.
BEFORE – fluid width, site adjusts to fill all screens

AFTER – fixed width in pixels. Site doesn’t adjust to fill screen

Layout Container Style

- For most of my sites I don’t make any changes here.

- Sometimes I use this option to place a border around the outside of the whole site.

NOTICE that, as with many of the options, the theme writer gives you
a) helpful hints and
b) the default setting – if you make
changes and don’t like what you have done, just
enter the default settings given to return to the
original design.

- As the writer helpfully tells you that rounded
corners won’t be round in Internet Explorer I will
just add a border here.

Click the camera to view this as a video
I have added this line of code “border: solid 4px #cccccc;

4px = width of the line around the site. Use a higher number if you want a thicker border, lower number for a thinner one.

#cccccc is the HTML code for the colour – I’m using grey. ALWAYS use the # sign.

REMEMBER to SAVE your change and REFRESH your site’s browser tab.

NOTE: ALWAYS add the trailing semi-colon otherwise your instruction will be ignored.

I now have a grey border around the outside of my site – see below.

Border line styles
If you fancy experimenting with different types of lines, there are a range of options you can choose from. Instead of “solid” you could try: dashed, dotted, double, groove, ridge, inset or outset. Take a look at w3schools css border tutorial for more information.
Chapter 3 - The Header

Before we go any further here are a few sample headers from sites I’ve designed to show you how you can use the options to change the appearance to suit your project.

1) A simple, one page site, so no need for the menu bar or logo bar. This site uses some top padding (See body, text and links) This has the effect of moving the top of the site down and away from the top of your browser page. The title and tagline are overlaid on the header image.

2) This site uses the image and menu bars only. The heading and tagline are overlaid on the header image.

3) This is the site that this tutorial was loosely based on. It uses the logo bar because I want the rss feeds, but I have put the search in a sidebar widget.

4) This site has both the title and tagline displayed in the logo area. The organisation’s logo forms the header image.
Setting up the header area

- Go to Style and edit Header Area
- Now look at the “Configure header area” box.
- This is where you set the **order and style** of the top part of your site.
- Take a look at the default settings for the website header. Reading from left to right is the equivalent of reading from the top downwards on your site.
- The theme writer lists the options available for the header area. For example, you can centre the buttons on the menubar.
- By default, Atahualpa puts the menu bar right at the top of the site. I prefer it underneath the header graphic.
- So – with the default settings – the page menu bar is on top, the logo area is underneath the page menu bar, there is a spacer bar beneath that, then your header graphic and below that there is another spacer bar.
- As with everything else, the first time you do this, you will want to **make ONE CHANGE AT A TIME, save and refresh** to see the effect you are having on the site.
- I always start by moving the page menu bar to the bottom – like this:
- The page menu bar is now underneath the header graphic:
Do you need the logo area?
This depends on the purpose of your site. If you are designing a site that will use static pages (not posts) and you don’t need the RSS feed, you can remove the logo area completely - just delete %logo from the box above.

Let’s work our way through the items available in “style and configure header area”

1) Configure header area – that’s the option we used just now to change the order in which items appear in your header area. Don’t be afraid to experiment here.

2) Logo area styling – if you use the logo area on your site and want to put a border around it or change the background colour, you can do that here. There are some suggestions for you to try. I’m not going to make any changes here – yet! (We will come back to this area on page 25.)

3) Show Logo image – For most sites I just leave the logo box blank. If I use a logo I usually incorporate it into the header image. If you have a logo you want to use here you will need to use ftp software to upload it to /wp-content/themes/atahualpa/images. I’ll show you how to do that later, when we upload a new header image. Note that your image will need to be in .gif format.

4) Logo Image styling - I’m not using a logo image, so I don’t need to style it. But if you do use a logo, play around with the styling. Remember – make one change at a time. You might want to change the margins (one at a time – and I usually make a BIG change first to see what is happening, fine tuning comes later). If you want to add a border, you could use the same code we used when we styled the layout container – something like

```
border: solid 4px #cccccc;
```

“solid” tells you the type of line, “4px” tells you the width of the line and “#cccccc” tells you the colour.
REMEMBER to add the semi-colon at the end of each line of code

5) Show blog title. I want to give my site a title at the top of the screen, in the logo area – so I’m setting this option to “Yes”
   o You can also overlay the site title ON the header graphic area.
   o For some sites I turn off the title here and overlay the title and tag line on the header graphic.
   o For other sites I display the title here and the tag line within the header graphic.
Setting your site’s title and tagline

To do this you are going to leave the theme options menu and use the “Settings, General” menu from the left hand menu options.

Give your site a new title and informative tag line

<table>
<thead>
<tr>
<th>Blog Title</th>
<th>Internet Safety</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tagline</td>
<td>Beware of scammers and phishers</td>
</tr>
</tbody>
</table>

Remember to scroll down and Save your changes

6) **Blog Title**  This is where you can change the appearance of the text for the blog title. NOTE you make the changes here, even if you display the title overlaid on the header graphic. Try making this much bigger, say 300%, so you can see the change. I’m going to leave this at 240%.

7) **Blog Title weight/color/hover**. This is where you choose the colours for your blog title. If you click in one of the colour boxes you will see a colour picker appear. Choose your colour here, or use Pixie to capture the html of a colour you like.

8) **Show Blog tagline**. I don’t want to display the tagline in the logo area. So I have changed this to no.

9) **Blog tagline**. Change the look of the tagline text here, even if you are going to display the tagline overlaid on the header graphic. NOTE that the blog header font size is given in percent (we used 240%) whilst the tagline is given in “em”. I’m going to change this to 1.6em to make it bigger. I’ve also changed the colour to white.
How are we doing?
I told you to make one change at a time and refresh your browser tab to see the effect of each change. Here are the changes we have made so far:

10) **Show search box.** I don’t want the search box in the logo area – I’m going to place it in a sidebar widget – so I’ll set this to “No”.

11) **Search box.** If you decide to display the search box here, you can change its style. (I don’t like all the dotted lines that Atahualpa uses by default, so if I do display the search box I either remove the line – just delete the line of code that says `border: 1px dashed #cccccc` – or I change “dashed” to “solid”.)

12) **Text in header search box** – if you want to give instructions for your reader – such as “search this site” – enter them here.

13) **Horizontal bars 1 & 2.** These are the spacer bars that Atahualpa allows you to use. I usually remove them so that the menu bar sits immediately beneath the header graphic.

I have decided to remove these horizontal bars (see Configure Header area above)

How are we doing?  This is how our header area looks now
**Header Image**

This is the area where you set the style of the header image.

**NOTE** – you CAN’T upload a new header image from here. You have to use FTP software to do that. I will give you the instructions for that below.

1) **Rotate Header Image**

Atahualpa allows you to upload more than one header image. If you want the header image to keep changing while a visitor is reading your site, set the interval in seconds between image changes here.

2) There are a couple more options which are, I hope, self-explanatory before:

3) **Header Image Height.** Set the height of your header image in pixels. I am going to use the default setting.

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**Designing and Uploading a header image**

You now have the information you need to design your header image. So I will give you some hints about designing and uploading your header image. This is NOT part of the Atahualpa theme options.

**Designing a header image**

- In the preceding section we set the HEIGHT of our header image (150 pixels).
- On page 3 we set the WIDTH of the site (950 pixels)
- This tells us that we need a header image that is 950 pixels wide by 150 pixels high. Use your favourite graphic design software to design (and or crop) an image to these dimensions. I use **Paint.net** – if you use this, click on image/resize to set the size in pixels. If you use different software you will have to look at the options available to find the correct place for setting your image size in pixels.
- When you are happy with your image save it to the folder on your computer associated with the website you are designing.
Uploading your header image

You will need to use ftp software to upload your new image. I use Filezilla.

- Log into your site and negotiate your way to

  Remote site: /public_html/wp-content/themes/atahualpa/images/header

  NOTE – you do this in the right hand box in Filezilla – the Remote site box.

- Notice that there are already three images in that folder. Start by deleting these (click on an image and press Delete on your keyboard)

- Now you need to find the header image(s) you saved to your computer.

  Local site: C:\Users\Carol\Documents\Annie's website [B&B]

  NOTE – you do this in the left hand box in Filezilla – the Local site box.

- RIGHT CLICK on the image you want to upload and choose “upload”

- You can also do this by double clicking on the file you want to upload – BUT this won’t work if you want to upload a folder.

- I’ve never used a rotating header, so I am just going to upload one image.

  HINT – make sure there are no SPACES in the filename of your header image. If there are, Atahualpa will ignore the image.

4) Opacity Left (& Right) If you look at the site header on the previous page (see “How are we doing”) you should notice that there is a faded area at either end of the header image.

On most sites I remove this. You can choose the value of the opacity – if you set it to 0, the faded area will disappear. Experiment with the options here. REMEMBER – make a change, save it and refresh your second browser tab to see the effect of your change.

I am going to set both Opacity left and Opacity right to 0. If you decide to use a fade, then try setting the Opacity (left and/or right) width to the same width as the sidebars. (Yes, I know – we haven’t looked at the sidebars yet!)
5) **Overlay Blog Title (and/or tagline)**  Here we have the option to decide whether or not to overlay the blog title and/or tagline onto the header image.

We are using the logo area above the header image, so I’ve already set the blog TITLE to display there. Here I will set the TAGLINE to display overlaid on the header image.

6) **Overlayed blog title/tagline style**  Here you can style a container for the tagline. If you look at the sample headers, you should see this in use. One has an obvious box around the text, another has a fixed width but not box.

By default the box will auto adjust to the width of your text. If you want to restrict the width, set a fixed width.

If you want to move the box down or to the right, change the margin-top or margin-left values.

**NOTE** – if you want to change the appearance of the TEXT you need to return to “Style and Edit Header Area” and change the font size/style/colour there.

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**How are we doing?**

I’ve uploaded a new header image, and overlaid the tagline – this is how the site looks now.
Menu Bar

Now we are going to look at how to customise the Menu Bars. There are two menus to choose from page and category. The options within each are the same.

New is the option to animate drop down sub-menus using Java Script. If you choose yes, test your site using different browsers. The effect may not work in all of them. (I have 5 browsers on my computer for testing sites I’m developing – Internet Explorer, Firefox, Chrome, Safari and Opera)

1) **Home Link**. This can become confusing, especially if you are using a mixture of “pages” and “posts”.

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**The difference between Pages and Posts**

I’ll start by explaining the difference between pages and posts. The best way I can do this is by using an analogy to good old-fashioned sheets of paper.

**Pages.** These function in the same way as pages you would design in any other webdesign software.

Each page has its own separate “sheet”. If I add a new page, I add a new “sheet of paper” to my site.

**Posts.** Posts work like a classic blog. You write a post and, by default, it appears on the posts “sheet” on your blog. Each time you add a post, the new post appears above the previous post but on the same “sheet of paper”. Each post can also have its own sheet if you click on its title to display a single post.

**Mixing Pages and Posts**

If you are using both pages AND posts on your Wordpress site, you can use the “Home Link” option to give your reader an easy way of going back to the blog (or posts) sheet of your site. You can use any text you like – for example “blog”.

**Pages only sites**

If you are using ONLY pages, you will set a static homepage in the “reading” options of the “settings” menu. You will then want to leave the “Home Link” blank, otherwise you will find that your homepage appears twice in your menu bar. Once as “home” and once using the page’s own name (and if you’ve called the page “home”, then you will have two home links in the menu bar – very confusing!)

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- For this tutorial, I’m going to be using a blog style sheet and static pages, so I DO want a home link.
2) **Exclude pages from Page Menu Bar**
If you have hidden download pages, or pages that you want your user to access by clicking on a link somewhere, you can stop them from appearing in the menu bar by adding them here. Follow the instructions given beside this box to find your page ID.

3) **Depth of page menu bar**
If you have several levels of sub-menus you can decide what depth to display on the menu bar. For example – suppose you have a page about fruit, with subpages about apples, bananas and pears and each of these has subpages about the different types of apples, bananas or pears. You can set this so that only the first level of subpages shows on the menu bar, and the links to the types of apples, bananas or pears are embedded in the text of the subpages.

4) **Sorting order**
Here you decide whether pages appear on your menu bar in alphabetical order, or in chronological order (you can give each page a number in the page’s editing area). I usually number them in tens – ie, 10, 20, 30 etc to leave room to add pages later. These numbers are NOT part of the theme options.

5) **Title tags in page menu bar**
If you set this to “yes” then the page title will pop up when a user points their mouse at the menu bar item.

6) **Don’t link first level parent items**
If a page in your menu bar has subpages, setting this option to “no” will mean that the menubar link to the top level page ISN’T CLICKABLE. This is useful if you only want users to read the sub-pages. Using our example above of fruit, this would mean that there would be no need for you to write anything on the global “fruit” page – the submenu will pop-up and users can go directly to the subpages about apples, bananas or pears.

7) **Border around all menu items**
On Page 6 I told you about different line styles. I have changed this to ridge, 2px to make it wider and used the same colour for the line as I have for the background of the header image. (I used Pixie to find the colour code)

8) **Background colour options**
I have left all the colour options unchanged
9) **Font size and face**
I have increased the font size to 13px to make it more readable. I have left the font face choices as given. If you change these, it is advisable to use a selection of font faces, as not all readers have all fonts installed on their computer. Notice that all the default options are sans-serif fonts. If you like Times New Roman, or a more unusual font, add them here. Your reader’s computer will choose from left to right until it finds a font it can match – that is why the generic option “sans-serif” is there.

10) **Transform text in page menu bar**
You can choose how the text in your page menu bar appears, regardless of how you have typed your page names. For example – if you have typed your page names in Title Case (each word with a capital letter at the beginning) you can change this to all uppercase for the page menu bar.

If you want your page names to appear exactly as you typed them, change this option to none.

11) **Sub menu arrows**
If you have subpages, you can choose the colour of the arrows here. I have left this on black as I am using a white background.

12) **Width of sub menus**
The sub menus have a fixed width. Increase the width if you have any long page names. I’m going to leave it on 11 for now.
Chapter 4 - Sidebars

Number of sidebars
The current version of Atahualpa (Sept 09) allows you to use up to 4 sidebars. There is a left sidebar, a left inner sidebar, a right sidebar and a right inner sidebar.

You can choose which pages each of these sidebars displays on. This allows you to be flexible in how you use the sidebars. For example:

a) If you want 2 sidebars on your site you could use the outer sidebars with one set of content on some pages, whilst using the inner sidebars with a different set of content on the remaining pages
b) You could use 2 left sidebars on some pages and use 2 right sidebars on others
c) You could use a left and right sidebar for links and content and use an inner sidebar for Google Adsense
d) You could remove the sidebars altogether for a sales page.

Where to display sidebars?
This same combination of options appears 4 times. Once for each of the sidebars. You can choose which of your sidebars appears where on your site. If you want to you can turn all of the sidebars off and just use the central column. Ideal for a sales page.

I have set the options to display the left, left inner and right sidebars on all pages.

Sidebar Width

This next set of options allows you to set the width of each individual sidebar. I usually find you need to experiment with the widths.

If you are using Google Adsense you will want to make these at least 20px wider than your Adsense – and maybe more, depending on the options you choose later when setting up the widget areas.

If you are using the opacity option in the header area (see page 11) you can set the opacity widths to match the width you choose for your sidebars.

I have set the left inner sidebar to 130 as I am going to use it for a narrow, vertical block of Adsense.
Sidebar styles

- Here you can set vertical lines to define your sidebars. I have changed the lines to solid on the left sidebars and removed the line from the right sidebar.
- You can set individual borders (as I have) : border-right, border-left, border-top and border-bottom – or you can just use “border” to put a border all around one or more sidebars.
- I have changed the background colour of the left and left inner sidebars to match the header image
Chapter 5 - Widgets

Atahualpa has lots of options for styling the widgets. I won’t show you them all – you need to experiment. With a bit of practice you can emulate the look of almost any theme you can find.

Take the following instructions as a starting point. Currently (Sept 09) Atahualpa only allows for one set of widget styling for all the sidebars.

For each of the widget options you will see a graphical representation. The area you are styling is the area shown in green.

If you don’t specify a background colour for any widget option, that area will be transparent and match the sidebar background colour.

**Widget Container**

- I am going use a pale grey background with a solid, pale grey border. If you just want to specify top, bottom, left and/or right borders use the appropriate code(s) – border-top, border-left, border-top and/or border-bottom. NOTE – you will need to list these one above the other and specify each one individually if you do not want a continuous outer border.
- I have added padding to add space between the inner containers and the widget border. (Try this with and without the padding to see the difference.)

**How are we doing?**

**Widget Title Box**

This is the box that holds the titles of your widgets. I have decided to use a solid, pale grey border with a white background (#ffffff).

I have added some padding to move the text away from the edges of the box.
**Widget Title**
I have reduced the size of the type – from 1.6em to 1.4em. I have left the weight on bold, and added “color: #555555” to give a dark grey font colour.

NOTE: To colour the background of a box use the code “background” and to colour the font use the code “color”.

```html
font-size: 1.4em;
font-weight: bold;
color: #555555
```

**Widget Content Box**
I am going to leave this option blank. You can experiment with this if you want to put a box around your content. Try copying and modifying the code we used for the widget title box.

**Widget List Items**
This and the next few boxes are really self-explanatory. Change one option at a time, save and refresh to see what difference you have made. If you don’t like the bullet style borders beside each menu item, just set the “left border width” to 0.

The chances are that none of your widgets will contain second level and lower items – unless you use a widget to display pages as well as, or instead of, the menu bar. I leave lower levels unchanged and just go back and alter them if I need to.

**How are we doing?**
Using Widgets

- When you first install Atahualpa you will notice that widgets appear by default in the left and right sidebars. You can see them on all the preceding screenshots.

- If you choose “Widgets” from the appearance menu of Wordpress (NOT an Atahualpa theme option) you will see that both the left and right sidebars appear empty.

- How do you remove those default widgets?

- Easy. Just add a new widget to a sidebar and the default ones will disappear. If you want to leave a sidebar blank for the time being, just drag a new text widget into the sidebar and leave it blank. Your sidebar will appear empty.
Chapter 6 - Background Colours

- We are using a white offpage background and a white onpage background.
- You might prefer to use colours. I often use a grey offpage background.

Offpage background colour

- To change this go to “Body, Text and Links”
- NOTE: the background colour you set here will affect EVERYTHING. We have already set the colours for the SIDEBARS – including the WHITE one. We have also set the colours for the MENUBAR – including the white background.
- HOWEVER – we HAVEN’T yet set the centre column colours, so to start with they will display your chosen background colour.
- I’m going to add a pale grey background.
- I’ve changed the background colour to #dddddd.
- If you want to use a background image you can add that here. Follow the instructions. I don’t use background images as I think they are too distracting for the reader.
- I’ve also added some padding to move the site away from the top of the browser.
• When I refresh my browser, this is what I see:

![Internet Safety](image)

• I have the grey, offpage background that I wanted. BUT the centre column and the logo area are also grey. I’m going to change these back to white.

### Changing the logo area colour

• Go back to “Style and edit Header Area” in the theme options

• Add a background colour – I’m using white

![Logo Area: Styling](image)

### Changing the centre column background

• I’ve changed the centre column background to white by adding the code “background: #ffffff;”

![Center Column](image)

### How are we doing?

![Internet Safety](image)
Chapter 7 - Adding a Favicon

Finally we are going to add a favicon for your site.

What’s a favicon? It’s the little icon that appears in your browser if you are using tabs. By default, Atahualpa adds this.

Choosing from the list in Atahualpa

If you go to the “Add a Favicon” page you will see that Atahualpa gives you a list of alternatives to choose from.

If you want to use one of these, just enter its name in the box at the TOP of the page. The one I’ve chose here gives a lady bird.

Using your own Favicon

I’m no artist (that’s an understatement of mammoth proportions!), but I prefer to design my own favicons.

Favicons need to be 16 x 16 pixels. Not much space to play with. They need to be .ico format. The instructions in Atahualpa suggest you use a piece of software to convert to .ico. HOWEVER, I have found that saving your favicon as a jpeg and then simply renaming it using your ftp software works fine. See separate guide “Designing a Favicon using Paint.net”

I design my icons in Paint.net. As I’m not an artist I either use letters – or if a client has given me a simple logo I just shrink that to 16 x 16. See bonus guide on “Designing a Favicon using Paint.net”.
Uploading your favicon

- Use your ftp software to upload your favicon. I’m using Filezilla again (as we did for the header image)

- In the “Remote Site” panel navigate to the Atahualpa theme and then images/favicon

- In the “Local Site” panel, find your new icon and double click to upload it (or right click and select upload)

- HINT – make sure there are NO SPACES in your filename or Atahualpa will ignore it.

- Now go back to “Add a Favicon” in the Atahualpa theme options and enter the name of your new Favicon. Click on save and when you refresh your site in your browser you should see your new favicon displayed:
Chapter 8 - SEO Options

Atahualpa has built-in SEO options. You can choose to display these in the post/page editing area of Wordpress. There are also some new SEO options which you can add within this area of the theme options.

This isn’t a tutorial on SEO – so I will leave you to work your way through the options. They are fairly self-explanatory.

Chapter 9 – Finishing Touches

I’m going to add some finishing touches to the site, so you can see what it would look like in use.

1. First, I’m going to add a block of Adsense ads to the left inner sidebar

2. I’m going to add that search widget to the top of the right sidebar – I said I would do that when I turned off the search in the logo area at the top of the site

3. I’m going to add some other common widgets to the sidebars

4. After I added the Adsense, I could see that my left inner sidebar needed to be wider than I had previously set it. I went back to the Atahualpa theme options and selected “Style and Configure Sidebars”. I made the left sidebar narrower and the left inner sidebar wider. I had to do a bit of fine tuning to make the Adsense sit centrally in the box – the final figures I used in the theme options were 180 for the width of the left sidebar and 155 for the left inner sidebar.

Here is my finished site.
Anyone that knows me, knows that I am paranoid about backups. I’ve lost count of the number of clients I’ve had whose computer has been stolen/fried by a power surge in a thunderstorm/hard drive died in the night/motherboard failed/orange juice spilled on it/younameit....... and whose data was irretrievable.

At the start of this tutorial I showed you how to use the Import feature to import one of the preset styles that comes with this theme.

Now, I’m going to encourage you to use the export feature. It has two uses:
1) You can easily reproduce the look of one Atahualpa site on another site. This is very useful if you want to design your new site on a test sub-domain before making it live on your real site. When you are happy with your design, export it from your test site and import to your live site. You will have to ftp the header image separately, along with any graphics that you used in widgets.
2) BACKUPS. Export the settings and save them on your computer. Then if your website gets hacked or your server has problems you can reinstall your site. (Make sure to keep a backup of your site’s database too. Either use the export function in the Wordpress tools menu, or install a plug-in to email you regular database backups.)

Summary

Using the instructions I have given you, I hope you were able to build a personalised site to your own design.

I hope, too, that you will realise the huge potential of this theme. We haven’t looked at the many options, but I hope this guide will have given you the confidence to experiment.

We didn’t touch on styling your post/page text containers, but I hope you will feel confident to try changing some of those. If you like a border around all of your posts, for example, you can use some of the same coding that we used when we styled the widget containers.

Some of the more complicated options in Atahualpa require a bit of thought and perseverance if you aren’t expert at coding.

When you attempt the more complicated options remember two things:

a) Make one change at a time. Save and refresh to see what that change achieved. This is how I work out the bits I don’t understand. If an option says something like, padding 0,15,0,0 I change one of those numbers at a time, to see what each does.
b) If the change you are making is numerical make a BIG change initially – you have a better chance of seeing what it is that you have changed!

Good luck. Using Atahualpa you really can design any theme you like.

There is no need to buy expensive premium themes, or special software to design your themes. You can do it all right here in Atahualpa. And all for free.

Happy designing.

Carol Smith

www.friendlycomputertraining.com
BONUS 1

Designing a Favicon using Paint.net

You can download Paint.net from [www.getpaint.net](http://www.getpaint.net). It’s a simple to use program and I use it for all my headers, favicons etc. If you use something more sophisticated, such as Photoshop, I’m sure you will be able to use that instead.

- **Favicons are 16px x 16px** – so we need to tell Paint.net that we want an image that size.

- Click on Image and then Resize

- Make the width and height 16px (NOTE – make sure that you DON’T have a tick beside “Maintain aspect ratio”)

- After you’ve clicked on OK you will find that your image is TINY!! That’s ok – we want a tiny image, but we need to be able to see what we are doing when we work on it, so:

  - Use the zoom function in the menu bar to make your image appear larger on screen.

  - I’m going to use Pixie to match the colour of the background to the colour of my site. (NOTE – you can’t see the mouse cursor in this screenshot – it’s pointing at part of the blue header background.)

  - If you press ctrl+alt+C on your keyboard, Pixie will remember the HTML code so you can paste it into Paint.net

  - Expand the “Colors” palette by clicking on “More” and then type or paste your colour code into the “Hex” box.

  - Next, we are going to fill the 16 x 16 square with this colour as its background.
• Click on the paintpot – this tool allows you to fill a whole area with colour.

• Move your mouse cursor into the 16 x 16 square and click to fill with your colour.

Using Text

• I’m going to add the letters “K” and “S”

• I want my letters to be white, so I’m going to change the primary colour from blue, to white. Just type ffffff into the hex box.

• Click on the text tool – the “A”

• Move your cursor into the square and click.

• Type your first letter – “K” for this exercise.

• You will see a four headed arrow icon – use this to drag your letter to the correct position

• Adjust the font size in the toolbar – I’m going to change to 8

• Now click on any of the other icons in the tools menu to remove the flashing cursor and fix your image

• Then click back onto the text tool “A” andrepeat the process above to add an “S”

• Now use the zoom function to reduce this to actual size (100%) – this is what your reader will see in their browser

• It’s not very “pretty” and I’m sure you can design something better

• Save it to a file associated with your project. REMEMBER – don’t use any of the filenames that Atahualpa already uses for favicons. I’m going to call mine sitefavicon.

• Save it as a jpeg

• Favicons need to be in .ico format. You can rename it from sitefavicon.jpg to sitefavicon.ico using your ftp software.

Here is an example of a favicon I produced for a client. This client had a logo. I loaded the logo into Paint and then used image/resize to reduce the image to 16 x 16px. This is that favicon in my browser:
Renaming your favicon to .ico using Filezilla

I use Filezilla as my ftp software. If you use something else, you will probably be able to rename your icon in a similar way.

- In the “Local Site” panel of Filezilla, navigate to your newly save icon.
- Here is mine – sitefavicon.jpg
- We need to rename it to .ico, so RIGHT click on the file and choose “Rename”
- Change the file extension to .ico

Your favicon is ready for you to ftp it to the correct directory in your site - if you are using Wordpress or another online program - or to add to your site via your web design software. (For example, I sometimes use Serif WebPlus, in which case I add the favicon from file/siteproperties/favourites.)
BONUS 2
Installing a new Wordpress theme

Once you have installed Wordpress, you will almost certainly want to install a new theme.

WordPress have a huge selection of themes which you can install from within your WordPress admin area. If you find a theme elsewhere on the internet you might have to use your ftp software to upload it.

Installing a new theme from within your Wordpress Admin area

- Look for the “Appearance” menu in your Wordpress dashboard and click on “Add New Themes”

- If you know which theme you want to upload, enter its name in the search box. Or you can use the “feature filter” to search for suitable themes.

- I’m a fan of the atahualpa theme, so I’ve entered that in the search box.
When you've found a theme that you like, click on “Install”

A dialog box will appear asking you to confirm that you want to install the theme. Click on “Install Now”

Click on Activate to make your new theme appear on your site
Installing a new theme using ftp software

If you want to use the latest version of Atahualpa you can download it from http://wordpress.bytesforall.com/

- Save the download file – which comes as a zip file.
- Unzip the file to a folder on your computer
- User your ftp software to ftp the whole theme FOLDER to wp-content/themes

For more detailed instructions, follow the instructions for ftping your header image on p20
BONUS 3
Installing Wordpress Using Fantastico

- Go to cPanel – www.yoursite.com/cpanel
- Login with your cPanel username and password
- Scroll down through cPanel to find the Fantastico icon (note – you might have a different version of cPanel)

- Click on Fantastico
- In the left hand menu, look for Wordpress

- Click on this to go to the Wordpress installation area
- Click on New Installation
Installing WordPress in the root directory

I think some people find this a little confusing.

1) If you want to type in www.yourdomain.com and go straight to Wordpress, then you will want to install Wordpress in the root directory, so you leave the “install in directory” box empty.

2) If you want to type in www.yourdomain.com/something, then you want to install Wordpress in a subdirectory called “something”. Enter the name for your subdirectory in the “install in directory” box. NOTE – you don’t need to create this subdirectory before installing WordPress – Wordpress will create the subdirectory for you.

- Under “Admin Access Data” enter a username and a password. These are your WORDPRESS username and password NOT your cpanel username and password

HINT – To generate a secure password I usually run my fingers randomly across the keyboard. I then highlight the password that I’ve generated, copy it and then paste it into a Word or Notepad document so that I can save it on my computer in case I forget it (or my computer forgets it!)

- Under “Base configuration” make sure you enter a real email address. Wordpress tries to be helpful and will make up an email address from your cpanel username and your domain name. If that email address doesn’t exist, delete it and type in a real one.

- WordPress will use this email address if you forget your password and need to click on the forgotten password option when trying to log into Wordpress. There was a recent vulnerability in Wordpress which allowed a third party to change your password. The changed password was emailed to the address entered here.

- Click on “Install WordPress”

- Then click on “Finish installation”
• Finish by telling WordPress to email you details of the installation. The email will include your username and password and your mySQL database details.

You need a username and a password to enter the admin area. Your username is rosetrees. Your password is q[w08o432 The full URL to the admin area (Bookmark this!): http://keepsafeonthenet.info/wp-admin/

DO NOT REMOVE the file named fantastico_filelist.txt from the installation directory. It is used for uninstalling this application.

Back to WordPress overview

Email the details of this installation to:
carol@it-teacher.co.uk

Send E-mail

• Keep this email in a safe place, or print it out and file it

• WordPress has now been installed.

• If you enter your domain name into your browser you should see a plain installation of Wordpres ready for you to add content and customise it.