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 How do I update the homepage? 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 **Home** or the **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.
    - **Publish Menu** - This makes the changes go live.

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