

Operating Procedure Document
(Reference Use)

Logo

Changing Banner Logo

Doc #, Rev. 0

Effective Date:

Approval Signature:

Process Owner: Name
 Title

Approval Signature:

Process Owner:

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1. Purpose

This documentation is designed to instruct members of the *LORE* staff on changing the banner logo of the *LORE* journal's website.

2. Applicability

TBD

3. Roles and Responsibilities

User

TBD

4. Process Steps

4.1. Changing Banner Logo

4.1.1. **LOG IN** to WordPress Admin portal at the following address:

- <http://www.lorejournal.org/wp-admin>

4.1.2. **HOVER** over the paintbrush icon in the left-hand menu bar until the "APPEARANCE" tab appears.

4.1.3. **CLICK** "CBOX Theme Options."

4.1.4. **CLICK** the "Options" button next to the "Commons in a Box" logo at the top of the page.

4.1.5. **CLICK** the "Header" subfolder on the left-hand side of the screen.

4.1.6. **CLICK** the "Logo Image" option.

The "Edit Settings" tab will automatically be selected. The default "Commons in a Box" logo will be displayed under "Current Image."

4.1.7. **CLICK** the "Select" button to bring up the media browser

4.1.8. **SELECT** the "RWS cbox logov2" file, **AND CLICK** the "Show" link next to the file name.

4.1.9. **CLICK** "Select this File" to return to the "Header Options" pane.

4.1.10. **CLICK** the "Save All" button under "Header Options."

4.1.11. **NAVIGATE** to the *LORE* journal's website, **AND CONFIRM** the change has been applied.

- <http://www.lorejournal.com/>

5. Administrative Information

5.1. Requirements

N/A

5.2. Definitions

Word or phrase	Definition
Word or phrase	
Word or phrase	
Word or phrase	

5.3. References

XXX-XXXX., "Title goes here"