

Customizing the UI the Basic Way

Through a simple user interface, you can change the site-wide logo and colors. This guide describes the basic, point-and-click way to customize the site's user interface.

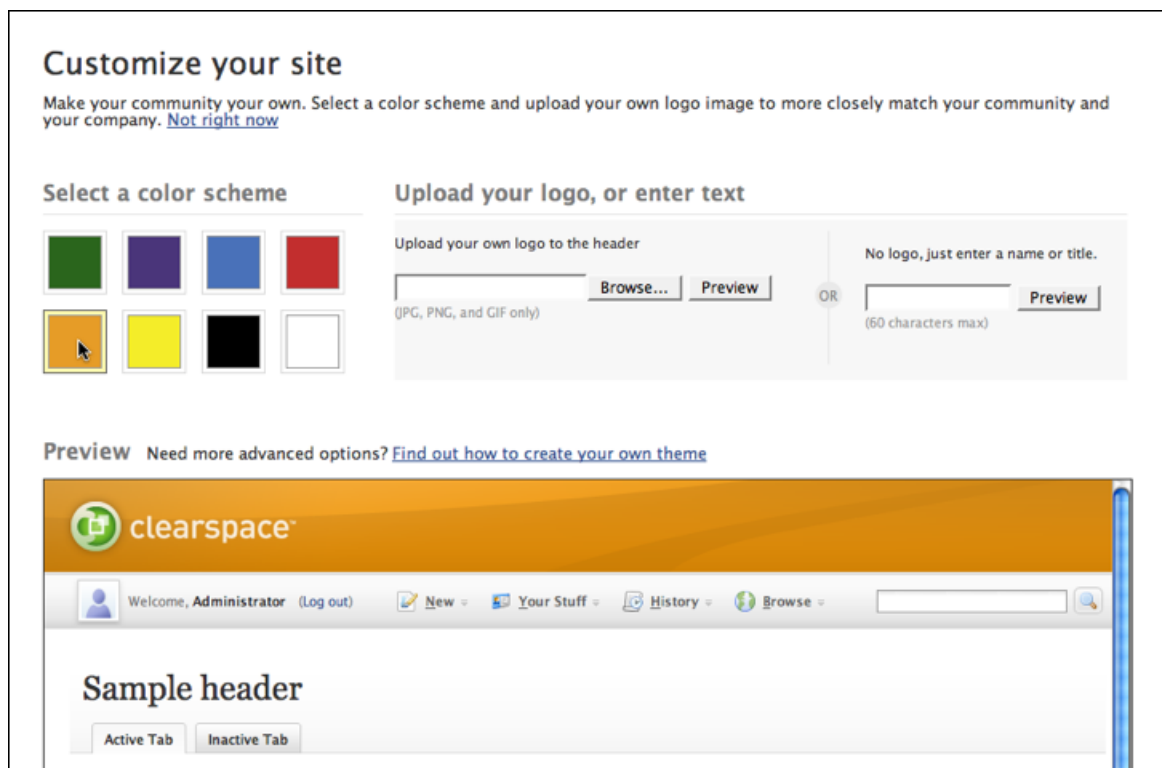
Note: To make the changes described here, you'll need administrator privileges. You'll need to be either a system admin or a space admin for the root space.

The basic changes you can make here are based on predefined schemes. If you're looking for a way to write your own themes and are ready to edit source code, be sure to read *Customizing the UI with the Theme Resource Kit* and *Advanced Theming Topics*.

Choosing Site Colors and Logo

To make your Clearspace instance a better fit for you, you'll likely want to change the color scheme and the logo that appear across the entire site. As an administrator, you can do this easily without logging into the admin console. Clearspace offers a simple way in the user interface to make basic site-wide customizations.

1. In the end user UI, click **Your Stuff > Customize Your Site**.
2. On the **Customize your site** page, under **Select a color scheme**, click the color you want to use. As you click colors, you'll see the preview in the lower half of the page update to show how the site will look with the color you chose.



The UI in the preview is "real," even including a few links that navigate to other parts of the application. You probably want to keep the preview as it is, so try not to click the links.

Also, notice the link, **Find out how to create your own theme**. If you're not able to get the look you want on this page, you can click the link to reach a page with more advanced options. There, you can get started editing source code to create your own theme. For more information see *Customizing UI with the Theme Resource Kit*.

3. To replace the default logo, either upload a new logo image or enter text that should appear in the logo's place. If you upload an image, be sure to use a JPG, PNG, or GIF file.
Using an image with a transparent background will help ensure a cleaner look, with the background color showing through. The background behind the logo is designed to adjust to the size of the image you apply.
4. Click the **Preview** button next to your selection in order to update the preview.
If you enter a name or title instead of a logo image, you can undo the preview by deleting the text from the box and clicking **Preview** again.
5. Click **Apply Design** when you're ready to keep the changes you've made. If you want to get rid of the changes and go back to where the site was before you started customizing, click **Discard**. To reset the site back to the defaults it had when you got it, click **Reset Defaults**.