

Hello everyone, my name is Nora Wesselmann, and I am the Missouri Ploud Project Coordinator here at the Missouri State Library.

In this video I am going to show you the different options in the Site Configurations and demonstrate how they change your website.

You can find the Site Configurations near the bottom of the Admin Menu.

Most of the settings found here affect the header bar at the top of the page, which is this bar with the logo and library name.

Starting at the top, we have where you can set the Site Title, this is where we recommend putting your library's name so its easily visible at the top of the page.

The Site Title Visible setting allows you to control when the name appears. The default setting is "Everywhere" meaning the title appears on every page of the website.

Not Visible removes the title entirely but leaves the header. This may be an option if you have an icon or logo with your library's name already in it.

Just for the Homepages options means it only shows up on the home page, which I will demonstrate.

Here we have the title, but if we go to any of the internal pages, it will disappear

The last option, Just for the internal pages means it will show up everywhere but the homepage.

The themes all have their default fonts, but if you do not like the look of it, you have a few options to choose from.

You can also change the Title Font Size to make it bigger and easier to read, and I will bump it up a little, or you can make it smaller if it appears too big and takes up a lot of space in the header. I have found 50 is a good size to keep it at.

The Replace Site Logo is where you can change the icon in the header.

The default is the B&W Ploud logo currently displayed, but you can change it by uploading an image from your computer.

Here I have an Icon I found on iconfinder.com, which has a lot of free, public domain icons you can use, that you can upload to the website.

All you have to do is select the icon you want and click open. Here the name will change to show the name of the file, and then you click Apply and it will upload to the top.

If I do not like the look of the logo, you can come back and find the options to remove or replace the image.

If you do not want a logo in the header, I do have an Invisible Logo available that you can use on the Missouri Ploud Website, Missouri.ploud.net, under Resources tab.

To download it, you will have to click on the name, and then right click on the square in the center of the screen. Click Save Image As to download it to your computer.

You can then go and replace with a new image, and select it, don't forget to click Apply. That removes the icon from the header. You can always remove it to bring it back to the default.

There are two different Header Image sections. One is solely for the homepage, and the other is for the rest of the pages you have.

Some templates do not have a header image option, only the Hemmingway and Slate allow you to add an image to the header background.

You can do it the same way by choosing a file you have on your computer and opening it.

If you don't want a picture in the header, you can add a white rectangle to make it a block color instead of a picture.

If you do not have an icon to use or a picture for the header, there is a list on the Missouri Ploud website under the resources page that has a list of websites that provide great, royalty-free images and icons for you to use if you wish.

We also have some great, free editing software if you ever need to crop or change images or photos you take.

The next item is a checkbox to enable the Standard Ploud Navigation. This adds a "Home" page to your drop down menus. Some find this page redundant or do not know what to put here so it is up to you if you have these extra pages and if you have a use for them.

LocalHop is a calendar service that, unfortunately, Missouri is not subscribed to but is still embedded in Ploud as many other states have this service such as the Michigan State Library.

The final link on this page is where you can set up the ReCaptcha. This is the checkbox that says "I am not a robot" that prevents bots on the internet submitting forms and spamming your inbox. This will be set up once you go live as you will need your permanent domain for it to work correctly.

If you have made any changes, don't forget to click Apply at the end to save them!

That is all I have to show you in this video. I hope you found this small presentation helpful. I have my contact information here as well as Janet Caruthers who works with me on this project. If you have any questions or want any more information feel free to reach out to either one of us. Thank you for watching, and have a great rest of your day.