

Site Configurations Tutorial:

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

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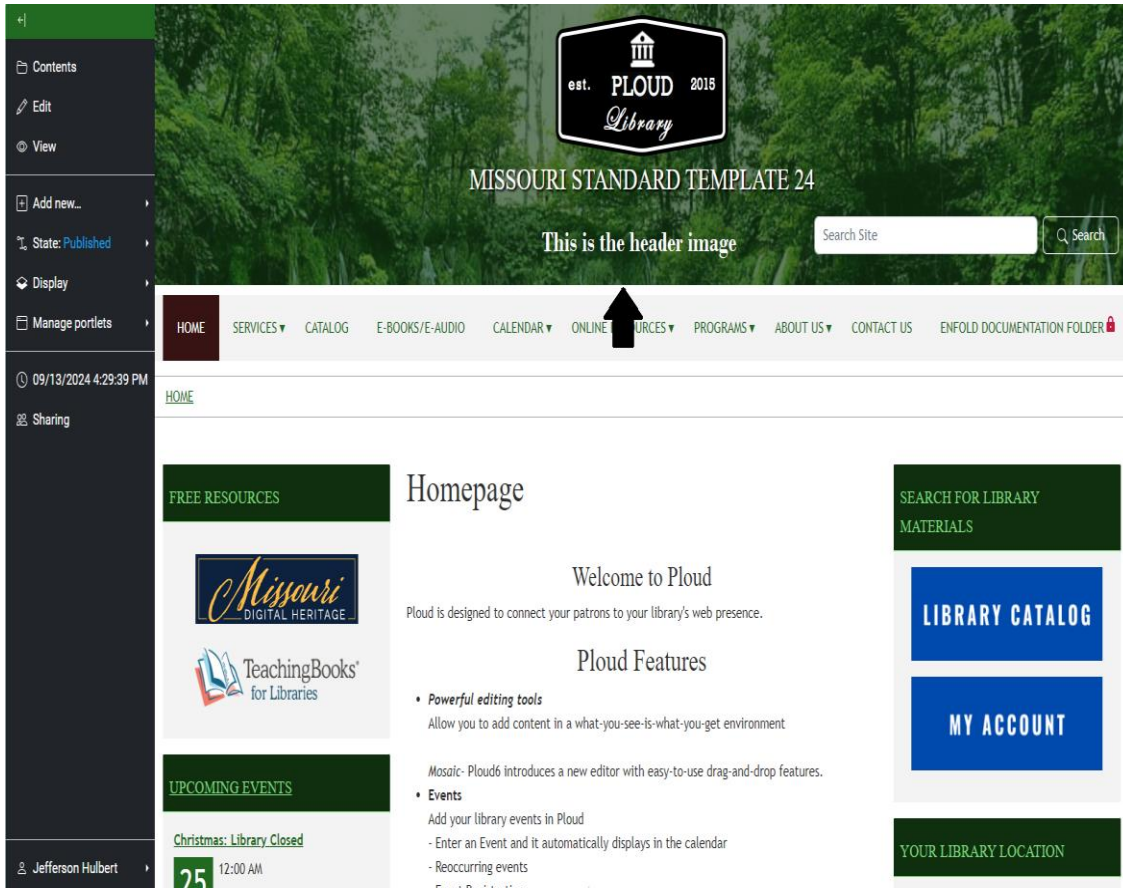
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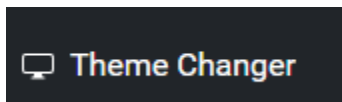
[Special Thanks/Sources](#)

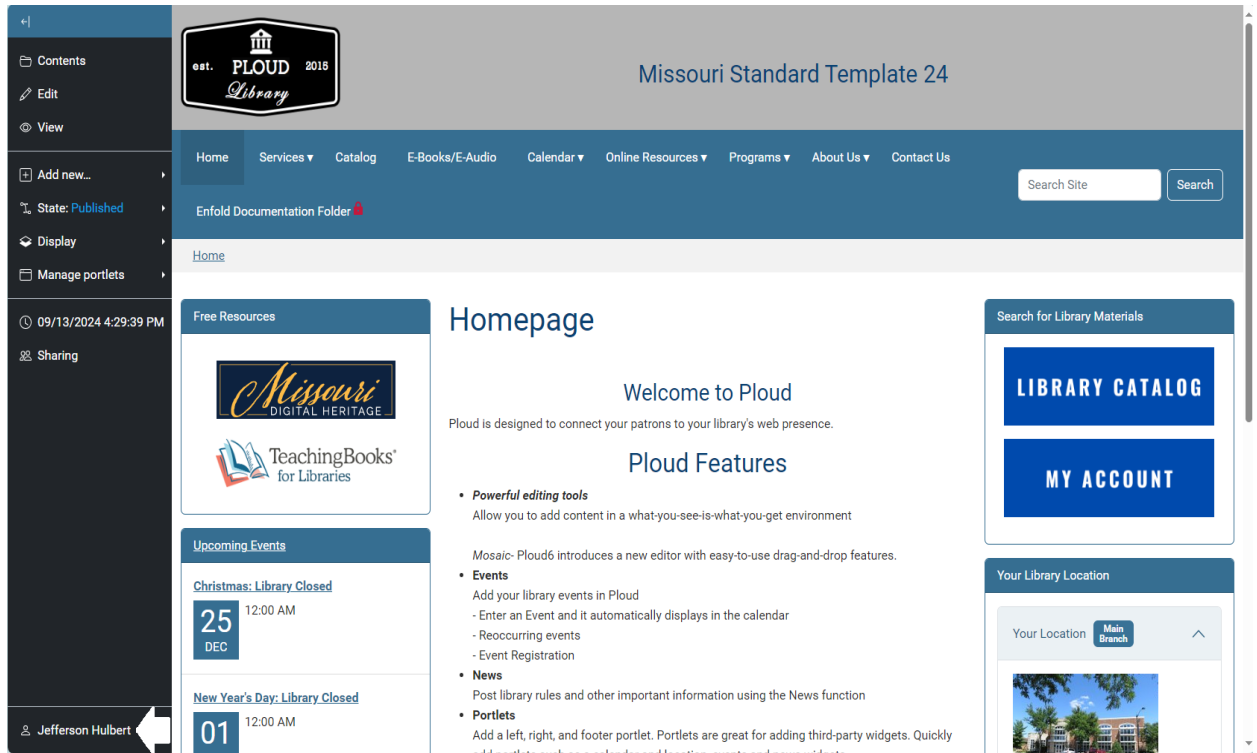
Header Image and Theme Changer:

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.

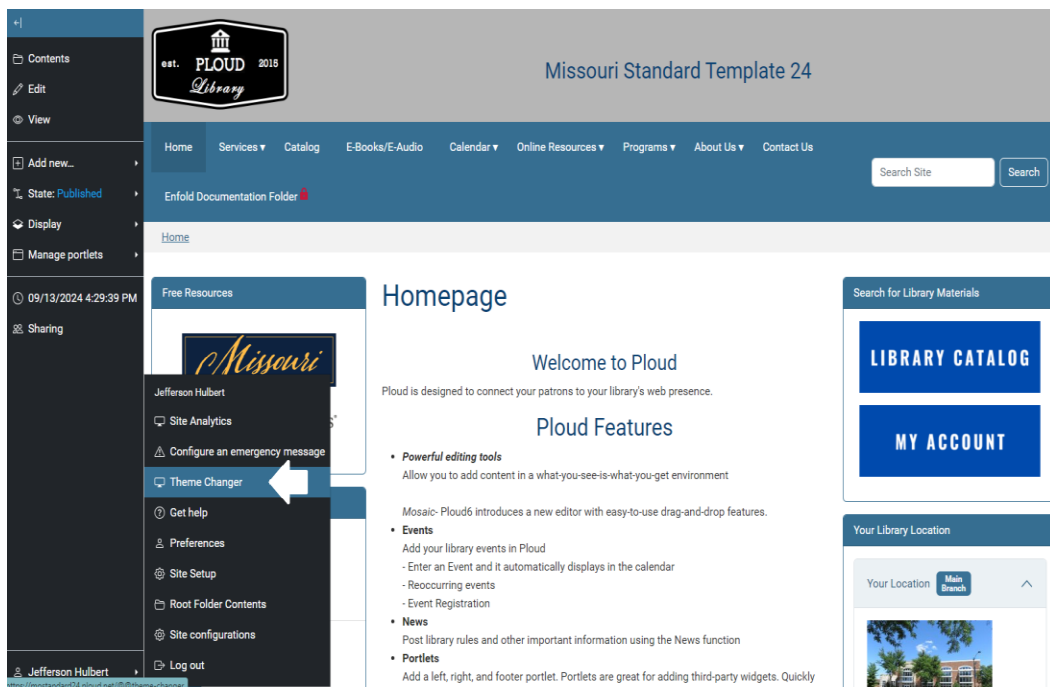
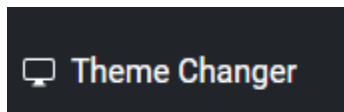


4. There are four themes to choose from; prior to a recent update, the SaaS.theme option did not allow for a header image. This has been changed so now all themes allow for a header image.
5. Changing themes will not delete the header photo you uploaded.
6. If you want switch to a different theme, you will need to go to Theme Changer, which is located in the admin menu on the bottom left of the screen.

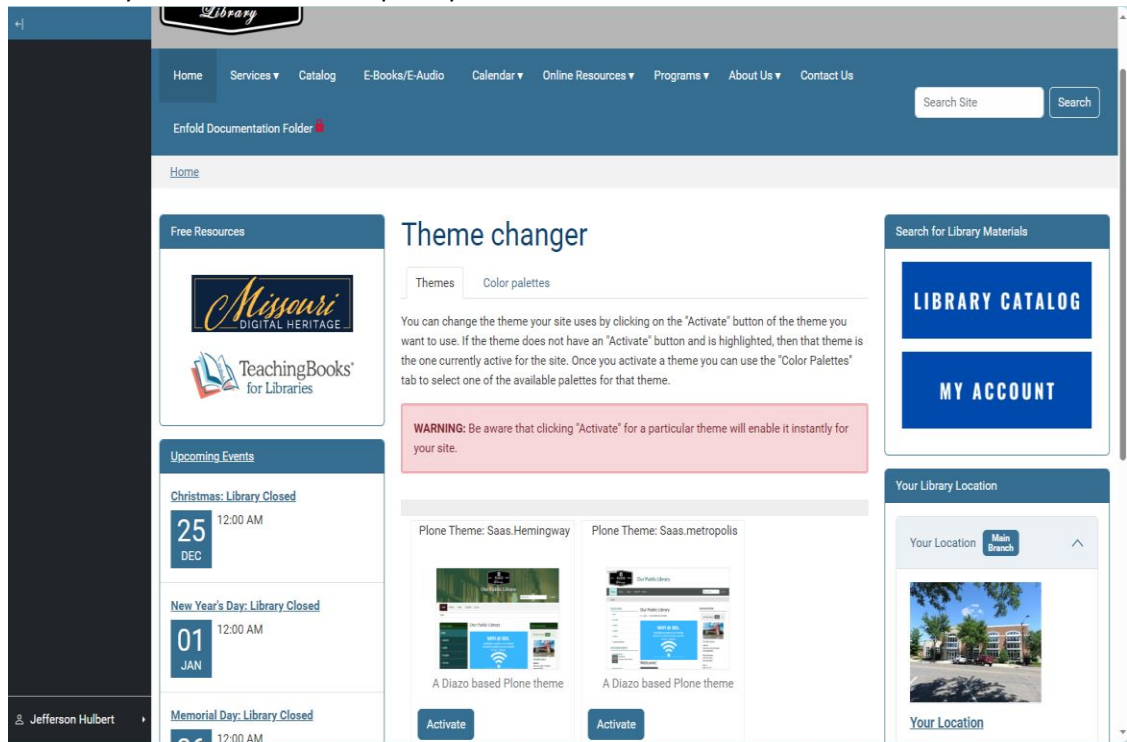




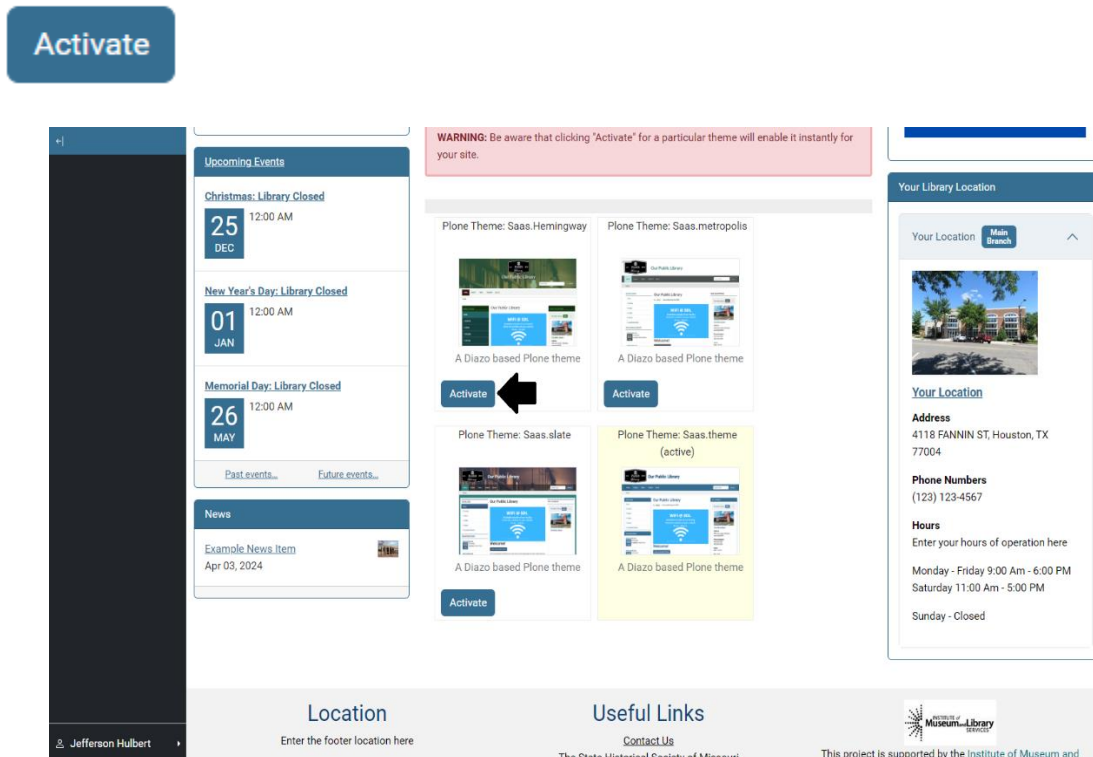
7. Select this button and then select Theme Changer button. It will change color when you hover over it.



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.



Location

Enter the footer location here

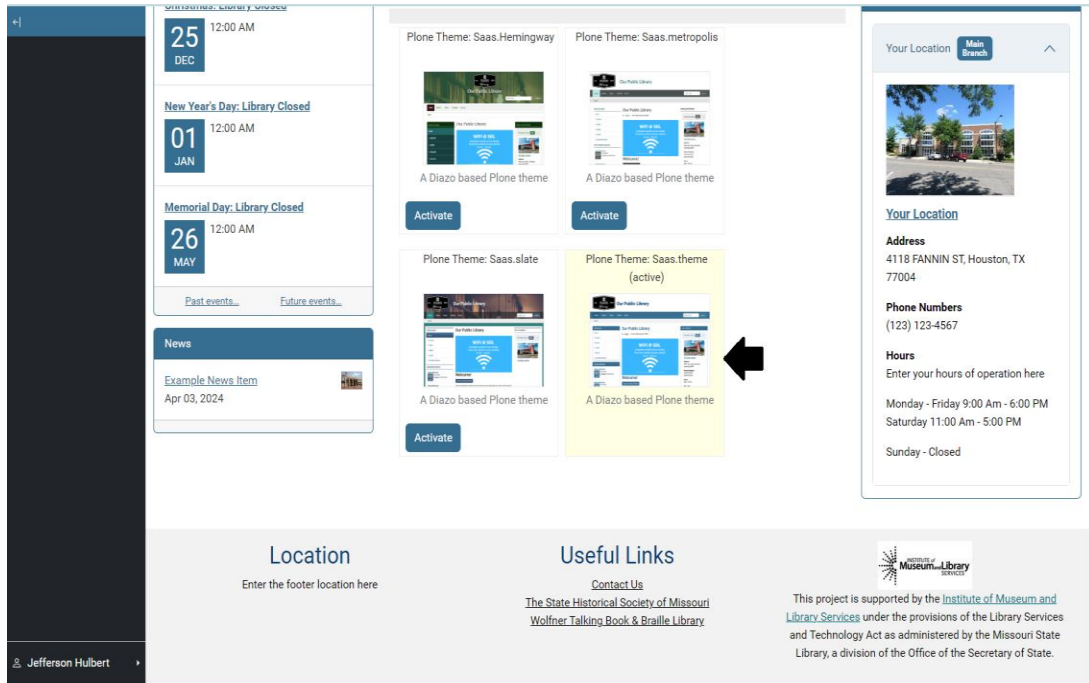
Useful Links

Contact Us
The State Historical Society of Missouri



This project is supported by the Institute of Museum and Library Services

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.

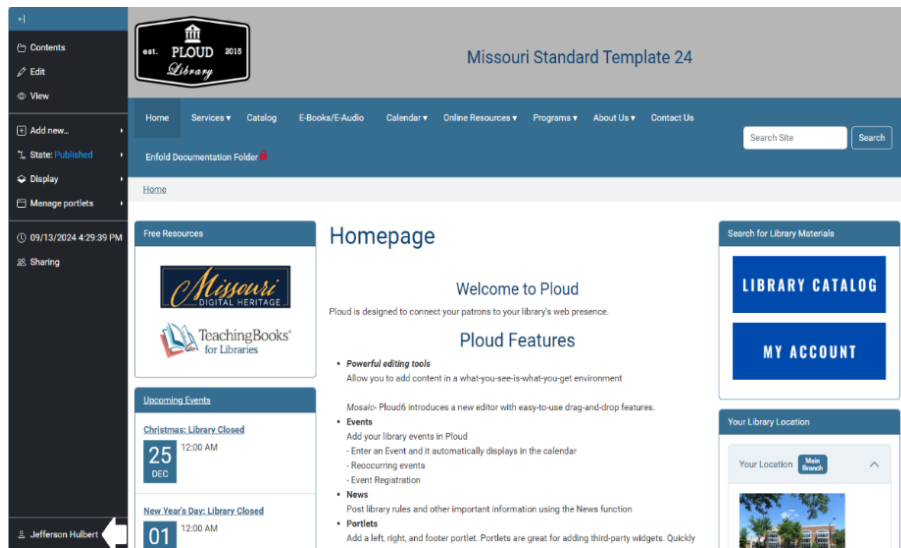


11. This was just a brief overview of what you needed to know about themes in order to fully interact with the site configurations. For more information (refer to [sources](#))

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.

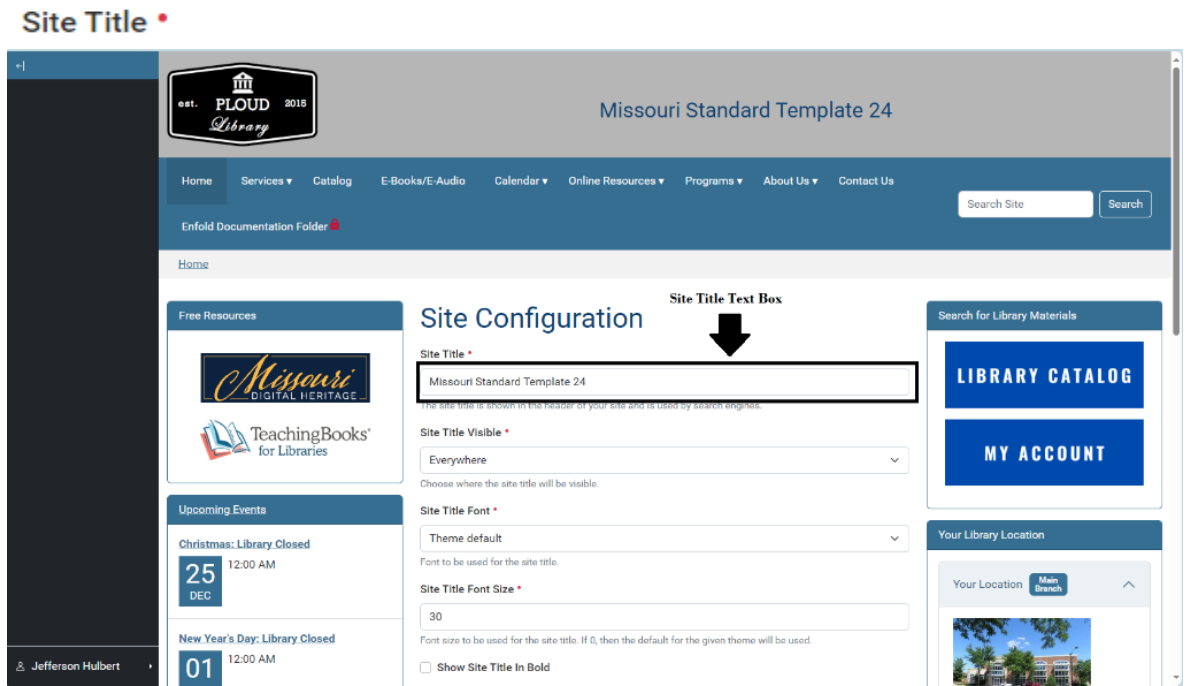
The screenshot shows the PLOUD website interface. At the top, there is a navigation bar with the PLOUD Library logo (est. 2018) and the text "Missouri Standard Template 24". Below the logo is a navigation menu with items: Home, Services, Catalog, E-Books/E-Audio, Calendar, Online Resources, Programs, About Us, and Contact Us. A search bar is located on the right side of the navigation bar. The main content area is titled "Homepage" and features a "Welcome to Ploud" message, a "Ploud Features" section with bullet points, and a "Search for Library Materials" section with buttons for "LIBRARY CATALOG" and "MY ACCOUNT". A "Your Library Location" section is also visible. On the left side, a dark sidebar menu is open, showing options like "Contents", "Edit", "View", "Add new...", "State: Published", "Display", "Manage portlets", "Sharing", and "Jefferson Hulbert". A sub-menu is open under "Jefferson Hulbert", listing options such as "Site Analytics", "Configure an emergency message", "Theme Changer", "Get help", "Preferences", "Site Setup", "Root Folder Contents", "Site configurations", and "Log out". A white arrow points to the "Site configurations" option in this sub-menu.

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

The screenshot shows the PLOUD website interface with the "Site Configuration" menu open. The navigation bar and main content area are the same as in the previous screenshot. The "Site Configuration" menu is open, showing options for "Site Title", "Site Title Visible", "Site Title Font", "Site Title Font Size", and "Show Site Title In Bold". The "Site Title" field is 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 main content area is titled "Site Configuration" and features a "Free Resources" section with "Missouri Digital Heritage" and "TeachingBooks for Libraries" logos, and an "Upcoming Events" section with "Christmas: Library Closed" and "New Year's Day: Library Closed" events. The "Search for Library Materials" and "Your Library Location" sections are also visible.

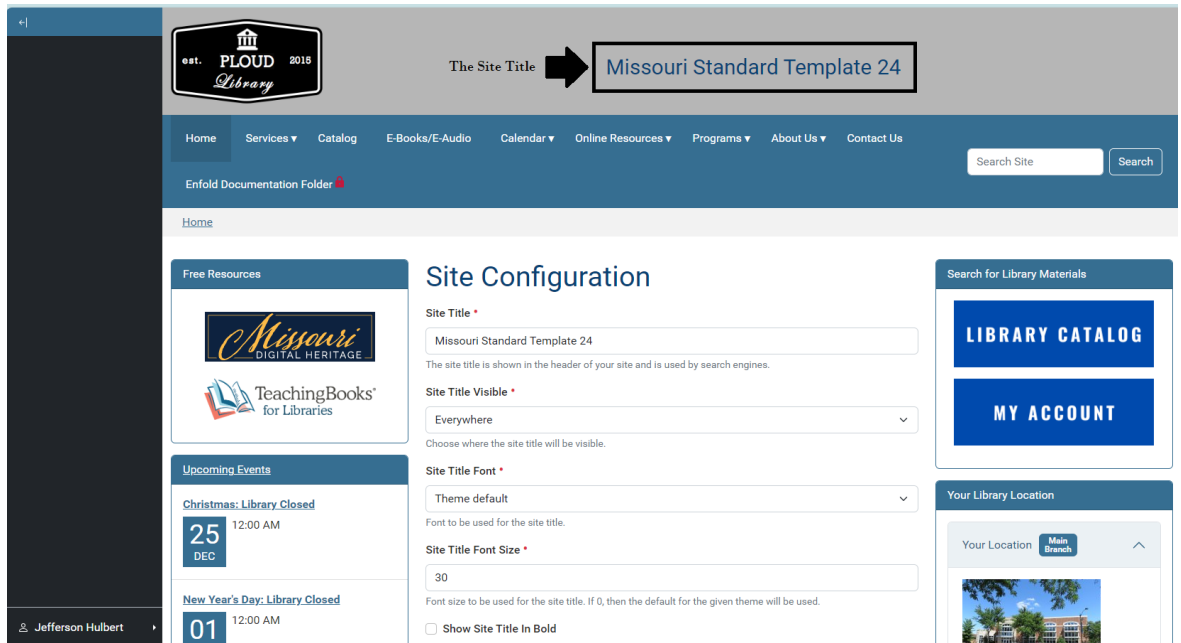
Site Title:

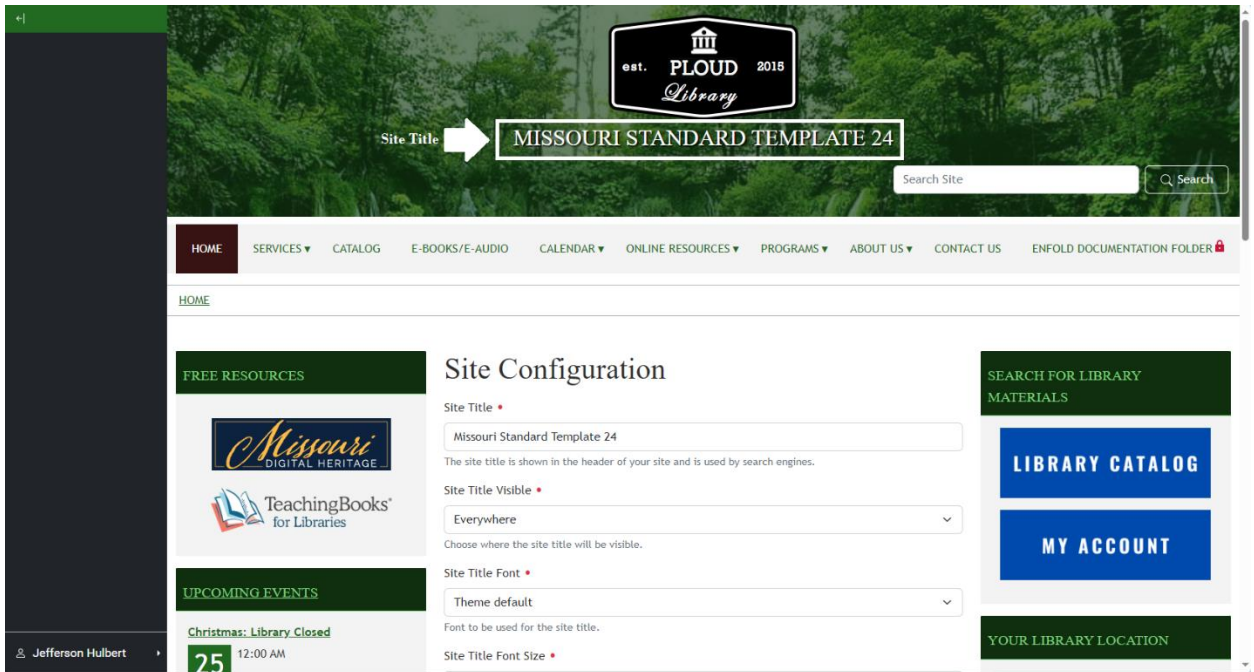
15. The Site Title text box is first option in the Site Configuration menu.



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.

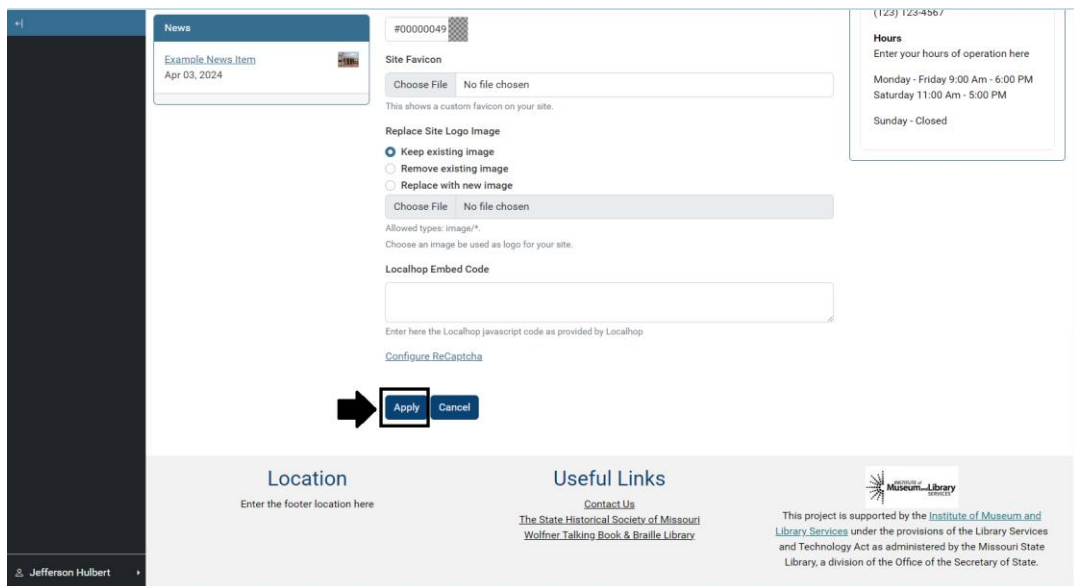
17. Here you can enter in your Site Title, which will appear in the header.





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's title and any other change you make, you need to save and make it live on your site. To do so, select Apply located near the bottom of the menu.



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.

The screenshot shows a configuration panel with several sections: 'News' (with an example item), 'Site Favicon' (with a 'Choose File' button), 'Replace Site Logo Image' (with radio buttons for 'Keep existing image', 'Remove existing image', and 'Replace with new image'), and 'Localhop Embed Code' (with a text input field). At the bottom of the panel, there are 'Apply' and 'Cancel' buttons. A red box highlights the 'Cancel' button, and a black arrow points to it from the right. Above the panel, there are 'Apply' and 'Cancel' buttons. To the right of the panel, there is a 'Hours' section with a text input field and a list of operating hours: Monday - Friday 9:00 Am - 6:00 PM, Saturday 11:00 Am - 5:00 PM, and Sunday - Closed.

Site Title Visible:

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

The screenshot shows a 'Site Configuration' panel. The 'Site Title' section has a text input field containing 'Missouri Standard Template 24'. Below it, the 'Site Title Visible' section has a dropdown menu set to 'Everywhere'. A red box highlights the 'Site Title Visible' dropdown, and a black arrow points to it from the right. The 'Site Title Font' section has a dropdown menu set to 'Theme default'. The 'Site Title Font Size' section has a text input field containing '30'. The 'Site Title Alignment' section has a dropdown menu set to 'Center'. The 'Site Title Color' section has a color picker. The 'Header Overlay Color' section has a color picker. On the left side of the panel, there are sections for 'Free Resources' (with 'Missouri Digital Heritage' and 'TeachingBooks for Libraries' logos), 'Upcoming Events' (with 'Christmas: Library Closed', 'New Year's Day: Library Closed', and 'Memorial Day: Library Closed' events), and 'Your Library Location' (with a photo of the library building and address: 4118 FANNIN ST, Houston, TX 77004). On the right side of the panel, there are sections for 'Search for Library Materials' (with 'LIBRARY CATALOG' and 'MY ACCOUNT' buttons) and 'Your Library Location' (with a photo of the library building and address: 4118 FANNIN ST, Houston, TX 77004).

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

Everywhere ▼

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

Not Visible ▼

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

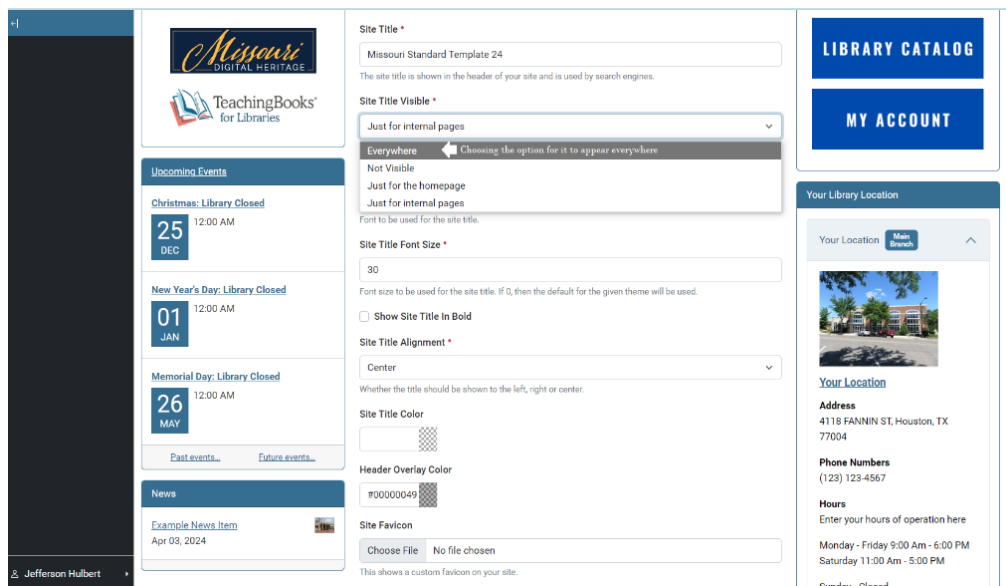
Just for the homepage ▼

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

Just for internal pages ▼

This puts the site title on every other page aside from your home page.

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

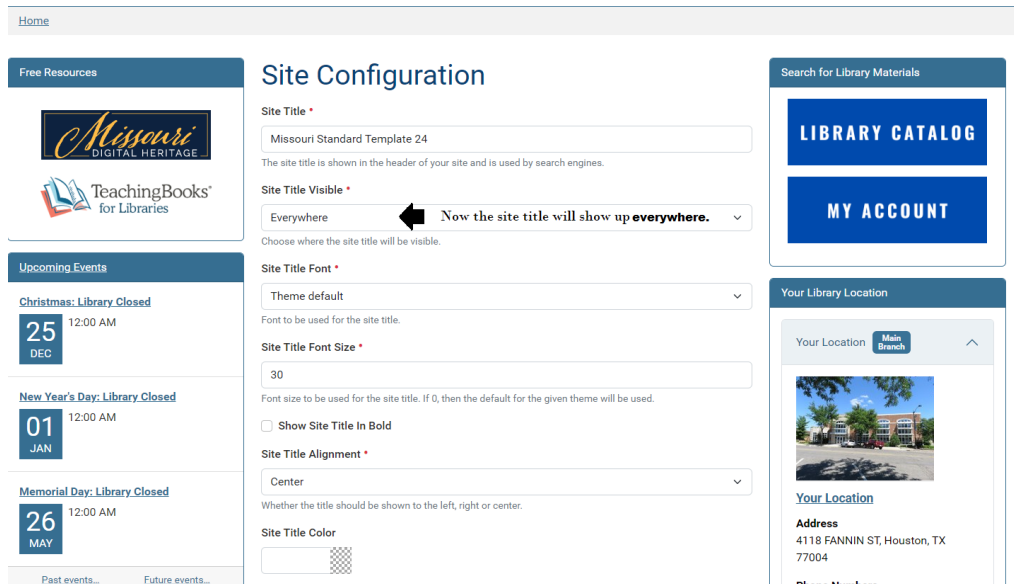


The screenshot displays a website configuration interface. On the left, there is a sidebar with navigation links: "Missouri DIGITAL HERITAGE", "TeachingBooks for Libraries", "Upcoming Events", "News", and a user profile for "Jefferson Hulbert". The main content area is divided into several sections:

- Site Title:** A text input field containing "Missouri Standard Template 24". Below it, a note states: "The site title is shown in the header of your site and is used by search engines."
- Site Title Visible:** A dropdown menu with the following options: "Just for internal pages", "Everywhere" (selected), "Not Visible", "Just for the homepage", and "Just for internal pages". A tooltip points to the "Everywhere" option with the text: "Choosing the option for it to appear everywhere".
- Font to be used for the site title:** A text input field containing "30". A note below states: "Font size to be used for the site title, if 0, then the default for the given theme will be used."
- Site Title Font Size:** A checkbox labeled "Show Site Title in Bold" which is currently unchecked.
- Site Title Alignment:** A dropdown menu set to "Center". A note below states: "Whether the title should be shown to the left, right or center."
- Site Title Color:** A color selection tool showing a white color swatch.
- Header Overlay Color:** A color selection tool showing a dark gray color swatch.
- Site Favicon:** A "Choose File" button with the text "No file chosen" and a note: "This shows a custom favicon on your site."

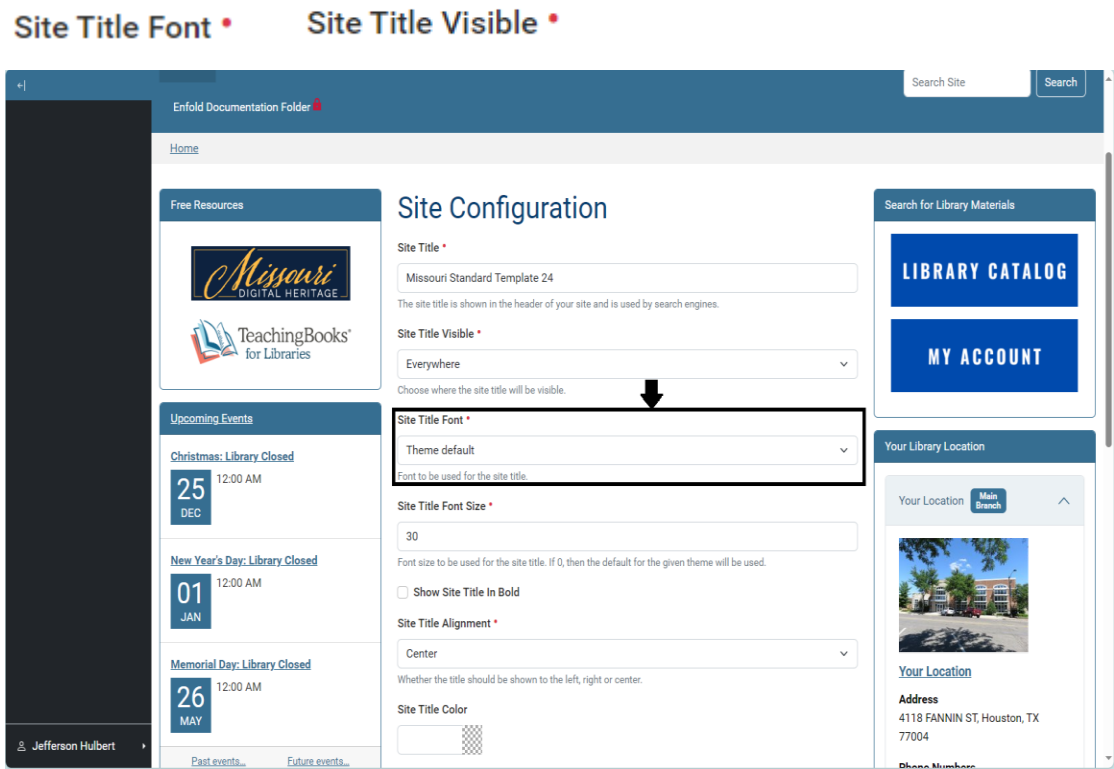
On the right side of the interface, there are two main sections:

- LIBRARY CATALOG** and **MY ACCOUNT** buttons.
- Your Library Location:** A section with a "Main Branch" button, a photo of a library building, and the following details:
 - Address:** 4118 FANNIN ST, Houston, TX 77004
 - Phone Numbers:** (128) 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.



Site Title Font:

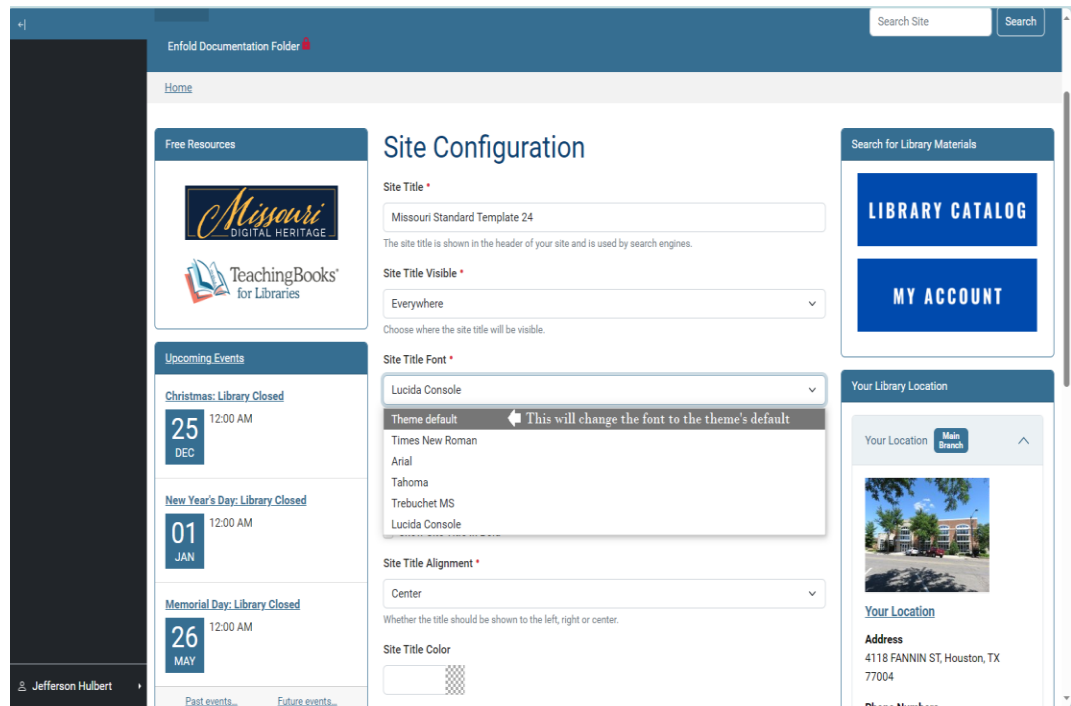
24. The next section Site Title Font is the located underneath the Site Title Visible.



25. There are a few different choices. The **Theme Default** is dependent on the theme you selected. The other options include:

- a. Times New Roman
- b. Arial
- c. Tahoma
- d. Trebuchet MS
- e. Lucida Console

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



TeachingBooks[®] for Libraries

The site title is shown in the header or 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 ← The title font will now be the theme's 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
#00000049

Header Overlay Color
#00000049


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

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

Jefferson Hulbert

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

Site Title Font Size • Site Title Font •

TeachingBooks[®] for Libraries

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

#00000049

Header Overlay Color

#00000049

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

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

Jefferson Hulbert

28. This mostly will 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 whatever is the default for the theme you currently have selected.

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

Apply



est. PLOUD 2016
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





Upcoming Events

Christmas: Library Closed

25
DEC

12:00 AM

New Year's Day: Library Closed

01
DEC

12:00 AM

Site Configuration

Site Title *

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



est. PLOUD 2016
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





Upcoming Events

Christmas: Library Closed

25
DEC

12:00 AM

New Year's Day: Library Closed

01
DEC

12:00 AM

Site Configuration

Site Title *

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 *

52

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

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

Site Title Font Size • Show Site Title In Bold

The screenshot displays a website configuration interface. On the left, there is a preview of the website header and content, including logos for 'Missouri Digital Heritage' and 'TeachingBooks for Libraries', and a list of upcoming events. The main configuration area on the right contains several sections: 'Site Title' (set to 'Missouri Standard Template 24'), 'Site Title Visible' (set to 'Everywhere'), 'Site Title Font' (set to 'Theme default'), 'Site Title Font Size' (set to '30'), and 'Show Site Title In Bold' (checkbox is checked). A black arrow points to the 'Show Site Title In Bold' checkbox. Below this are options for 'Site Title Alignment' (set to 'Center'), 'Site Title Color', 'Header Overlay Color' (set to '#00000049'), and 'Site Favicon'. On the far right, there is a 'Your Library Location' section with a photo and contact information for a library branch in Houston, TX.

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.



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 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

myaccountbutton@libboldfont.png

Your Library Location

Your Location Main Branch

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 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

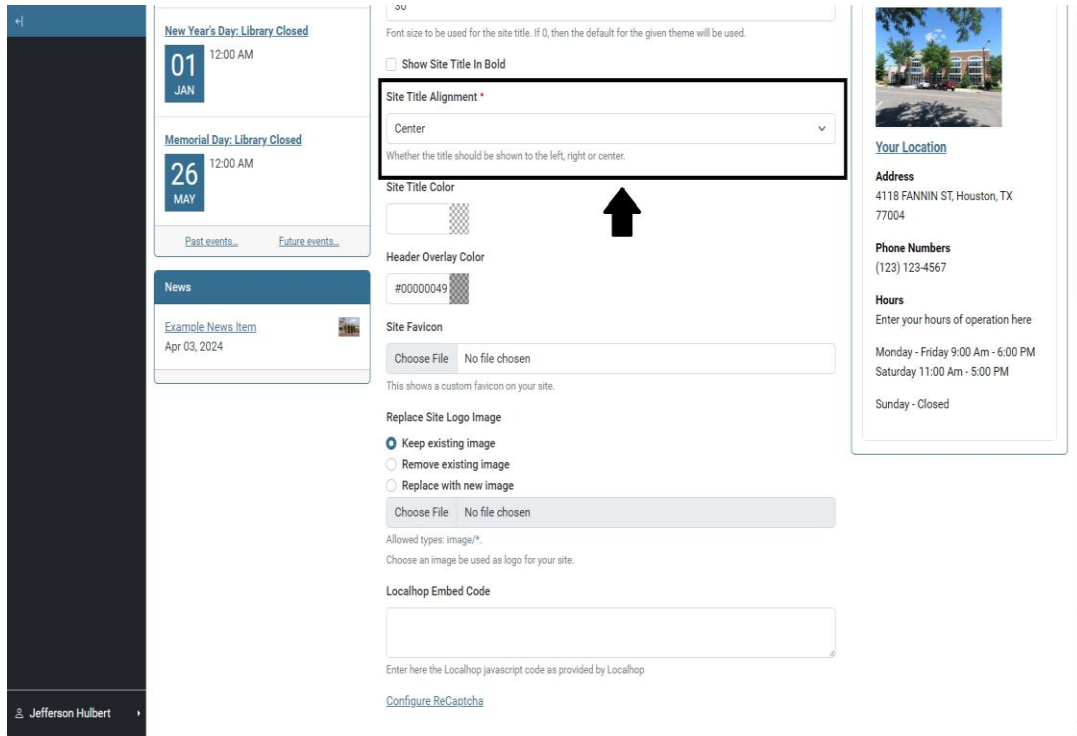
Your Library Location

Your Location Main Branch

Site Title Alignment:

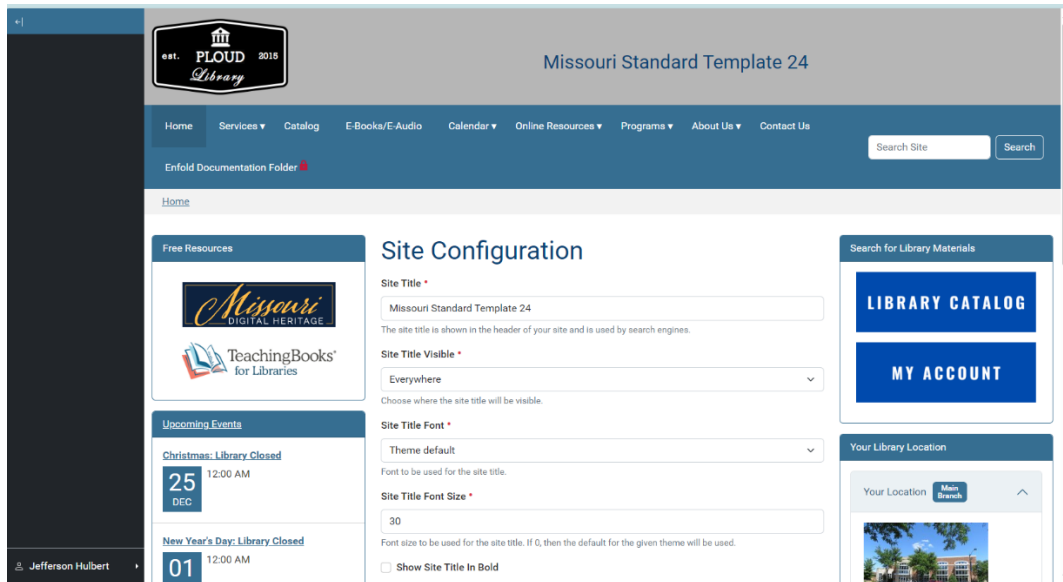
32. The next section is Site Title Alignment located underneath Show Site Title in Bold.

Site Title Alignment * Show Site Title In Bold



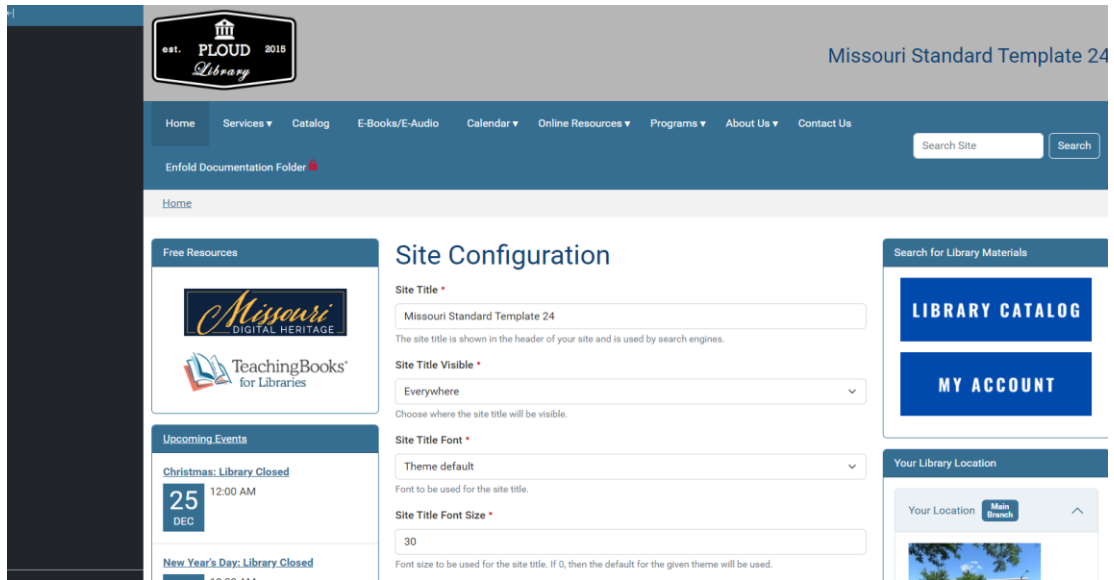
33. This determines where on the header the Site Title appears. The three options are center:

Center

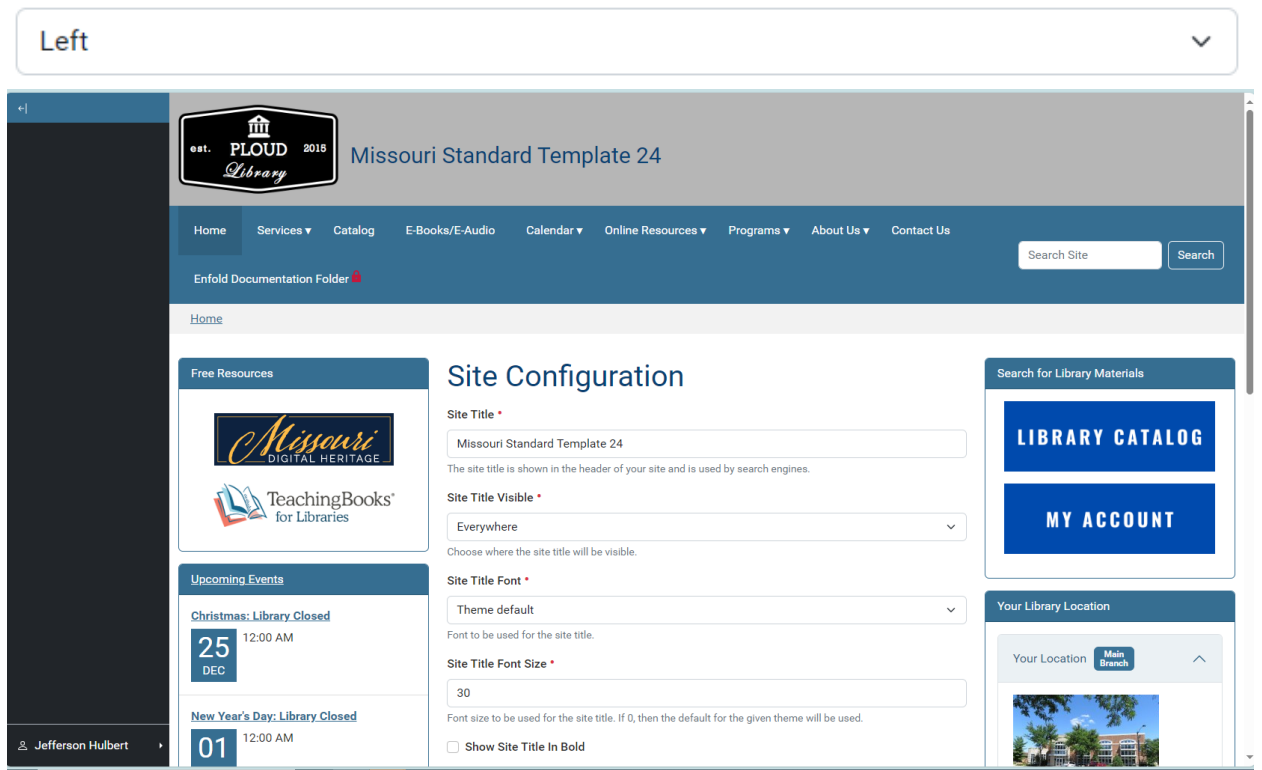


Right:

Right



Left:



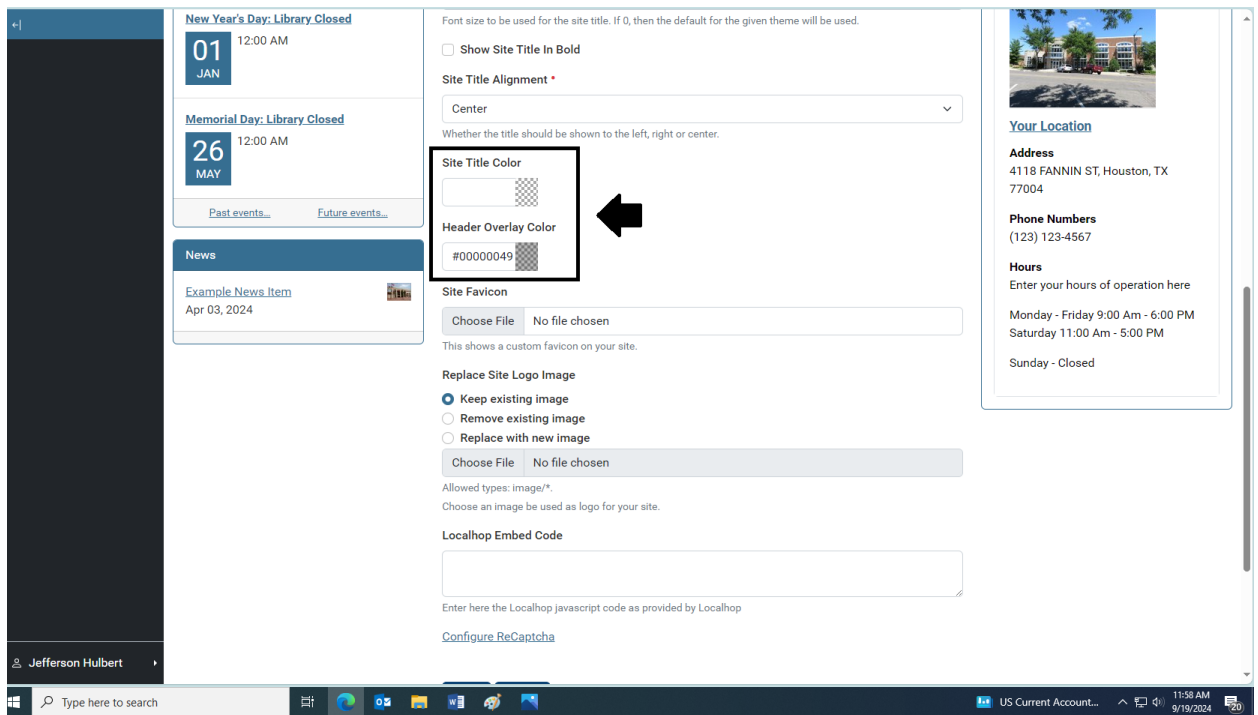
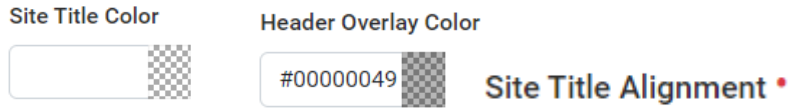
34. There seems to be a minor glitch with this feature. If you do not see it change after selecting Apply, try clearing the cache. With a keyboard, you can do this by pressing Ctrl

and F5 at the same time.

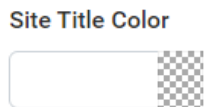


Site Coloration (Site Title Color and Header Overlay Color)

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



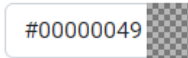
36. Site Title Color adjusts the color of the text of the Site Title.



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

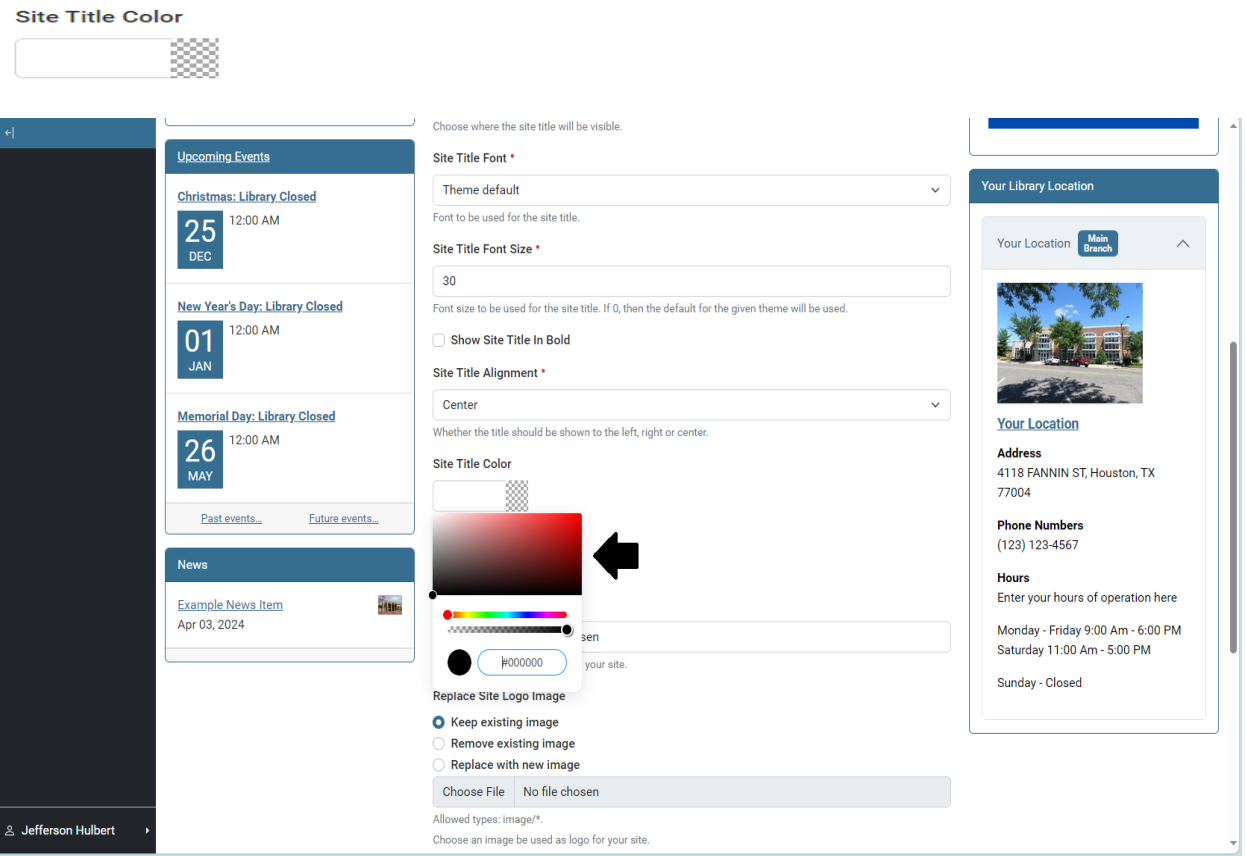
make the color opaque enough that it will not allow the user to see the image (refer to [sources](#)).

Header Overlay Color



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.

Site Title Color



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
#000000

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.

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 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 are happy with.

46. The Header overlay color might also be bugged so if it does not change when you hit apply press the Ctrl key and the F5 key at the same time to refresh the cache and see the change.

If you'd like a more detailed explanation of the Header Overlay, click [here](#).

Site Favicon:

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

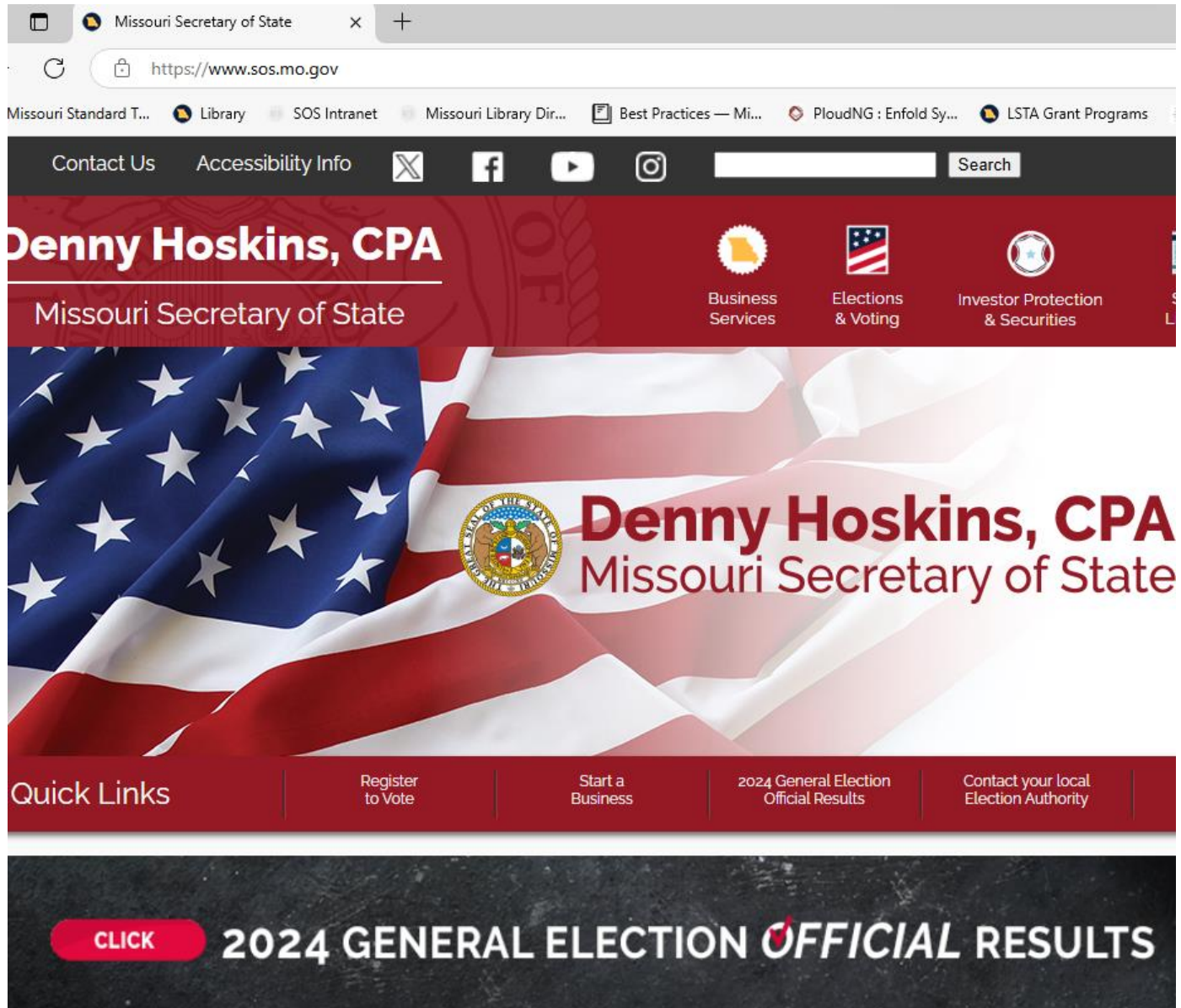
Site Favicon

The screenshot shows a configuration page for a website. At the top, there's a 'Header Overlay Color' section with a color picker set to #00000087. Below that is the 'Site Favicon' section, which has a 'Choose File' button and a 'No file chosen' message. There's also a 'Replace Site Logo Image' section with three radio buttons: 'Keep existing image' (selected), 'Remove existing image', and 'Replace with new image'. Below that is another 'Choose File' button. At the bottom of the configuration area, there are 'Apply' and 'Cancel' buttons. The page also features a 'News' sidebar on the left, a 'Hours' section on the right, and a footer with 'Location', 'Useful Links', and 'Contact Us' information.

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 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 uploading a photo select the Choose File button directly underneath the Site Favicon label. This will allow you to select a file from your computer.

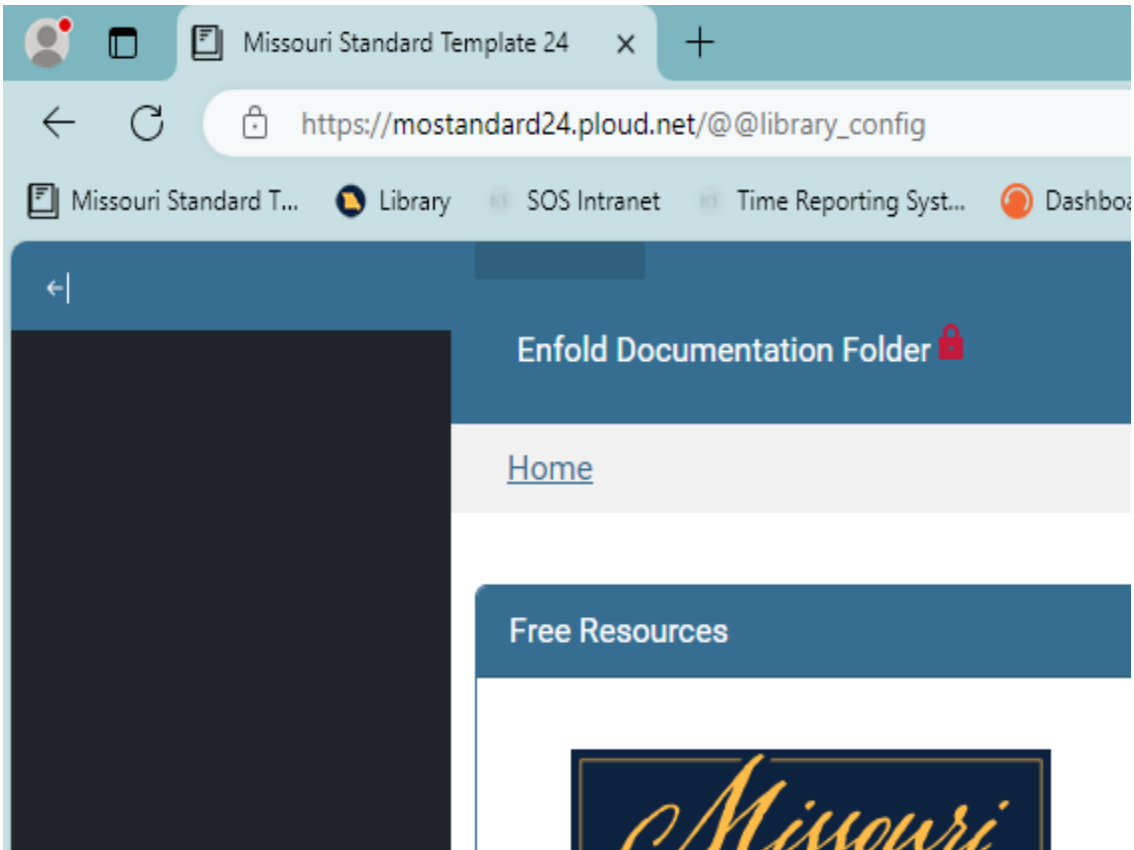
Site Favicon

Choose File

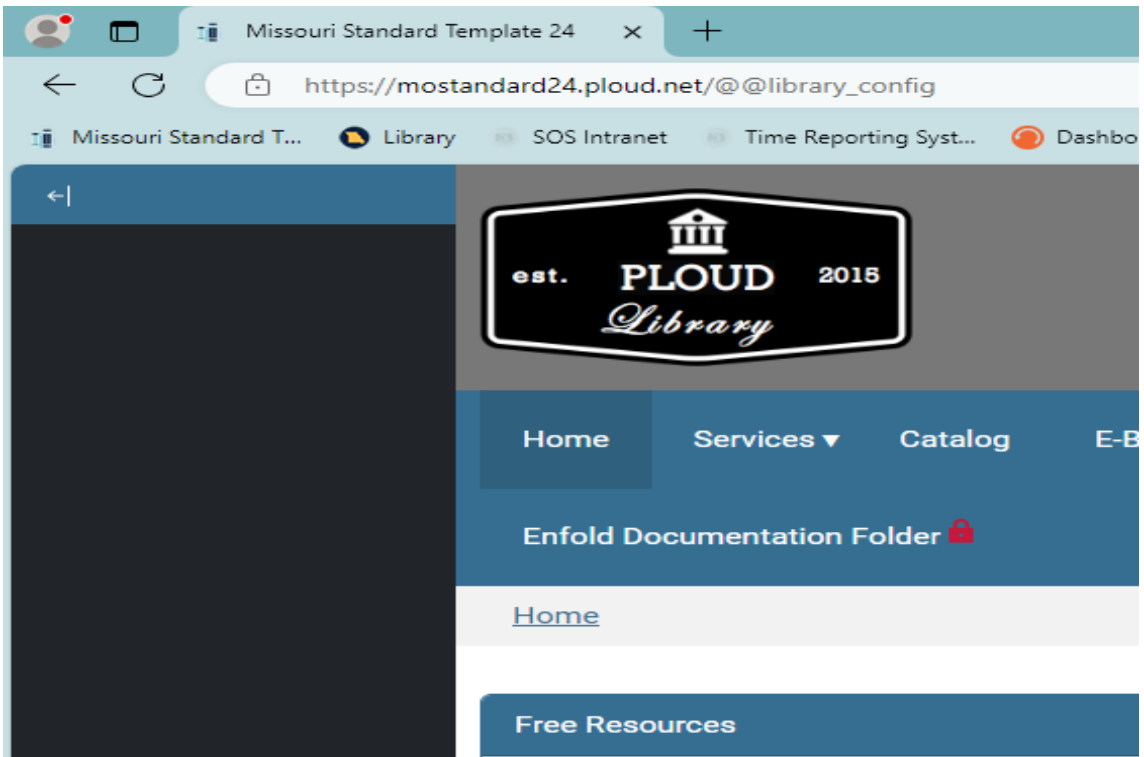
52. You then need to select Apply to save it to your website.



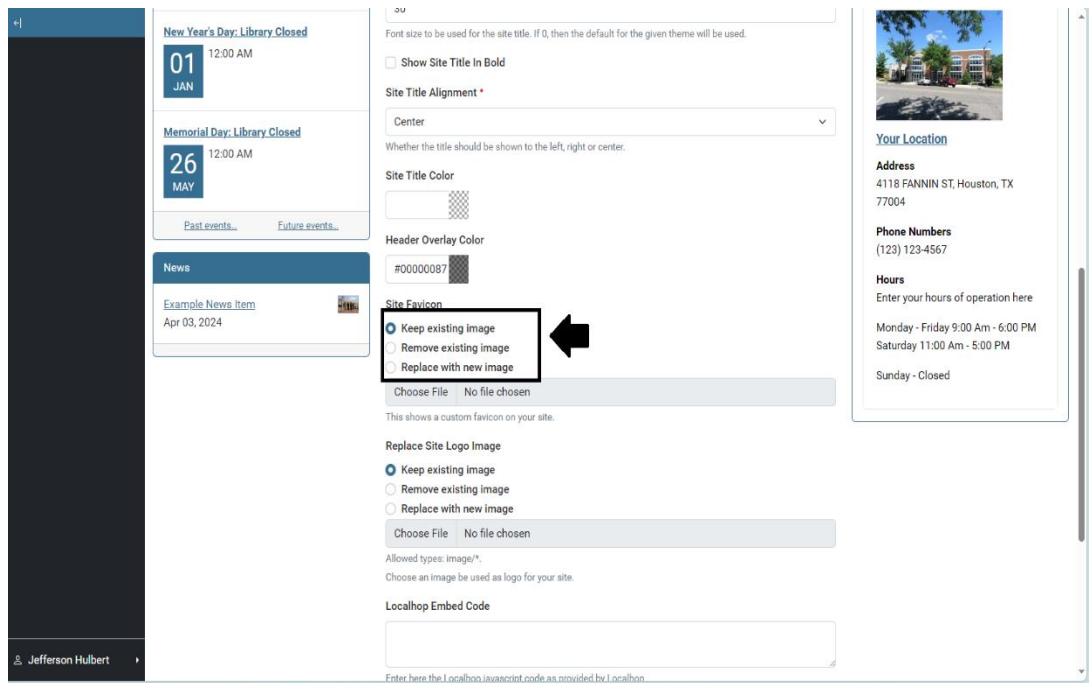
53. Below is an example of before and after we uploaded a favicon.



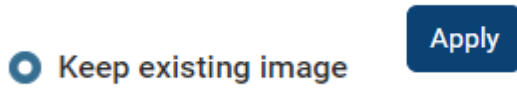
Here is an example of after we uploaded a favicon.



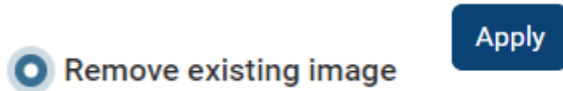
54. Once you have uploaded a Favicon and applied it, three new radio buttons will appear.



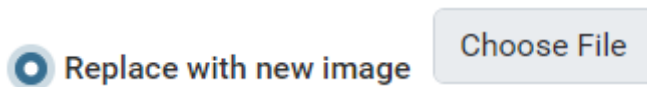
55. With Keep existing image selected, whenever you select Apply, this will tell the system to make no changes to the favicon you uploaded.



56. With Remove existing image, it deletes the favicon without replacing it with a new image whenever you select Apply.



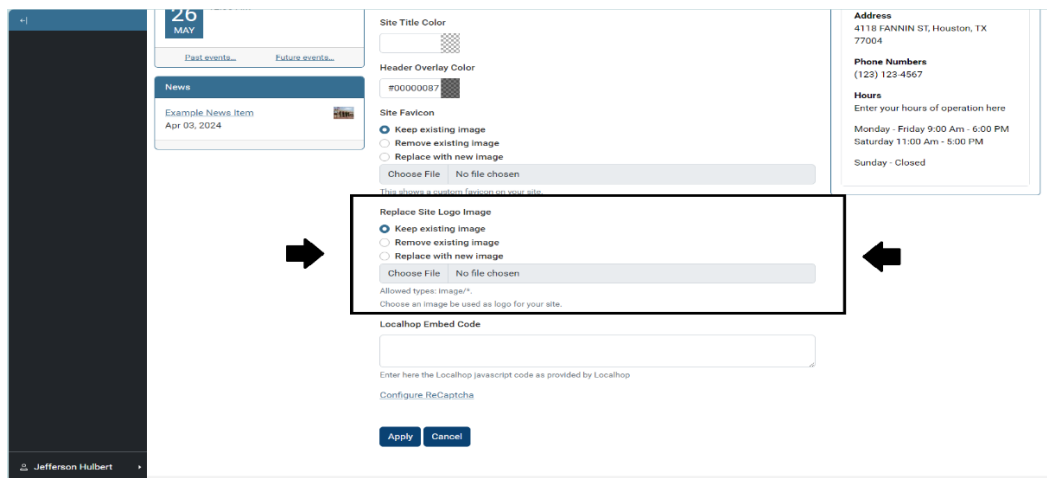
57. Replace with New image reenables the Choose File button. Repeat the process you did to upload the original image with a new one. Warning: selecting this radio button without choosing a file, will have the same result as Remove existing image.



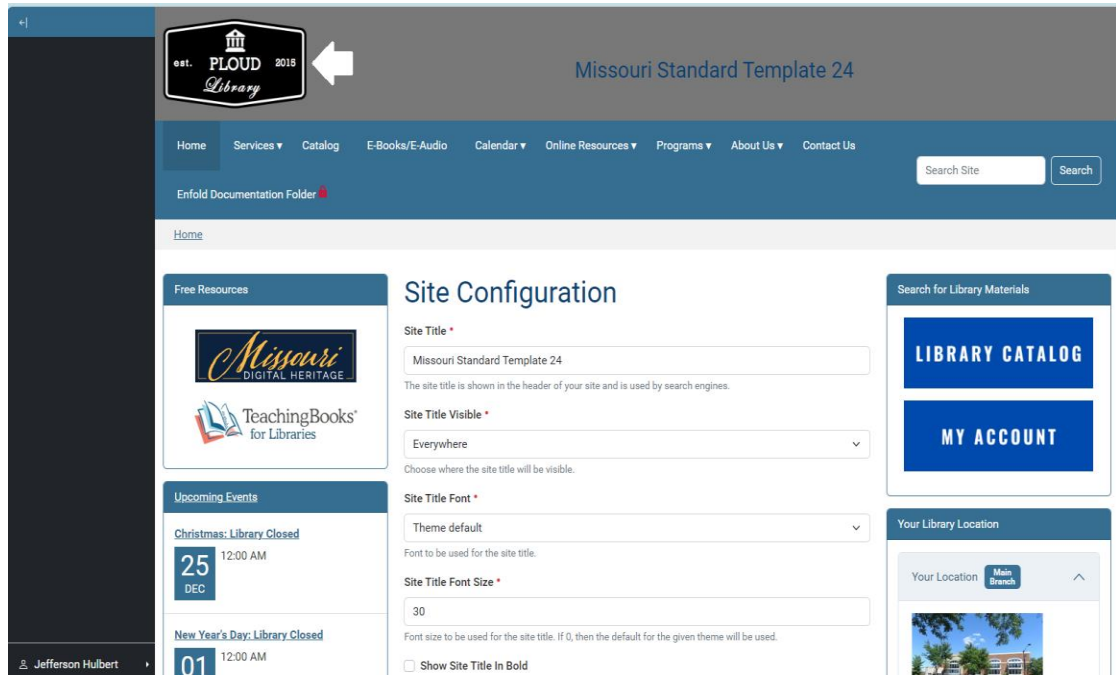
Site Logo:

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

Replace Site Logo Image Site Favicon



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



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

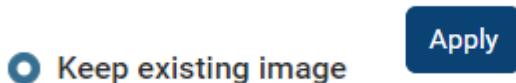
61. Ploud Websites come with a logo by default. You can tell if you have the default logo if it looks like this:



62. 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 with this.

63. In this section, there are three radio buttons.

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



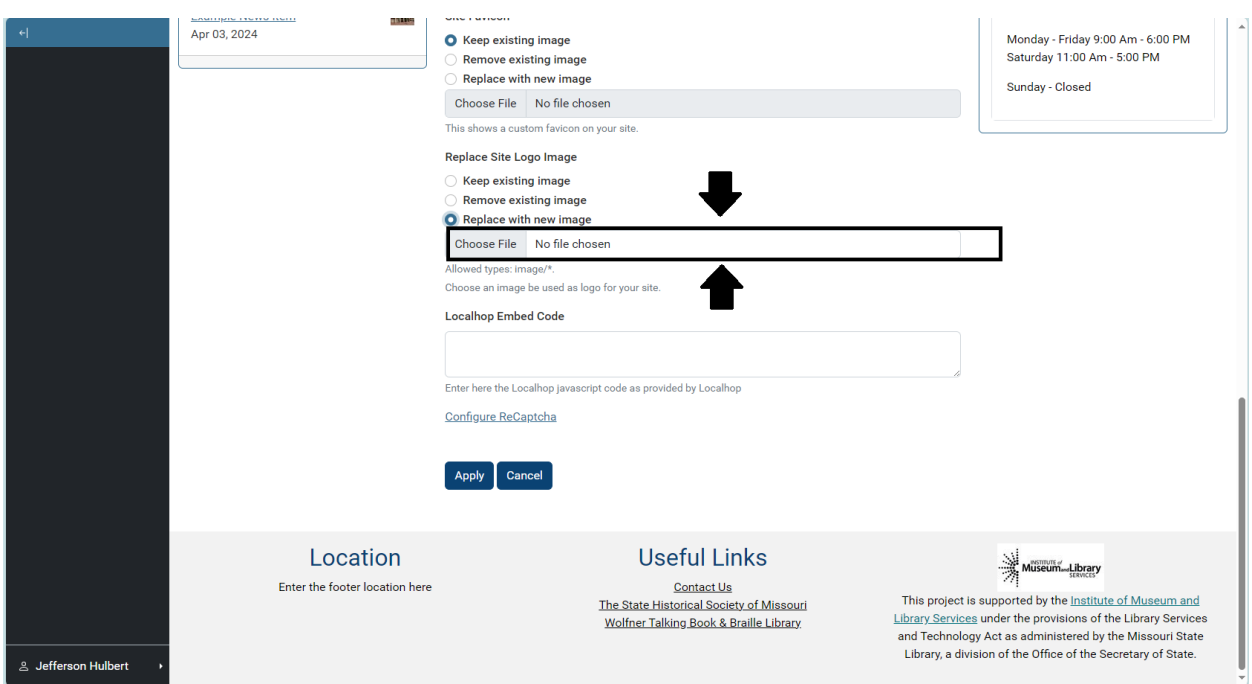
65. While Remove existing image does exist as an option, we recommend that you avoid using it. This is because the site is programmed in such a way that there needs to be a site logo present. It will not let you remove the photo without replacing it with a new one and will produce an error message if 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

66. 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



Keep existing image
 Remove existing image
 Replace with new image

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 be used as logo for your site.

Localhop Embed Code


Enter here the Localhop javascript code as provided by Localhop

[Configure ReCaptcha](#)

Monday - Friday 9:00 Am - 6:00 PM
Saturday 11:00 Am - 5:00 PM
Sunday - Closed

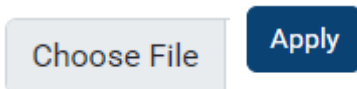
Location
Enter the footer location here

Useful Links
[Contact Us](#)
[The State Historical Society of Missouri](#)
[Wolfner Talking Book & Braille Library](#)


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.

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67. Selecting the Choose File button will let you pick an image as your logo from your computer files. Once you have chosen your image, select Apply for it to change on your site.



26 MAY

Past events... Future events...

News

Example News Item
Apr 03, 2024

Site Title Color

Header Overlay Color

Site Favicon

Replace Site Logo Image

Localhop Embed Code

Apply Cancel

Location

Useful Links

Address

Phone Numbers

Hours

Missouri Standard Template 24

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

Missouri Standard Template 24

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

Search Site Search

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

Site Configuration

Site Title

Site Title Visible

Site Title Font

Site Title Font Size

Search for Library Materials

LIBRARY CATALOG

MY ACCOUNT

Your Library Location

Your Location Main Branch

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The new logo

Options Not Covered in Tutorial:

69. Two more options on the menu are the [Localhop Embed Code](#) and [Configure ReCaptcha](#).

[Localhop Embed Code](#) [Configure ReCaptcha](#)

70. 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:

71. 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.

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

73. 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.

[Replace Site Logo Image](#)

[Set Home Page Header Image](#) [Set Site-Wide Header Image](#)

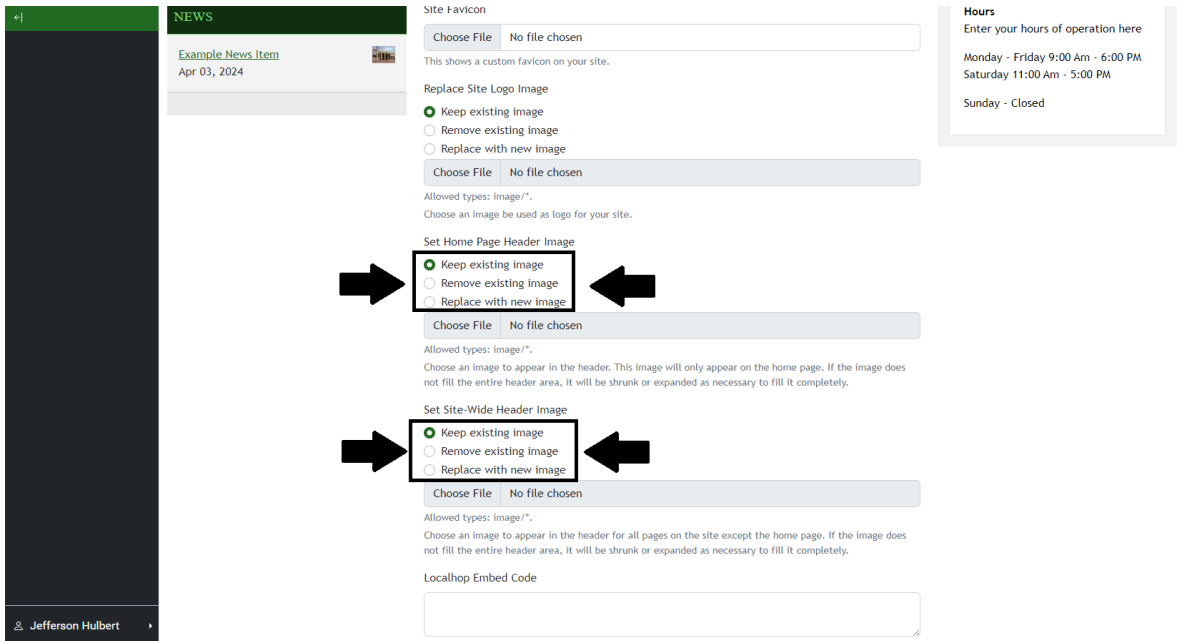
74. Set Home Page Header Image puts an image only on the home page of the site.

[Set Home Page Header Image](#)

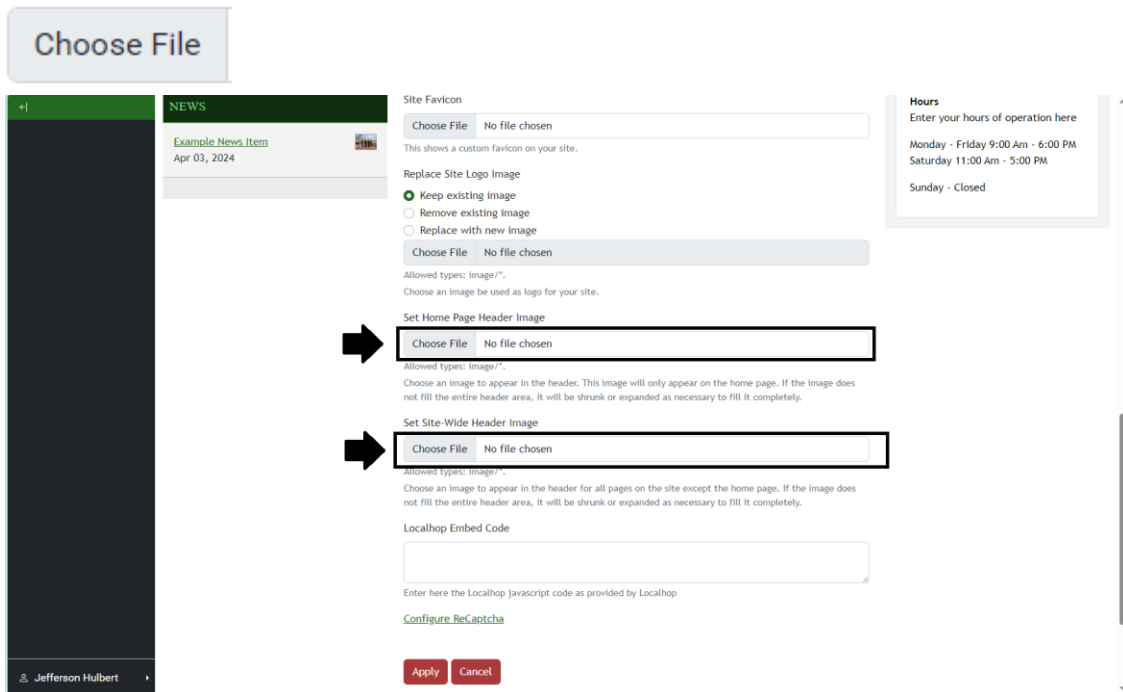
75. Set Site-Wide Header Imager puts an image every other page of the site except for the home page.

[Set Site-Wide Header Image](#)

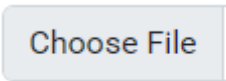
76. If your site already has a header image for their respective category, you should see three Radio buttons underneath their section label.



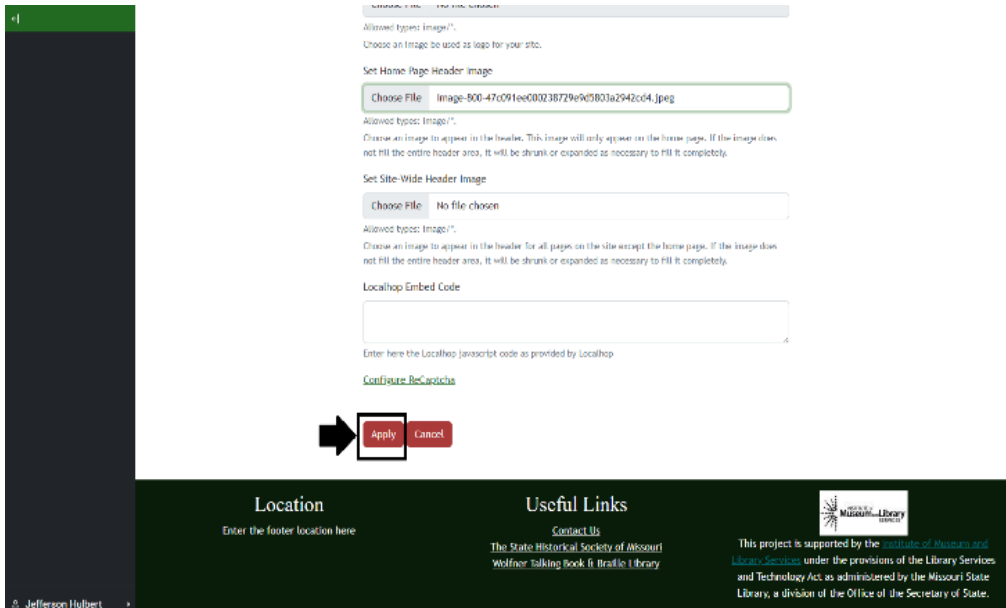
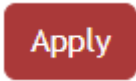
77. If your site does not have a header image for that category, you will only see a Choose File button under its respective section.



78. If you do not have an already uploaded image, first select Choose File for that respective section.



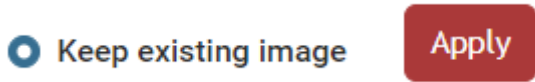
79. Once you have chosen an image for that section, select Apply to add it to your site.

A screenshot of a website configuration interface. It shows two sections for header images. The first section, "Set Home Page Header image", has a "Choose File" button next to a text field containing a file path. Below it is a "Localhost Embed Code" text area. The second section, "Set Site-Wide Header Image", has a "Choose File" button next to a text field containing "No file chosen". Below it is another "Localhost Embed Code" text area. At the bottom of the configuration area, there are "Apply" and "Cancel" buttons. A black arrow points to the "Apply" button. The footer of the page includes "Location", "Useful Links", and "Missouri State Library" information.

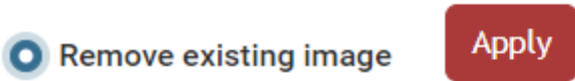
80. Repeat this process for the other header image category if you want to have one on the other pages of your site.

81. You now notice that 3 radio buttons have appeared under each section where you added a header image.

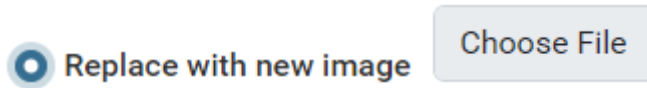
82. With Keep existing image selected, this will tell the system to make no changes to the header image you uploaded once you select Apply.



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

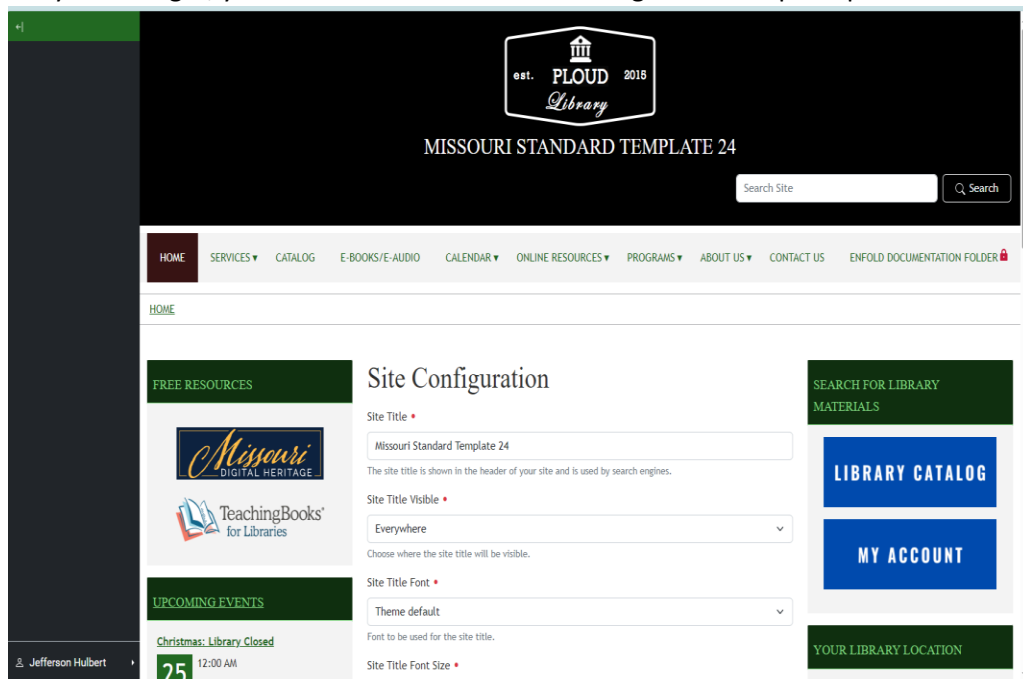


84. Replace with new image enables the choose file button. Repeat the process you did to upload the original image. If you do not provide a new file, it will prompt you with an error message saying no file provided.



Header Overlay Detailed:

85. 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:



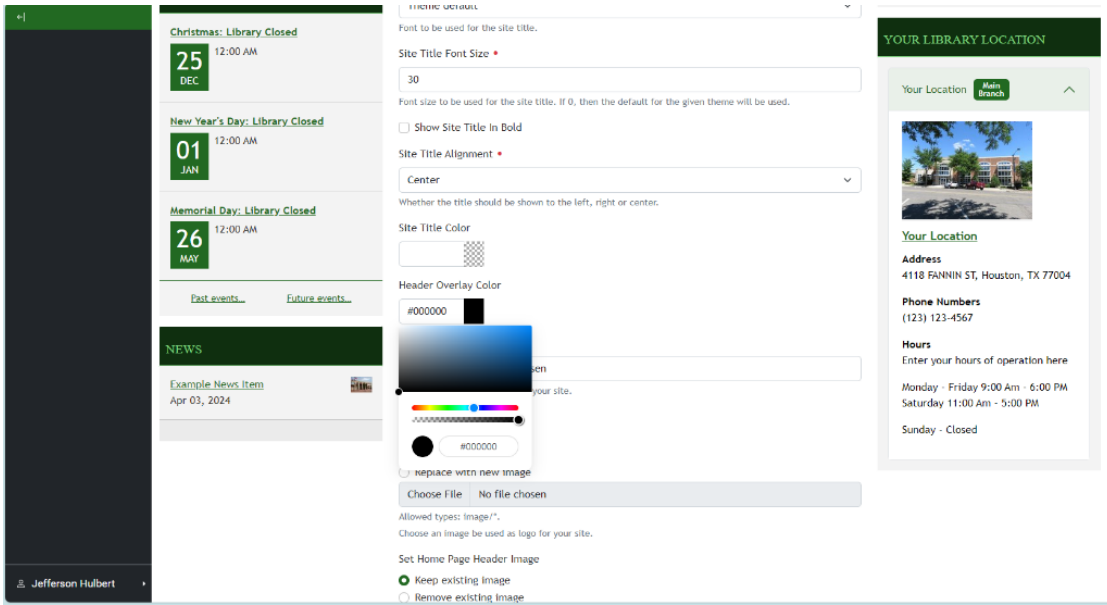
86. You should think of the Header Overlay Color as providing a tint to the header image, let's say we want to apply a blue tint to the picture of books.

Header Overlay Color

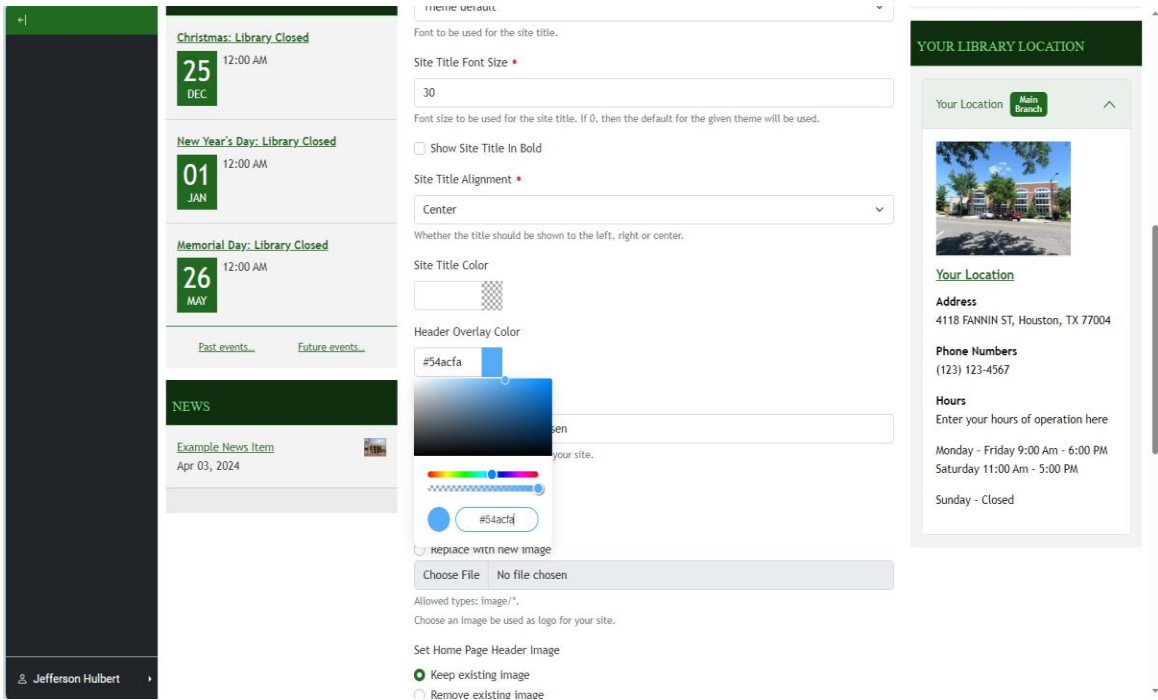


87. First, we adjust the coloration to blue. We do this by adjusting the slider until we get options for blue.

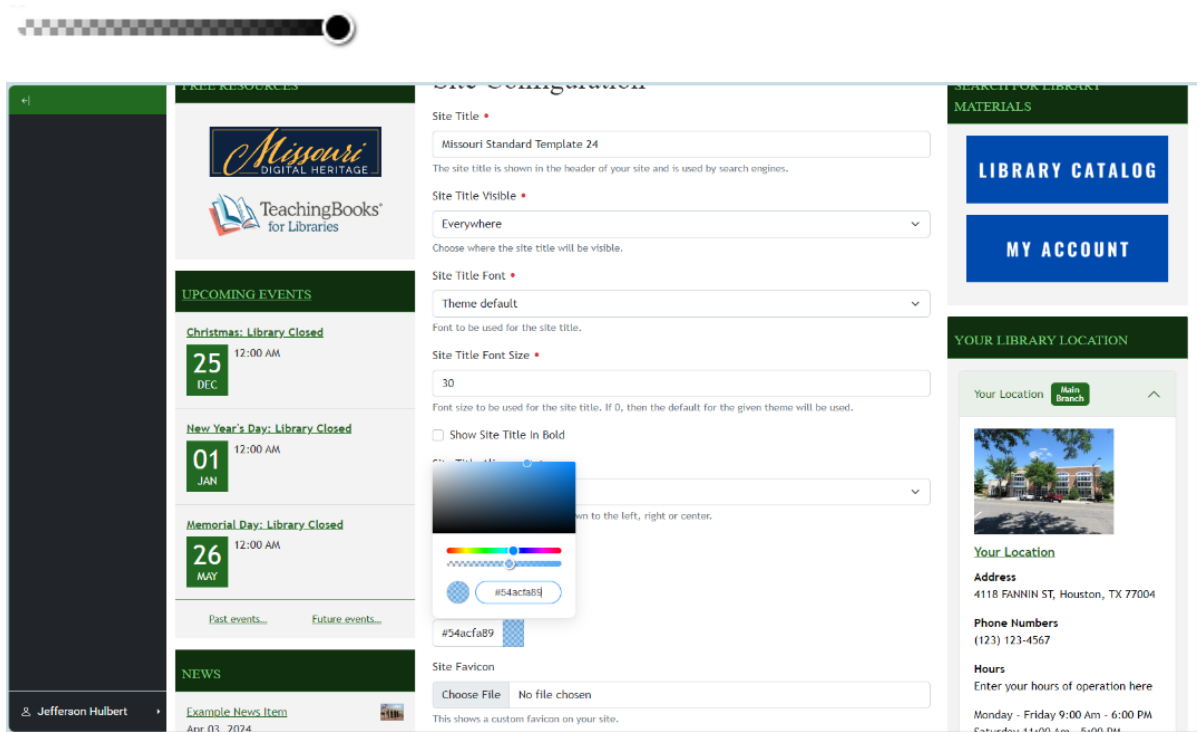




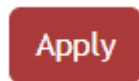
88. Then, we use the top box until we get the shade of blue we want.



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

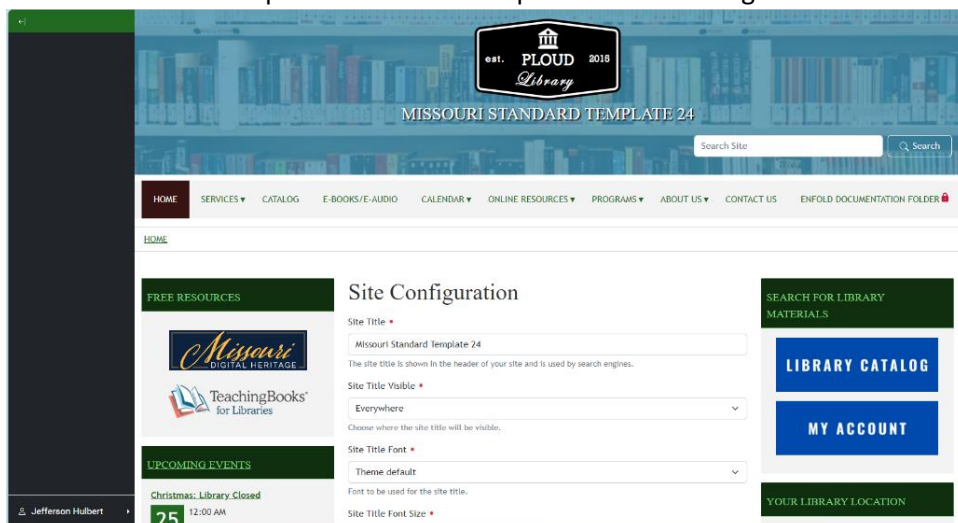


90. To see your results, first you'll need to select Apply.



91. 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.

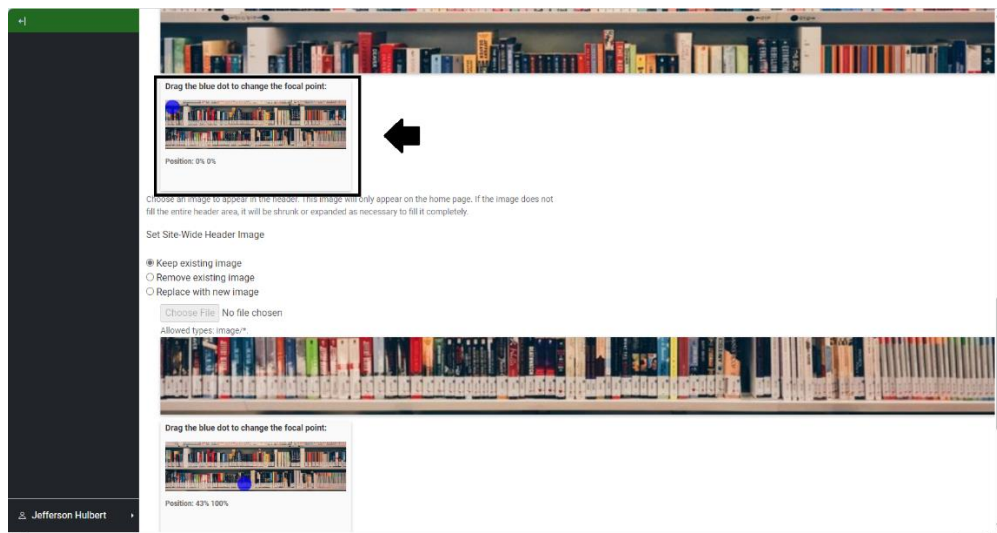
92. The end result of this process for our example looks something like this.



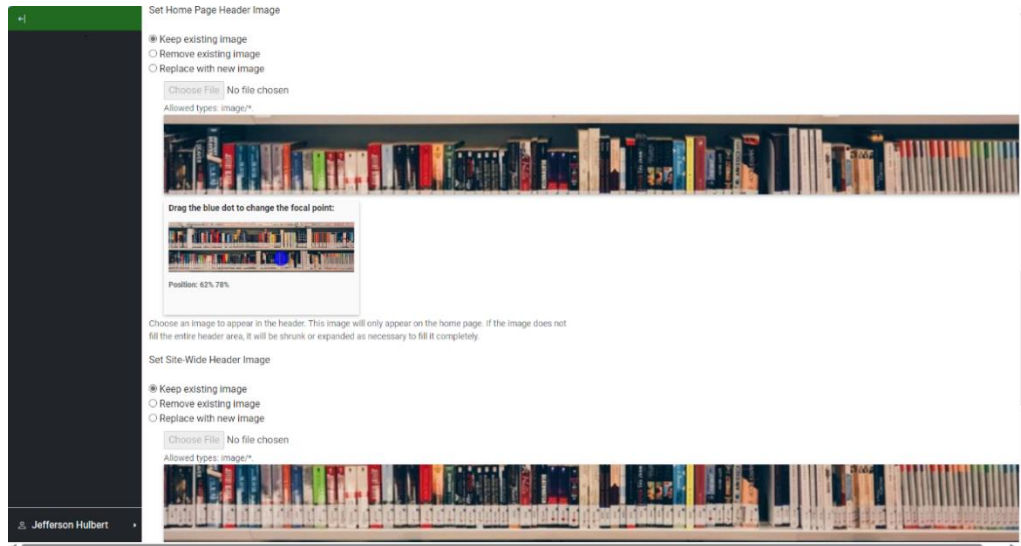
93. You may need to experiment with this a number of times depending on which theme you've chosen and other choices you have made, but with enough trial and error you will find a combo that works well for your site.

Ploud 6 Update: Focal Points

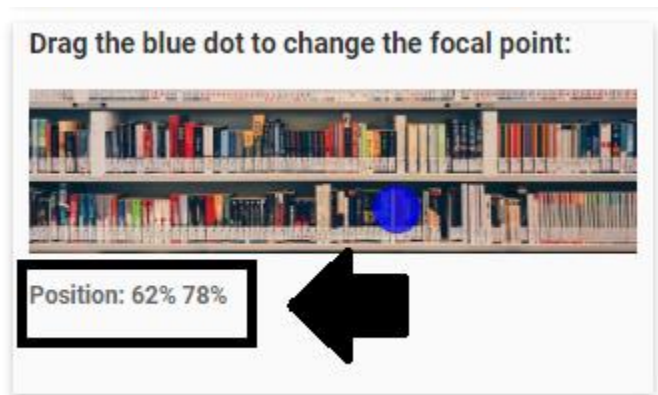
94. In an update, Ploud (6) added a new feature to apply a custom focal point to the header images on your site. This allows you more control over how the header image will appear on your site.
95. In the respective section just underneath where you uploaded your header image, you will see a box with a circle in it.



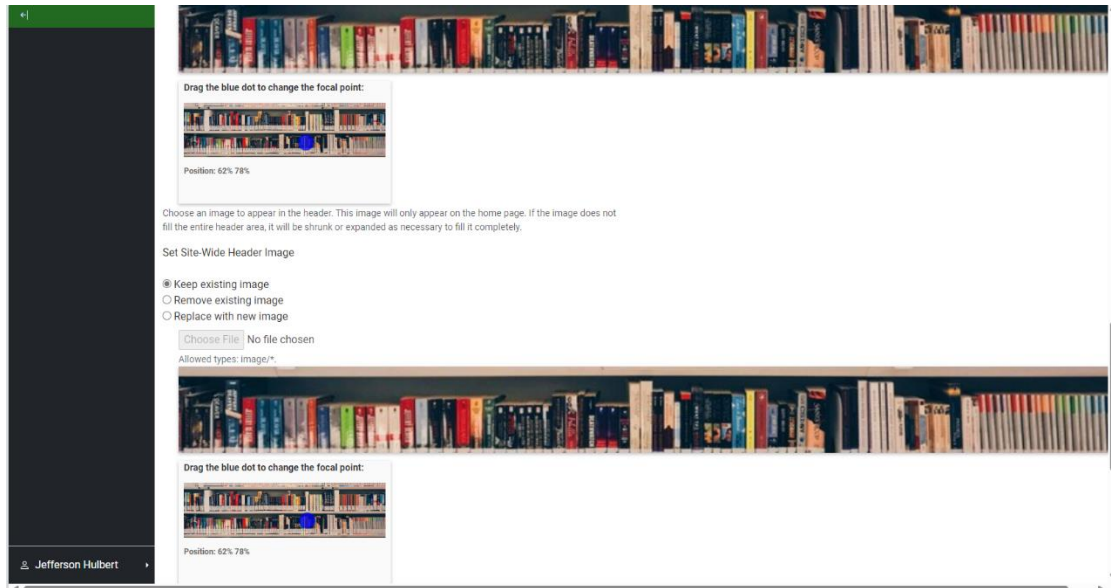
96. To adjust the focal point, move the circle to the location where you want it to be. The preview above will give you a general idea of how it will look on your site.



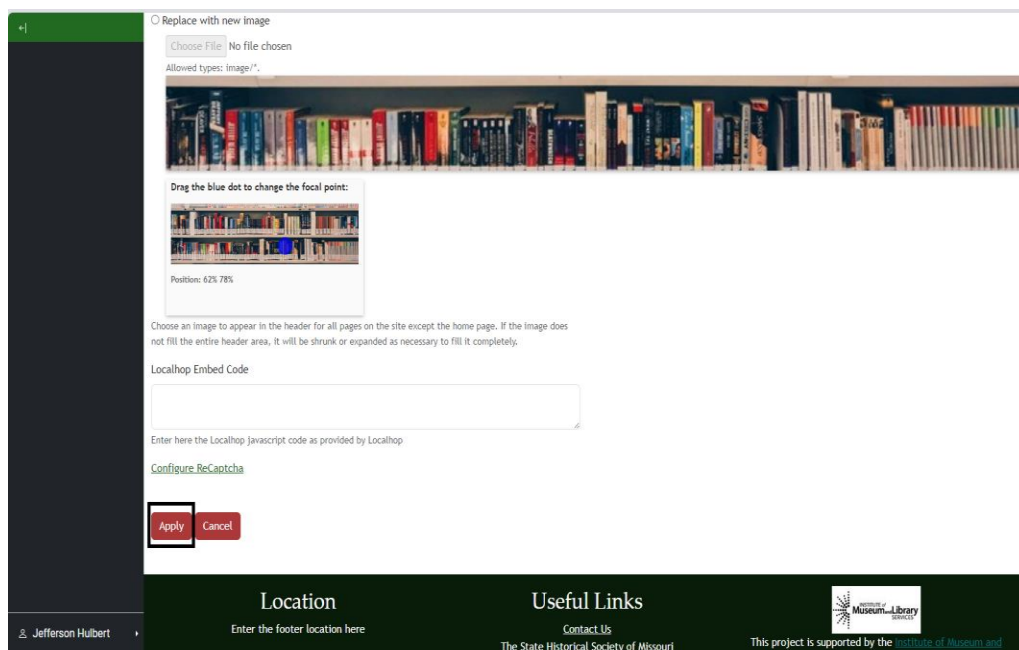
97. Unfortunately, even if the image you uploaded is identical for the site wide and homepage there is no way to automatically synchronize the focal points. You will have to set each manually.
98. To get them in the same relative space, you can use the coordinates located within the focal point box.



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



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



101. This concludes the tutorial on site configuration.

Special Thanks/Sources

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Muse Themes *What is a Website Header*

<https://www.muse-themes.com/blogs/news/what-is-a-website-header>

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Banzoogole

Header images

(note this is only for the definition recommended size for instance is different)

<https://bandzoogole.com/help/articles/407-header-images>

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Ploud theme cheat sheet

<https://texas.ploud.net/training/allthemescheatsheet.pdf>

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site title and search engines

Site Title vs Site Name. Due to the nature of generative AI while the summary was consulted it should be taken with a grain of salt.

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wild apricot

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*You Tube Link: *Ploud- New Template*

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Updates

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