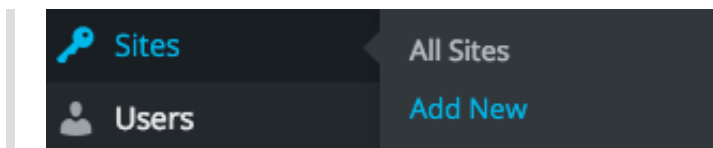# AreaVoices New Site Setup

Quick Start Steps

1. Add new site
2. Add the site owner's profile picture and bio to the theme customizer
3. Send User Invitation

Add a New Site

1. In the network admin dashboard: Sites → Add New

2. Fill in the **Site Address**, **Site Title** and **Admin Email**

   - Admin Email: areavoices@fccinteractive.com

3. Click Add Site to create the new site.
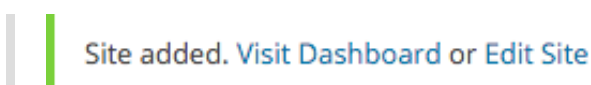
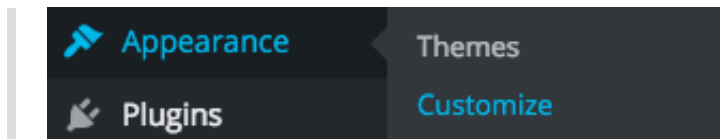4. Once the site has been created, click Visit Dashboard on the "site added" notification.
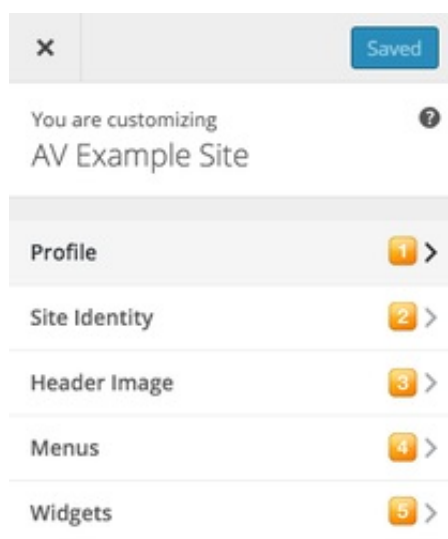
Site Setup
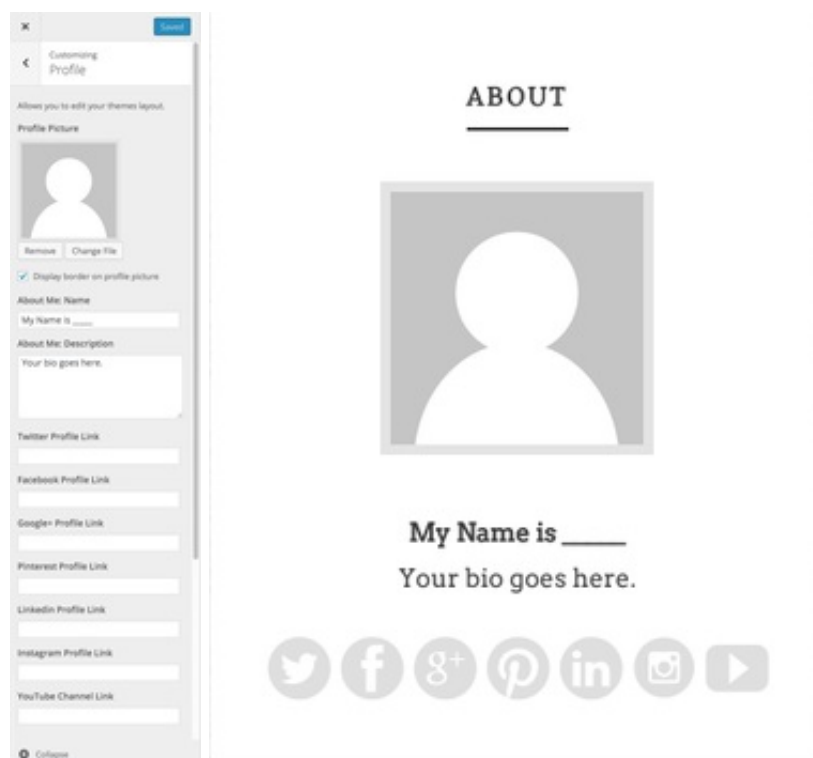
From the site Dashboard, go to the theme Customizer:

Customizer

The theme Customizer provides site setup and customization with the benefit of a live preview to see changes as they are made.

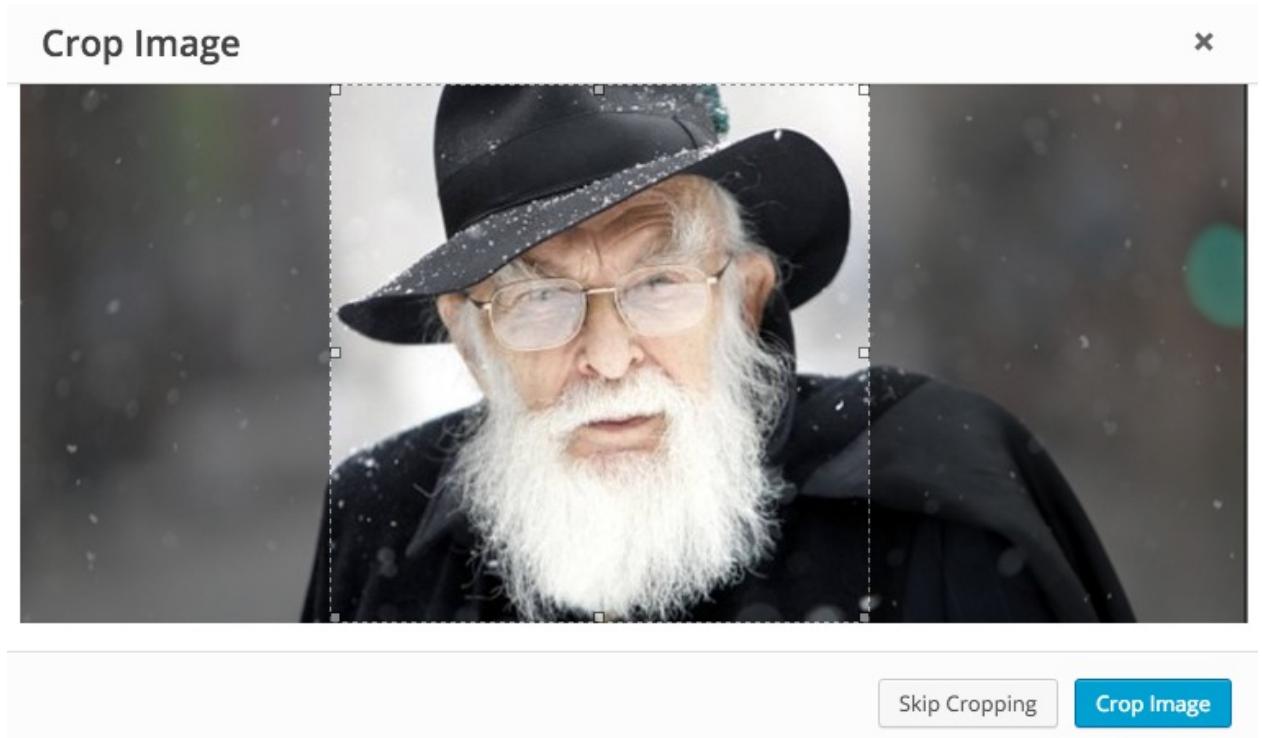Below is an overview of each section of the Customizer.

1. Profile

Profile Picture

- Click `Change File` to upload or select an image, then click the `Select` button
- Adjust the image cropping area and select `Crop Image` , *or* `Skip Cropping` if the image is already 160x160px

- `Remove` will remove the currently used profile picture
- `Default` will restore the original placeholder avatar

Display border on profile picture

- Toggles visibility of the profile picture border

About Me: Name

- Enter user name or introduction here
- This line of text is bolded, and separate from the "About Me Description" paragraph
- Default text is "My Name is _"
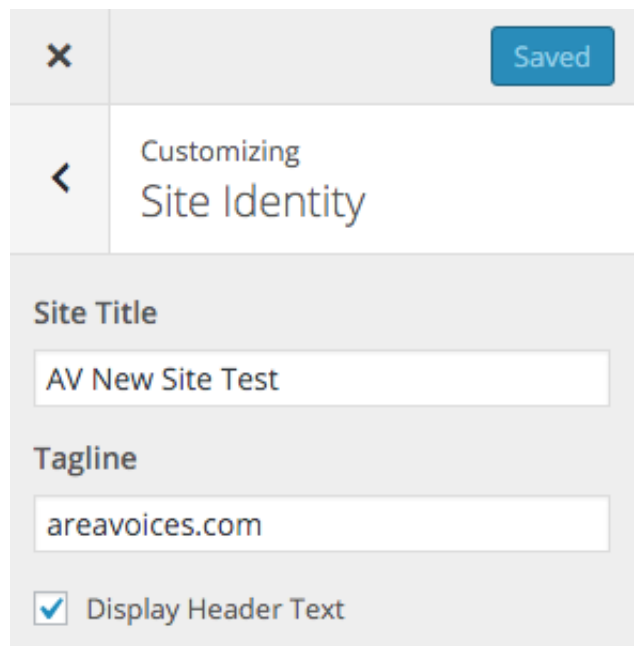
About Me Description

- Enter the user biography here
- HTML and hyperlinks are accepted, but recommended to be used sparingly to avoid visual clutter
- Recommended maximum length of biography is 2-3 sentences for optimal readability

Social Sharing Links (optional)

- Fields for entering links to the user's Twitter, Facebook, Google+, Pintrest, Linkedin, Instagram and YouTube Channel accounts
- For each link entered, the corresponding social sharing icon link will appear below the bio paragraph
- To remove a social sharing link, simple delete all text from the field and click 'Save & Publish'

2. Site Identity

Site Title

- Edits the site title and header title text
- This is initially populated by the text provided during site creation and should not generally need to be adjusted

Tagline

- Edits the site tagline and header subtitle text
- Recommended text: areavoices.com

Display Header Text

- Toggles the visibility of the header text.
- This is automatically adjusted if a banner image is used instead of header text and should not need to be manually changed

3. Header Image

The Header Image section allows you to use a banner image **in place** of the Header Text. If header image is used, the header text will not be displayed.

- To add a header image, click `Add new image`
- Adjust the image cropping area and select `Crop Image`, *or* `Skip Cropping` if the image is already 1000x250px
- The image height is adjusted automatically, but 1000px is the optimal image width
- To remove a header image and return to using the header text, click 'Hide Image'
- Previously used site banners may be reselected from the 'Previously uploaded' section
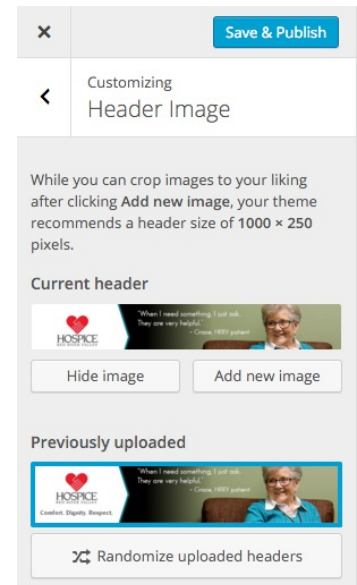
4. Menus

- Provides another method of adding and editing site menu (optional)

5. Widgets

- The *About Me*, *Ad Spot*, *Search*, and *Popular/Recent Posts* widgets are have fixed positions
- Additionally added widgets will begin below the widgets listed above

Specs

- Header Banner: 1000px wide x 250px (minimum) tall
- Profile Picture: 160 x 160 px
- Featured Image: 750px minimul width Recommended