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How to change the website logo

David H. - 2023-01-12 - Website Settings

Near the top of the website, a logo is displayed. This logo can be changed when editing the website or through the website's settings.

How to Change the Logo When Editing the Website

- 1. While editing the website, hover over the logo and click **Edit Logo**. You can learn how to edit the website by following the steps in the <u>How do I update the homepage</u>? article.
- 2. The Update Menu Logo page will appear, with three options:
 - **Light Menu Logo** This will display the selected logo when using a website theme that has a light colored menu. You will see a label called **Active** displayed if the website theme is using this logo.
 - **Dark Menu Logo** This will display the selected logo when using a website theme that has a dark colored menu. You will see a label called **Active** displayed if the website theme is using this logo.
 - Logo Text This allows you to change the text displayed near the logo. Note: If the theme selected does not have Logo Text, you will see a message saying "Logo text is not used in this theme."
- 3. There are two other options on the page after you change the logo:
 - **Preview Home Page** This previews the logo on the website.
 - Publish Menu This makes the changes go live.

How to Change the Logo in the Website's Settings

- 1. From the Dashboard, click \mbox{Home} or the $\mbox{house icon}$ on the left menu.
- 2. Click Settings.
- 3. In the Website Theme and Design section and click **Menu Logo**. The Update Menu Logo page will appear, with three options:
 - **Light Menu Logo** This will display the selected logo when using a website theme that has a light colored menu. You will see a label called **Active** displayed if the website theme is using this logo.
 - Dark Menu Logo This will display the selected logo when using a website theme that has a dark colored menu. You will see a label called Active displayed if the website theme is using this logo.

- Logo Text This allows you to change the text displayed near the logo. Note: If the selected published theme does not have Logo Text, you will see a message saying "Logo text is not used in this theme."
- 4. There are two other options on the page after you change the logo:
 - **Preview Home Page** This previews the logo on the website.
 - $\circ~$ Publish Menu This makes the changes go live.

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