

Site Configurations Tutorial

By Jefferson Hulbert

Edited/Tested by Kathleen Schmidt

[Sources](#) using Ploud 4 were consulted for this tutorial

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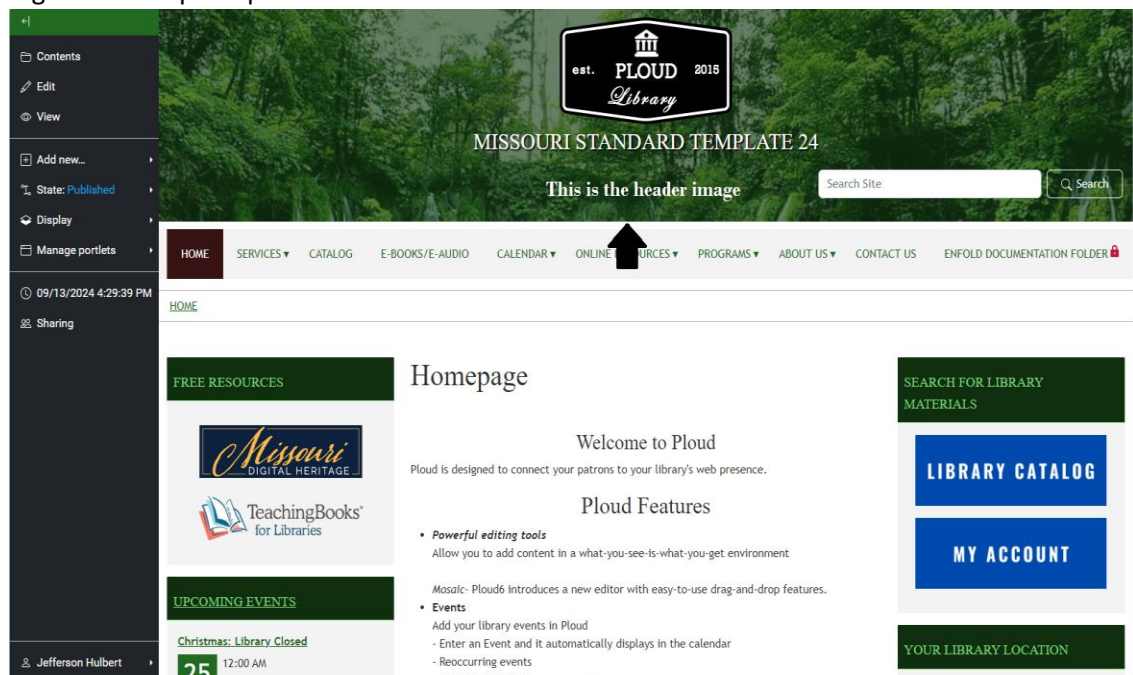
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This project is supported by the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act as administered by the Missouri State Library, a division of the Office of the Secretary of State.

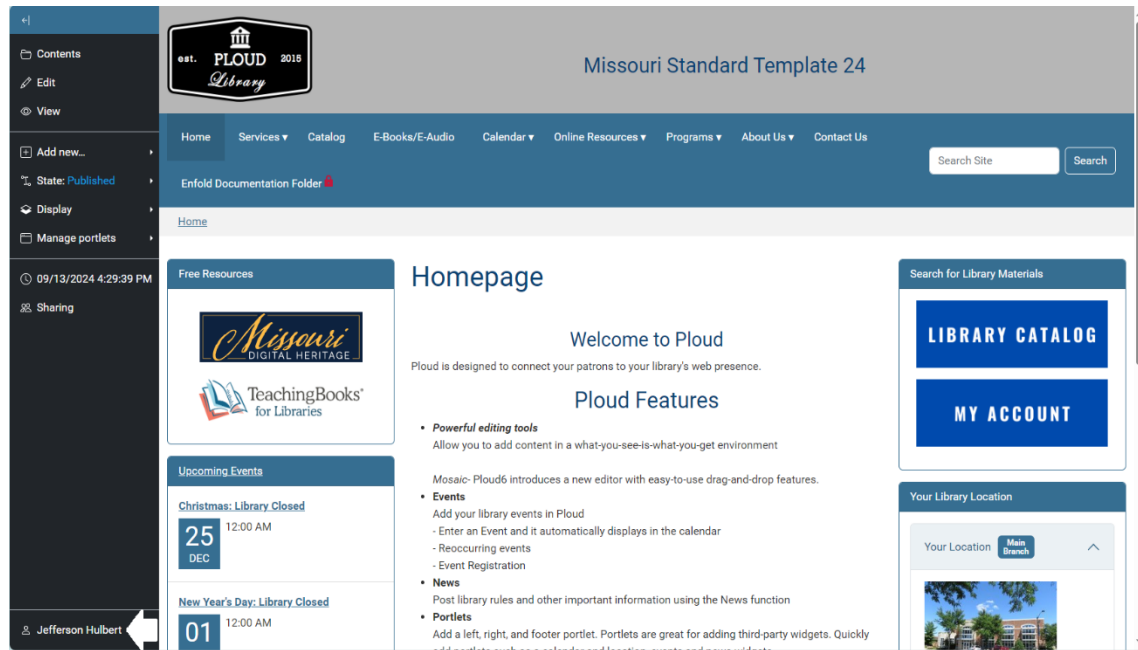
Header Image and Theme Changer:

1. It is important to have a basic understanding of themes before beginning site configuration because they both will influence how your site looks.
2. One example is how the header image is utilized.
3. A header image is the image that appears above the navigation bar and behind the site logo. An example is provided below.

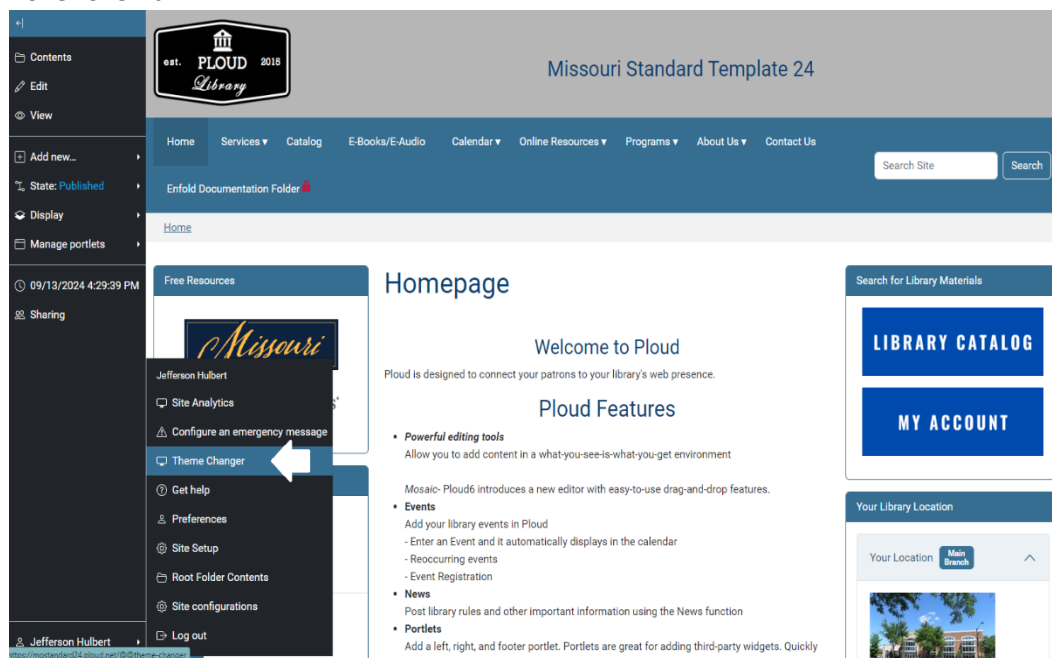


4. There are four themes to choose from: Saas.Hemingway, Saas.metropolis, Saas.slate, and Saas.theme. Prior to a recent update, the Saas.theme option did not allow for a header image. This has been changed so now all themes allow for a header image.
5. Changing themes will not delete the header photo you uploaded.

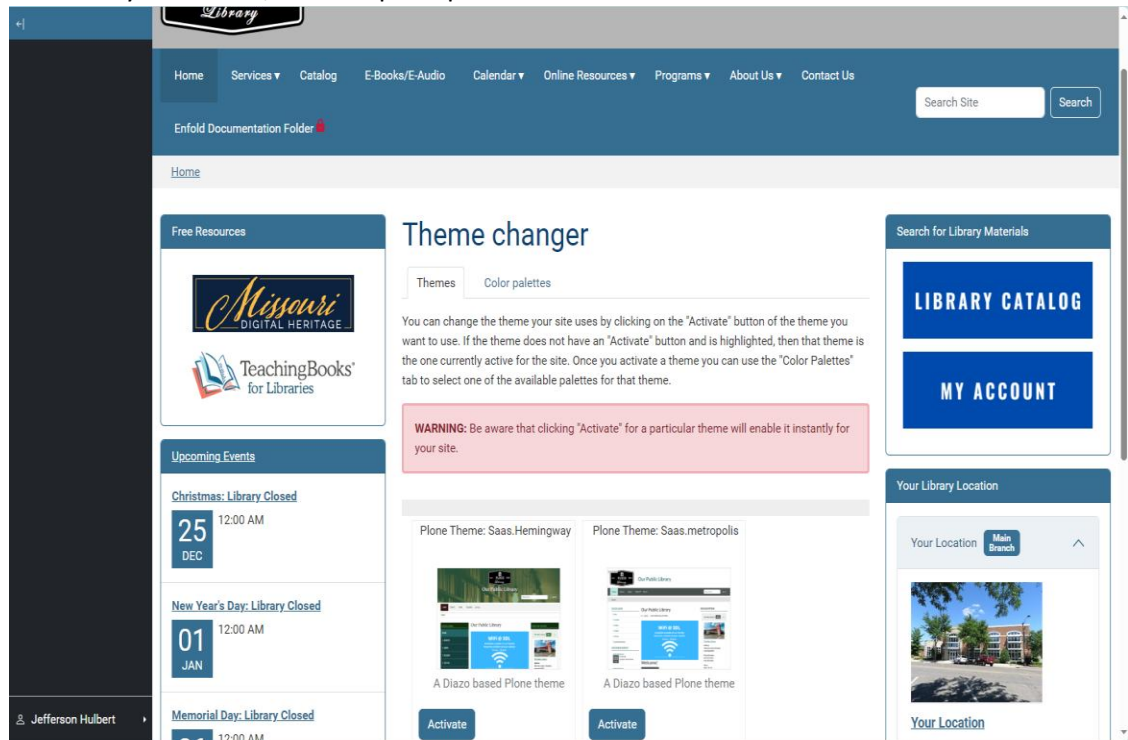
6. If you want switch to a different theme, you will need to go to Theme Changer, which is located in the admin menu on the bottom left of the screen.



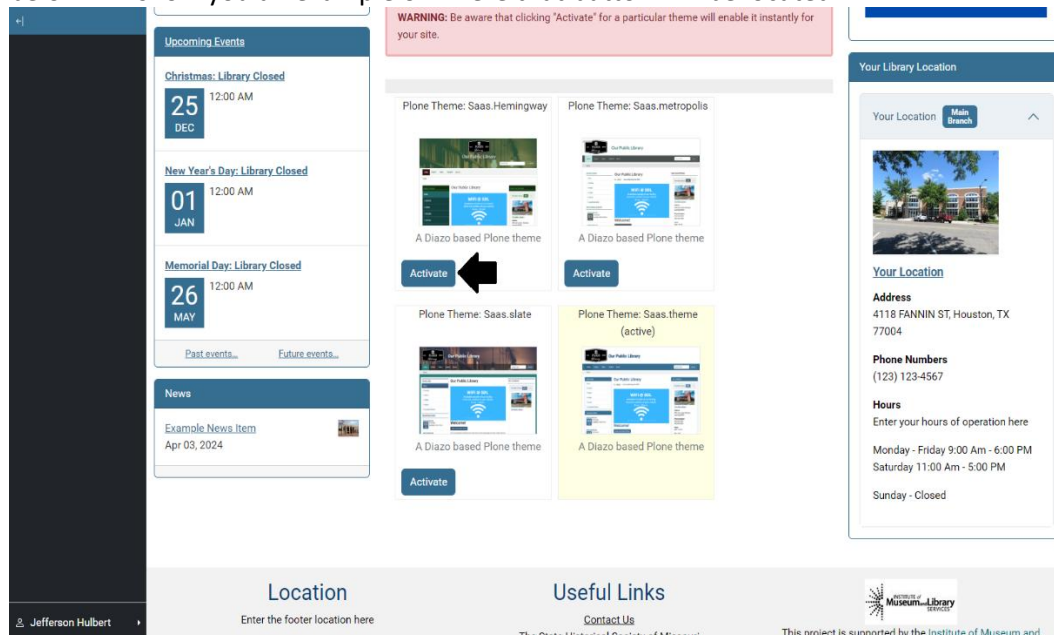
7. Select this button and then select Theme Changer button. It will change color when you hover over it.



8. It will take you to the Theme changer page. While your page might look slightly different based on your theme, an example is provided below.



9. To change themes, select the Activate button located in each themes box. The picture below will show you an example of where that button will be located.



10. If a box does not have an Activate button and it has the text (active) underneath the title, that means it is the currently activated theme. The picture below points to which one is the currently activated theme.

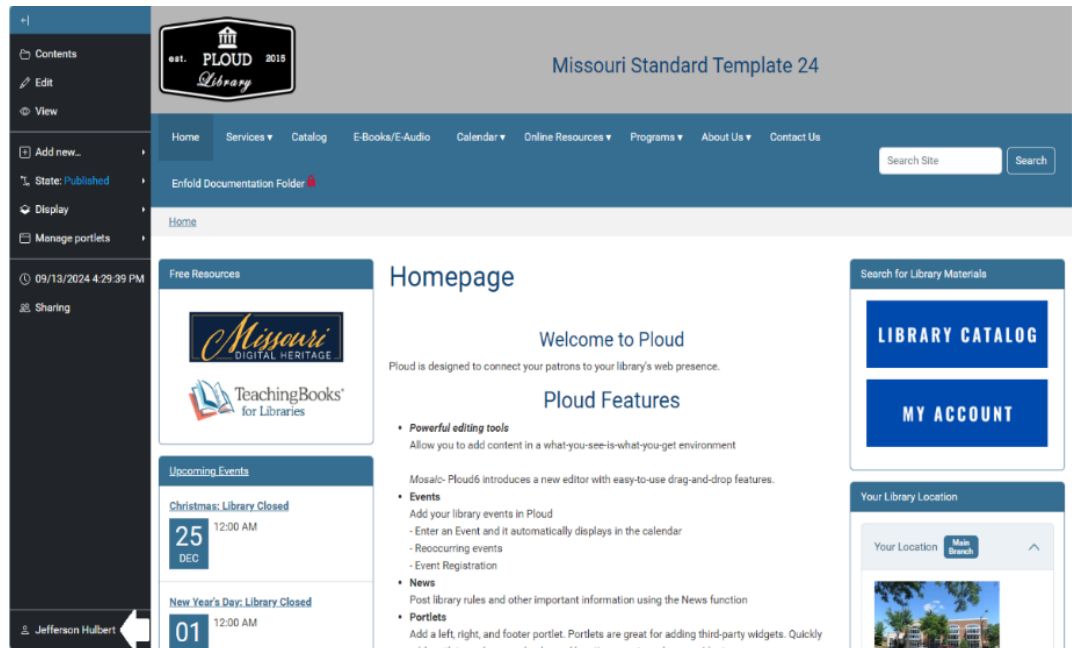
The screenshot displays a website configuration interface. On the left, a sidebar contains a calendar with dates 25 DEC, 01 JAN, and 26 MAY, each with a '12:00 AM' time slot. Below the calendar is a 'News' section with an 'Example News Item' dated 'Apr 03, 2024'. The main content area features four theme preview cards. The first two are 'Plone Theme: Saas.Hemingway' and 'Plone Theme: Saas.metropolis', both with 'Activate' buttons. The next two are 'Plone Theme: Saas.slate' and 'Plone Theme: Saas.theme (active)'. The 'Saas.theme (active)' card is highlighted in yellow and has a black arrow pointing to it from the right. The footer section includes 'Location' (with a placeholder 'Enter the footer location here'), 'Useful Links' (with links to 'Contact Us', 'The State Historical Society of Missouri', and 'Wolfner Talking Book & Braille Library'), and a logo for the 'Institute of Museum and Library Services' with supporting text.

11. This was just a brief overview of what you need to know about themes in order to fully interact with the site configurations. For more information, refer to [sources](#).

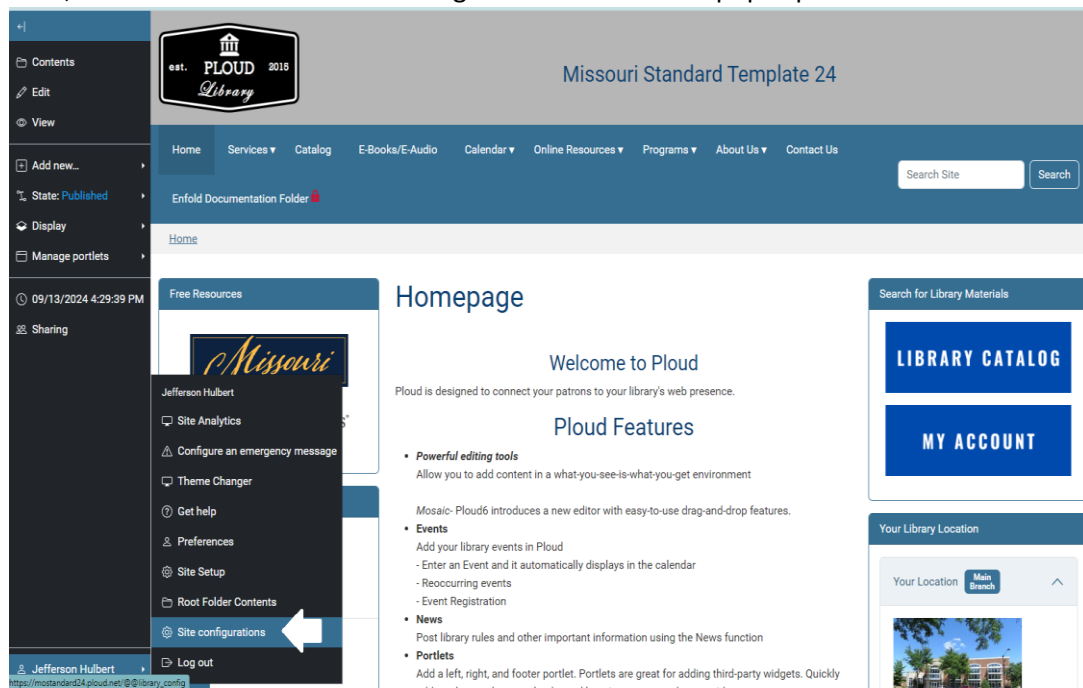
Site Configurations:

Accessing:

12. To begin, go to Site configuration. To do that, we once again need to go to the Admin menu, which is on the bottom left of the screen.



13. Now, we want to select the Site configurations button that pops up on the menu.

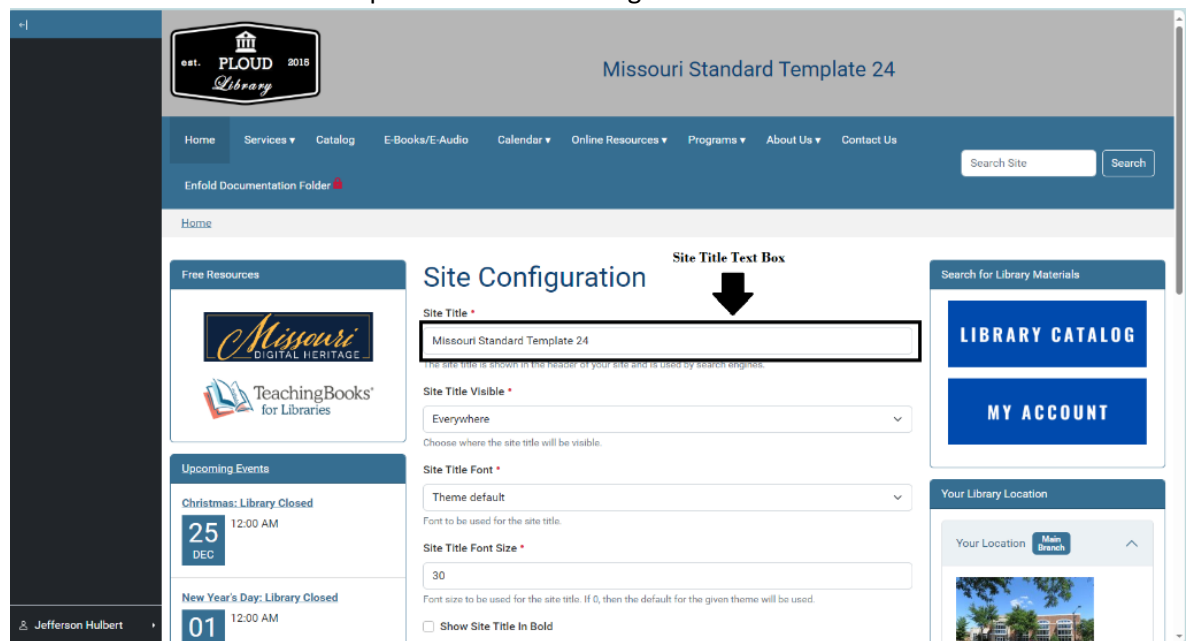


14. This will take you to the Site Configuration menu.



Site Title:

15. The Site Title text box is first option in the Site Configuration menu.



16. The red dot beside this label means this section is required. All sections with a red dot next to their label mean they are required to have something in that section.

Site Title •

17. Here you can enter in your Site Title, which will appear in the header.

The Site Title

Missouri Standard Template 24

Home Services Catalog E-Books/E-Audio Calendar Online Resources Programs About Us Contact Us

Enfold Documentation Folder

Home

Free Resources

Missouri Digital Heritage

TeachingBooks for Libraries

Upcoming Events

Christmas: Library Closed

25 DEC 12:00 AM

New Year's Day: Library Closed

01 DEC 12:00 AM

Jefferson Hulbert

Site Configuration

Site Title •

Missouri Standard Template 24

The site title is shown in the header of your site and is used by search engines.

Site Title Visible •

Everywhere

Choose where the site title will be visible.

Site Title Font •

Theme default

Font to be used for the site title.

Site Title Font Size •

30

Font size to be used for the site title. If 0, then the default for the given theme will be used.

☐ Show Site Title In Bold

Search for Library Materials

LIBRARY CATALOG

MY ACCOUNT

Your Library Location

Your Location Main Branch

Search Site Search

Site Title

MISSOURI STANDARD TEMPLATE 24

Search Site Search

HOME SERVICES CATALOG E-BOOKS/E-AUDIO CALENDAR ONLINE RESOURCES PROGRAMS ABOUT US CONTACT US ENFOLD DOCUMENTATION FOLDER

HOME

FREE RESOURCES

Missouri Digital Heritage

TeachingBooks for Libraries

UPCOMING EVENTS

Christmas: Library Closed

25 DEC 12:00 AM

Jefferson Hulbert

Site Configuration

Site Title •

Missouri Standard Template 24

The site title is shown in the header of your site and is used by search engines.

Site Title Visible •

Everywhere

Choose where the site title will be visible.

Site Title Font •

Theme default

Font to be used for the site title.

Site Title Font Size •

30

Font size to be used for the site title. If 0, then the default for the given theme will be used.

☐ Show Site Title In Bold

Search for Library Materials

LIBRARY CATALOG

MY ACCOUNT

Your Library Location

Your Location Main Branch

Search Site Search

18. Even if you do not plan on displaying your website title on your site, it is still important to put something here that indicates it's your site as it is used by search engines (refer to [sources](#)).

19. When you change your site title along with any other changes here, you need to save to make it live on your site. To do so, select Apply located near the bottom of the page.

The screenshot displays a website configuration interface. On the left is a dark sidebar with a user profile for 'Jefferson Hulbert'. The main content area is divided into several sections: a 'News' section with an 'Example News Item' dated 'Apr 03, 2024'; a 'Site Favicon' section with a 'Choose File' button and 'No file chosen' text; a 'Replace Site Logo Image' section with radio buttons for 'Keep existing image' (selected), 'Remove existing image', and 'Replace with new image', along with another 'Choose File' button and 'No file chosen' text; a 'Localhop Embed Code' section with a text input field and a 'Configure ReCaptcha' link; and a 'Hours' section on the right with a title '(123) 123-4567' and a list of operating hours: 'Monday - Friday 9:00 Am - 6:00 PM', 'Saturday 11:00 Am - 5:00 PM', and 'Sunday - Closed'. At the bottom of the configuration area, there are two buttons: 'Apply' and 'Cancel'. A black arrow points directly to the 'Apply' button. Below the configuration area is a footer with 'Location' (with the text 'Enter the footer location here'), 'Useful Links' (including 'Contact Us', 'The State Historical Society of Missouri', and 'Wolfner Talking Book & Braille Library'), and a logo for the 'Missouri State Library' with supporting text.

20. If you do not want these changes to go on your site and want it to stay the same, do not select Apply. Instead, select Cancel located to the right of Apply.

This screenshot is identical to the one above, showing the same website configuration interface. However, in this instance, a black arrow points to the 'Cancel' button, which is located to the right of the 'Apply' button. All other elements, including the sidebar, configuration sections, and footer, remain the same as in the previous image.

Site Title Visible

21. The next section Site Title Visible is located underneath the Site Title section.

The screenshot shows the 'Site Configuration' page. The 'Site Title' is 'Missouri Standard Template 24'. The 'Site Title Visible' dropdown menu is highlighted with a red box and an arrow pointing to it. The dropdown menu is currently set to 'Everywhere'. Other settings include 'Site Title Font' (Theme default), 'Site Title Font Size' (30), 'Show Site Title In Bold' (unchecked), 'Site Title Alignment' (Center), 'Site Title Color' (white), and 'Header Overlay Color'.

22. This section is a drop-down menu containing a few different options:

- a. The Everywhere option displays the Site Title on all sections of the website.

The dropdown menu shows the 'Everywhere' option selected. The menu is currently closed.

- b. The Not Visible option makes it so it does not show up on your site but is still recorded on the site.

The dropdown menu shows the 'Not Visible' option selected. The menu is currently closed.

- c. The Just for the homepage option puts your site title on your homepage, but it will not be displayed on any other page.

The dropdown menu shows the 'Just for the homepage' option selected. The menu is currently closed.

- d. The Just for internal pages option puts the site title on every other page aside from your home page.

The dropdown menu shows the 'Just for internal pages' option selected. The menu is currently closed.

23. You can pick where you want it to appear by selecting the box and choosing the option you prefer. To make the change and save it, select Apply.




Upcoming Events

[Christmas: Library Closed](#)
25 12:00 AM
DEC

[New Year's Day: Library Closed](#)
01 12:00 AM
JAN

[Memorial Day: Library Closed](#)
26 12:00 AM
MAY

[Past events...](#) [Future events...](#)

News

[Example News Item](#)
Apr 03, 2024

Jefferson Hulbert

Site Title *

Missouri Standard Template 24

The site title is shown in the header of your site and is used by search engines.

Site Title Visible *

Just for internal pages

Everywhere

Not Visible

Just for the homepage

Just for internal pages

Choosing the option for it to appear everywhere

Font to be used for the site title.

Site Title Font Size *

30

Font size to be used for the site title. If 0, then the default for the given theme will be used.

Site Title Alignment *

Center

Whether the title should be shown to the left, right or center.

Site Title Color

Header Overlay Color

#00000049

Site Favicon

Choose File No file chosen

This shows a custom favicon on your site.

LIBRARY CATALOG

MY ACCOUNT

Your Library Location

Your Location

Main Branch



[Your Location](#)

Address
4118 FANNIN ST, Houston, TX
77004

Phone Numbers
(123) 123-4567

Hours
Enter your hours of operation here
Monday - Friday 9:00 Am - 6:00 PM
Saturday 11:00 Am - 5:00 PM
Sunday - Closed

Home

Free Resources




Upcoming Events

[Christmas: Library Closed](#)
25 12:00 AM
DEC

[New Year's Day: Library Closed](#)
01 12:00 AM
JAN

[Memorial Day: Library Closed](#)
26 12:00 AM
MAY

[Past events...](#) [Future events...](#)

Site Configuration

Site Title *

Missouri Standard Template 24

The site title is shown in the header of your site and is used by search engines.

Site Title Visible *

Everywhere

Now the site title will show up everywhere.

Choose where the site title will be visible.

Site Title Font *

Theme default

Font to be used for the site title.

Site Title Font Size *

30

Font size to be used for the site title. If 0, then the default for the given theme will be used.

Site Title Alignment *

Center

Whether the title should be shown to the left, right or center.

Site Title Color

Search for Library Materials

LIBRARY CATALOG

MY ACCOUNT

Your Library Location

Your Location

Main Branch



[Your Location](#)

Address
4118 FANNIN ST, Houston, TX
77004

Phone Numbers

Site Title Font:

24. The next section Site Title Font is the located underneath the Site Title Visible.

Enfold Documentation Folder

Search Site

Search

Home

Free Resources

Missouri Digital Heritage

TeachingBooks for Libraries

Upcoming Events

Christmas: Library Closed

25 DEC 12:00 AM

New Year's Day: Library Closed

01 JAN 12:00 AM

Memorial Day: Library Closed

26 MAY 12:00 AM

Jefferson Hulbert

Past events... Future events...

Site Configuration

Site Title *

Missouri Standard Template 24

The site title is shown in the header of your site and is used by search engines.

Site Title Visible *

Everywhere

Choose where the site title will be visible.

Site Title Font *

Theme default

Font to be used for the site title.

Site Title Font Size *

30

Font size to be used for the site title. If 0, then the default for the given theme will be used.

☐ Show Site Title in Bold

Site Title Alignment *

Center

Whether the title should be shown to the left, right or center.

Site Title Color

Search for Library Materials

LIBRARY CATALOG

MY ACCOUNT

Your Library Location

Your Location Main Branch

4118 FANNIN ST, Houston, TX 77004

Phone Number

25. There are a few different choices. The **Theme Default** depends on your activated theme.

The other options include:

- Times New Roman
- Arial
- Tahoma
- Trebuchet MS
- Lucida Console

26. Much like the Site Title Visible setting, you select the Site Title Font box to open the dropdown menu and choose the option you think works well with your site. Then, select Apply.

The screenshot shows the 'Site Configuration' page. On the left, there's a sidebar with 'Free Resources' (Missouri Digital Heritage, TeachingBooks for Libraries), 'Upcoming Events' (Christmas, New Year's Day, Memorial Day), and 'News'. The main content area is titled 'Site Configuration'. It includes fields for 'Site Title' (Missouri Standard Template 24), 'Site Title Visible' (Everywhere), and 'Site Title Font'. The 'Site Title Font' dropdown menu is open, showing options: 'Theme default' (highlighted with a tooltip 'This will change the font to the theme's default'), 'Times New Roman', 'Arial', 'Tahoma', 'Trebuchet MS', and 'Lucida Console'. Below the font dropdown are 'Site Title Alignment' (Center) and 'Site Title Color' (a color picker). On the right, there's a 'Search for Library Materials' section with 'LIBRARY CATALOG' and 'MY ACCOUNT' buttons, and a 'Your Library Location' section with a photo, address (4118 FANNIN ST, Houston, TX 77004), and phone numbers.

The screenshot shows the 'Site Configuration' page with the 'Site Title Font' dropdown menu open. The 'Theme default' option is selected, and a tooltip indicates 'The title font will now be the theme's default'. Below the font dropdown, there are fields for 'Site Title Font Size' (30), a checkbox for 'Show Site Title In Bold', 'Site Title Alignment' (Center), 'Site Title Color' (a color picker), 'Header Overlay Color' (#00000049), 'Site Favicon' (Choose File), and 'Replace Site Logo Image' (Keep existing image, Remove existing image, Replace with new image). On the right, there's a 'MY ACCOUNT' button and a 'Your Library Location' section with a photo, address (4118 FANNIN ST, Houston, TX 77004), phone numbers ((123) 123-4567), and hours (Monday - Friday 9:00 Am - 6:00 PM, Saturday 11:00 Am - 5:00 PM, Sunday - Closed).

27. The next section is the Site Title Font Size located underneath the Site Title Font.

The screenshot shows the 'Site Configuration' page for a library website. The 'Site Title Font Size' field is highlighted with a black box, and an arrow points to it. The field contains the value '30'. Below the field, there is a note: 'Font size to be used for the site title. If 0, then the default for the given theme will be used.' The 'Site Title Font' is set to 'Theme default'. The 'Site Title Visible' is set to 'Everywhere'. The 'Site Title Alignment' is set to 'Center'. The 'Site Title Color' is set to '#00000049'. The 'Header Overlay Color' is set to '#00000049'. The 'Site Favicon' is set to 'Choose File'. The 'Replace Site Logo Image' options are 'Keep existing image', 'Remove existing image', and 'Replace with new image'.

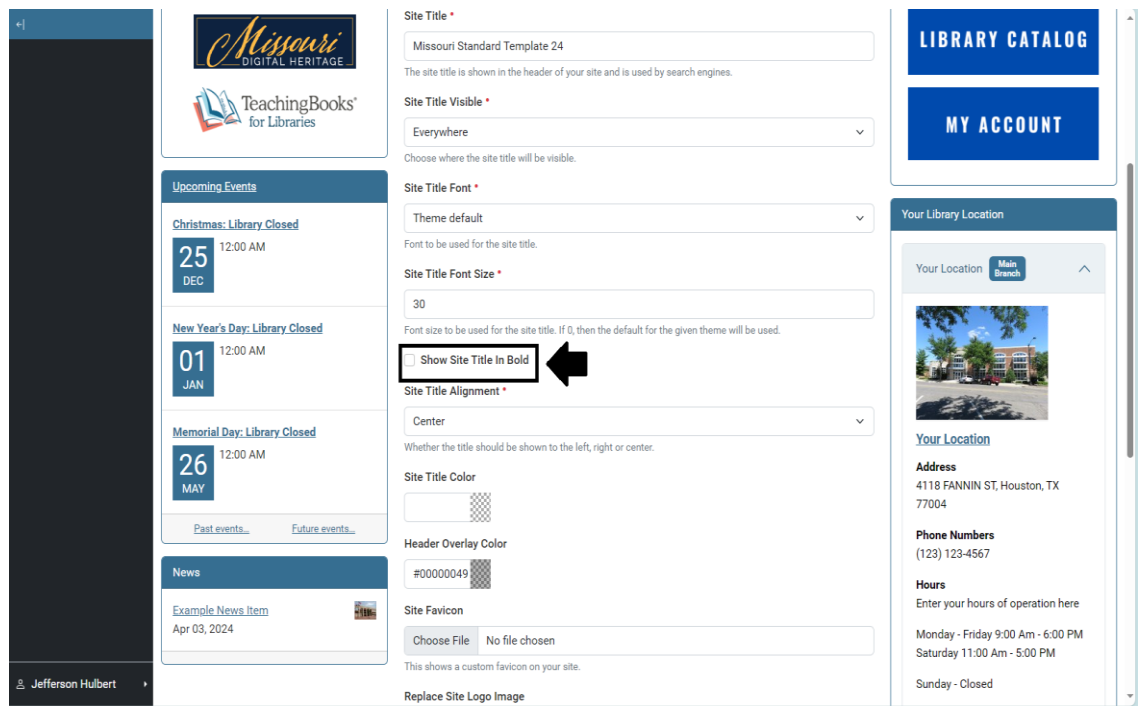
28. This will mostly work as you would expect. The bigger the number, the bigger the Site Title will appear on your site. The only things to note are that it must be a whole number (no decimals) and if you give the value of 0, it will change your font size to the default for your activated theme.

29. To change the font size, simply erase the current number and replace it with the size you want to change to. Once you entered in the number, select Apply.

The screenshot shows the 'Site Configuration' page for a library website. The 'Site Title Font Size' field is highlighted with a black box, and an arrow points to it. The field contains the value '30'. Below the field, there is a note: 'Font size to be used for the site title. If 0, then the default for the given theme will be used.' The 'Site Title Font' is set to 'Theme default'. The 'Site Title Visible' is set to 'Everywhere'. The 'Site Title Alignment' is set to 'Center'. The 'Site Title Color' is set to '#00000049'. The 'Header Overlay Color' is set to '#00000049'. The 'Site Favicon' is set to 'Choose File'. The 'Replace Site Logo Image' options are 'Keep existing image', 'Remove existing image', and 'Replace with new image'.



30. Underneath the Site Title Font Size section is the Show Site Title in Bold check box.



31. Checking the box and selecting Apply will make the Site Title bold. Unchecking the box and then selecting Apply will change it back to standard.

The screenshot shows the 'Site Configuration' page for the Missouri Standard Template 24. The page has a dark blue header with the library logo and navigation links. The main content area is white with a blue sidebar on the left. The 'Site Configuration' section is in the center, and there are two sidebars on the right. The 'Site Title' is 'Missouri Standard Template 24'. The 'Site Title Visible' is set to 'Everywhere'. The 'Site Title Font' is 'Theme default'. The 'Site Title Font Size' is '30'. The 'Show Site Title in Bold' checkbox is checked. The 'Search for Library Materials' sidebar shows 'LIBRARY CATALOG' and 'myacctbuttonswaldboldfont.png'. The 'Your Library Location' sidebar shows 'Main Branch' and a photo of the library building.

est. PLOUD 2018 Library

Missouri Standard Template 24

Home Services Catalog E-Books/E-Audio Calendar Online Resources Programs About Us Contact Us

Enfold Documentation Folder

Home

Free Resources

Missouri DIGITAL HERITAGE

TeachingBooks[®] for Libraries

Upcoming Events

Christmas: Library Closed 12:00 AM 25 DEC

New Year's Day: Library Closed 12:00 AM 01

Jefferson Hulbert

Site Configuration

Site Title *
Missouri Standard Template 24
The site title is shown in the header of your site and is used by search engines.

Site Title Visible *
Everywhere
Choose where the site title will be visible.

Site Title Font *
Theme default
Font to be used for the site title.

Site Title Font Size *
30
Font size to be used for the site title. If 0, then the default for the given theme will be used.

☒ Show Site Title in Bold

Search for Library Materials

LIBRARY CATALOG

myacctbuttonswaldboldfont.png

Your Library Location

Your Location Main Branch

http://arthursearch.missouri.org/patroninfo

The screenshot shows the 'Site Configuration' page for the Missouri Standard Template 24. The page has a dark blue header with the library logo and navigation links. The main content area is white with a blue sidebar on the left. The 'Site Configuration' section is in the center, and there are two sidebars on the right. The 'Site Title' is 'Missouri Standard Template 24'. The 'Site Title Visible' is set to 'Everywhere'. The 'Site Title Font' is 'Theme default'. The 'Site Title Font Size' is '30'. The 'Show Site Title in Bold' checkbox is unchecked. The 'Search for Library Materials' sidebar shows 'LIBRARY CATALOG' and 'MY ACCOUNT'. The 'Your Library Location' sidebar shows 'Main Branch' and a photo of the library building.

est. PLOUD 2018 Library

Missouri Standard Template 24

Home Services Catalog E-Books/E-Audio Calendar Online Resources Programs About Us Contact Us

Enfold Documentation Folder

Home

Free Resources

Missouri DIGITAL HERITAGE

TeachingBooks[®] for Libraries

Upcoming Events

Christmas: Library Closed 12:00 AM 25 DEC

New Year's Day: Library Closed 12:00 AM 01

Jefferson Hulbert

Site Configuration

Site Title *
Missouri Standard Template 24
The site title is shown in the header of your site and is used by search engines.

Site Title Visible *
Everywhere
Choose where the site title will be visible.

Site Title Font *
Theme default
Font to be used for the site title.

Site Title Font Size *
30
Font size to be used for the site title. If 0, then the default for the given theme will be used.

☐ Show Site Title in Bold

Search for Library Materials

LIBRARY CATALOG

MY ACCOUNT

Your Library Location

Your Location Main Branch

Site Title Alignment:

32. The next section is Site Title Alignment located underneath Show Site Title in Bold checkbox.

The screenshot shows the 'Site Configuration' form. The 'Show Site Title in Bold' checkbox is checked. Below it, the 'Site Title Alignment' dropdown menu is open, showing 'Center' as the selected option. An arrow points to the dropdown menu. The form also includes fields for 'Site Title Color', 'Header Overlay Color', 'Site Favicon', 'Replace Site Logo Image', and 'Localhop Embed Code'.

33. This determines where on the header the Site Title appears, and there are three options.
- The first option in the Site Title Alignment dropdown menu is Center.

The screenshot shows the 'Missouri Standard Template 24' website. The 'Site Configuration' form is open, showing the 'Site Title' dropdown menu set to 'Center'. The website header includes the 'Missouri Standard Template 24' title and a navigation menu. The sidebar contains links to 'Home', 'Services', 'Catalog', 'E-Books/E-Audio', 'Calendar', 'Online Resources', 'Programs', 'About Us', and 'Contact Us'. The main content area displays 'Free Resources', 'Upcoming Events', and 'Site Configuration'.

b. The second option is Right.

Right

est. PLOUD 2015

Library

Missouri Standard Template 24

Home

Services

Catalog

E-Books/E-Audio

Calendar

Online Resources

Programs

About Us

Contact Us

Enfold Documentation Folder

Home

Free Resources

Missouri

DIGITAL HERITAGE

TeachingBooks

for Libraries

Upcoming Events

Christmas: Library Closed

25 DEC 12:00 AM

New Year's Day: Library Closed

01 JAN 12:00 AM

Site Configuration

Site Title *

Missouri Standard Template 24

The site title is shown in the header of your site and is used by search engines.

Site Title Visible *

Everywhere

Choose where the site title will be visible.

Site Title Font *

Theme default

Font to be used for the site title.

Site Title Font Size *

30

Font size to be used for the site title. If 0, then the default for the given theme will be used.

Search for Library Materials

LIBRARY CATALOG

MY ACCOUNT

Your Library Location

Your Location Main Branch

c. The third option is Left.

Left

est. PLOUD 2015

Library

Missouri Standard Template 24

Home

Services

Catalog

E-Books/E-Audio

Calendar

Online Resources

Programs

About Us

Contact Us

Enfold Documentation Folder

Home

Free Resources

Missouri

DIGITAL HERITAGE

TeachingBooks

for Libraries

Upcoming Events

Christmas: Library Closed

25 DEC 12:00 AM

New Year's Day: Library Closed

01 JAN 12:00 AM

Site Configuration

Site Title *

Missouri Standard Template 24

The site title is shown in the header of your site and is used by search engines.

Site Title Visible *

Everywhere

Choose where the site title will be visible.

Site Title Font *

Theme default

Font to be used for the site title.

Site Title Font Size *

30

Font size to be used for the site title. If 0, then the default for the given theme will be used.

☐ Show Site Title in Bold

Search for Library Materials

LIBRARY CATALOG

MY ACCOUNT

Your Library Location

Your Location Main Branch

Jefferson Hulbert

34. There seems to be a minor glitch with this feature. If you do not see it change after selecting Apply, try clearing the cache. With a keyboard, you can do this by pressing Ctrl and F5 at the same time.

Site Coloration (Site Title Color and Header Overlay Color)

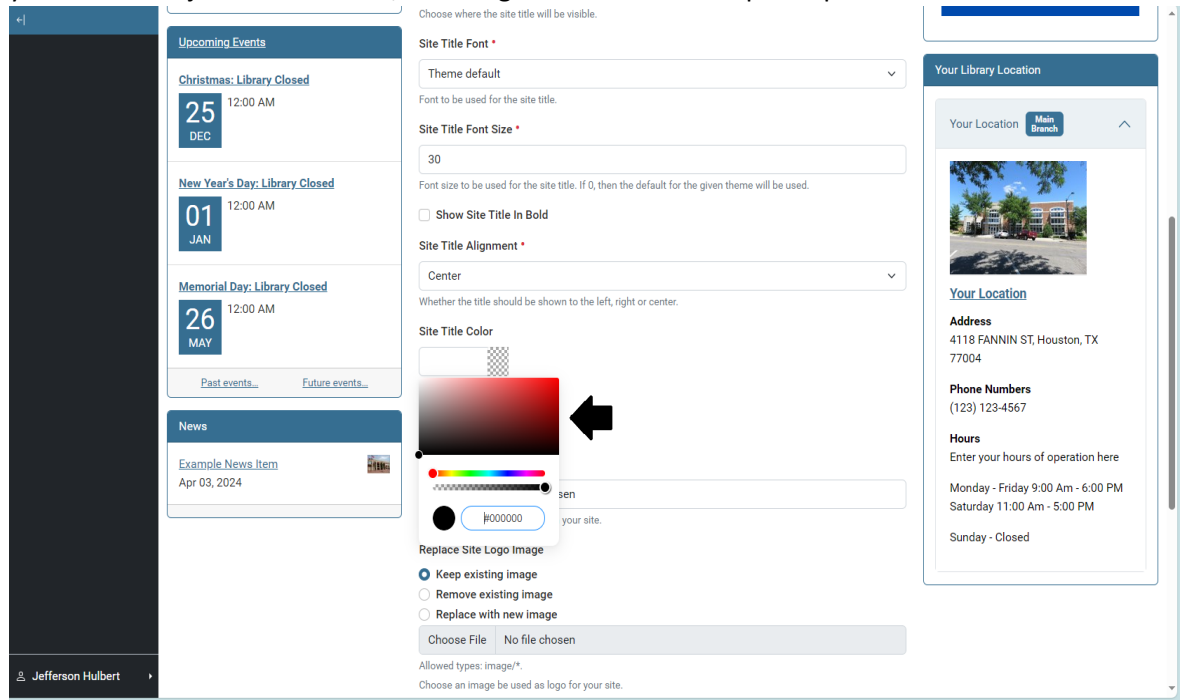
35. The next two options deal with the coloration: Site Title Color and Header Overlay Color. They are located under the Site Title Alignment section.

The screenshot displays the LocalHop website configuration interface. On the left, a sidebar shows a calendar with events for January 1st (New Year's Day: Library Closed) and May 26th (Memorial Day: Library Closed), along with a news section titled 'Example News Item' dated April 03, 2024. The main content area is titled 'Site Title Alignment' and includes several settings: 'Show Site Title In Bold' (unchecked), 'Site Title Alignment' (set to 'Center'), 'Site Title Color' (set to a color swatch with a black arrow pointing to it), 'Header Overlay Color' (set to '#00000049'), 'Site Favicon' (with a 'Choose File' button), 'Replace Site Logo Image' (with options to 'Keep existing image', 'Remove existing image', or 'Replace with new image'), and 'Localhop Embed Code' (with a text area and a 'Configure ReCaptcha' link). On the right, a 'Your Location' section displays the address '4118 FANNIN ST, Houston, TX 77004', phone numbers '(123) 123-4567', and operating hours: 'Monday - Friday 9:00 Am - 6:00 PM', 'Saturday 11:00 Am - 5:00 PM', and 'Sunday - Closed'.

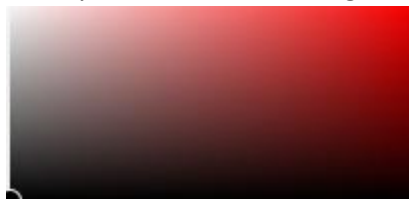
36. Site Title Color adjusts the color of the text of the Site Title.

37. The effects of Header Overlay Color will apply a film over the header image. If you want to make your header image not visible but still have one uploaded to the site, you can just make the color opaque enough that it will not allow the user to see the image (refer to [sources](#)).

38. The easiest way to adjust the color is to select the box that corresponds with the element you want to adjust. For instance, selecting the Site Title Color pulls up a menu.



39. The top box controls the shade of the color. Move the circle around until it matches the shade you want it to be changed to.



40. The top bar controls the color. 

41. The bottom bar controls the transparency or how see-through the color will be.



42. It is possible from here to just type in the hex value of the color you want in the bottom text box. Doing so will automatically have the system adjust to match what you type in.



43. However, since you may want a little more control (or don't know the exact variant you are looking for), it's good to have a general idea of how to manually adjust it.

44. Click or tap out of the box or press ESC to exit the box.

45. Repeat this process until you have a header color and site title color combination you like and that has enough color contrast to be digitally accessible.

46. The Header overlay color might also be bugged, so if it does not change when you select Apply, press the Ctrl key and the F5 key at the same time to refresh the cache and see the change. For a more detailed explanation, go to the [Header Overlay Detailed section](#).

Site Favicon

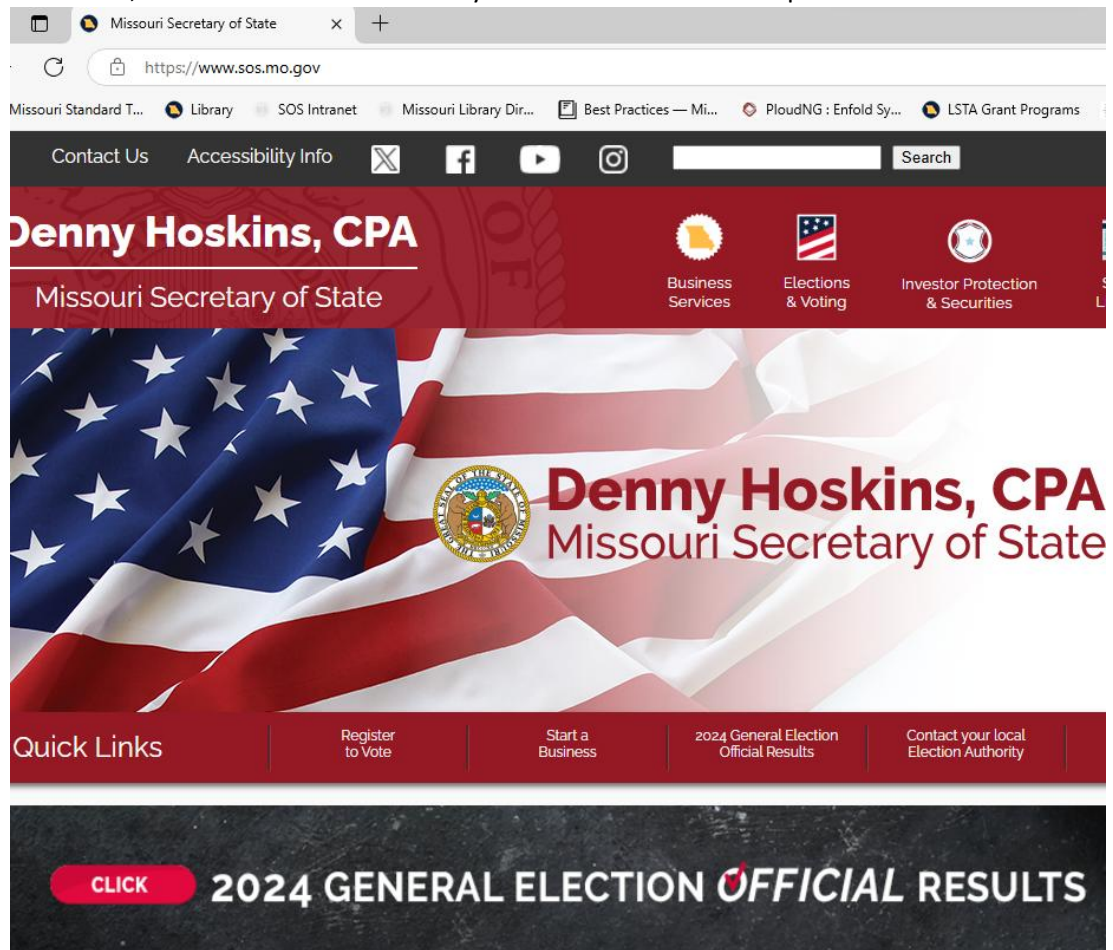
47. The next section is the Site Favicon under both color adjustment options.

A screenshot of a web application's configuration page for the 'Site Favicon'. The page has a dark blue sidebar on the left with a 'News' section containing an 'Example News Item' dated 'Apr 03, 2024'. The main content area is white and contains several sections: 'Header Overlay Color' with a hex input field showing '#00000087' and a color swatch; 'Site Favicon' with a 'Choose File' button and 'No file chosen' text; 'Replace Site Logo Image' with radio buttons for 'Keep existing image' (selected), 'Remove existing image', and 'Replace with new image', followed by another 'Choose File' button and 'No file chosen' text; 'Localhop Embed Code' with a text area and a note to 'Enter here the Localhop javascript code as provided by Localhop'; and a 'Configure ReCaptcha' link. At the bottom are 'Apply' and 'Cancel' buttons. To the right of the main content is a 'Hours' section with a text input field and a list of hours: 'Monday - Friday 9:00 Am - 6:00 PM', 'Saturday 11:00 Am - 5:00 PM', and 'Sunday - Closed'. At the bottom of the page is a footer with 'Location' (text input), 'Useful Links' (with links to 'Contact Us', 'The State Historical Society of Missouri', and 'Wolfrum Talking Book & Braille Library'), and a logo for the 'Missouri State Library' with supporting text. Two black arrows point to the 'Site Favicon' section: one from above pointing down to the 'Choose File' button, and one from below pointing up to the same button.

48. Your first question is probably what's a favicon? In short, it's the little image that appears next to the tab of the webpage or when its on the favorite/bookmark bar (refer to [sources](#)). For instance, the small image below is the favicon for the Missouri Secretary of State site.

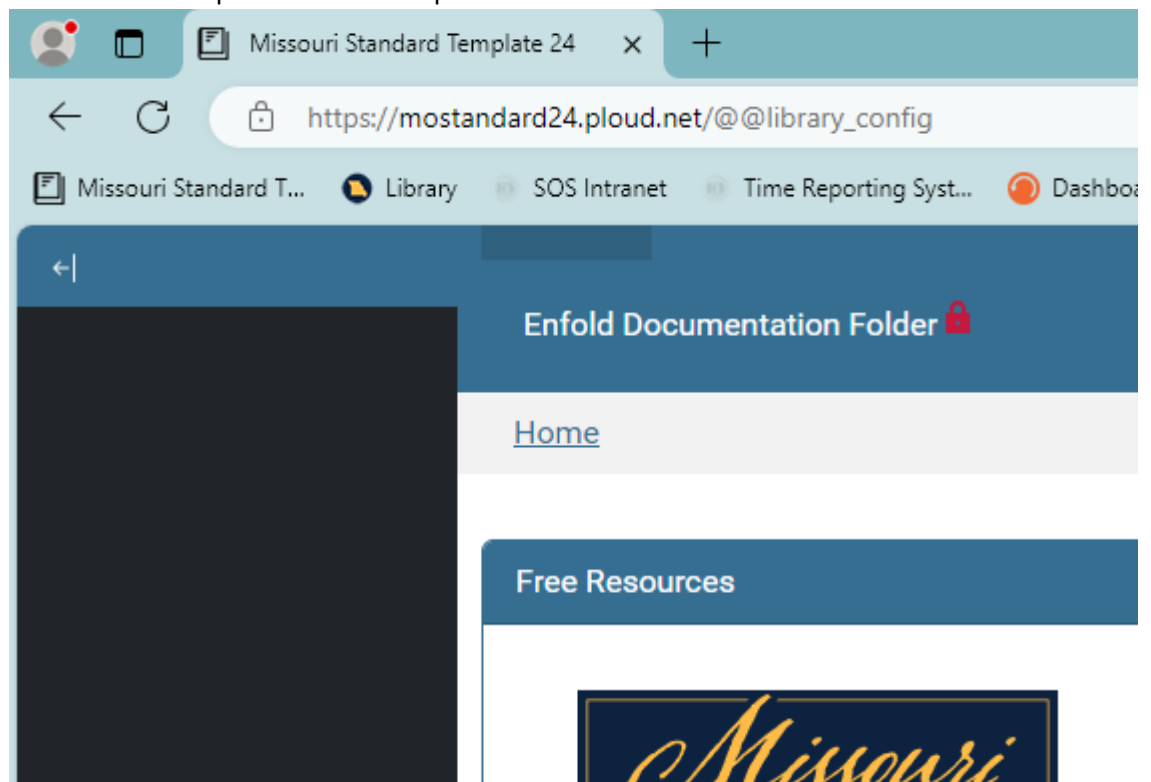


49. In context, the favicon for the Secretary of State website shows up like this:

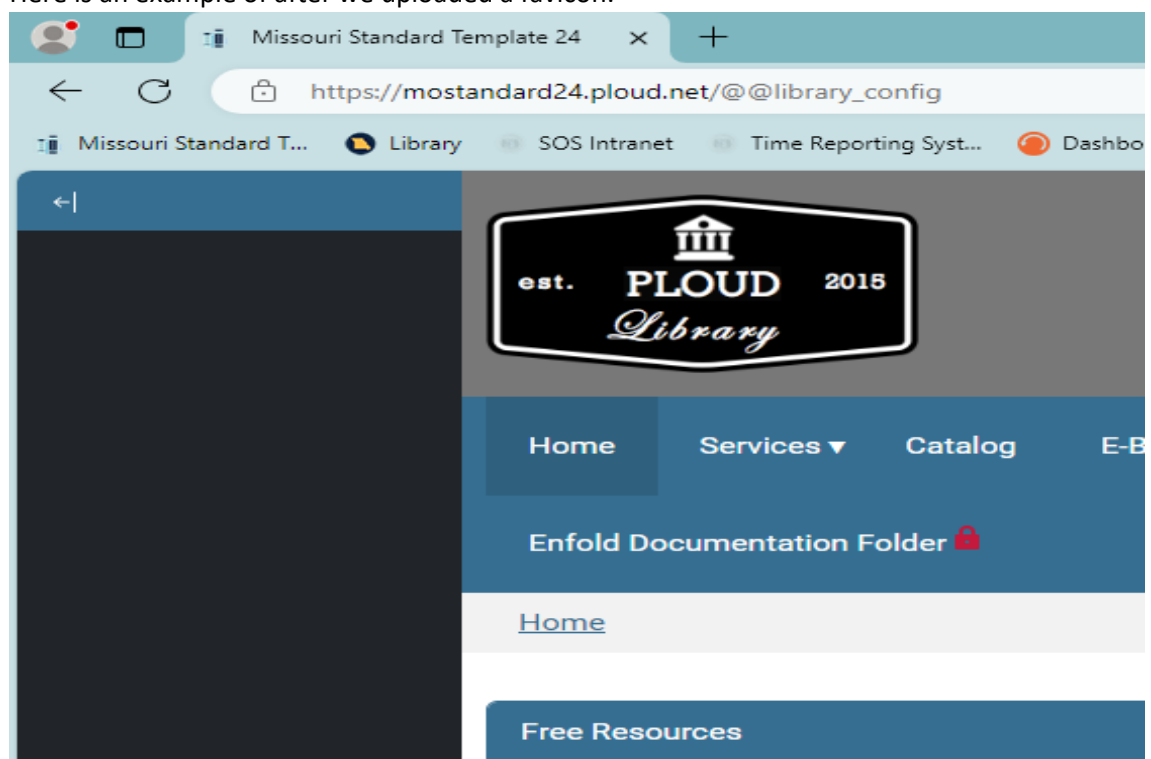


50. It is completely optional to upload a favicon.
51. If you do want to upload one, the first step is to upload a photo by selecting the Choose File button directly underneath the Site Favicon label. This will allow you to select a file from your computer.
52. You then need to select Apply to save it to your website.

53. Below is an example of before we uploaded a favicon.



54. Here is an example of after we uploaded a favicon.



55. Once you have uploaded a Favicon and applied it, three new radio buttons will appear.

The screenshot shows a website configuration interface. On the left, there's a sidebar with a dark blue header and a list of items including 'New Year's Day: Library Closed', 'Memorial Day: Library Closed', and 'Example News Item'. The main content area is white and contains various settings. The 'Site Favicon' section is highlighted with a black box, and a black arrow points to the 'Keep existing image' radio button. Below this section, there are fields for 'Header Overlay Color' and 'Replace Site Logo Image'. On the right, there's a 'Your Location' section with fields for 'Address', 'Phone Numbers', and 'Hours'.

56. With Keep existing image selected, once you select Apply, this will tell the system to make no changes to the favicon you uploaded.

☒ Keep existing image

57. With Remove existing image selected, it deletes the favicon without replacing it with a new image once you select Apply.

☐ Remove existing image

58. Replace with New image reenables the Choose File button. Repeat the process you did to upload the original image with a new one. Warning: selecting this radio button without choosing a file will have the same result as Remove existing image.

☐ Replace with new image

Site Logo

59. The next section is the Replace Site Logo Image underneath the Site Favicon section.

The screenshot shows the 'Site Configuration' page. The 'Replace Site Logo Image' section is highlighted with a red box. It contains the following options:

- ☒ Keep existing image
- ☐ Remove existing image
- ☐ Replace with new image

Below these options is a 'Choose File' button and a 'No file chosen' text. A note states: 'This shows a custom favicon on your site.' Below the red box, there is a 'Localhop Embed Code' section with a text area and a 'Configure ReCaptcha' link. At the bottom are 'Apply' and 'Cancel' buttons.

60. The site logo is the image that appears over your header on the top of the site.

The screenshot shows the Missouri Standard Template 24 website header and the 'Site Configuration' page. The header features a site logo (Missouri Digital Heritage Library) and the text 'Missouri Standard Template 24'. The 'Site Configuration' page shows the 'Site Title' field set to 'Missouri Standard Template 24'. The 'Site Title Visible' dropdown is set to 'Everywhere'. The 'Site Title Font' dropdown is set to 'Theme default'. The 'Site Title Font Size' field is set to '30'. The 'Show Site Title in Bold' checkbox is unchecked. The 'Search for Library Materials' section shows 'LIBRARY CATALOG' and 'MY ACCOUNT' buttons. The 'Your Library Location' section shows a 'Main Branch' button and a location image.

61. The placement of your logo on the top of your site is determined by your activated theme. Thus, the logo may be in a slightly different location depending on your theme.

62. Ploud Websites come with a logo by default. You can tell if you have the default logo if it looks like this:



63. It is expected you will replace this logo with one of your own, but please feel free to reach out if you are having trouble doing so.

64. In the Replace Site Logo Image section, there are three radio buttons.

- a. With Keep existing image selected, once you select Apply, this will tell the system to make no changes to the logo you uploaded.

☒ **Keep existing image**

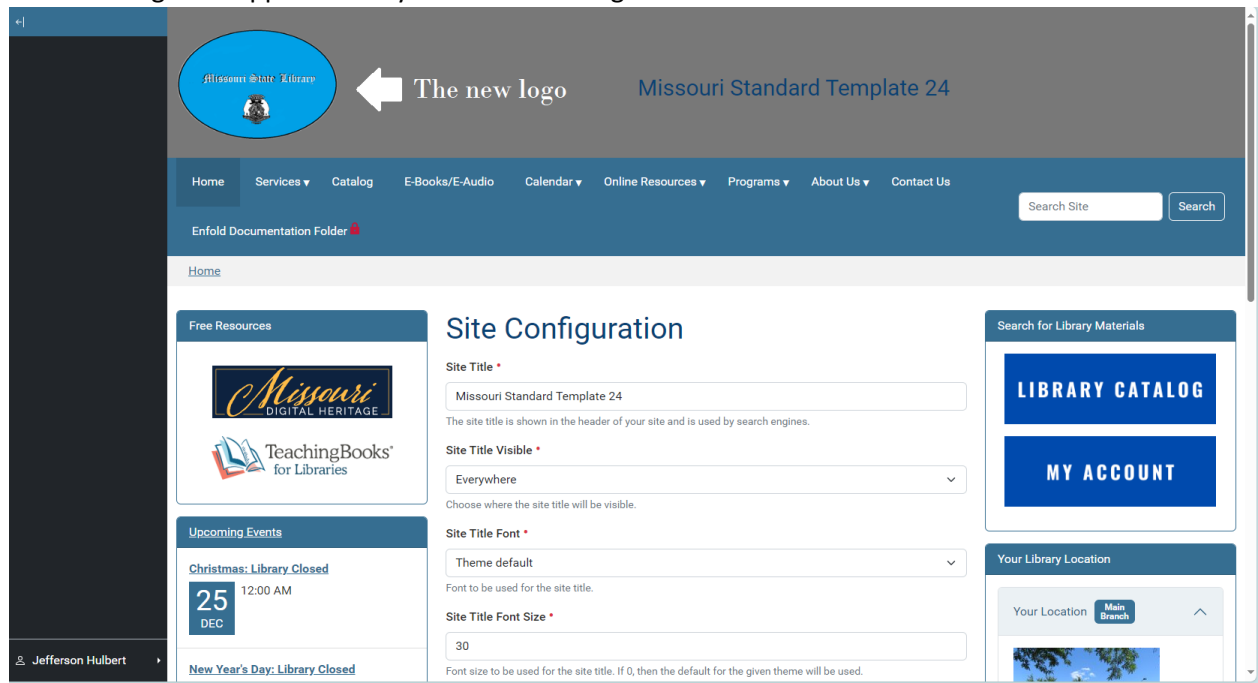
- b. While Remove existing image does exist as an option, we recommend that you avoid using it. This is because the site is programmed in such a way that there needs to be a site logo present. It will not let you remove the photo without replacing it with a new one and will produce an error message if you try. If you do not want a logo displayed on your site, we recommend you upload a completely transparent image as this will render the logo invisible. Feel free to reach out if you need help creating a transparent logo.

☐ **Remove existing image**

- c. To upload a new logo, you will first need to select the Replace with new image radio button. This will enable the Choose File button underneath

☐ **Replace with new image**

66. Your new logo will appear exactly where the old logo was.



Options Not Covered in Tutorial

67. Two more options on the menu are the Localhop Embed Code and Configure ReCaptcha.

68. These will not be covered in this tutorial because Localhop is not a service we subscribe to and Configuring your Recaptcha is a tutorial in and of itself. So, for now, we will ignore them.

Header Images

69. As the tutorial was written prior to the update, it will now switch the website themes in order to highlight the header image feature. Thus, the screenshots will look different from before.

70. If you need a refresher on how to change your theme, consult [6-11 section](#) of this tutorial.

71. Going back to the Site Configurations page, you will see two sections underneath the Replace Site Logo Image section. These would be the Set Home Page Header Image and Set Site-Wide Header Image.

72. Set Home Page Header Image puts an image only on the home page of the site.

73. Set Site-Wide Header Imager puts an image on every other page of the site except the home page.

74. If your site already has a header image for their respective category, you should see three Radio buttons underneath their section label.

The screenshot displays the Site Configurations page. On the left is a sidebar with a green header and a dark body. The main content area is titled 'Site favicon' and contains several sections. The 'Replace Site Logo Image' section has three radio buttons: 'Keep existing image' (selected), 'Remove existing image', and 'Replace with new image'. Below this is a 'Choose File' button. The 'Set Home Page Header Image' section also has three radio buttons: 'Keep existing image' (selected), 'Remove existing image', and 'Replace with new image'. Below this is a 'Choose File' button. The 'Set Site-Wide Header Image' section has the same three radio buttons and a 'Choose File' button. Arrows point to the 'Keep existing image' radio button in both the 'Set Home Page Header Image' and 'Set Site-Wide Header Image' sections. The 'Hours' section on the right shows the operating hours for the site.

Site favicon

Choose File No file chosen

This shows a custom favicon on your site.

Replace Site Logo Image

☒ Keep existing image
☐ Remove existing image
☐ Replace with new image

Choose File No file chosen

Allowed types: image/*.
Choose an image to be used as logo for your site.

Set Home Page Header Image

☒ Keep existing image
☐ Remove existing image
☐ Replace with new image

Choose File No file chosen

Allowed types: image/*.
Choose an image to appear in the header. This image will only appear on the home page. If the image does not fill the entire header area, it will be shrunk or expanded as necessary to fill it completely.

Set Site-Wide Header Image

☒ Keep existing image
☐ Remove existing image
☐ Replace with new image

Choose File No file chosen

Allowed types: image/*.
Choose an image to appear in the header for all pages on the site except the home page. If the image does not fill the entire header area, it will be shrunk or expanded as necessary to fill it completely.

Localhost Embed Code

Example News Item
Apr 03, 2024

Hours
Enter your hours of operation here
Monday - Friday 9:00 Am - 6:00 PM
Saturday 11:00 Am - 5:00 PM
Sunday - Closed

Jefferson Hulbert

75. If your site does not have a header image for that category, you will only see a Choose File button under its respective section.

The screenshot shows a website configuration interface. On the left is a sidebar with a 'NEWS' section containing an 'Example News Item' dated 'Apr 03, 2024'. The main content area is titled 'Site Favicon' and includes a 'Choose File' button and a 'No file chosen' status. Below this is a 'Replace Site Logo Image' section with radio buttons for 'Keep existing image', 'Remove existing image', and 'Replace with new image', followed by another 'Choose File' button and 'No file chosen' status. The 'Set Home Page Header Image' section has a 'Choose File' button and 'No file chosen' status, with an arrow pointing to the button. The 'Set Site-Wide Header Image' section also has a 'Choose File' button and 'No file chosen' status, with an arrow pointing to the button. Below these are sections for 'Localhop Embed Code' and 'Configure ReCaptcha'. At the bottom are 'Apply' and 'Cancel' buttons.

76. If you do not have an already uploaded image, first select Choose File for that respective section you'd like the image to appear.

77. Once you have chosen an image for that section, the image name will appear in the text box, and you can then select Apply to add it to your site.

The screenshot shows the same website configuration interface as before, but now the 'Set Home Page Header Image' section has an image name entered in the text box: 'Image-800-47c091ee00038729e6d5803a2942cd4.jpeg'. The 'Set Site-Wide Header Image' section remains unchanged. An arrow points to the 'Apply' button at the bottom.

78. Repeat this process for the other header image category if you want to have one on the other pages of your site.

79. You now notice that three radio buttons have appeared under each section where you added a header image.

80. With Keep existing image selected, this will tell the system to make no changes to the header image you uploaded once you select Apply.

☒ Keep existing image

81. With Remove existing image, it deletes the header image without replacing it with a new image once you select Apply.

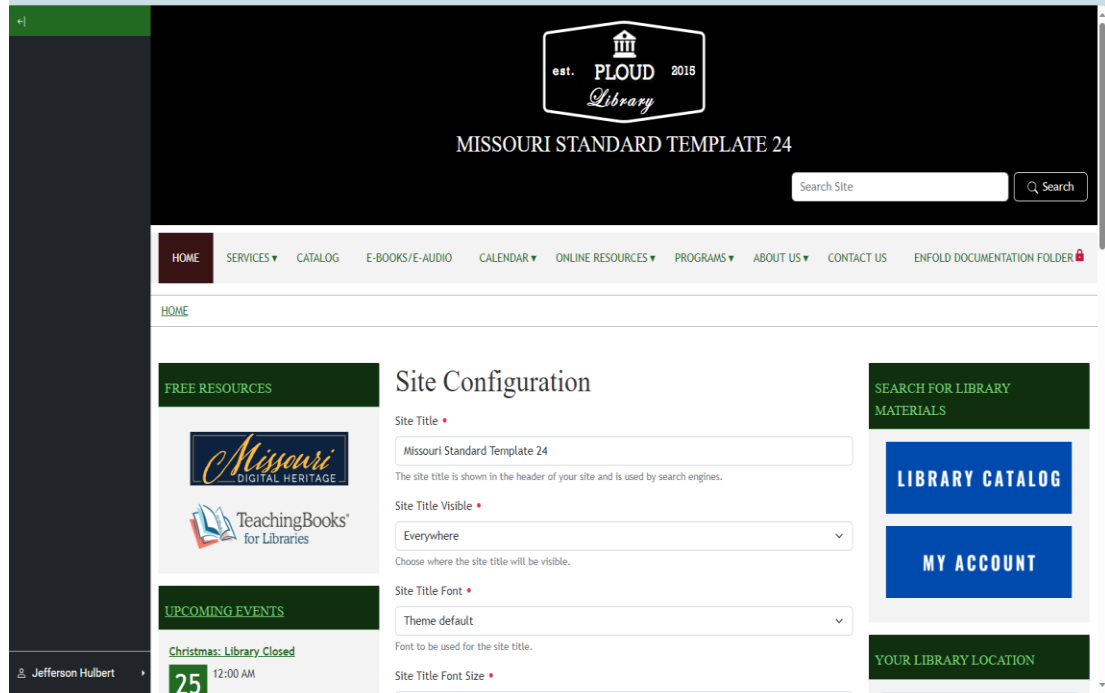
☐ Remove existing image

82. Replace with new image enables the Choose file button. Repeat the process you did to upload the original image. If you do not provide a new file, it will prompt you with an error message saying no file provided.

☐ Replace with new image

Header Overlay Detailed

83. A note about header overlay color, as the system currently functions the overlay color will be put over the image. This means that if you pick a color and have the transparency bar all the way to the right, you will not be able to see the image. An example is provided below:

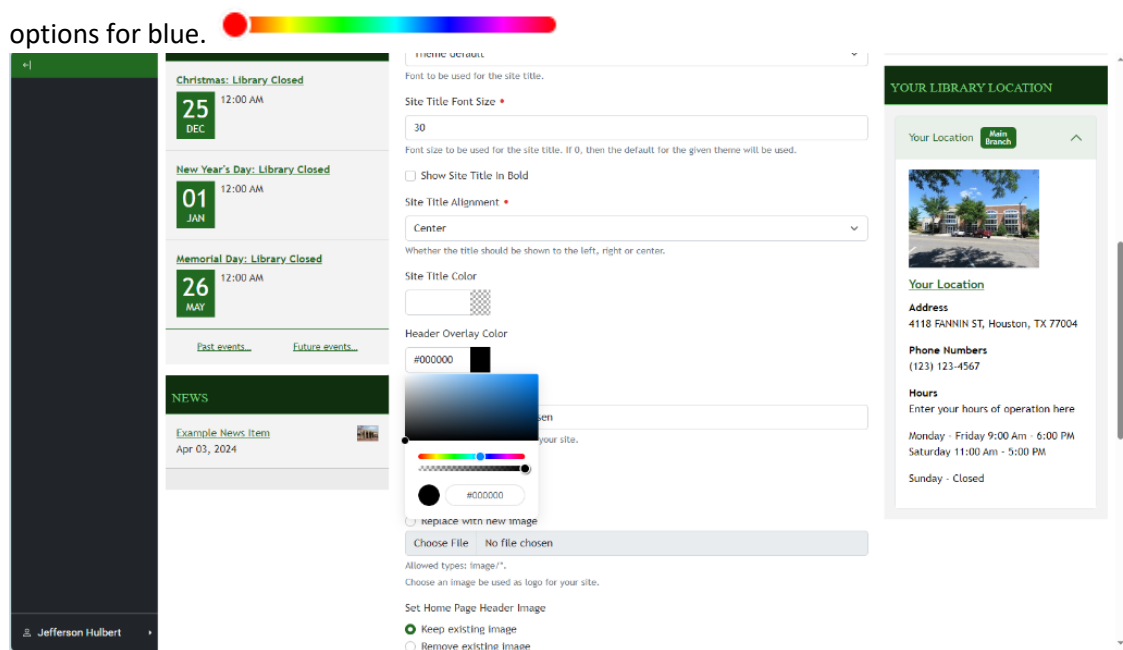


84. You should think of the Header Overlay Color as providing a tint to the header image, let's say we want to apply a blue tint to the header image of books.

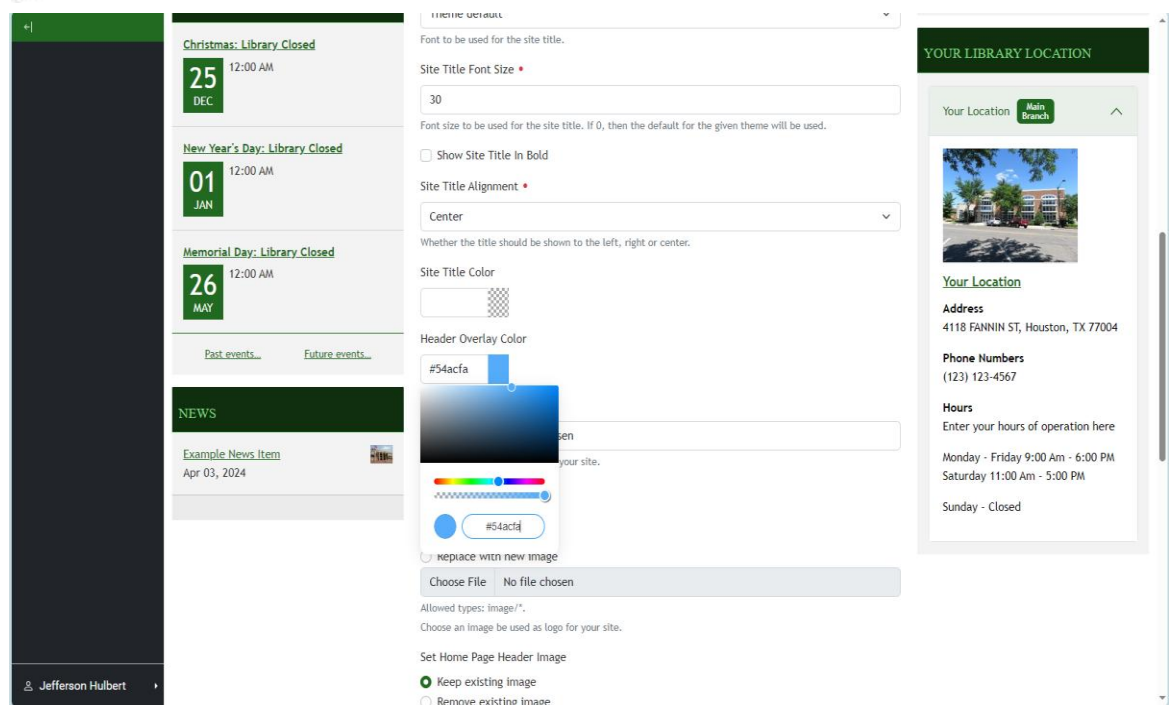
Header Overlay Color



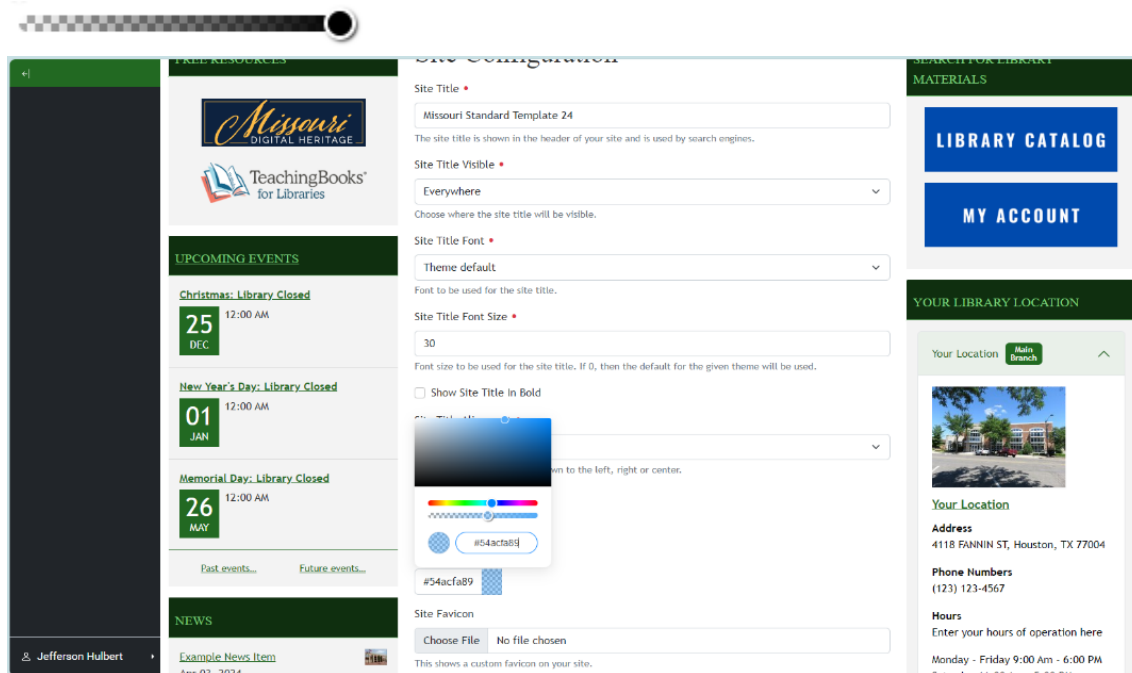
85. First, we adjust the coloration to blue. We do this by adjusting the slider until we get options for blue.



86. Then, we use the top box until we get the shade of blue we want.



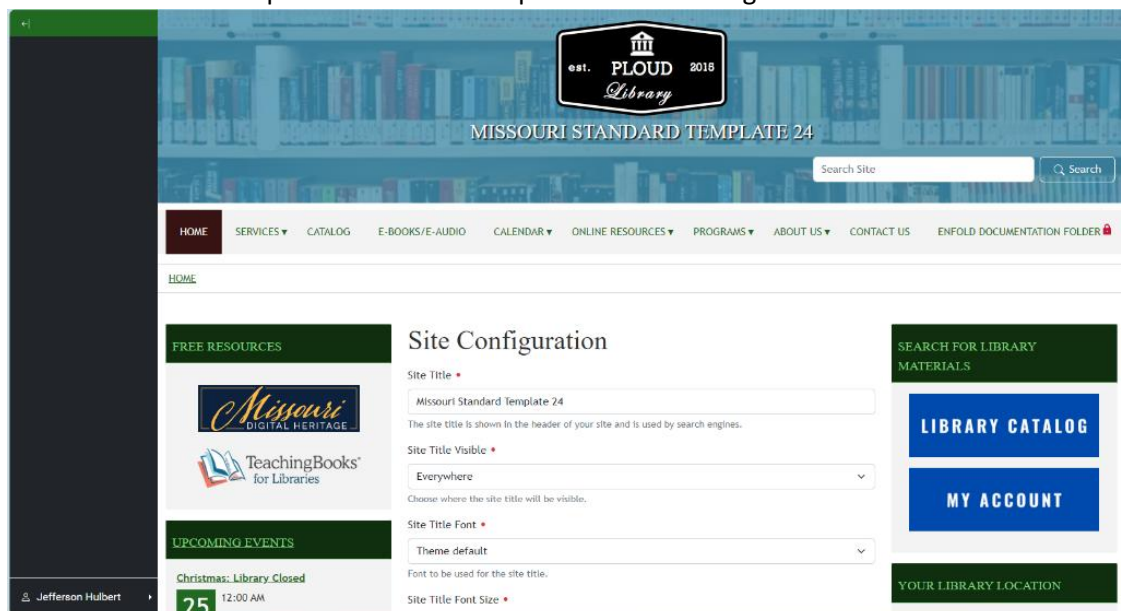
87. Finally, we adjust the second slider until we get the desired transparency.



88. To see your results, first you'll need to select Apply.

89. Then, since the header color function is glitched, you will need to refresh the cache. On a keyboard, you can do this by pressing Ctrl + F5 at the same time.

90. The end result of this process for our example looks something like this.

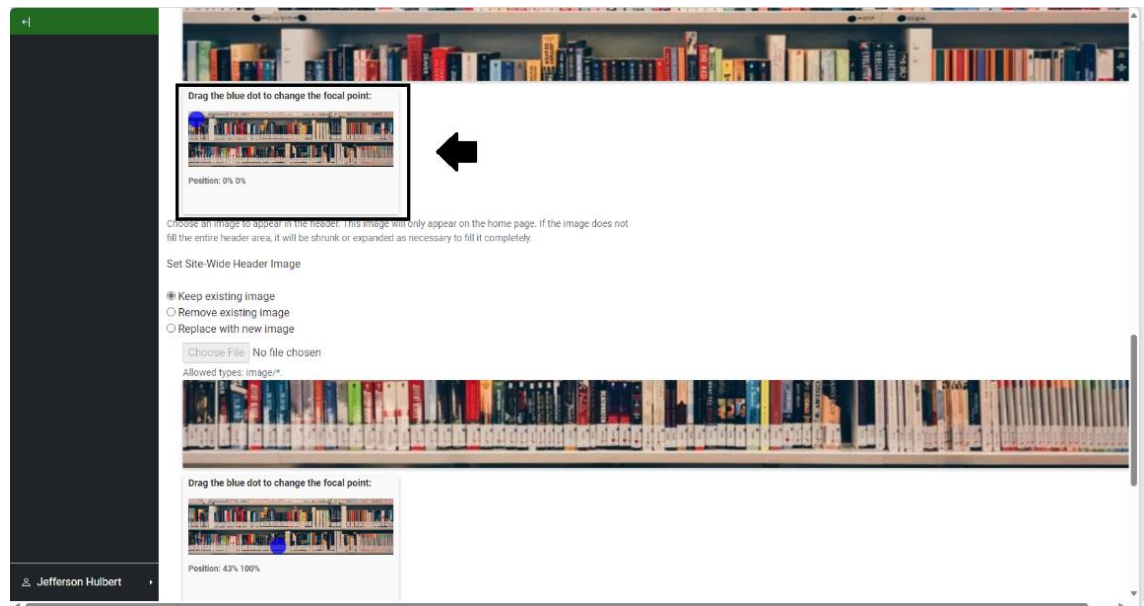


91. You may need to experiment with this a number of times depending on your chosen theme and other choices, but with enough trial and error you will find a combination that works well for your site.

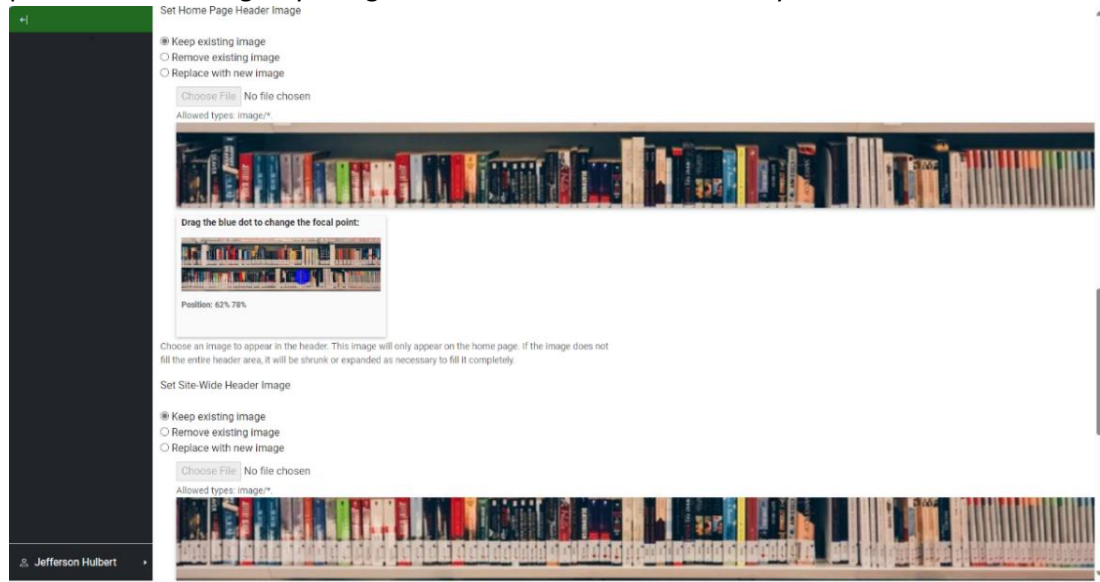
Ploud 6 Update: Focal Points

92. In an update, Ploud (6) added a new feature to apply a custom focal point to the header images on your site. This allows more control over how the header image appears on your site.

93. In the respective section just underneath where you uploaded your header image, you will see a box with a circle in it.

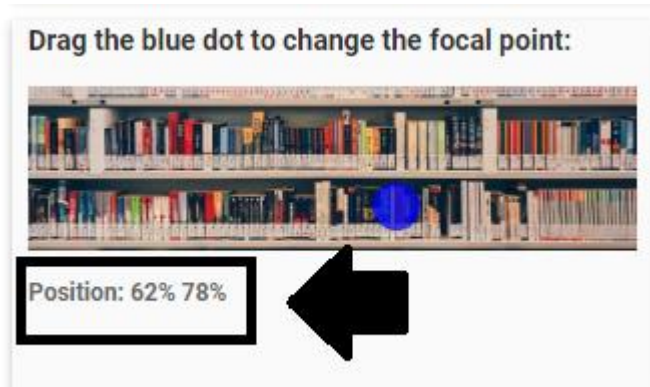


94. To adjust the focal point, move the circle to the location where you want it to be. The preview above will give you a general idea of how it will look on your site.

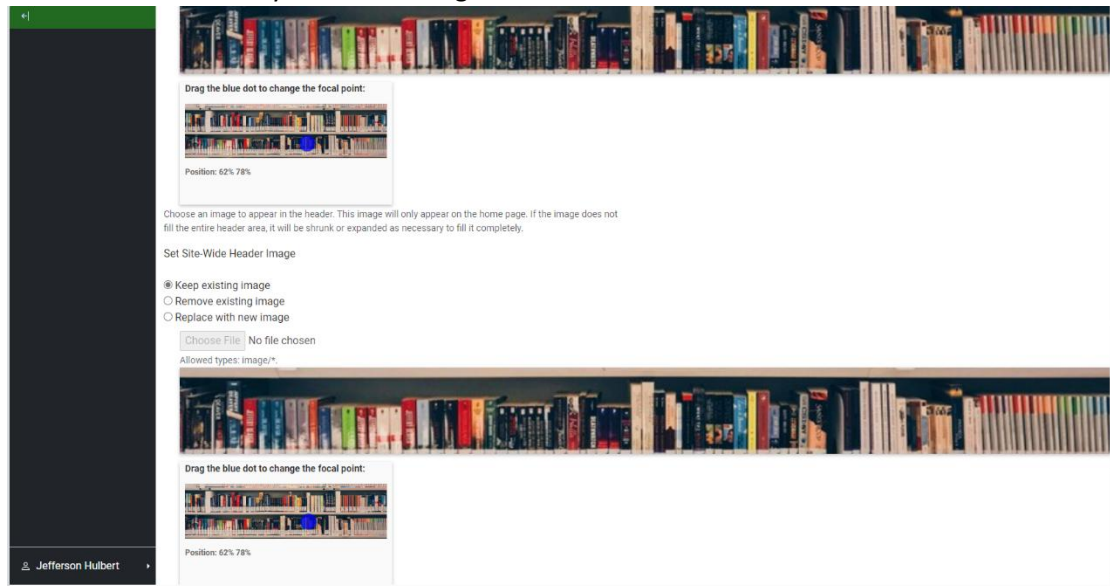


95. Unfortunately, even if the image you uploaded is identical for the site wide and homepage there is no way to automatically synchronize the focal points. You will have to set each manually.

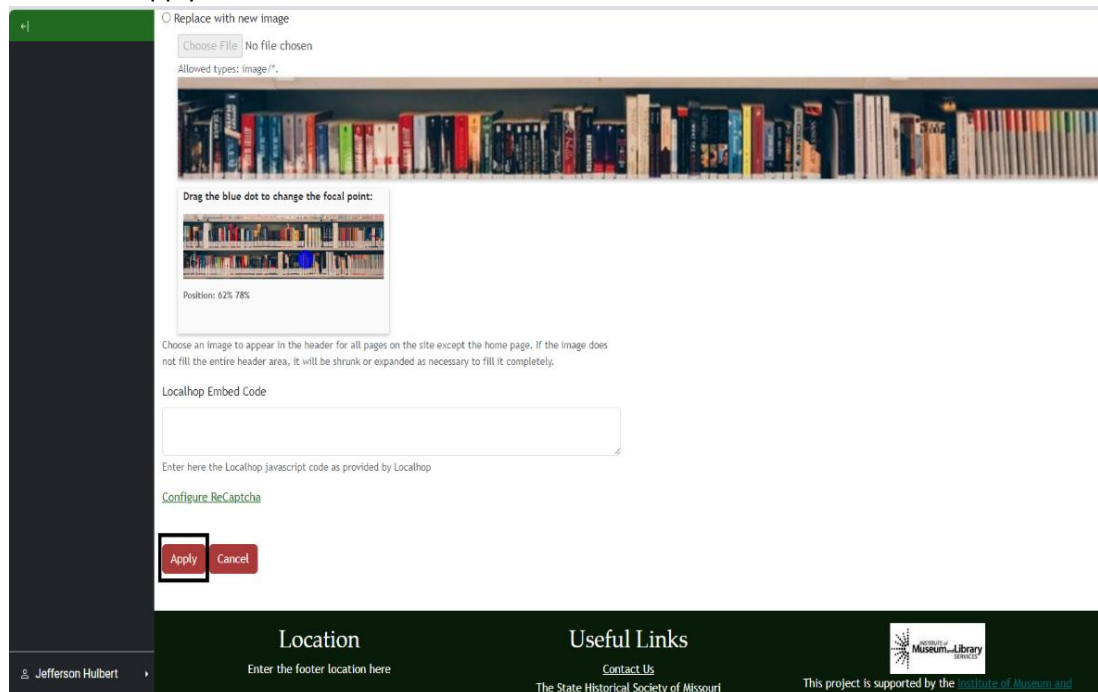
96. To get them in the same relative space, use the coordinates located within the focal point box.



97. If both the left number and right number are exactly the same for both boxes, then you should have uniformity in header images' looks.



98. As with the rest of the features to make these changes permanent, you will need to select the Apply button.



Special Thanks/Sources

Header

- Muse Themes: [What is a Website Header](#)
- Social Champ: [Glossary Header Image](#)
- Enfold Knowledge Base: [Changing Your Site's Header Image](#)
- Banzoogle: [Header Images](#) (note this is only for the definition recommended size for instance is different)

Themes

- Texas State Library: [Ploud Theme Cheat Sheet](#)
- Nora Wesselman
- Enfold Knowledge Base: [How to Change Your Site's Theme and Color Palette](#)

Site Title

- [Include Site Name In Page Titles or Not](#)
- Miriam Ellis: [Title Tag](#)
- Google: [Provide a Site Name to Google](#)
- John Hopkins University: [Search Engine Optimization](#)
- Oussama Bettaieb: [What is a Website Title and Why it Matters: A+ Guide](#)
- Retrieved using Google generative and its summary AI
 - Site Tile vs Site Name. Due to the nature of generative AI while the summary was consulted it should be taken with a grain of salt.
 - **Search terms used:** site title and search engines
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 - Shopify: Write the Best Website Titles to Improve your SEO
 - Screaming Frog: [Page Title](#)
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 - Quora Form: [What is the difference between "Name of Web Page" and Name of Web site](#)
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Header Color

- Marvel App: [8 Reason for Sing Transparency in Visual Design](#)
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- Kathleen Huebener: [Transparent, Translucent, Opaque](#)
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- W3 Schools: [CSS Colors](#)
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- Jess Mitchell: [How to Use CSS Hex Code Colors with Alpha Values](#)
- WP Engine: [How to Control Color Opacity With RGBA in CSS](#)
- MDn web Docs_: [Opacity](#)

Favicons

- Carter X & Holly from DE: [Any Way to Show Favicon in Favorites Bar](#)
- Jay Kang: [What is a Favicon](#)
- Rebecca Tomasis: [What is a Favicon and How to Create One for your Website](#)
- Jeff Cardello: [Favicons: Everything You Need to Know in 2024](#)
- Wikipedia: [Favicon](#)
- Mdn web docs_: [Favicon](#)
- Computer Hope: [Bookmarks Bar](#)
- Tim Hardwick: [How to Show or Hide Favicons on Safari Favorites Bar](#)
- W3: [HTML Favicon](#)
- wild apricot: [Inserting a Favorites Icon \(Favicon\)](#)
- Orion discussion board: [Show Favicon in the Bookmarks Bar](#)
- Squarespace: [Adding a Favicon or Browser Icon](#)

Guides for Ploud 4

- Nora Wesselman
- Library of Michigan: [Basic Functionality: Checklist of Things to Address with Your Template When You Come on Board Ploud](#)
- Library of Michigan: [Ploud --New Template \(YouTube\)](#)
- Texas State Library: [Training Videos: Episode 1 Basic Review \(Episode 1 on Youtube\)](#)

Updates

- Enfold Knowledge Base: [October 2024 Release Details](#)