

## Using WordPress: Customizing your site theme options

*All Museum sites use the same site theme, but this theme is customizable. You may select from 12 different color schemes, change the contact information in the site footer, change menus and widgets and select between a static homepage or showing blog posts by default. All of the changes that you make here can be previewed on your site on the right-hand side so you can see the effects before publishing your changes.*

**Note:** Only users with the Editor role will be able to access these options.

### Finding the Customize Menu

1. Go to *Appearance* in the left side menu and select **Customize**.

### Site Identity

*Use this to change the contact information that is on every page of your site on left side of the site footer.*

1. The *Contact Info Heading* text will show up in bold at the top. You can leave the default “Contact Info” text or change it to say something else.

**Tip:** Mentioning the area of your site here may help visitors know this is specific for your area and not just generic contact info for the Museum in general, e.g. “Mammals Contact Info”

2. Add any information you would like – phone numbers, email, physical address, etc. – to the *Contact Info* field.

**Tip:** You can make an email address an active link here by adding HTML code. Copy the text below exactly but substitute the real email address in both places:

`<a href="mailto:name@flmnih.ufl.edu">name@flmnih.ufl.edu</a>`

3. If this is all you want to customize you can click the blue **Publish** button. Otherwise, click on the < arrow next to *Customizing Site Identity* to return to the main customization menu.

### Colors

*Choose the color scheme for your site. Each option provides coordinated header/footer colors as well as headlines, buttons, etc.*

1. Select one of the color scheme options. You can see a preview on the right.

2. If this is all you want to customize you can click the blue **Publish** button. Otherwise, click on the < arrow next to *Customizing Colors* to return to the main customization menu.

## Menus

*Configure your site's menu. You can also do this through Appearance > Menus.*

1. Your site should already have a menu set for your Sidebar Navigation. Click on it to access the options.
2. Drag the existing menu items into a different order or click the **Reorder** link to use arrows to move the items up and down. Click the **Done** link when finished.
3. Click the **+ Add Items** button to add pages to the menu. You can choose from the same options as the standard Menu customization menu. (Please see *WordPress: Customizing your side menu* for full instructions on all of these options.)
4. If this is all you want to customize you can click the blue **Publish** button. Otherwise, click on the < arrow next to *Your Menu Name* and then the < arrow next to *Menus* to return to the main customization menu.

## Widgets

*Configure your site's widgets. You can also do this through Appearance > Widgets.*

1. Select a widget area to edit (either *Primary* or *Footer*).
2. Drag the existing widget items into a different order or click the **Reorder** link to use arrows to move the items up and down. Click the **Done** link when finished.
3. Click the **+ Add a Widget** button to add widgets. Click on a widget on the right to add it to your current widgets. Click the down arrow to expose any widget's configuration options.
4. To delete a widget, click the down arrow next to its name and click the **Delete** link.
5. If this is all you want to customize you can click the blue **Publish** button. Otherwise, click on the < arrow next to *Primary or Footer* and then the < arrow next to *Widgets* to return to the main customization menu.

## Homepage Settings

*Your site's homepage can show a static page or a list of your posts in reverse chronological order (classic blog style). **The Museum's template works a bit differently than standard WordPress sites, so please follow the instructions below!***

### Using a regular page for your homepage

1. Select the **A static page** for the *Your Homepage Displays* option.
2. Select the pages to use for your homepage and to display your posts.

*Tip: These pages need to exist ahead of time. If you have not created them yet, you can click the + **Add New Page** link and create a page for this purpose.*

3. If your site does not use posts, do not select a page here and leave *Posts page* set to – Select –.
4. If this is all you want to customize you can click the blue **Publish** button. Otherwise, click on the < arrow next to *Homepage Settings* to return to the main customization menu.

### Displaying your posts as your homepage

1. Select the **Your Latest Posts** for the *Your Homepage Displays* option.
2. Select the page to use to display your posts.
3. DO NOT select a page for the top option and leave *Homepage* set to – Select –.

*Tip: If you don't leave the *Homepage* setting blank, you will not be able to select a featured image (header image) for the page that is displaying your posts.*

4. If this is all you want to customize you can click the blue **Publish** button. Otherwise, click on the < arrow next to *Homepage Settings* to return to the main customization menu.

## Publishing your changes

1. When you are finished customizing your site, click the Publish button at the top right of this column.
2. When the button says “Published” and is grayed out your changes have been saved. Click the **X** on the left to return to the Dashboard.