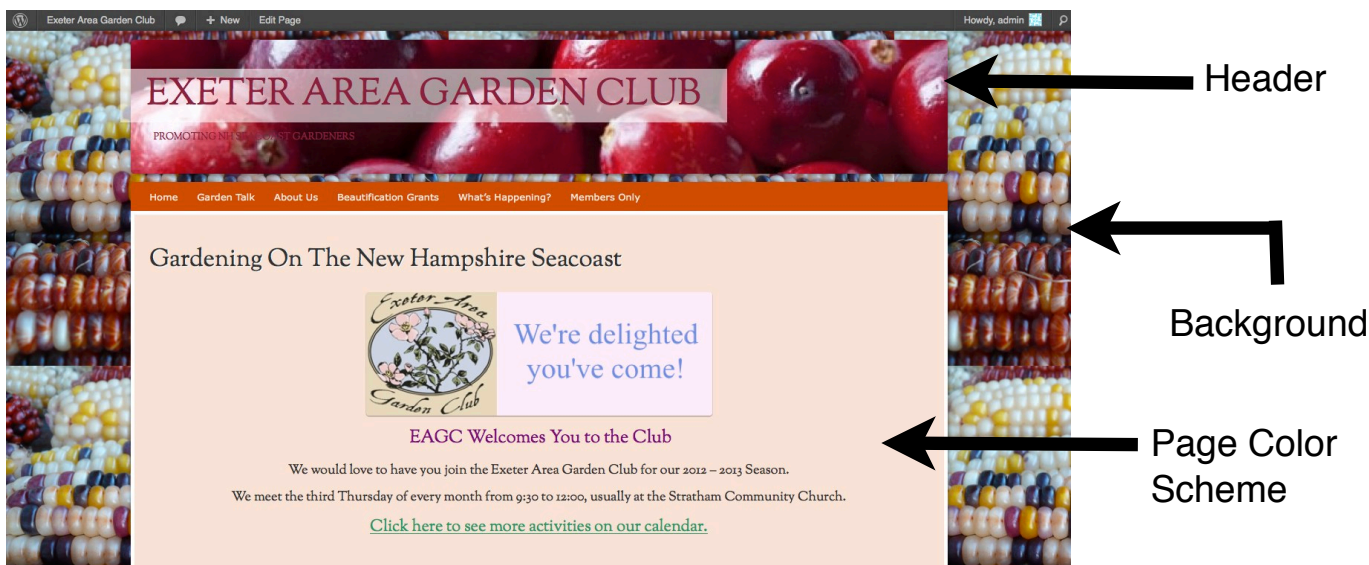


3 - Changing The Site Appearance

If you hover on “Exeter Area Garden Club” on the Black menu bar at the top of the screen, a dropdown will appear with a list of maintenance options. Select **Themes** from the list. The Manage Themes screen (below) will open. Click on **Theme Options** and another screen will open giving you the choice of 3 built in themes. The product comes with 3 designs/color schemes. “Dogwood” (pink) is the default, but you could also select Tiger Lilly (orange) or Forget-Me-Nots (blue). Just click the appropriate radio button and you are done



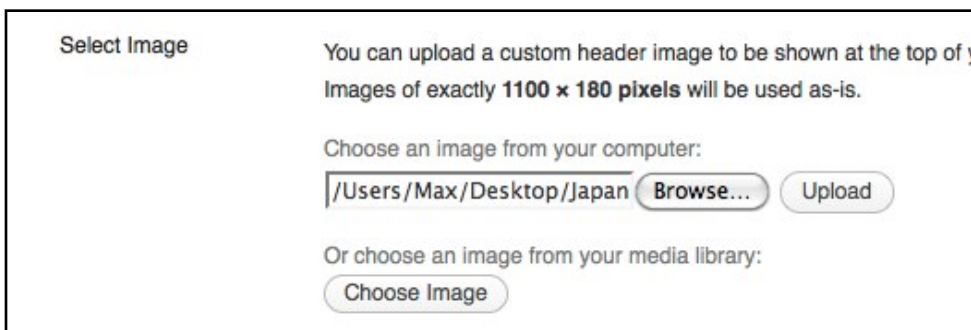
You can also change the background and header of the theme. It looks cool to have seasonal changes to keep the site fresh looking. Below is a fall display with an indian corn **Background** and cranberry **Header**. The **Color Scheme** is the orange of the Tiger Lilly Theme.



Header Management

To change the Header click on the **Header** option next to Theme Options. When you click the option, a new screen opens showing the current header and a **Select Image** box, shown below. **To add an image from your desk top**, click

the **Browse Button** and select you image. A list of your desktop items will display so you can pick the one you want. Don't worry about the pixel comment. You will be allowed to edit yor image once you click the **Upload Button** after your selection shows in the window as illustrated.

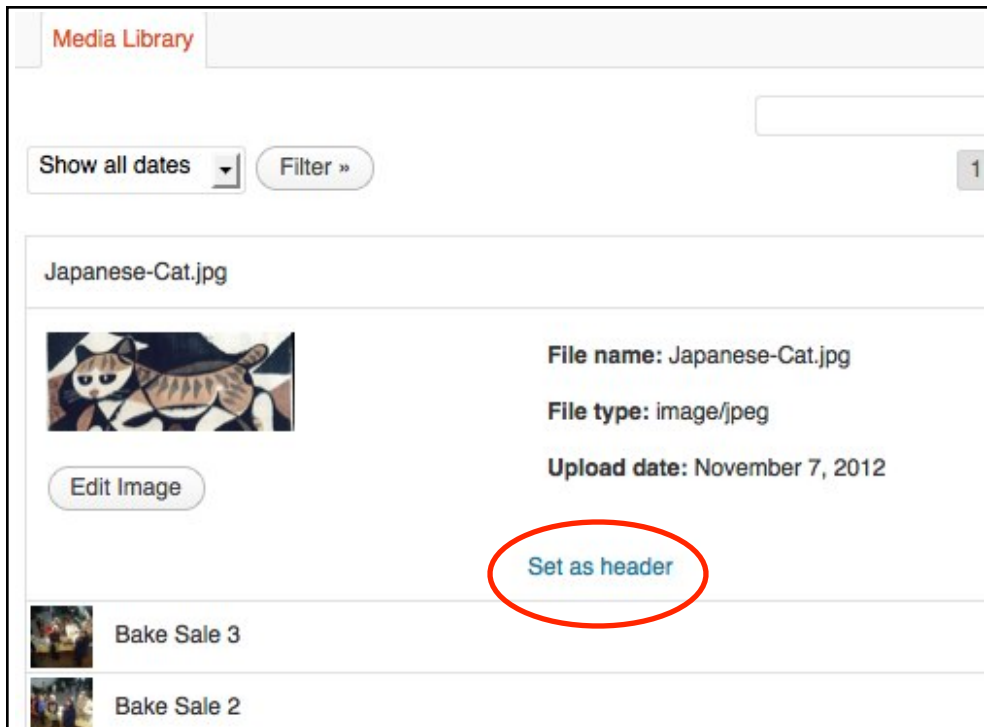


After you click the upload button a screen (see below) will come up that allows you to crop the image to the correct shape for the header. You will notice that a bright highlighted dotted box appears at the top of your picture. It is in the exact shape that is required of a header, so just drag it to the section of the picture that looks best. Parts of the image that will be discarded are darkened. Once you are happy with the position, click the Crop and Publish button.



Drag this dotted box to the picture part that looks best. In this example, the cat face and body will be the only part of the picture shown in the header.

If you know your image is already on the website in the Media library, use the **Choose Image** button in the Select Image area instead of doing an upload. When you do that, the below screen will open to show images in the **Media Library**. In this example, the Japanese-Cat image was selected by clicking the image **Show** option on the right of the list (not visible in the example). (Notice the two bake sale images below that are part of the list.) Click the **Set As Header** button that is circled in red. The crop image screen illustrated above will come up and you can edit the picture as explained.





Once you have a header image defined, it will be added to the uploaded header display which is also in the screen. You could have just selected what is already out there instead of selecting a new image and saved your self the step described above. See the rest of the header maintenance screen below. In this example there are a couple of headers displayed. Click on the radio button of the picture you want to use. It will appear in the header sample at the top of the screen so you can see what it looks like. Click the **Remove Header Image** button to get rid of an unwanted image. The website will revert back to which ever image is associated with the current pre-defined theme. Using the **Random** option makes the website look disorganized, so it is recommended that you keep that radio box unselected.

Uploaded Images

You can choose one of your previously uploaded headers, or show

Random: Show a different image on each page.

Remove Image

This will remove the header image. You will not be able to restore a

Header Text

Header Text

Show header text with your image.

Text Color

[Select a Color](#)

Reset Text Color

This will restore the original header text. You will not be able to rest

Header Text

Keep the show header text check box checked. You want to keep “Exeter Area Garden Club” as the title.

You can change the color of the text by using the **Select a Color** option. You will likely want to do this depending on the colors in the header image you have selected. When you click the option, color wheel will appear.

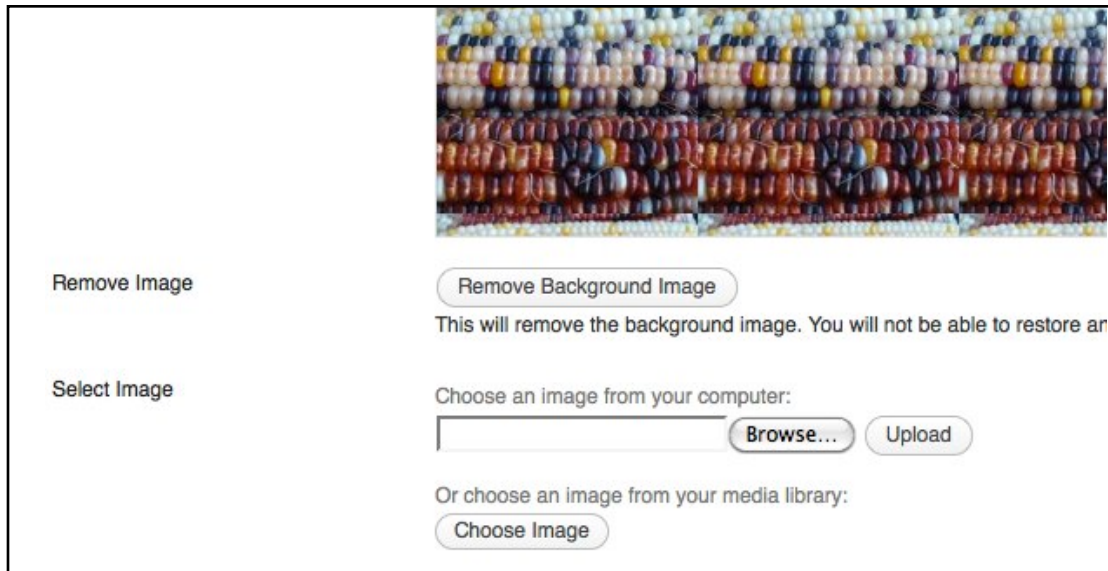


The color wheel is easy to use. Just click a portion of the outer ring where the color range is you want and the center box will fill with the range values. Click in the box where the color looks correct. As you do this look at the header display at the top of the page. The color will change with each click so you can see how it will look. Also the number box will change with the color ID number. Leave that alone. If you hate all the colors you tried, you can click the **Restore Original Header Text** button. It will reflect the color used by the current theme.

Finally, and most importantly, click the **Save Changes** button when you like the header. If you do not and leave the screen, none of you changes will be made.

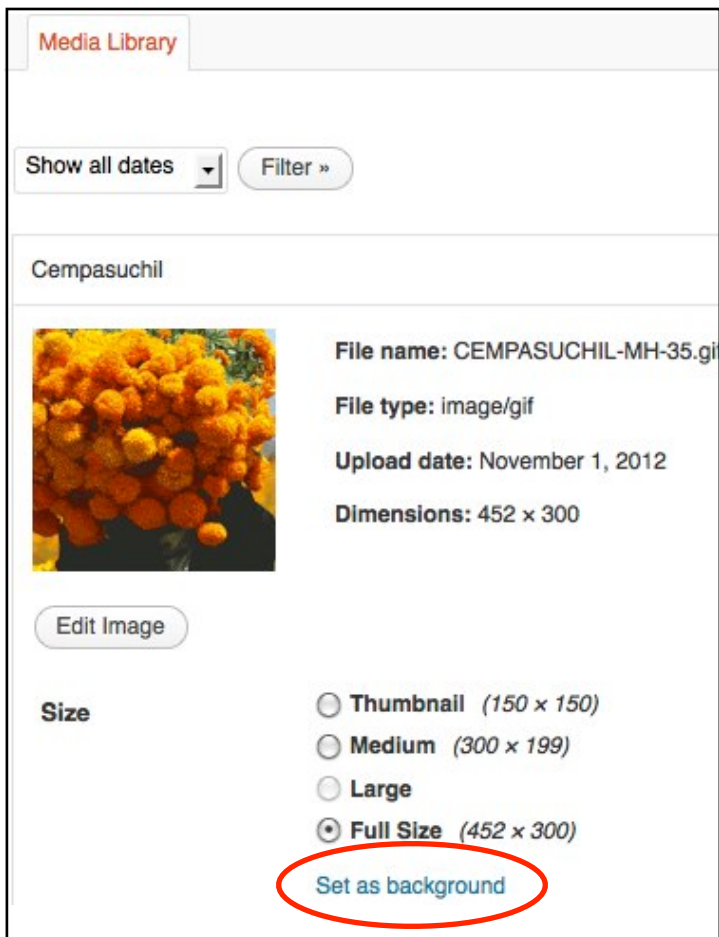
Have fun playing with various images. You will soon learn what kind of pictures make great headers and which ones do not. Not every image is suited for this purpose. Close ups tend to work quite well. The cat image in the illustrations, would actually not work well because the header text would cover up the cats face! Dont’t forget, when choosing a header picture, that the left side of the image is mostly going to be text.

Background Management



To change the Background click on the **Background** option next to Theme Options on the Theme Managment page. A new page comes up showing the current background and other options, similar to the Header Management page. The **Remove Image** button will remove the custom picture and revert back to the default theme background. You will have to reselect the background image all over again to restore it. To do this or get a new image, use the **Select**

Image options in exactly the same way as you did the Header Select Images. If you opt to use the **Choose Image** button to get an already loaded picture, images in the Media Library will appear. This works similar to how the Header selection works, except that you get the set the size. It is suggested that you use the Full Size for best effect, but you can certainly play around with it if you choose. Be sure to click the **Set as background** button when the selection has been made.



Once the background image has been selected, the Background Management screen returns with the selected image displayed. The Display Option box lets you fix how the background works. Notice that the **Position** is selected a Right, the **Repeat** is set at Tile and **Attachment** is set at Scroll. No color is selected. These are the best options to mimic how the site is currently displayed.

Display Options

Position Left Center Right

Repeat No Repeat Tile Tile Horizontally Tile Vertically

Attachment Scroll Fixed

Background Color # [Select a Color](#)

Save Changes

Position starts the background picture at the edge or center of the screen as specified.

Repeat lets you reshown the same image over and over again (or not) as if it were tiled. (Look at how the indian corn picture is displayed in the example on the previous page.) The tile option covers the entire background and looks best, I think. Try these options and see what you think. The top of the page shows what it will look like as you change the options. Only click the **Save Changes** button when you like what you see.

Attachment changes how the page or post works with the background. If you select Fixed, the background will not move with the page when you scroll up and down to read it. If the page is longer than the background, the bottom half of the background will be empty and unattractive. It is recommended to keep the Scroll option selected.

Background Color is only used if you do NOT want an image or the default theme background. It will make the entire background whatever color you select. Click the **Select a Color** option to bring up the color wheel. It works as described above.

A Note on Image Management

In the **Media Library**, images for headers and backgrounds have been named in a similar fashion to make it easy to find them if they are to be reused at a later date. For backgrounds, the word “background” starts the name, as in *Background Shamrocks.jpg*. For headers, the “cropped” starts the name, as in *cropped-Cranberries.jpg*. “Cropped” is used because the site created a new image from an existing one when a header is defined. It created this name.

Search Media

Media Library Search Box

When you are in the Media Library, you can use the **Search Box** to find your headers and backgrounds. This makes your job a lot easier.