

Steps for Setting Up Your Nimbus Theme

View a live demo of the site: <http://preview.nimbusthemes.com/?theme=simple>

- 1) **Sign up for web hosting** if your site is not already being hosted somewhere. We recommend [Bluehost](#)—it is inexpensive and has great 24/7 customer service. Read the Bluehost documentation more information on how to get started using Bluehost.
- 2) If it's not already installed, **install WordPress** through your server's control panel using a quick-install application like Simple Scripts, or by installing manually by following the directions provided at http://codex.wordpress.org/Installing_WordPress.
- 3) Log in to your **Nimbus account**.
- 4) Go to **Download Themes** on the left menu.
- 5) Download your theme to a location on your desktop that you can easily find. Leave the files zipped, don't extract.
- 6) Log in to the **WordPress dashboard** on your website (www.yourwebsite.com/wp-admin).
- 7) Navigate to **Appearance >> Themes** in the left menu.
- 8) Deactivate any old versions or "Lite" versions of the theme you are going to install/update. This will move previous versions of the theme to the **Available Themes** section of the page, where you can choose to delete them to prevent confusion. (You need to delete the old version if you are updating.)
- 9) Select the **Install** tab at the top of the page.
- 10) Select **Upload** from the options at the top of the **Install** page.
- 11) Click **Choose File** and select the downloaded, zipped theme from your desktop.
- 12) Once the theme is installed, select the **Activate** option under the theme heading on the **Manage Themes** (aka **Appearance >> Themes**) page.

If you are new to WordPress and would like to acclimate yourself to the content management system, check out <http://codex.wordpress.org/> for all WordPress-related questions and help. The general info and support forums are awesome.

Ideally, you are accustomed to using FTP, which is the best way to install or update a WordPress theme. You will want to set up an FTP account with your host and load the new version directly on top of the old in the directory `wp-content/themes/`. It is a little more technical and takes some getting used to, but it's the easiest way to perform future updates to the theme when new releases become available.



Now you can get started customizing your theme!

A Bit about Simple's Layout

Simple is designed so you can manipulate the design to look drastically different depending on your needs--this means you can change the menu bar so it sits at the top of the page instead of under the header, use a banner or slideshow in the frontpage header area, choose whether you want feature pages displayed, whether you want the Home content displayed (with or without a sidebar), whether and how to display the blog feed (with sidebar or with additional posts), and select what widgets, if any, you want in the footer. That's a **LOT** of options!

Since there's so much to choose from, we've set the theme's default options to those in the [theme demo](#). The image to the left shows a **Getting Started Visual Map** of Simple's frontpage. If you are a Nimbus Themes member or have purchased the theme, you can log into your [Nimbus account](#) to view the full-size version. It will help you to better identify the different elements in the page and how they correspond to those in the Nimbus **Theme Options** panel, where you will be spending time if you want to further customize your site.



Getting Started With Your Nimbus Theme

From your WordPress dashboard:

If you want to get a head start on your theme setup, click the blue **Theme Options** tab in the left menu and select **Theme Setup** from the tabs. Click **Load Demo Content**, then click **Save**. This will create some sample pages, posts, and a menu for navigation.

From the left menu, go to **Settings >> Permalinks** and choose **Post Name** (or chosen structure—post name is best for SEO).

From **Pages**, select **Add New** and create a **Home** page (call it what you want). Click **Publish**. Select **Pages >> Add New** and create a page where your blog feed is going to go. You can call it **Blog**, News, Updates, or whatever you'd like. Select **Publish**. Then from the left menu go to **Settings >> Reading** and under Front page displays select **A static page**. Then select **Home** (or the name of your home page) for the **Front Page** and **Blog** (or the name of your blog feed page) for the **Posts** page. Click **Save Changes**.

Next, add the other pages you want on your site (including any subpages). Go to **Pages >> Add New** and enter the title of your page in the *Enter title here* field. Hit the **Publish** button. Select **Pages >> Add New** and add the rest of your pages, making sure to **Publish** each one.

From the left menu, go to **Appearance >> Menus** to create your navigation menu. If you loaded the demo content, your primary menu will be created and will be called "Simple Main Menu." Feel free to change the name. The primary menu will appear as the website's navigation menu on monitors, laptops, and tablets.

If you did not load the demo content, you will need to create the menu. In the **Menu Name**, call it whatever you want. Then add it to the **Primary Menu** in the **Theme Locations** below.

Go back to **Appearance >> Menus** and select all the pages you want to appear in each navigation (including subpages) from the **Pages** box on the left. Click **Add to Menu**, then organize the menu according to the order you want the pages to appear by clicking and dragging on each object (top will be the left-most menu item, bottom will be the right). For subpages, click and drag to the right under the parent page and an indented box will appear, indicating placement for the subpage.

Make sure to click **Save** when finished.

Now that you have the bones of the site, it's time to get started putting in your content!

Customizing Your Site with the Nimbus Theme Options Panel

Where the magic happens! To begin customizing your site, go to **Appearance >> Theme Options**, which will take you to our proprietary Nimbus Panel, where you can customize anything and everything about your site. The navigation nested in the left side of the Theme Options will walk you through all the options.

Theme Setup

We've created some demo pages, a sample menu and sidebars, and some other content to help get you started. Just choose Load Demo Content to activate the feature.

General Settings

1) Menu Options: Simple allows you to change the location of the menu/navigation bar by placing it either under the banner content (default), or above. Choose **Fixed Top** to select the above option. This will be applied to any banner/slideshow layout you choose.

2-3) Logo Options: You can upload your own image to the theme using option #2, or you can enter a text logo in #3. Keep in mind that the logo will sit on top of any images you have in the banner/content area, so if you enter an image logo, make sure it is a transparent PNG file so it doesn't interfere with your image. You can change the color and font of the text logo in **Theme Options >> Typography >> #4-5**.

To preview how your site will look, select "Visit site" in a new tab from the top-most gray menu (it will be under your "My Site" tab). It's good to keep this window open in a new tab so you can switch back and forth to view your work.

Always make sure to Save changes when you're finished customizing your theme from the Nimbus Panel in the Theme Options tab, otherwise your changes will be lost. If you select Reset, ALL your changes in the entire Nimbus Panel will be reset to the original default settings.

4) Favicon: A favicon is the icon that is displayed in the address bar of every browser. You can customize your favicon to match your site's branding by creating a favicon of your own—either in Photoshop or [GIMP](#) if you're familiar with the process, or by using one of the many favicon generators online. Once you have your **favicon.ico** file (it must be named that), select **Browse** and drop it in the upload box.

5) Default Gravatars: The default avatar is the image that appears in the comments section of the blog if a commentator doesn't have a personal avatar through Gravatar. The theme already has a default avatar but if you'd like to put one of your own in, this is where you do it. The avatar image can be any size as long as it's a square; it will be resized automatically to fit the 75x75px default commentator image. Once you've

uploaded the avatar, select **Save** and then go to **Settings >> Discussion** and scroll down to **Avatars**, select the new default avatar and **Save Changes**.

6) Copyright Text: The copyright text will show up in the footer. Just put your site/company name and year in place of the default "Simple Theme" text.

Contact Info

Simply enter in your contact info and it will be displayed in the contact info sidebar widget if you choose to use it.

Frontpage

1) Banner Options: Read through the different options settings beneath the selections to find out more about all the ways you can use the banner content area. There are some awesome features here!

2) Full Width Banner Image: The full width banner image for the full width fixed and full width scrolling option is uploaded here. It should be 2000x1250px.

3-7) Featured Page Options: These options describe the Featured Pages row on the frontpage, consisting of four featured images + titles of those pages. Attach a featured image to each individual page for an image to show up. Set each Feature Page in options 4-7.

8-9) Content Area Options: These options describe the “Welcome to Simple Theme” area. This content is being pulled from the page you’ve designated as “Frontpage” (often your Home page) in the settings at **Settings >> Reading**. Choose whether you want to display this block of content above/below the Featured Pages, or not at all. If you’d like to remove the sidebar from the frontpage, select “Display content full width” in #9. If you want to add to the sidebar content, go to **Appearance >> Widgets >> Frontpage Sidebar** and put in new widgets. If you want to change/add/erase the social media section/icons in the Frontpage Sidebar, go to **Theme Options >> Social Media**. #15 deactivates the buttons, #16 changes the Connect with Us title, and #1-13 allows you to enter your information.

10) Blog Row Options: Change the number of posts displayed to the right of the featured post on the frontpage here.

Slideshow

The slideshow is designed to appear on the frontpage only. There are a number of options in the slideshow. If you don’t want to mess with them, don’t worry about it, we’ve got awesome defaults in place. Know that you can come back to it at any point.

The options in the slideshow are pretty straightforward, so play around with them to see what kind of variety you have.

How to order slides in the slideshow: You can change the order of the slides based on the publish date of the Page/Post attached to that slide. The most recently published Page/Post will appear first, the oldest will appear last.

Blog

1) Number of Posts on the Blog: You can change the default number of posts visible on the Blog, Archives, Tags, and other Blog-related pages.

2) Display Meta Information on Posts: The information you select will be displayed on single post pages. If you are not going to use tags, deselect it. Same with categories, authors, etc.

3) Display Meta Information on Home and Archive: The selected information goes on the **Blog** main page and **Archive** pages.

4) Display Author Bio: The author bio will be displayed at the bottom of the post. This information is coming from the **Profile** page located under **Users >> Your Profile**.

Design

You can change the color of nearly element of the layout on this panel. Click the **Color Picker Box** to the left of the **hexadecimal color code** (ex: #ffffff) and you can choose what color you want for that particular layout component of the

site.

Note that you will most likely want to make font color changes in the **Typography** section if you change the background colors in the **Design** section of the control panel, especially if you create a dark background.

1) Body Background Color: The Body Background Color affects the color on all the subpages and the top banner image area of the frontpage.

2-11) Menu Appearance Options: You can change aspects of the Navigation Menu here. This area also allows you to change the settings for the Mobile Menu. Click and drag the edge of your browser window to view your site at a smaller size. When it gets really small and the menu appears in the top right corner, you've hit the Mobile Menu.

12-13) Banner Appearance Options: If you've selected the Image with Border option, you can change the padding and stroke colors here.

14-17) Frontpage Row Appearance Options: These options affect all the colors on the frontpage beneath the top banner image area, from the white Featured Posts section to the gray Content Row, to the white Blog section.

18-19) Blog Appearance Options: #18 controls the color of the dotted line under blog entries, #19 controls the type of stroke of the same line (default is dotted).

20-21) Widget and Sidebar Appearance Options: #20 controls the color of the dotted line in the sidebar widgets, #19 controls the type of stroke of the same line (default is dotted)

22) Footer Appearance Options: Here you can change the color of the site footer.

23) Blockquote Appearance Options: Here you can change the color of the blockquote element.

24) Button and Shortcode Appearance Options: Here you can change the color of the default site buttons. If you are a member and would like to use button colors other than those listed here, you can use our Shortcodes to create buttons in any color you want.

Typography

In this tab, you can set the font, size, color, style, line height, and case for typography throughout the site. You can also use the Odds and Ends section to change the button text, as well as set the shortcode typography for Nimbus shortcodes, which is what we used to create the typography in the top banner image on the [demo site](#).

- **Font Face:** These are all the font options you have for the body text. We've included our favorite and the most popular Google Fonts as well. If you want to know what a font looks like, search for the font online. Note that the body text is the text that will be displayed in small, paragraph format, so you want to pick a very readable font (not a display font that should be used only as a **Header** font)
- **Font Size:** The typical size for a **Body** font ranges between 10 and 14 pixels depending on the font. Bottom line, it should be readable.
- **Line Height:** This is the space in between the lines. 1 em is equal to whatever the font size is that you've chosen. Generally, 1.4-1.6 is a good line height. If in doubt, keep the default and then play around with it to see the difference.
- **Font Style:** **Normal** would be good for a body font, but you can also choose bold, italic, or bold italic.
- **Font Case:** This allows you to choose to capitalize every letter, or make every letter lowercase. For a body font, this should remain in the **Normal** setting.
- **Font Color:** Use the **Color Picker Tool** to the left of the **hexadecimal color code** (ex: #535353) to choose a new body font color.

Shortcodes

Available to Nimbus Members

For a complete list of our custom shortcodes, go <http://demo.nimbusthemes.com/simple/shortcode-documentation/>.

Find out the shortcodes WordPress ships with here: <http://en.support.wordpress.com/shortcodes/>

Widgets

FAQ: How do I remove the default footer content?

If you loaded the Theme Demo Content when setting up your theme, you will want to make sure to Turn Off Sample Widgets from the Theme Setup tab. This will remove the footer widgets so nothing shows up in the footer unless you enter widgets into the Footer Left/Center/Right widgets in Appearance >> Widgets.

The Simple Theme is widgetized, and in addition to the standard widgets that come packaged with your WordPress installation, we've added custom widgets for you to use on the site. To access the widgets, go to **Appearance >> Widgets**. There you will see all available widgets for use on your blog. Activate the widgets by clicking the **arrow down** on the sidebar widget spot and drag the desired widget from the left into the blank space of the desired box on the right. Click the arrow down on the widget to make changes. Make sure to **Save** each widget after activating it and making changes. We've customized the default color/width/style of each widget to work with the Simple Theme so you don't have to worry about making detailed changes to the widgets.

For general information about widgets, see http://codex.wordpress.org/WordPress_Widgets.

Here's a summary of the widgets we've added:

- **About Me Widget:** *Available to Nimbus Members* This widget allows you to enter information about yourself or your business such as name, gravatar image, description of you or your business, educational history, interests, and custom information you'd like displayed. **Save changes** when done.
- **Box Widget:** *Available to Nimbus Members* This widget is a simple box and is the one featured on our demo front page in the newsletter spot (Frontpage Right Widget). You can choose to change the background color, border color, and then enter in whatever content you want in the **Box Content** space. **Save changes**.
- **Contact Info Widget:** *Available to Nimbus Members* The contact info widget can be used to display your contact info in the sidebar.
- **Popular Posts Widget:** *Available to Nimbus Members* You can change the title and number of posts on this widget if you'd like. **Save changes**.
- **Recent Comments Widget:** *Available to Nimbus Members* Change the title and number of recent comments.

Social Media

We've equipped all our themes with incredibly flexible social media capabilities: just enter in your information one time and it will be displayed in all relevant parts of your theme.

To enter your information, go to your social media profile page and copy the URL in the address bar. If there's a Public View option, make sure to copy the URL from the Public View. Then paste the URL in the corresponding social media field in the Nimbus Panel and click **Save**.

15) Display Social Media Buttons: Make sure this box is checked in order for your social media icons to be displayed in the footer (it is checked by default).

16) Social Media Buttons Section Title: Change the “Connect with Us” title.

SEO

Available to Nimbus Members

This is where you can add your own custom CSS to further change the look of the theme. We’ve built in all the SEO features you’ll need to get started—simply fill out the fields.

7) Turn on URL Canonicalization: The default is checkmarked and should stay active if you want URLs to be modified and standardized. Visit this [Google page](#) for further information.

Scripts and Tracking

This is where you can add Javascript libraries and enter tracking scripts into various areas of your blog.

Upload MIME Types

This is where you can change what types of content you can upload to your site.

Custom CSS

Available to Nimbus Members

This section is powerful in that it allows you to put custom CSS in your theme without affecting the theme files themselves, which is great because you won’t have to worry about updates overriding your changes. Also, the custom CSS feature allows you to enter responsive CSS at various browser dimensions (large monitors, desktops, tablets, phones, etc).

Outside the Theme Options Panel

How to Add Subpages/Dropdowns

Use the **Menus** editor (under **Appearance**) to add pages. Find the page you want to add in the **Pages** box on the left side of the page, select it and click **Add to Menu**. Then drag the page to the correct position within your existing menu and select **Save Menu**.

How to Add Frontpage Banner Content

The **Nimbus Frontpage Banner Panel** is located on the **Home** page under the **SEO Panel**. This is where you will enter content that will show up in the **banner** area of the home page (on the left side) if you choose a layout that includes text content. You can style the content using shortcodes for large, colorful text and buttons using either the visual or HTML editor, or style it yourself in HTML if you’re a pro!

Sidebars and Alternate Sidebars

To format the sidebar go to **Appearance >> Widgets**. The **Default Page Sidebar** is the default sidebar and will appear on each **Page**. The frontpage uses the **Frontpage Sidebar**, and the **Blog** uses the **Default Blog Sidebar**. You can create up to 20 **Alternative Sidebars** for custom sidebars on certain pages. Add widgets to the **Footer Sidebars** to change the Footer content. Drag and drop available widgets from the left over to the right in the **Default Page Sidebar** box.

If you would like to use several different sidebars on various pages of your website, drag and drop the relevant content into **Alternative Sidebar 1 (or 2-20)**. Make sure to **Save**. Then, remember what the **Alternative Sidebar number** is and

go to the page where you want that sidebar to be used. In the top right, second blue box down from the top, you will see the **Nimbus Sidebar Options** box. Enter the number of the alternate sidebar you would like to apply to that page. Save changes by clicking **Update or Publish**.

Featured Image

A featured image is a special image attached to a post or page that is used to represent that particular page in other areas of the site, for example on the home page or on the main portfolio page. To insert a featured image into a post or page, go to that post/page, scroll down and on the right side you'll see a **Featured Image Box**. Click **Set Featured Image** and select the image you want to attach. The lightbox will show the image details once the image is uploaded; scroll down and select **Use as Featured Image** to the right of the **Insert into Post** button. You can then close out of the lightbox by clicking the **X** in the top right corner. Now you have an image attached to that page/post and it will be resized to fit all the various places it may be used on the site.

To change or remove the featured image, click **Remove featured image**.

****Note that the **Featured Image** on the home page will show up ONLY for the static content options in the **Banner Options** section of the Nimbus Panel (#1 on the **Frontpage** tab). All images associated with a page that have **Include Image in Slideshow** selected will appear in the slideshow.**

More Questions?

If you are new to Wordpress, a lot of your questions can be answered by visiting Wordpress.org and either reading through the relevant pages or searching the codex. If you have a theme-specific question that was not covered in this document, please visit our support forums on Nimbus Themes and take out a ticket. By becoming a member of Nimbus Themes, you gain access to our support forums.

Recommended Plugins

Akismet protects your blog against spam comments.

Other Resources

[GIMP](#) is an open-source image editor akin to Photoshop.

[Inkscape](#) is an open-source vector program akin to Illustrator.

[Notepad++](#) is an awesome, free source code editor. It's always a good idea to work in the text editor and save a copy of the original code if you're making HTML changes to a page or template file so you don't lose your work.

[Bluehost](#) for cheap, great domain hosting.

MeasureIt is a great browser plugin on Chrome and Firefox. It allows you to measure anything on a website.

[ColorZilla](#) is another browser plugin for Chrome and Firefox. You can grab hexadecimal colors from anywhere on the web.

The Web Developer package is another amazing plugin, helps you pull up code, get image information, easily clear your cache, and a host of other great functions. Get it today and save yourself time and headaches!