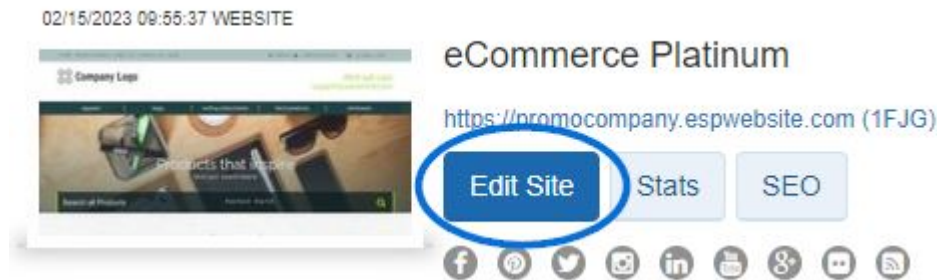




## ESP Websites - Edit Website Design

Tamika C - 2022-10-28 - Site Design

The Edit Websites Design area enables you to manage the look and feel of your ESP Website or Company Store. After logging into the ESP Website Admin, locate your site and then click on the Edit button.



Click on the plus button to expand Edit Website Design menu and click on the option you would like to edit:

### Templates & Colors

In the Templates and Colors section, you can browse through the library of templates, or you can filter the results using the Narrow Template Selection options.

#### Narrow Template Selection

Use the dropdown in the Narrow Template Selection section to select the size of the logo you would like to have: All Sizes, Traditional or Large. Then, choose the template type: All or Industry. Industry template ensure that the content of your site, as well as the look and feel, relate directly to the trade you selected, such as Financial or Healthcare. Next, check the box next to video, social feed, Google map and left navigation for each feature you would like to have included on your site.

Narrow Template Selection

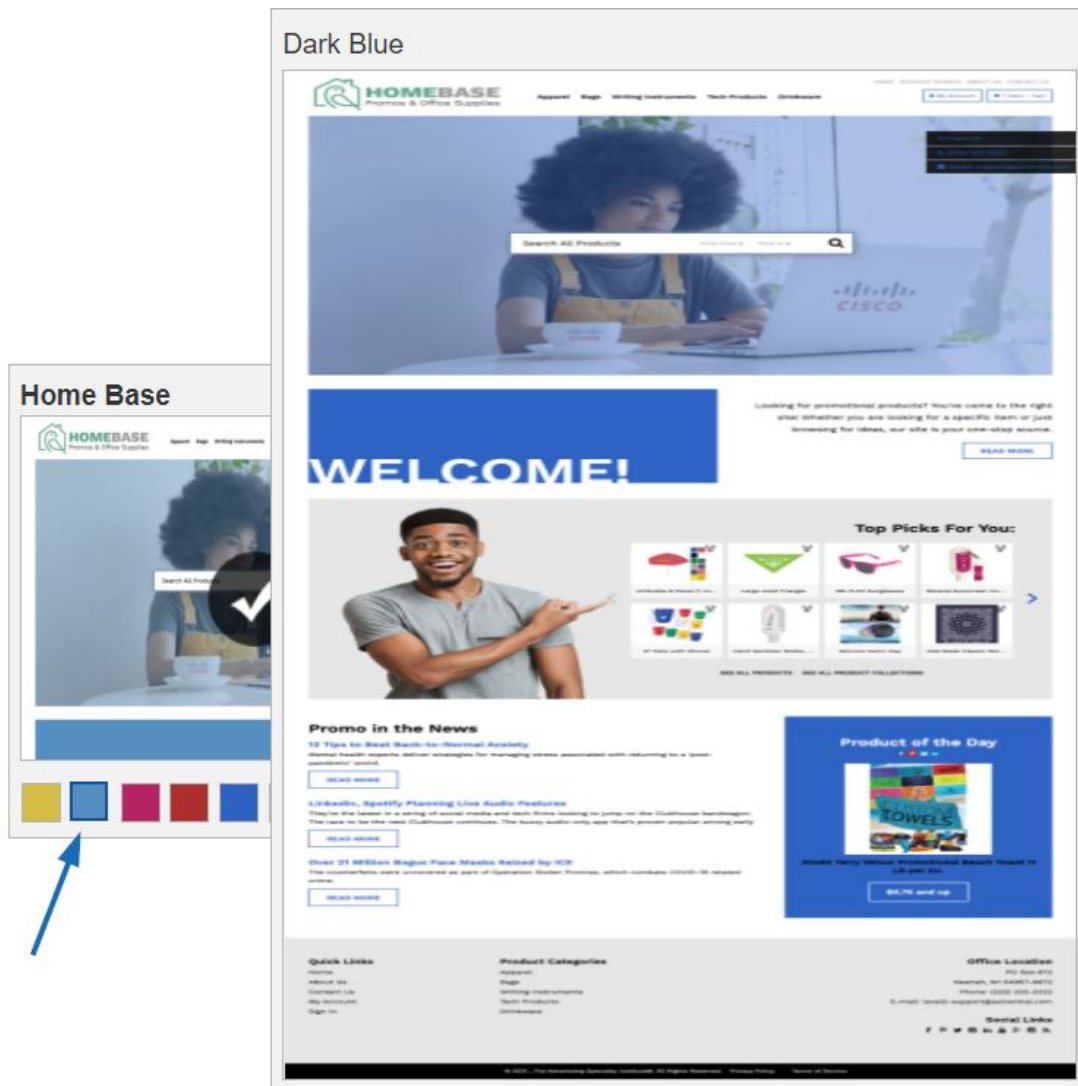
Logo Size:

Template Type:  All Templates  Industry Templates

Video  Social Feed  Google Map  Left Navigation

### Select a Template and Color

Each template has preset color schemes available. To preview the template in any of the color schemes, hover over the color swatch. The template you have selected is indicated by a large check mark. There will be a square around the color you have selected.



To make your new template and color scheme live, click on the Make Changes Live link. You will receive a notification that your changes have been successfully published.

### Select a Large Banner Template

Large banner templates are available in the template listings. To preview the template in any of the color schemes, hover over the color swatch. You may want to change the banner images on these templates. Before changing the banner, make sure the image you are looking to replace it with is 1280 pixels wide. If it is, you are ready to [customize your banner](#).

### My Site Logo

In the My Site Logo area, you can upload a new logo or favorite icon for your site. What would you like to do?

### Upload a New Logo

To upload a new logo for your ESP Website, click on the Browse button in the Upload Your Logo section.

## Upload Your Logo ⓘ Required

Location

- Optimal logo size is 200 pixels wide by 70 pixels high. Logos should be at least this size.
- Larger logos will be optimized for your site.
- 2MB maximum file size. PNG, JPG or GIF formats only.

The Media Manager will open. To select an image, hover on the image and then click on the "Select File" button.

**Note:** If the image you would like to use is not yet in the Media Manger, click on the "Upload Files" button and browse your computer for an image.

### Media Manager



Upload Files from Your Computer

Acceptable image file types are jpeg,jpg,png,gif.

Acceptable image file size is less than 2MB.

Sort By :

Level :

File Name



Company



You will see a preview of your image in the Logo Preview window.

If you do not have a company logo, type your company name into the last field in this section. Just like with an image, a preview of your typeset logo will appear in the Logo Preview window.

Click Save when you are finished.

## Upload Your Logo Required

Location

Logo Preview

Reset

- Optimal logo size is 200 pixels wide by 70 pixels high. Logos should be at least this size.
- Larger logos will be optimized for your site.
- 2MB maximum file size. PNG, JPG or GIF formats only.



Don't have a logo? Just enter your company name here

Save

After saving your logo, you will see a pop-up notification that your changes have been saved. To make the logo live on your site, click on the Publish button in this window. If you are not ready to make the logo live, click on the Not Now button. You will be able to publish the logo at any time using the Make Changes Live link in the upper right area.

### Optimal Logo Sizes

The optimal logo size for a template will vary because each has its own unique layout. The tables below provides the logo dimensions (in pixels) for all Company Store and ESP Websites layouts.

Template Name	Width (pixels)	Height (pixels)
Blaze	341	136
Branded	303	57
Cobalt	272	88
Community	284	57
Crafted	227	166
Evergreen	134	153
Flying Ink	341	87
Garden	170	192
Generate	230	82
Glory Days	274	115
Headline	170	181
Health & Support	326	150
Home Base	297	84

Identity 3.0	272	60
Labeled 3.0	400	123
Maple Promos	253	75
Paper Plane 3.0	445	104
Periodical	248	60
Shifting Gears	284	119
Snap 3.0	209	95
Spotlight	298	130
Stadium	278	45
Stars & Stripes	253	75
Sublime	280	81
Summit	299	67
Tapestry	341	107
Team Builders	230	78
Thematic	325	93
Victory	399	150

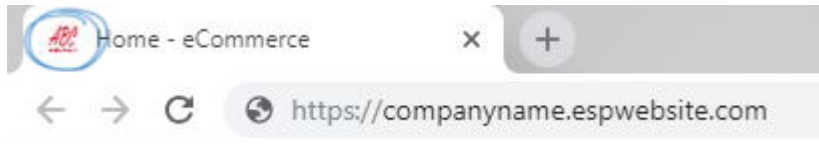
#### **Templates for Company Stores**

<b>Template Name</b>	<b>Width (pixels)</b>	<b>Height (pixels)</b>
Education	154	154
Employee Appreciation	368	100
Finance	253	54
Fundraising Event	336	150
Healthcare Market	398	90
Real Estate	405	130
Social Distancing	92	100

#### **Upload a Favorite Icon (Favicon)**

A favicon is the image that appears to the left of the page title both in the tab bar that is

displayed in many browsers as well as in the bookmarks when a site is saved.

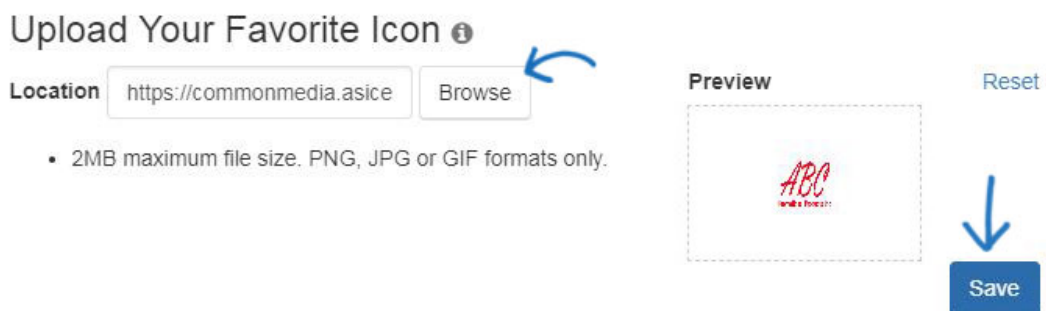


To customize this image for your ESP Website or Company Store, log into the [ESP Websites Admin](#).

Click on the Edit button next to the site for which you would like to add the favicon. Expand the Edit Website Design section using the plus sign (“+”) and then click on the My Site Logo link.



In the Upload Your Favorite Icon section, click on the Browse button to upload an image from your computer. Images must be in a .JPG or .JPEG and less than 2MB in size. Locate the image on your computer and then click on the Open button.



A preview of the image will appear in the Preview box. Click on the Save button below the Preview box and then click on the Make Changes Live link.

## Font

In the Font section, use the dropdown to select the font you would like to use on your site.

## Choose Your Font

Please select a default font for your Website. You may choose from the list below. Font colors will change to match the template you've chosen. **Hey! We want you to look good.**

**Font**

Select font

Select font

Arial

Helvetica

Verdana

Times New Roman

Trebuchet MS

**Font Preview**

AaBbCcDdEeFfGgHhIiJjKkLl

AaBbCcDdEeFfGgHhIiJjKkLl

AaBbCcDdEeFfGgHhIiJjKkLl

Save

Click Save when you are finished.

After saving your font selection, you will see a pop-up notification that your changes have been saved. To make the font active on your site, click on the Publish button in this window. If you are not ready to make the font live, click on the Not Now button. You will be able to make your new font selection active at any time using the Make Changes Live link in the upper right area.