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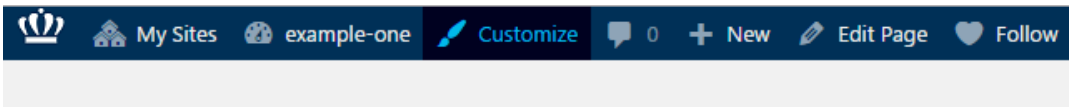
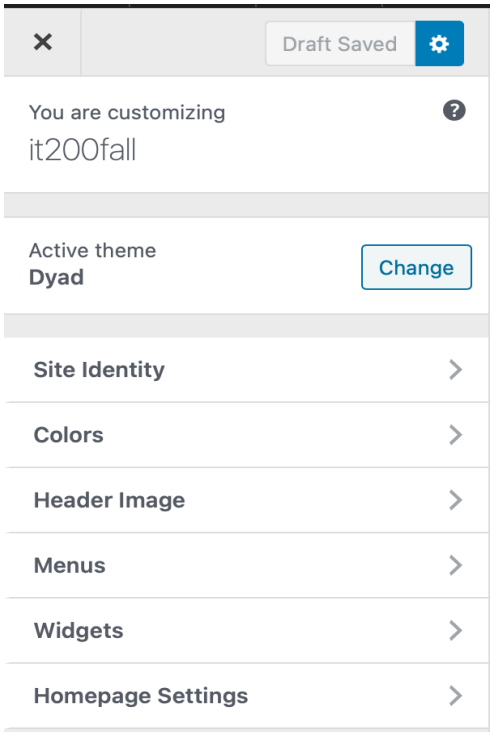
Working in the "Customize" Tab



When viewing a site, click on "Customize" in the top left side of the bar across the top of the page. (Alternatively, from the Dashboard, go to Appearance → Customize.) A sidebar will appear on the left side of your screen.



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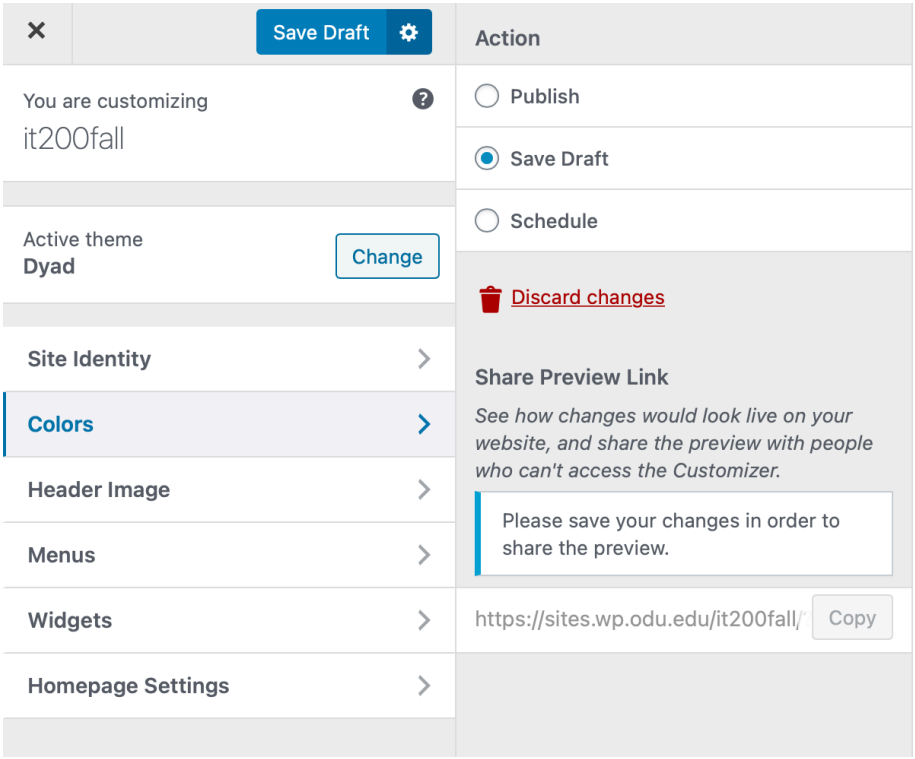
From the “Customize” sidebar, the site identity (title and tagline) and other settings can be set. Depending on your theme, additional options like changing the header and background images, colors, or organizing widgets may also be present as well.



Once done editing, you’ll have the option to click the “Save Draft”, “Publish” or “Schedule” button in order to save and retain any changes made.

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