

# Using the Atahualpa Theme - A Beginner's Guide

Bytesforall, who produce the Atahualpa theme, have an excellent [support forum](#) which I have used.

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**NOTE:** None of the links included in the text are affiliate links. ALL the tools/software I use are FREE.

## Share Your Site

I've started a page on my blog where students of this tutorial can share their site with others.

When you've designed your site using Atahualpa, visit [this page](#) of my blog. Go to the comment area and leave a comment – make sure to include the address of your site.

I will take a screenshot and add it to the students' sites page.

## 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

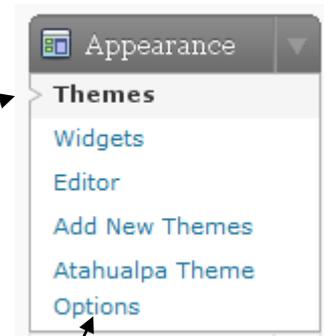
If you've found a site you like, you might want to copy the colours used. (Remember that colours appear differently on other people's monitors – if you are fussy about how colours appear, it would be well worth checking the appearance of your site on several monitors).

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.

## 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.

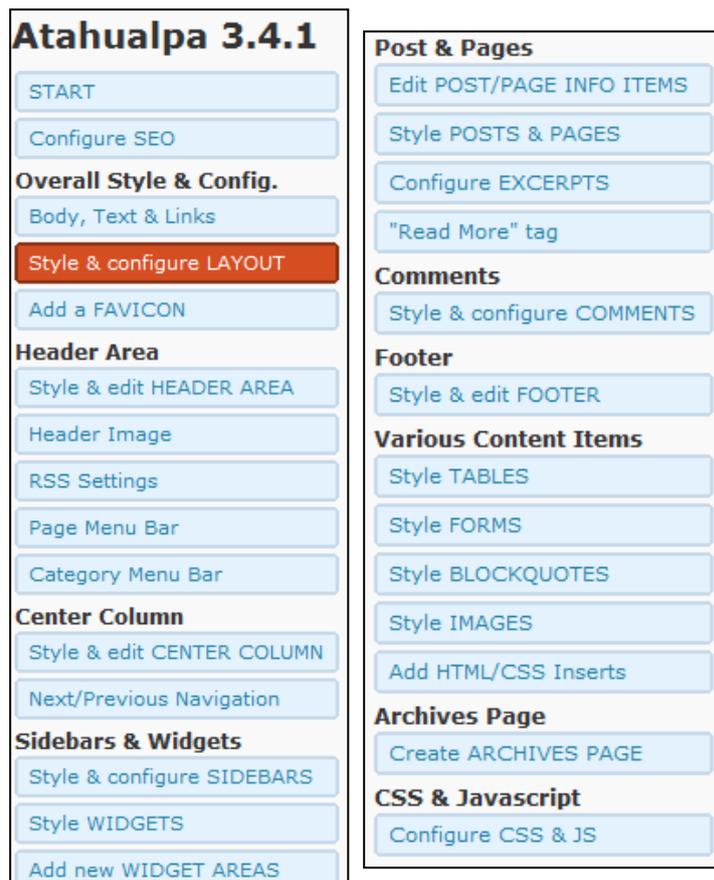
I hope this tutorial will teach you the basics and give you the confidence to experiment with the theme options.

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.



## Chapter 2 - Basic Layout



Click the camera to view this as a video

- 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.

### Overall Style & Config.

Body, Text & Links

Style & configure LAYOUT

Add a FAVICON

### Layout WIDTH and type (FLUID or FIXED)

950px

Default: 99%

### Your first change

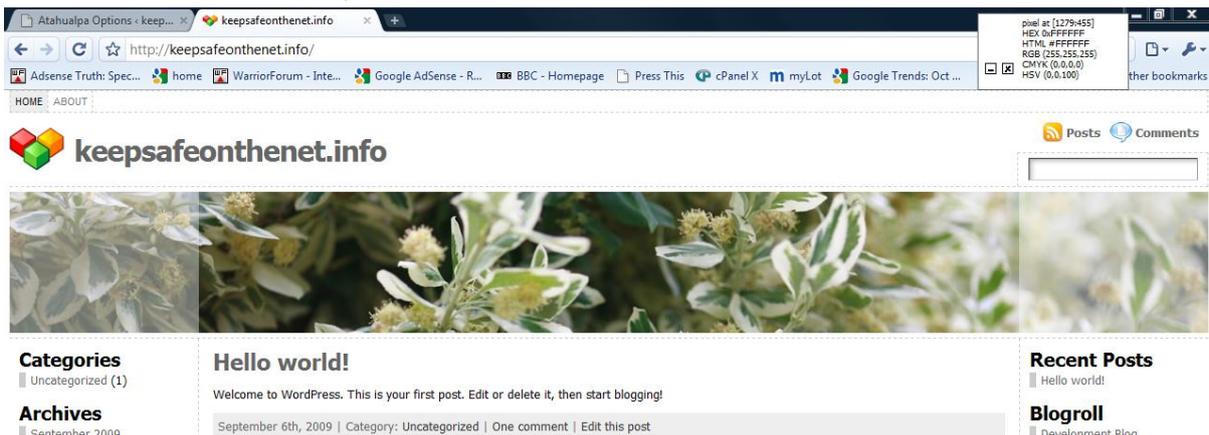
- Enter 950px (or whatever width you choose) in the box. – as illustrated above.
- Scroll down to the bottom of the page and click on the ginormous “Save” button – you'll see that the theme writer doesn't want you to miss it! (Just for fun, I've reproduced it at actual size)



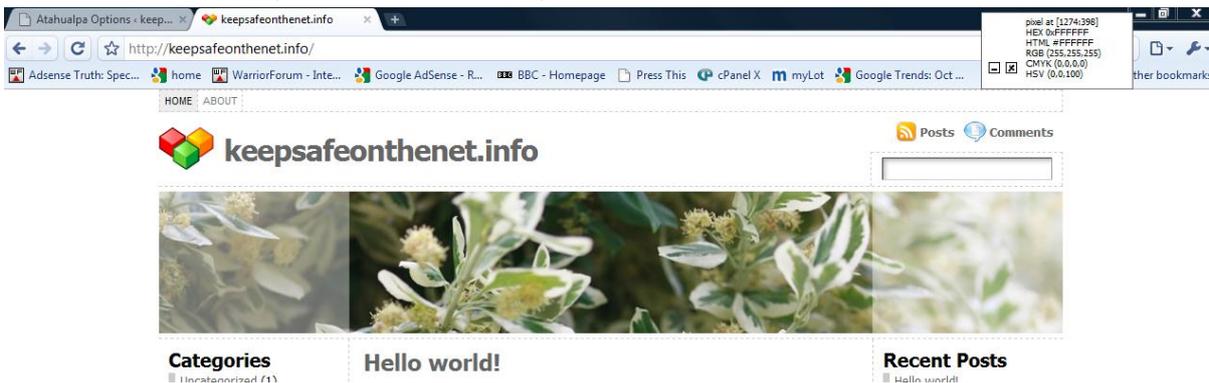
- REMEMBER – only make ONE change at a time.
- REMEMBER – to have two tabs open in your browser. One with the theme options and one with the site – like this
- After you have clicked on save changes – switch to the tab displaying your site and “refresh” to see the difference.



**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.



Click the camera to view this as a video

 **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.

**Layout Container Style**

Style the layout container here. The layout container holds the w footer.

- Don't use `margin` here. `margin-left` and `margin-right` are needed t left/right margin. You can get space on the left and right of the lay top and `margin-bottom` use padding on the body (see menu tab "
- Left/Right padding must be set separately in the next option. It w

**Example:**

```
border: solid 2px #cccccc;
padding: 10px; /*This effectively only affects top/bottom padding */
background: #ffffff;
-moz-border-radius:10px;
-khtml-border-radius: 10px;
-webkit-border-radius:10px;
border-radius: 10px;
```

NOTE: The rounded corners won't be round in Internet Explorer.

`padding: 0;`

Default: **padding: 0;**

NOTE: The rounded corners won't be round in Internet Explorer.

```
border: solid 4px #cccccc;  
padding: 0;
```

- 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.



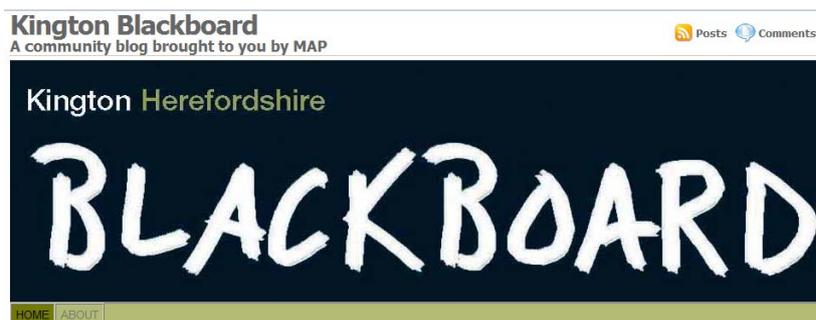
- 2) This site uses the image and menu bars only. The heading and tagline are overlaid on the header image.



- 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.

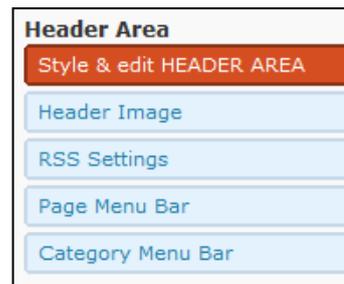




Click the camera to view this as a video

## 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.

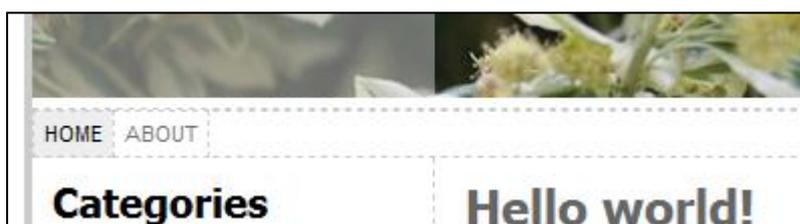


- Take a look at the default settings for the website header. Reading from left to right is the equivalent of reading from the top downwards on your site.
- The theme writer lists the options available for the header area. For example, you can centre the buttons on the menubar.
- By default, Atahualpa 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:

Default: %pages %logo %bar1 %image %bar2

```
%logo %bar1 %image %bar2 %pages
```

- 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

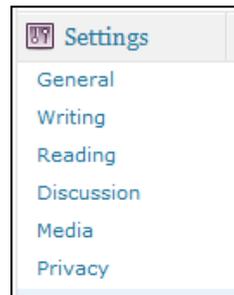
- 5) **Show blog title.** I want to give my site a title at the top of the screen, in the logo area – so I'm setting this option to "Yes"
  - You can also overlay the site title ON the header graphic area.
  - For some sites I turn off the title here and overlay the title and tag line on the header graphic.
  - 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

Blog Title	Internet Safety
Tagline	Beware of scammers and phishers

Remember to scroll down and Save your changes

Save 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%.

```

Blog Title
Style the blog title font except the color and font-size.

margin: 0;
padding: 0;
letter-spacing: -1px;
line-height: 1.0em;
font-family: tahoma, arial, sans-serif;
font-size: 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.

Blog Title Color: Default: 666666

Blog Title Color: Hover: Default: 000000

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

Show Blog Tagline?

No

Default: Yes

- 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.

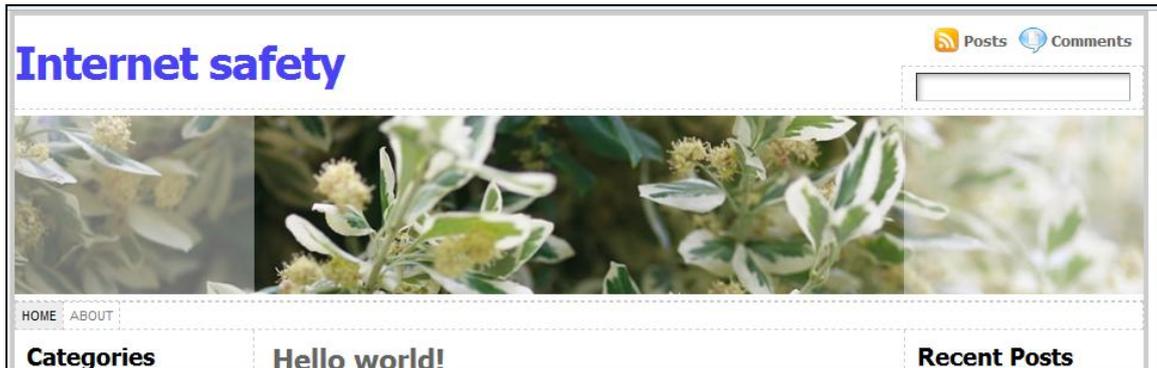
```

Blog Tagline
Style the blog tagline.

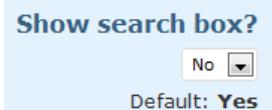
margin: 0;
padding: 0;
font-size: 1.6em;
font-weight: bold;
color: #ffffff;
    
```

## 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".

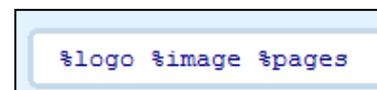


- 11) **Search box.** If you decide to display the search box here, you can change its style. (I don't like all the dotted lines that Atahualpa uses by default, so if I do display the search box I either remove the line – just delete the line of code that says `border: 1px dashed #cccccc` – or I change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

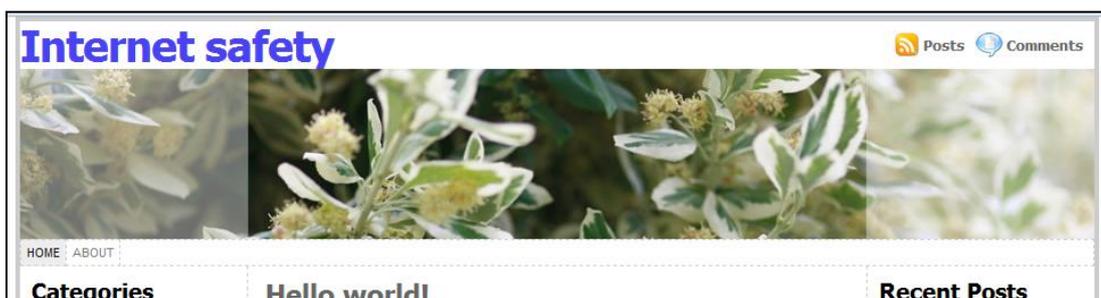
- 12) **Text in header search box** – if you want to give instructions for your reader – such as "search this site" – enter them here.

- 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

Rotate header images with Javascript?  
0  
Default: 0

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.

Header Image: Height  
150  
Default: 150

## 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](http://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`

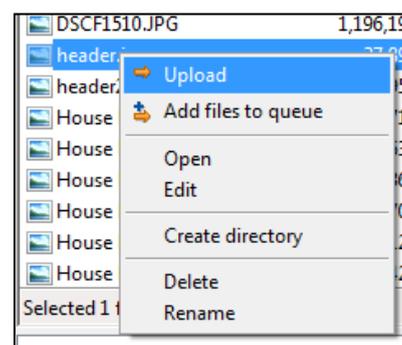
NOTE – you do this in the right hand box in Filezilla – the Remote site box.

- 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.

**Overlay Blog TITLE over Header Image(s)?**  
No   
Default: No

**Overlay Blog TAGLINE over Header Image(s)?**  
Yes   
Default: No

## 6) Overlaid 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.

margin-top and margin-left values. To right-align the overlaid container, add float: right; and replace margin-left with margin-right. To center it, add float:none; margin-left:auto; margin-right:auto; text-align:center; and, instead of adding margin-top here, add padding-top to the parent container, via [HTML/CSS Inserts](#) -> CSS Inserts: div.header-image-container { padding-top: 30px; height: xxxpx; } with XXX = desired image height - padding-top value.

You can add background color, borders and padding, too.

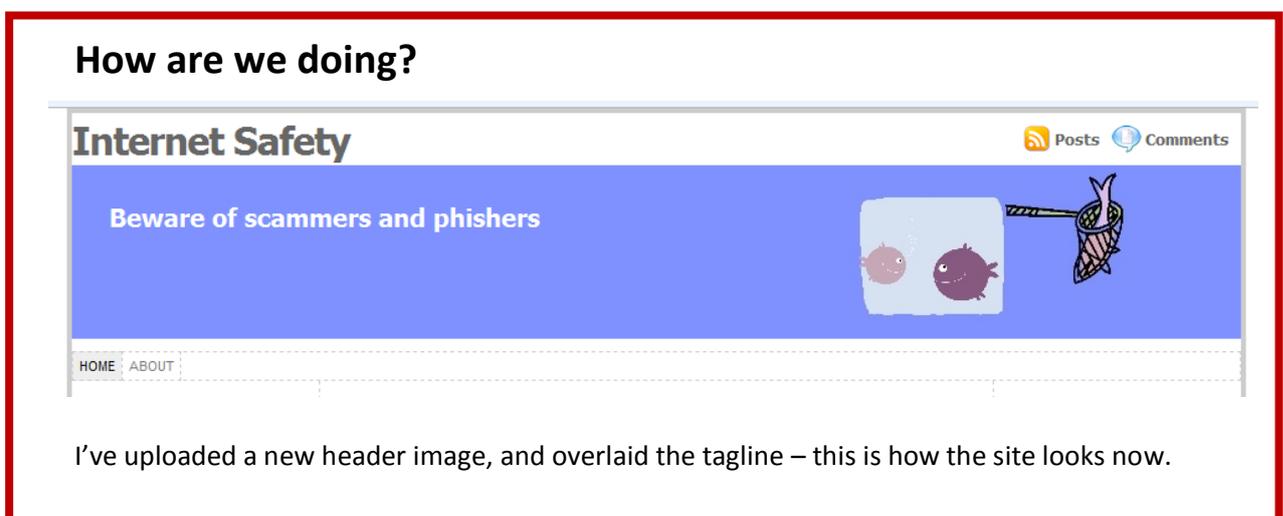
**Example (as shown in the image):**

```
margin-top: 30px;
margin-left: 30px;
width: 300px;
padding: 7px;
background: #ffffff;
border: solid 2px #000000;
filter: alpha(opacity=60);
-moz-opacity:.60;
opacity:.60;
-moz-border-radius: 7px;
-khtml-border-radius: 7px;
-webkit-border-radius: 7px;
border-radius: 7px;
```

Leave width: ...; out to let the box adjust to the width of the blog title or tagline, whichever is longer.

To change the styles of the blog title or the blog tagline individually, see the menu tab "Header"

```
margin-top: 30px;
margin-left: 30px;
```



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 Bar.

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

### Home link in Page Menu Bar

Default: **Home**

### Header Area

Style & edit HEADER AREA

Header Image

RSS Settings

Page Menu Bar

Category Menu Bar



## 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 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”**.

### 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!)

- 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.

### Exclude pages from Page Menu Bar?

Default: **blank**

### 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.)



### 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.



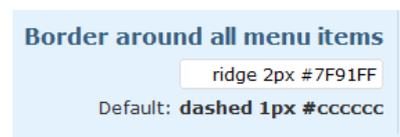
### 6) Don't link first level parent items

If a page in your menu bar has subpages, setting this option to “yes” 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.

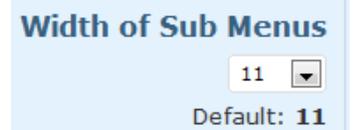
### 11) Sub menu arrows

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.

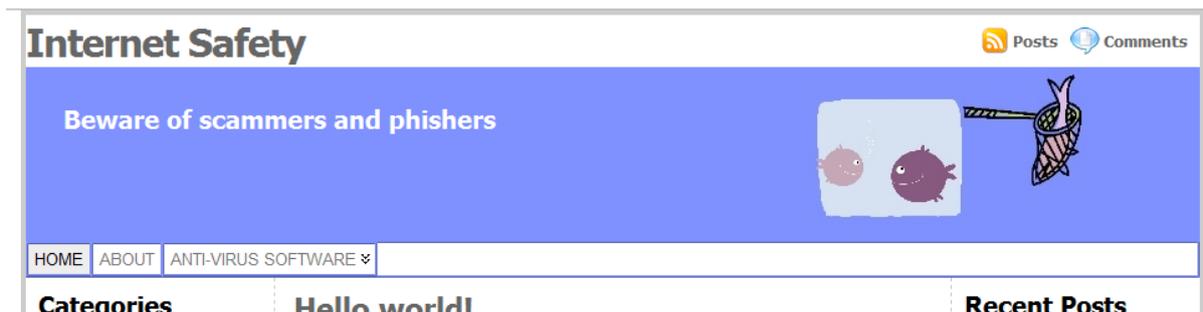


### 12) Width of sub menus

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.



## How are we doing?

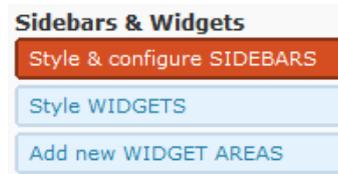


## Chapter 4 - Sidebars



### 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.



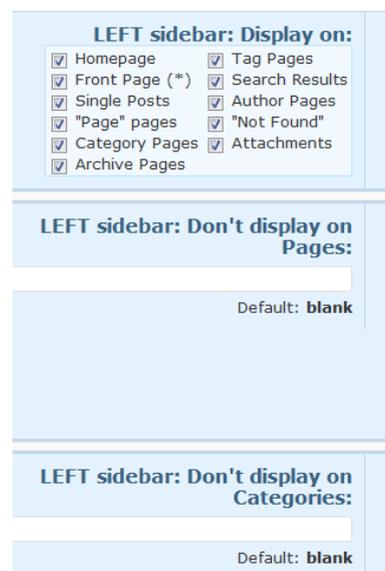
You can choose which pages each of these sidebars displays on. This allows you to be flexible in how you use the sidebars. For example:

- 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
- You could use 2 left sidebars on some pages and use 2 right sidebars on others
- You could use a left and right sidebar for links and content and use an inner sidebar for Google AdSense
- 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 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

### LEFT sidebar style

Style the LEFT sidebar here. Usually all content styles for the sidebar. The widgets can be styled separately.

```
border-right: solid 1px #CCCCCC;  
padding: 10px 10px 10px 10px;  
background: #7F91FF;
```

Default: **border-right: dashed 1px #CCCCCC**

### LEFT INNER sidebar style

Style the LEFT sidebar here. Usually all content styles for the sidebar. The widgets can be styled separately.

```
border-right: solid 1px #CCCCCC;  
padding: 10px 10px 10px 10px;  
background: #7F91FF;
```

Default: **border-right: dashed 1px #CCCCCC**

### RIGHT sidebar style

Style the RIGHT sidebar here.

```
padding: 10px 10px 10px 10px;  
background: #ffffff;
```

Default: **border-left: dashed 1px #CCCCCC**

### RIGHT INNER sidebar style

Style the RIGHT sidebar here.

```
border-left: dashed 1px #CCCCCC;  
padding: 10px 10px 10px 10px;  
background: #ffffff;
```

## 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.

Style & configure SIDEBARS

Style WIDGETS

Add new WIDGET AREAS

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

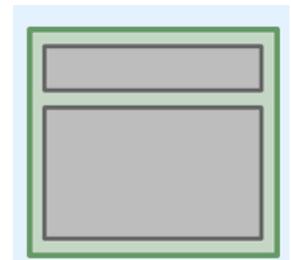


**For each of the widget options you will see a graphical representation. The area you are styling is the area shown in green.**

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 to 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.)



```
border: solid 2px #d9d9d9;  
padding: 5px;  
margin: 0 0 15px 0;  
background: #e9e9e9;
```

### How are we doing?

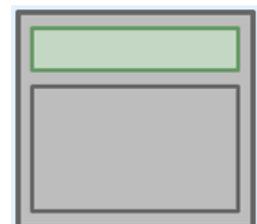


### Widget Title Box

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.

```
border: solid 1px #d9d9d9;  
padding: 5px;  
background: #ffffff;
```



## 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”.



```
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.

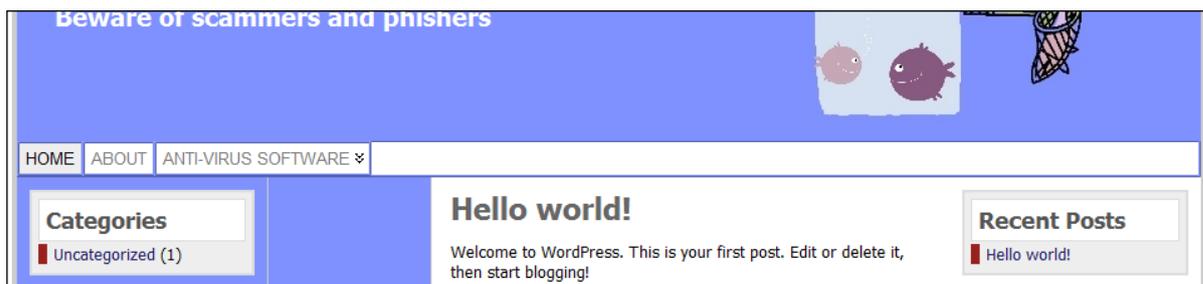
**Widget List Items**  
List items and links in widgets.

List items and links inside							
Left Margin for whole Item	Left Border Width for Links	Left Border Color for Links	Left Border Hover Color for Links	Left Padding for Links	Link Text Weight	Link Text Color	Link Text Hover Color
0	7	99211D	000000	5	normal	1A1962	000000



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.



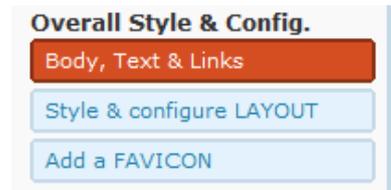
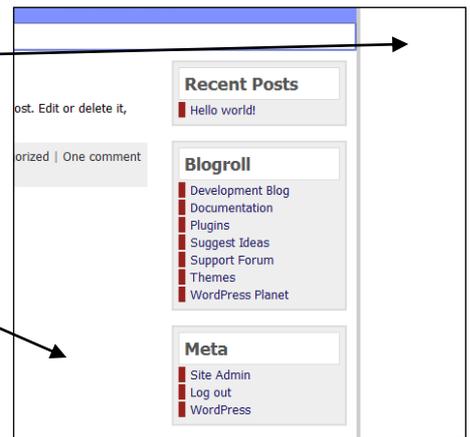
## Chapter 6 - Background Colours



- 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

**Body Style**  
The styles you set here will apply to everything that doesn't get its own style.

**Examples:**

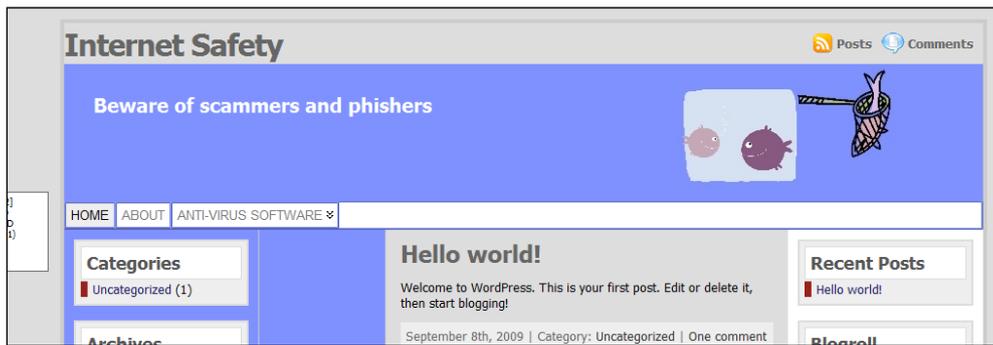
Setting a background image for the body:  
`background: url(/wp-content/themes/atahualpa/images/backgr.gif) repeat top left;`  
To use your own image upload it to `/wp-content/themes/atahualpa/images/`

To put space above and below the layout:  
`padding-top: 20px; padding-bottom: 20px;`

Set padding here, instead of margin on the layout container (see tab "Layout")  
Internet Explorer.

```
padding-top: 10px;
font-family: tahoma, arial, sans-serif;
font-size: 0.8em;
color: #000000;
background: #dddddd;
```

- When I refresh my browser, this is what I see:



- 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**  
 Style the header's logo area, the container that holds the logo, the blog tagline, the search box, and the page menu bar. The height of the logo area varies with the content. If you want more height, you can set the height, border, and padding. Avoid margin and padding for the content.

**Example:**  
`height: 150px;`  
`background: #eeeeee;`  
`border: solid 1px #000000;`

`background: #ffffff;`

**Header Area**  
 Style & edit HEADER AREA

Header Image

RSS Settings

Page Menu Bar

Category Menu Bar

### Changing the centre column background

- I've changed the centre column background to white by adding the code "background: #ffffff;"

**Center column style**  
 Style the center column here. The center column contains the main content and the next/prev navigation.

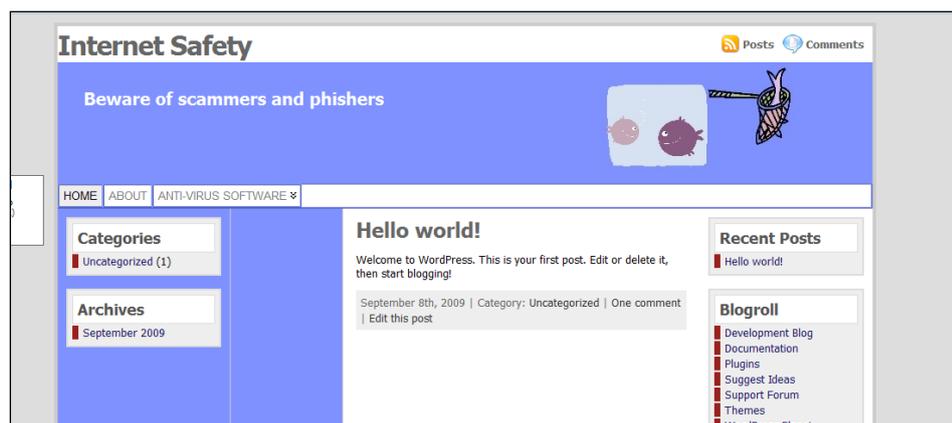
`padding: 10px 15px;`  
`background: #ffffff;`

Default: `padding: 10px 15px;`

**Center Column**  
 Style & edit CENTER COLUMN

Next/Previous Navigation

## How are we doing?

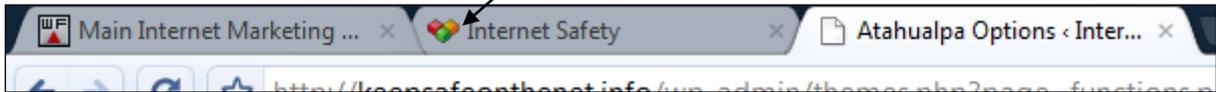
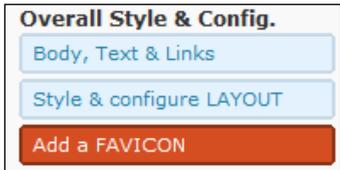


## Chapter 7 - Adding a Favicon



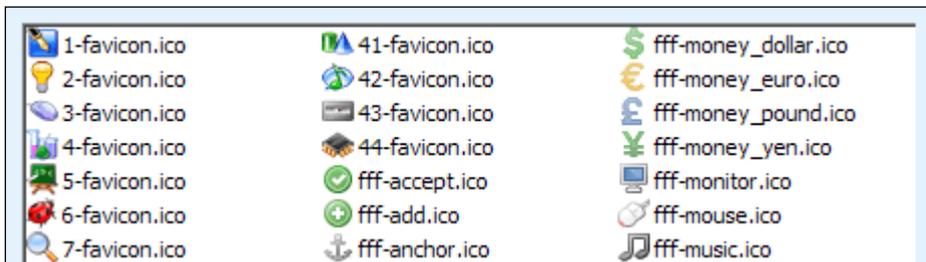
Finally we are going to add a favicon for your site.

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

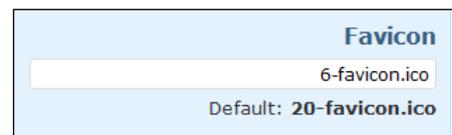


### Choosing from the list in Atahualpa

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

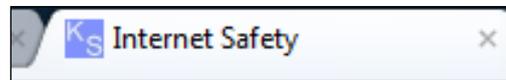
I'm no artist (that's an understatement of mammoth proportions!), but I prefer to design my own favicons.

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](http://www.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 separate guide on "Designing a Favicon using Paint.net".

## Uploading your favicon

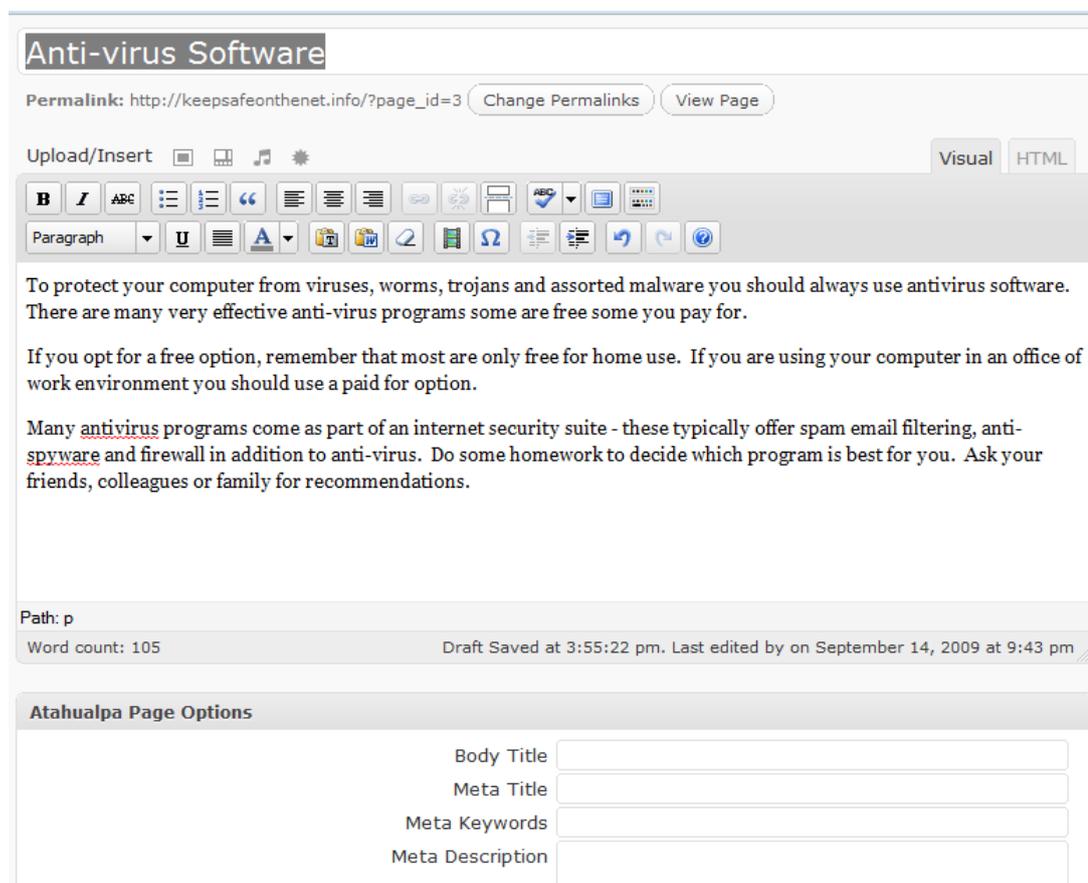
- Use your ftp software to upload your favicon. I'm using Filezilla again (as we did for the header image)
- In the "Remote Site" panel navigate to the Atahualpa theme and then images/favicon
- In the "Local Site" panel, find your new icon and double click to upload it (or right click and select upload)
- 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 won't find these on the Theme options page. These are added to the bottom of each new page/post.

The options available are Body Title, Meta Title, Meta Keywords and Meta Description.



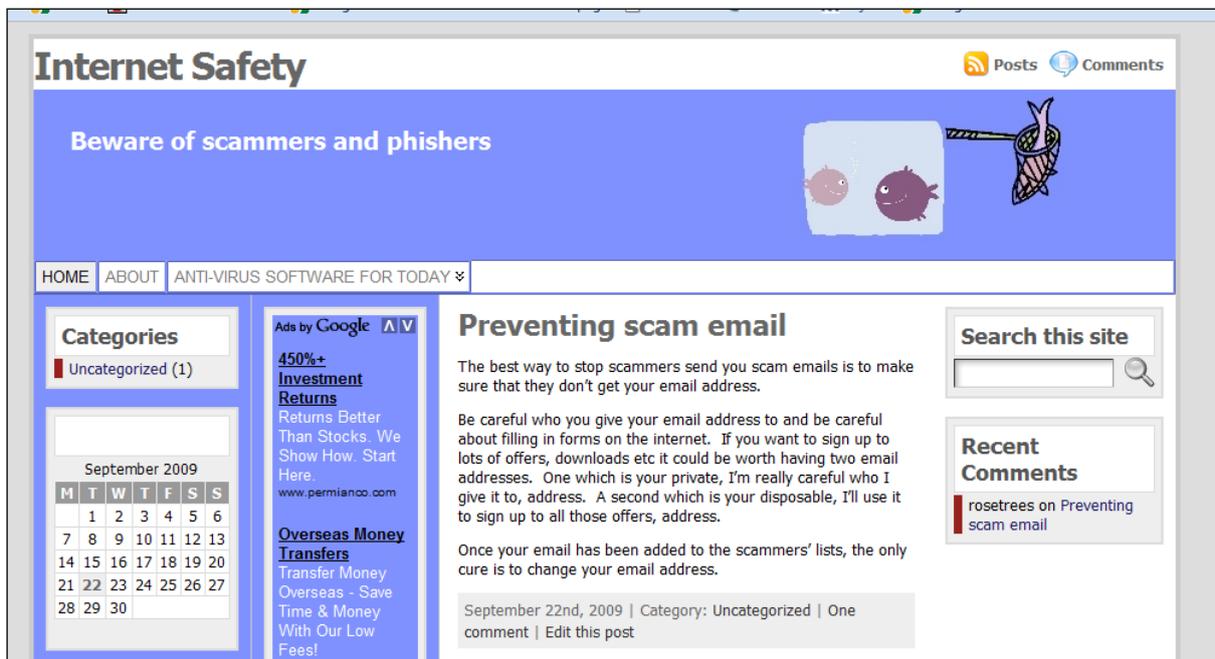
The screenshot displays the WordPress editor interface for a page titled "Anti-virus Software". At the top, the title is in a large box. Below it, the permalink is shown as "http://keepsafeonthenet.info/?page\_id=3" with "Change Permalinks" and "View Page" buttons. A rich text editor toolbar is visible, with "Visual" and "HTML" tabs. The main content area contains three paragraphs of text about antivirus software. At the bottom of the editor, the "Atahualpa Page Options" section is shown, featuring four input fields: "Body Title", "Meta Title", "Meta Keywords", and "Meta Description". The "Path: p" and "Word count: 105" are also visible.

## 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.



## 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](http://www.friendlycomputertraining.com)

### Share Your Site

I've started a page on my blog where students of this tutorial can share their site with others.

When you've designed your site using Atahualpa, visit [this page](#) of my blog. Go to the comment area and leave a comment – make sure to include the address of your site.

I will take a screenshot and add it to the students' sites page.