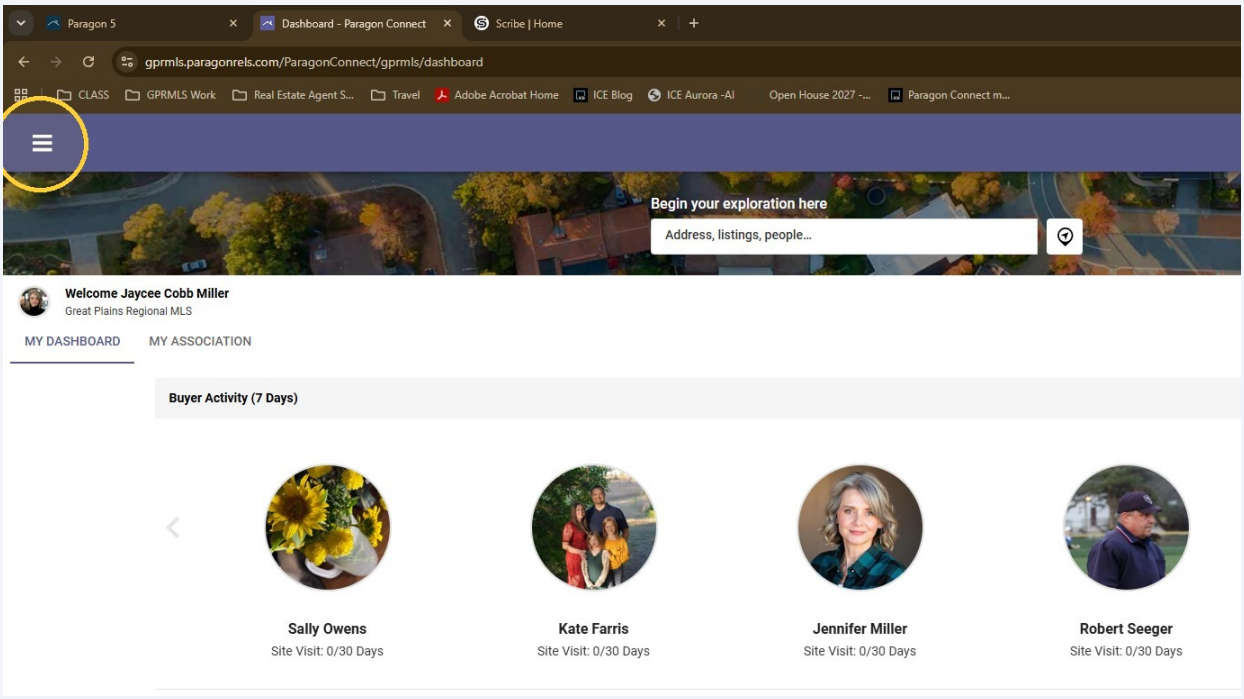
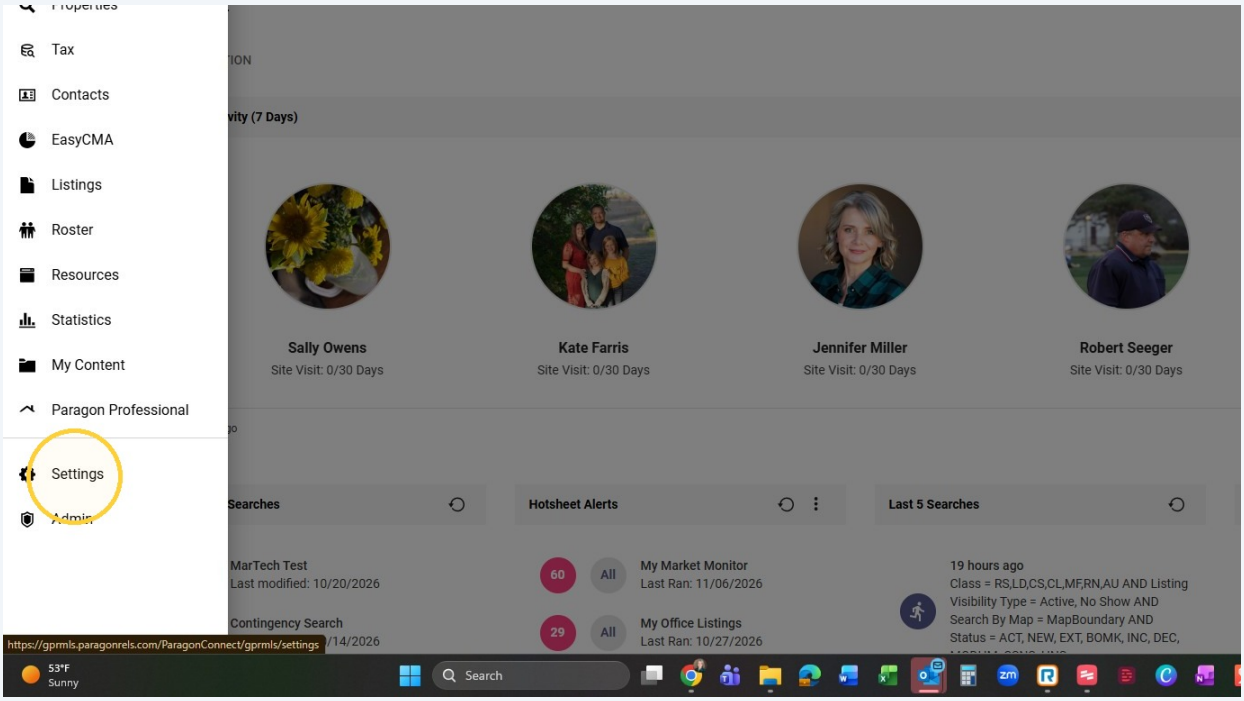
Paragon Connect - Customizing Your Theme Colors and Banners

This guide shows how to quickly apply and preview a theme and a banner across your system and public-facing pages, including setting precise primary/secondary colors and selecting seasonal or holiday banner images. It also covers saving those changes and where to check collaboration updates from a contact's dashboard.

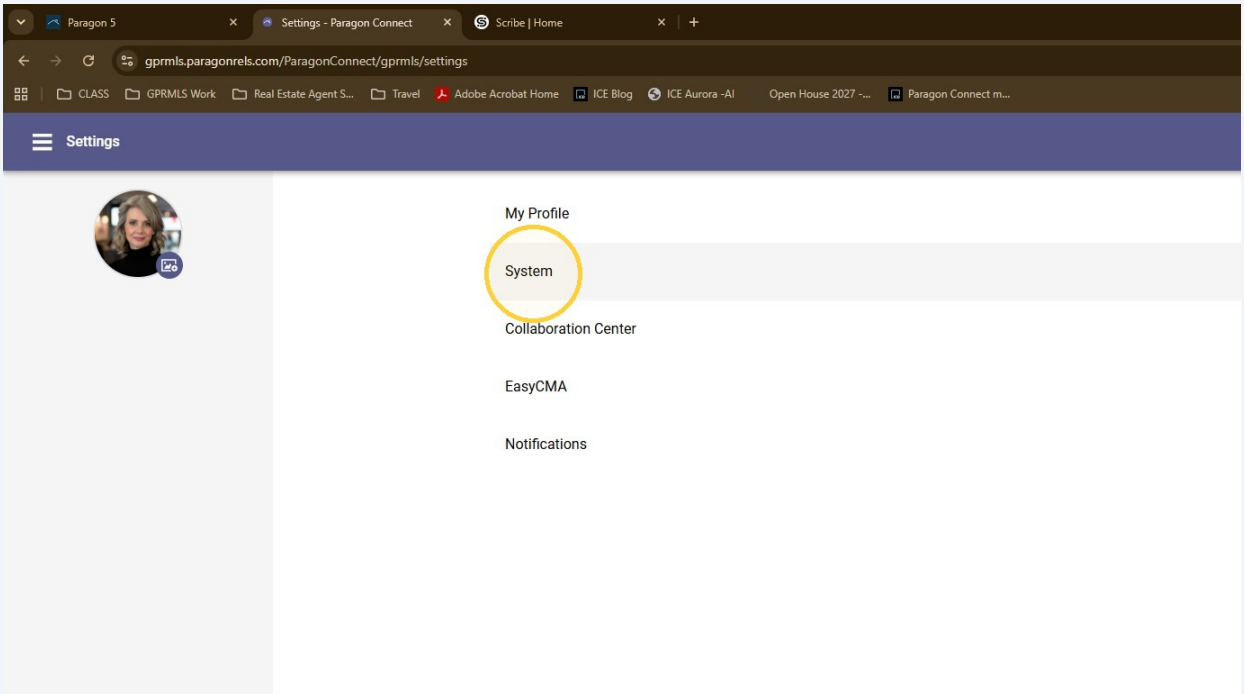
System Theme Setup

1 Open the navigation menu and choose Settings

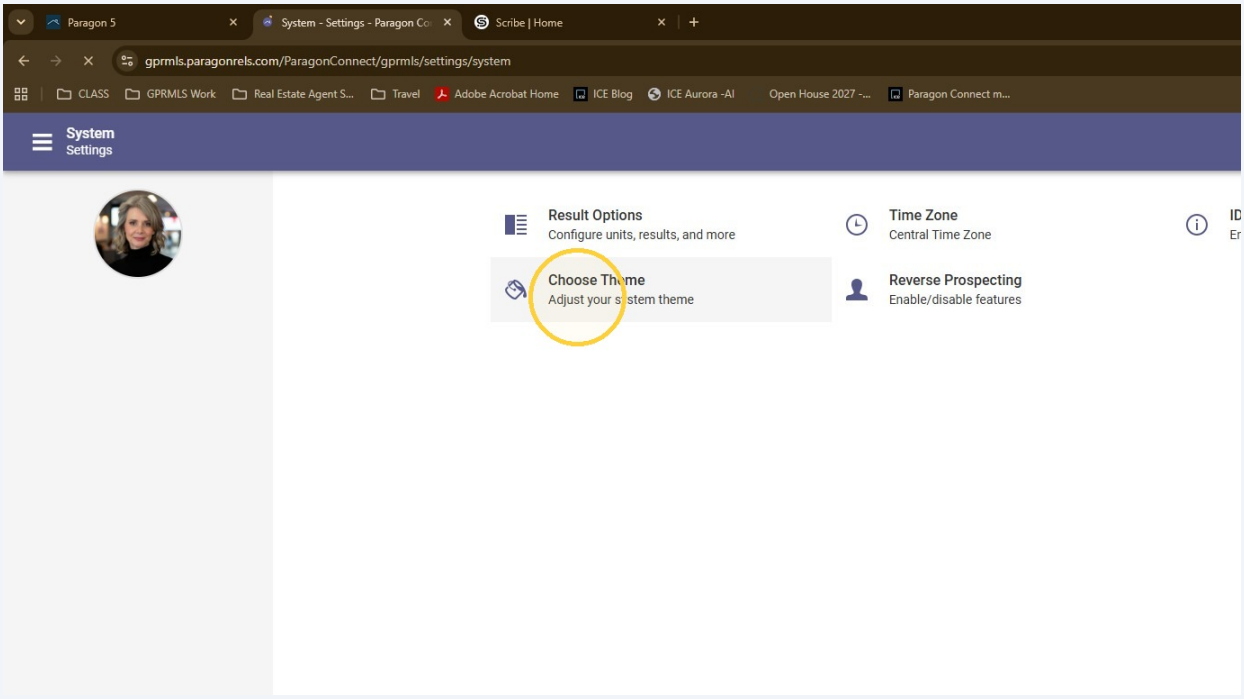




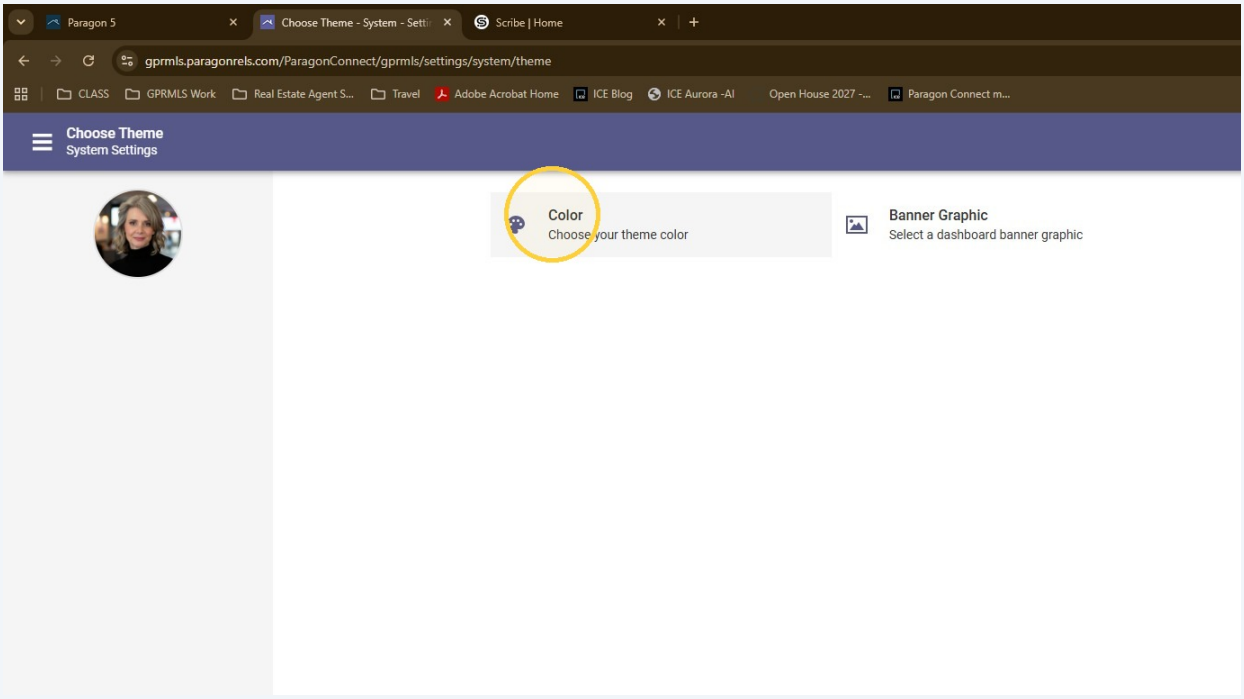
2 Click "System"



3 Click "Choose Theme Adjust your system theme"

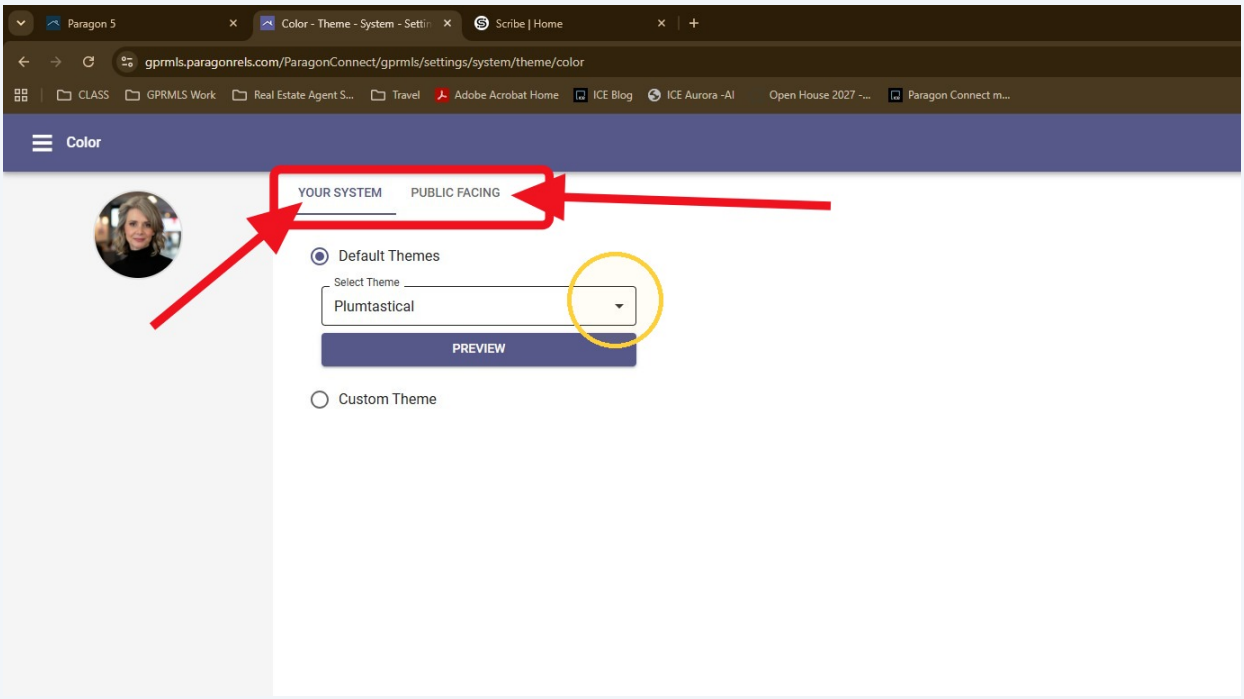


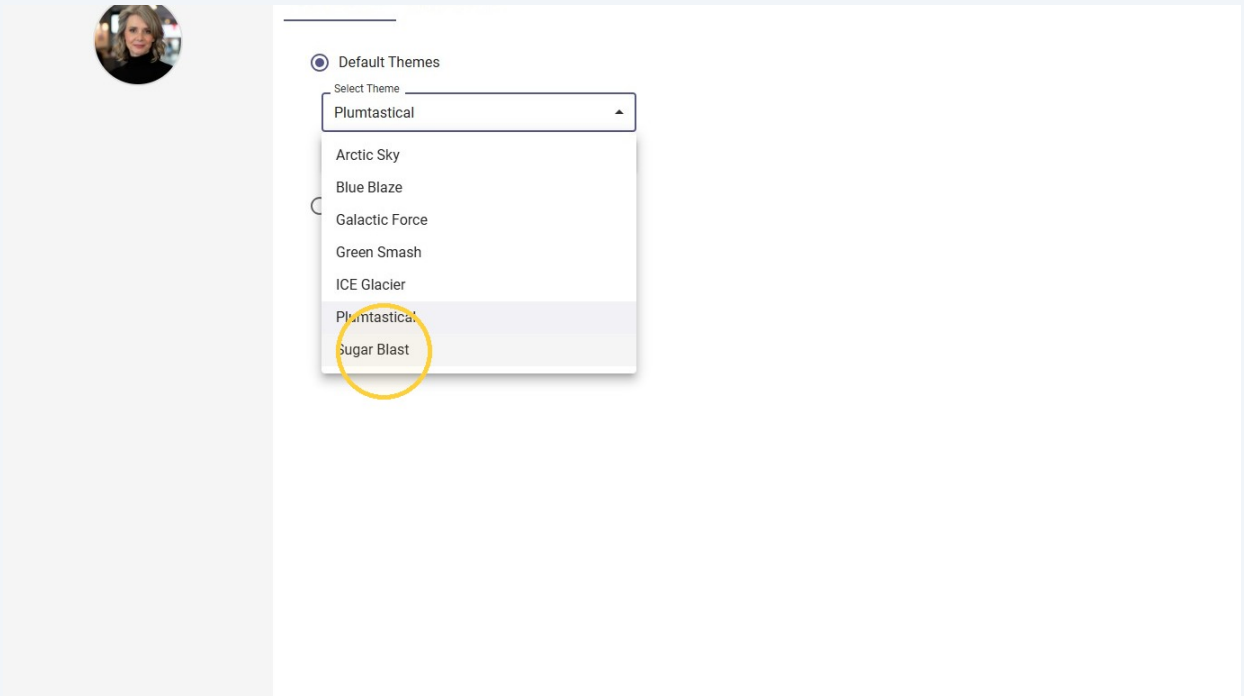
4 Click "Color Choose your theme color"



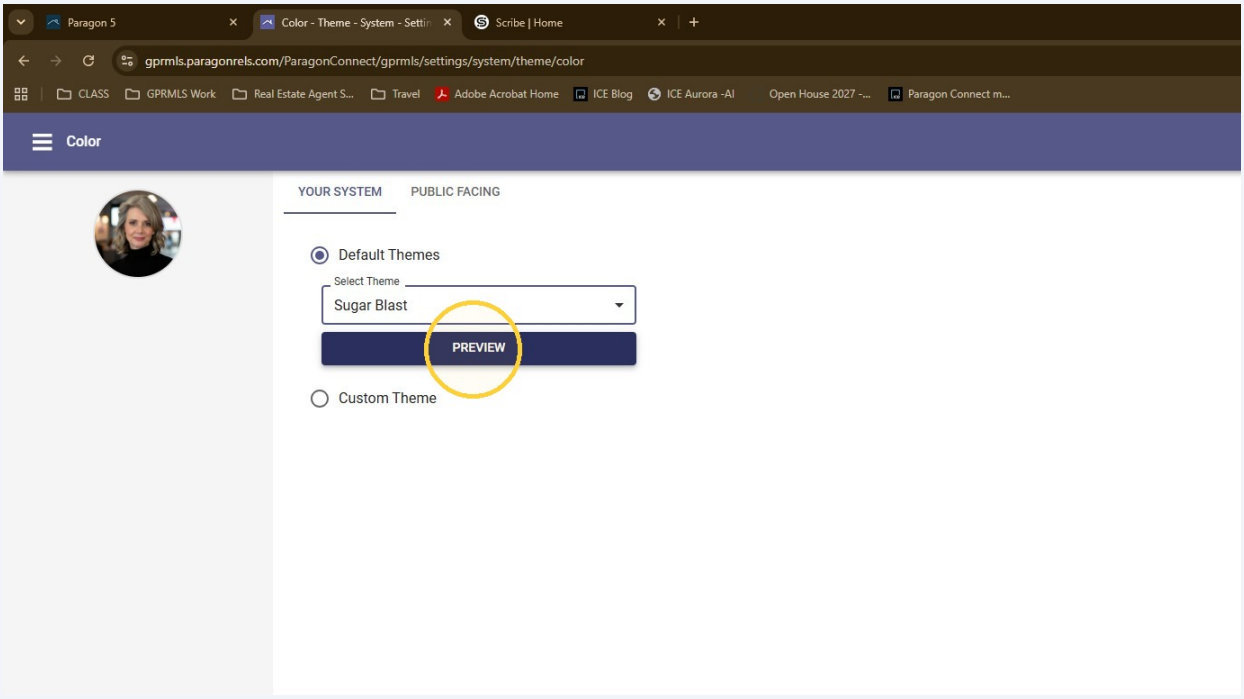
5

The systems will show two "tabs"- one for what you see - "Your System" and one for what the public will see "Public Facing". We will begin on the "Your System" first and then move to "Public Facing". Make sure "Your System" is highlighted. You may customize your color or choose from the dropdown. By clicking on the arrow, you will see your choices. I chose Sugar Blast from the Select Theme dropdown menu.

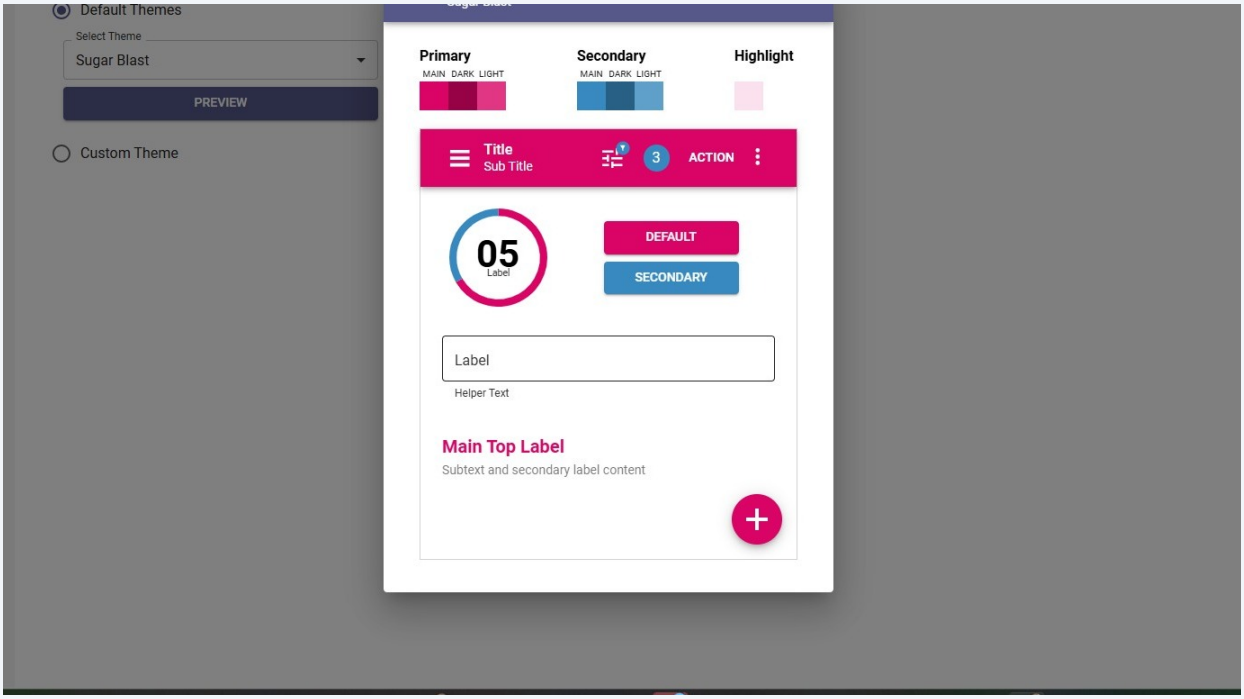




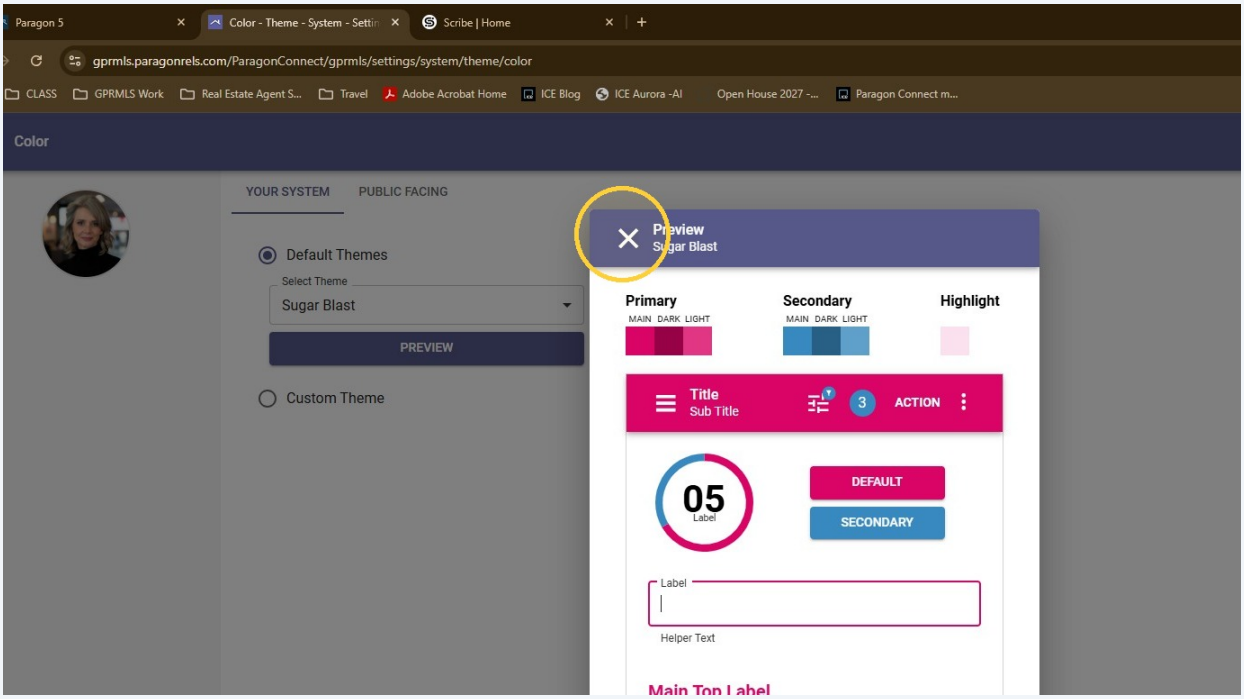
6 YOu may see what that will look like, by clicking on "Preview"Click "PREVIEW"



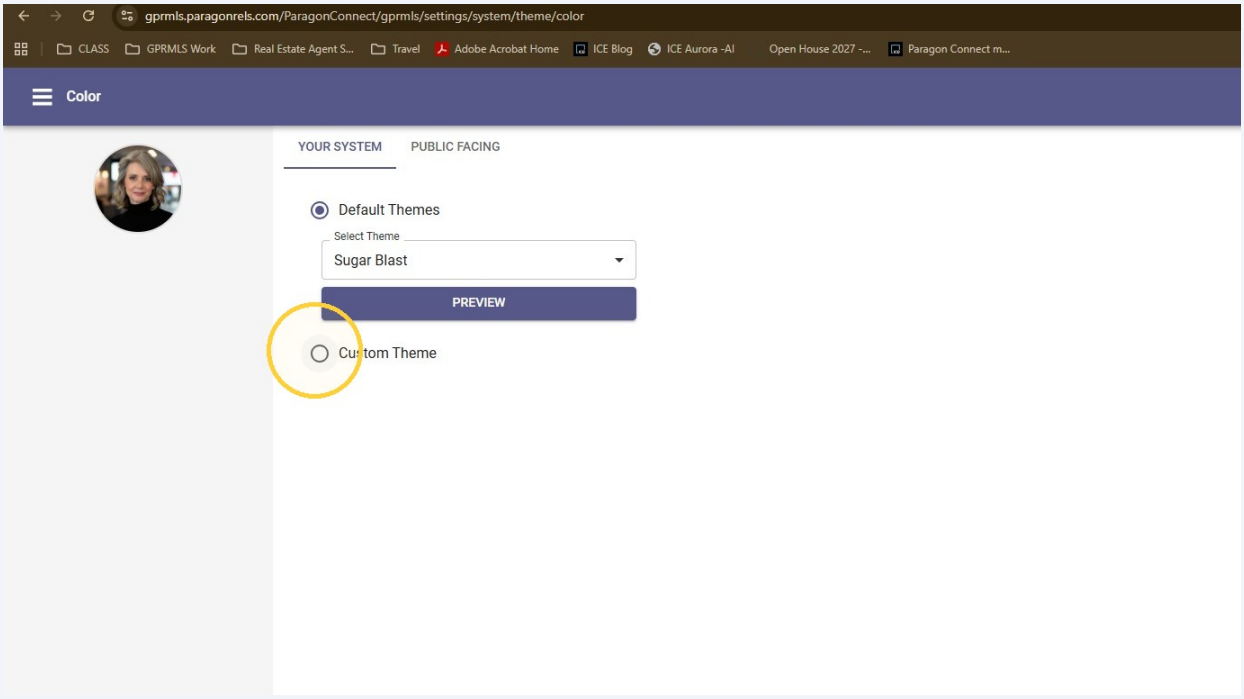
7 View the Preview



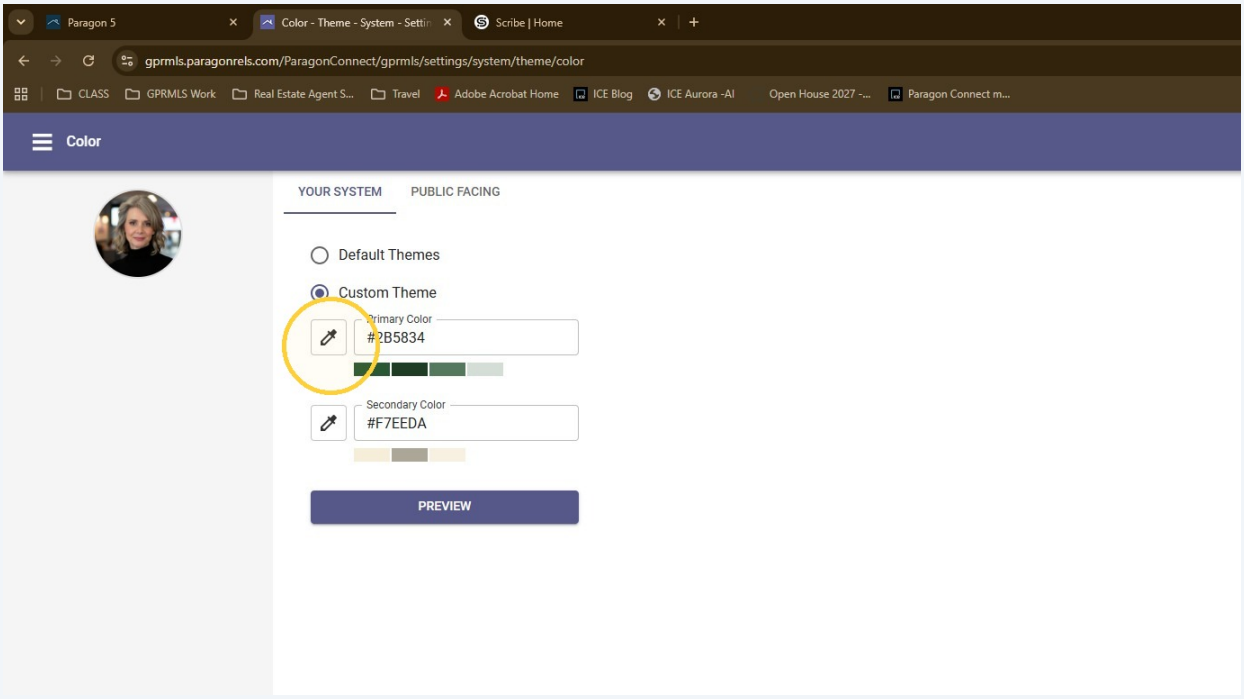
8 Click "close" to return to your previous screen



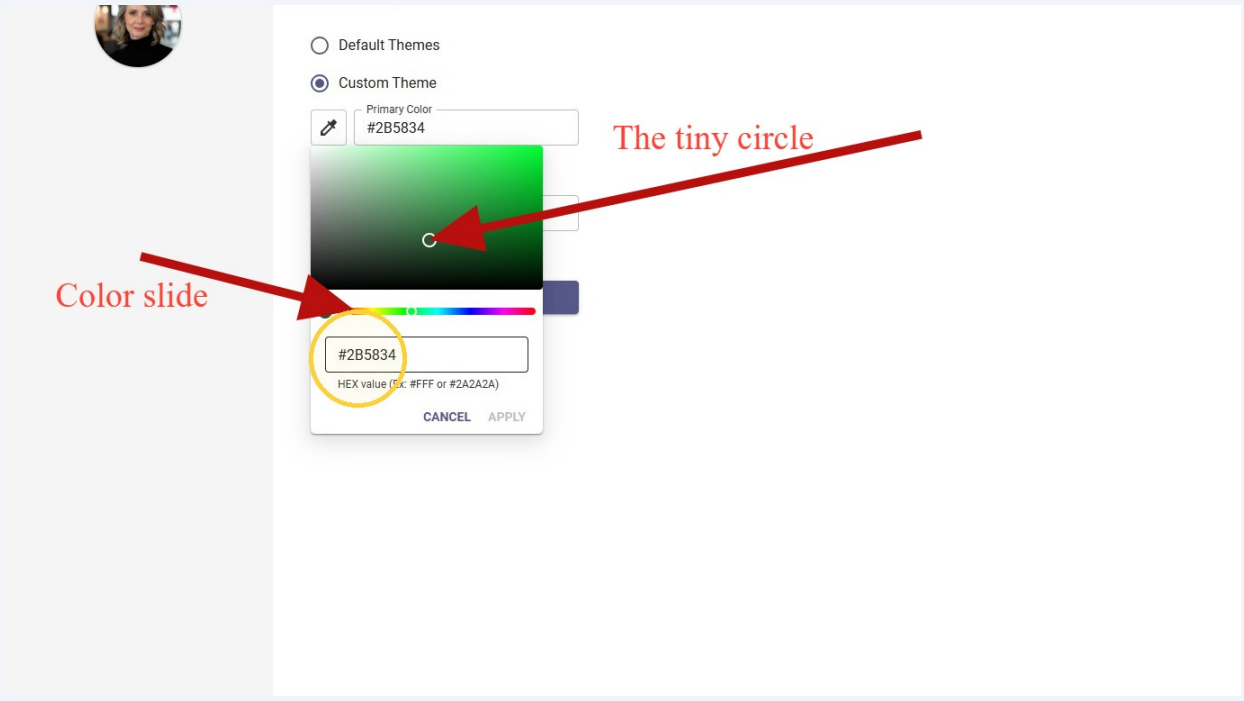
9 To customize your Theme select "Custom Theme"



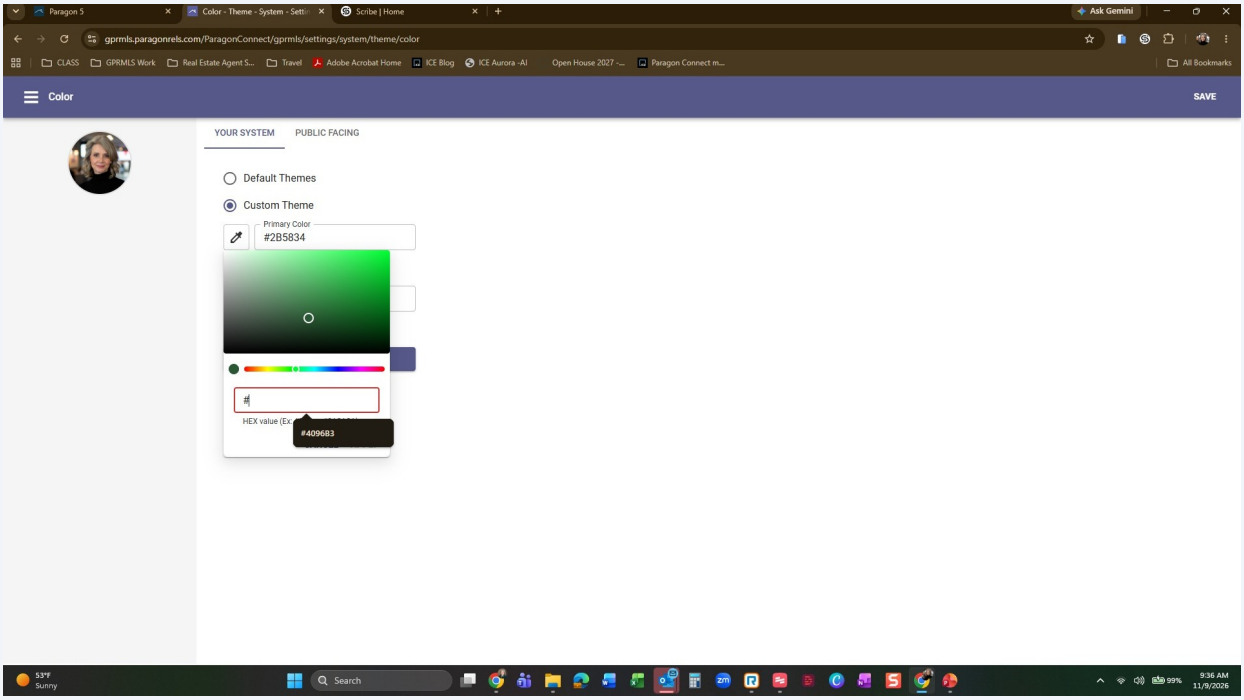
10 You may choose your color, by clicking on the "Dropper" ("Primary Color")



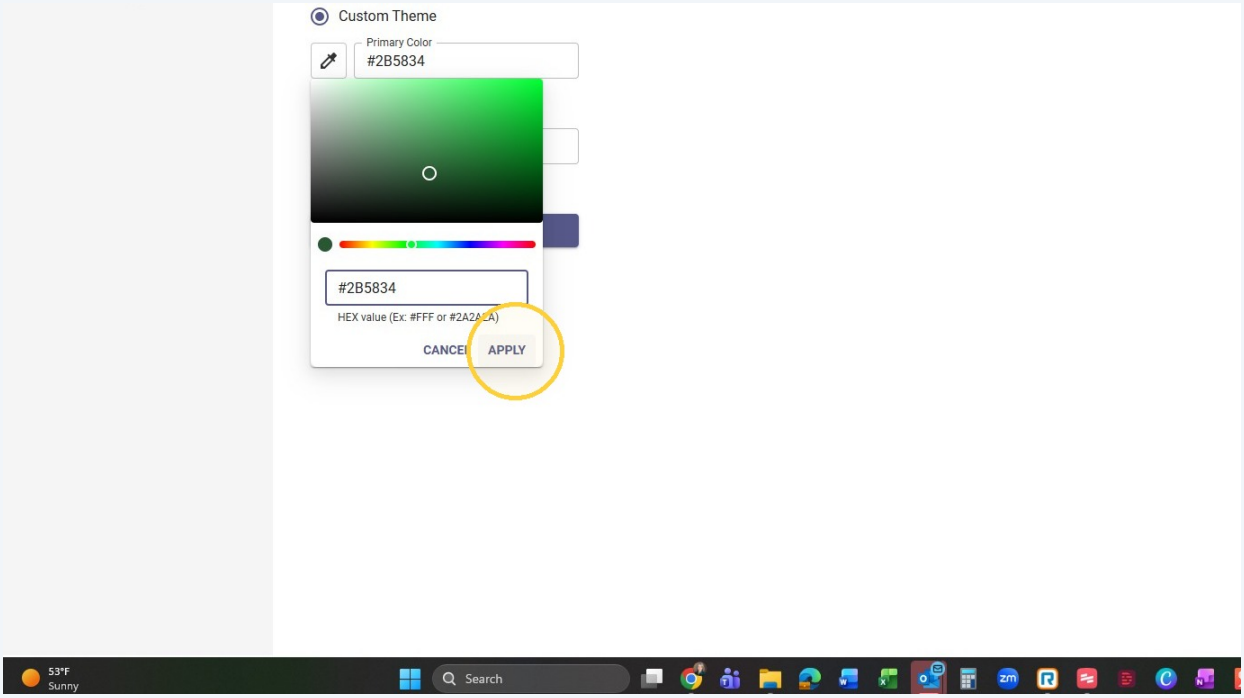
11 You may move the tiny circle around until you settle on the color you want, or by using the color "scale" by clicking anywhere on the "color slide". If you know the Hex# of the color you want to use; click the hex value field in the Primary Color picker.



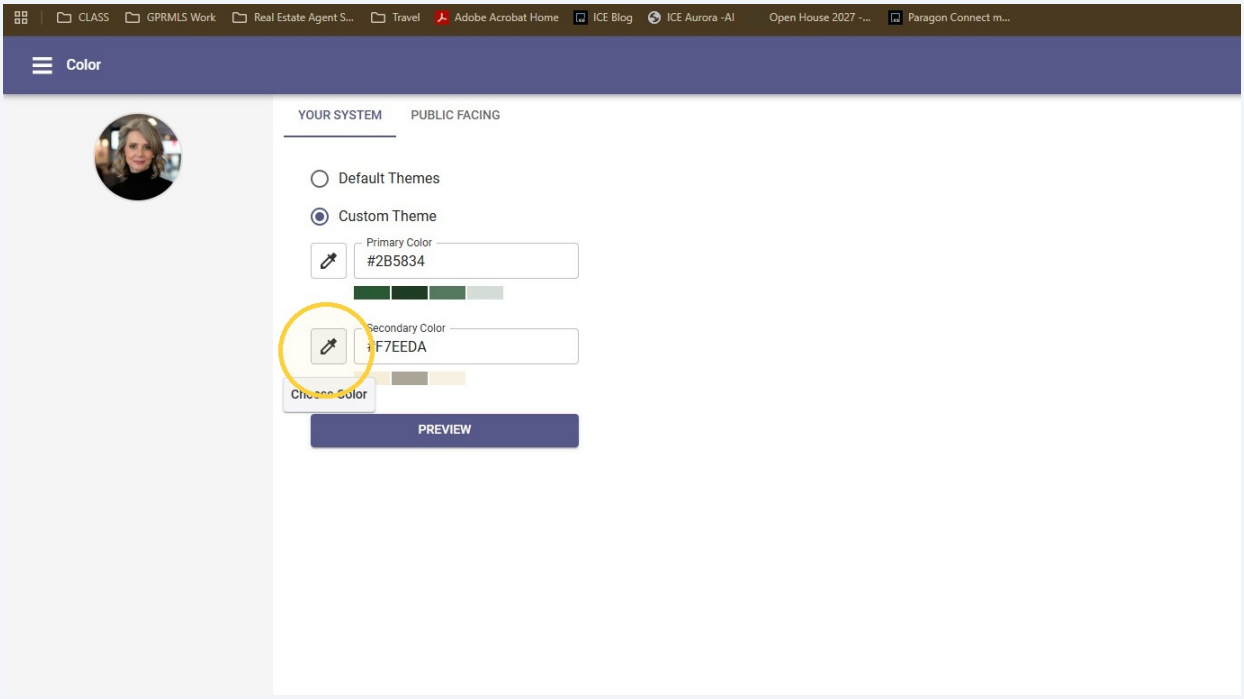
12 Enter the Hex#



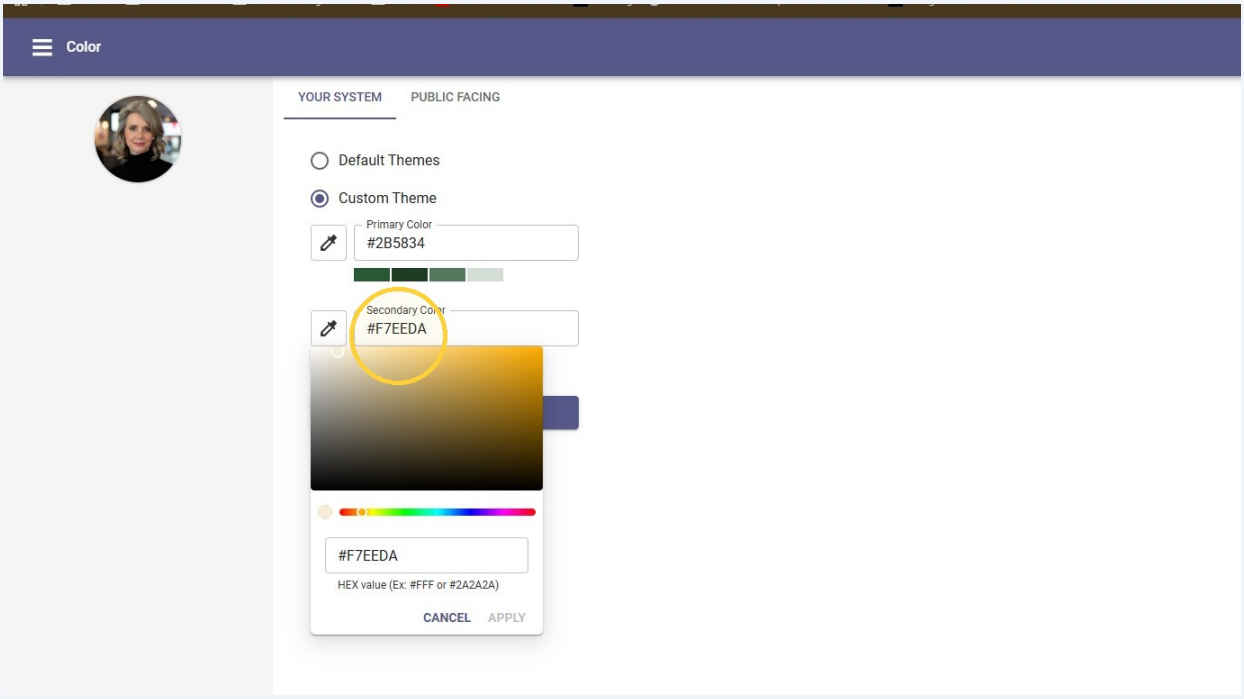
13 Click "APPLY"



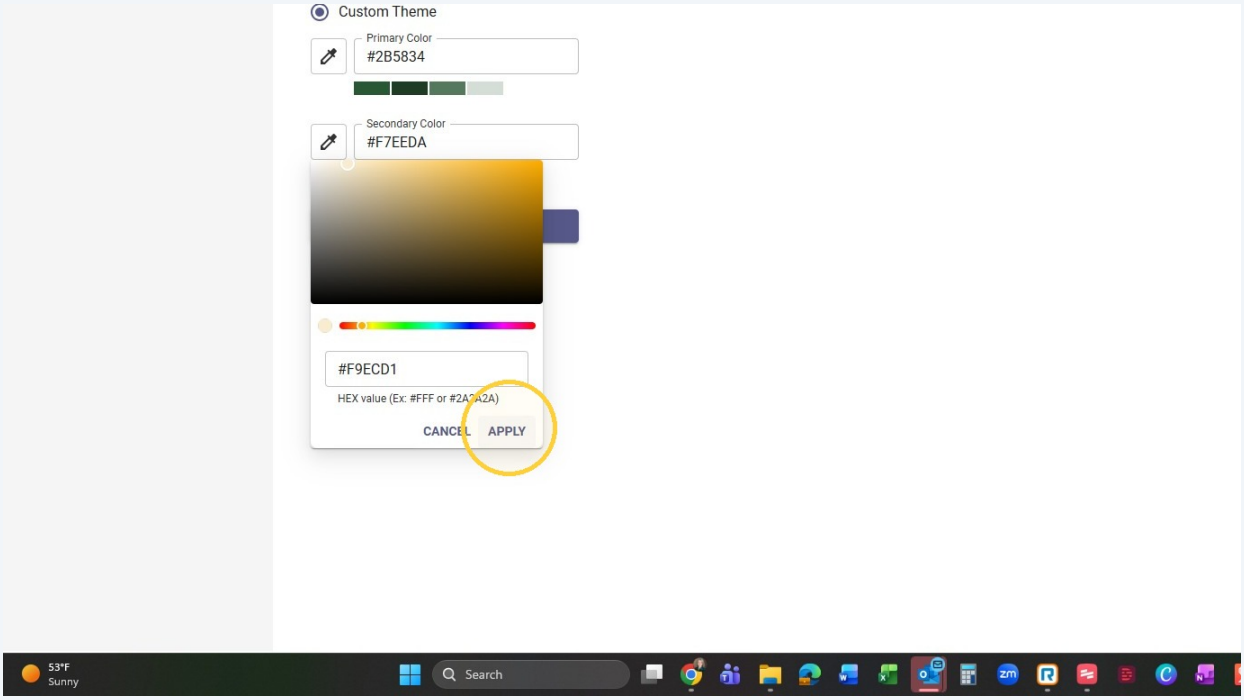
14 To select the Secondary color, follow the same steps - Click "Choose Color"



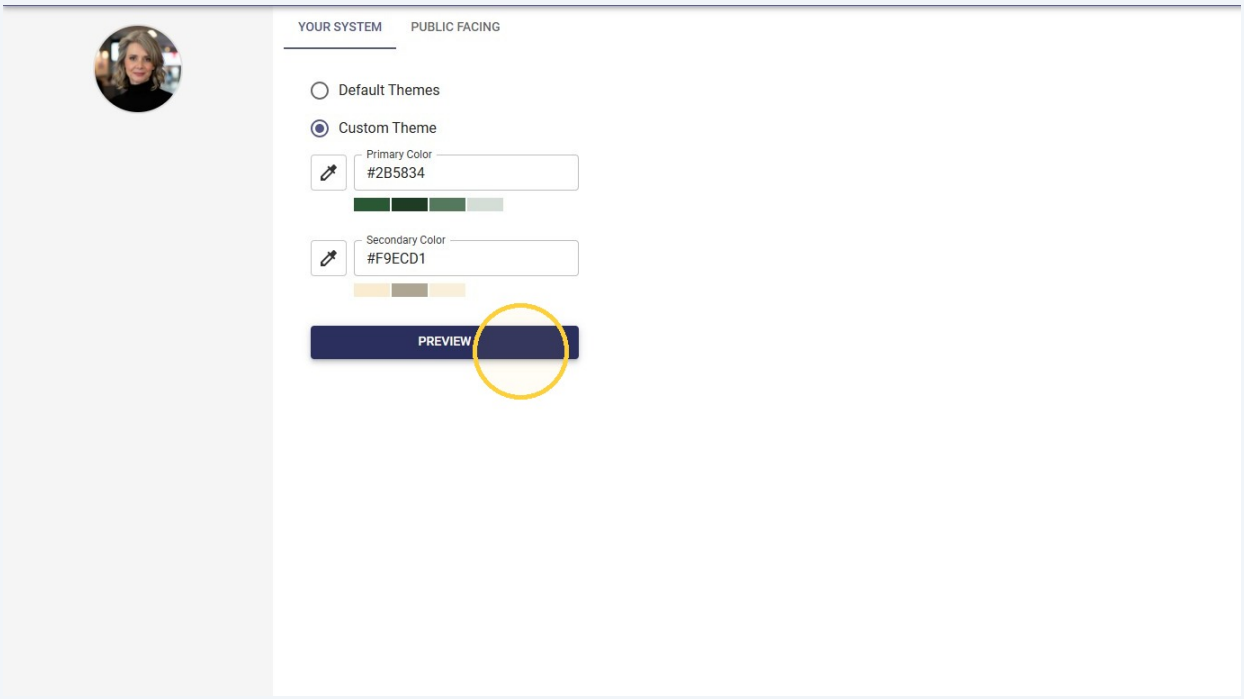
15



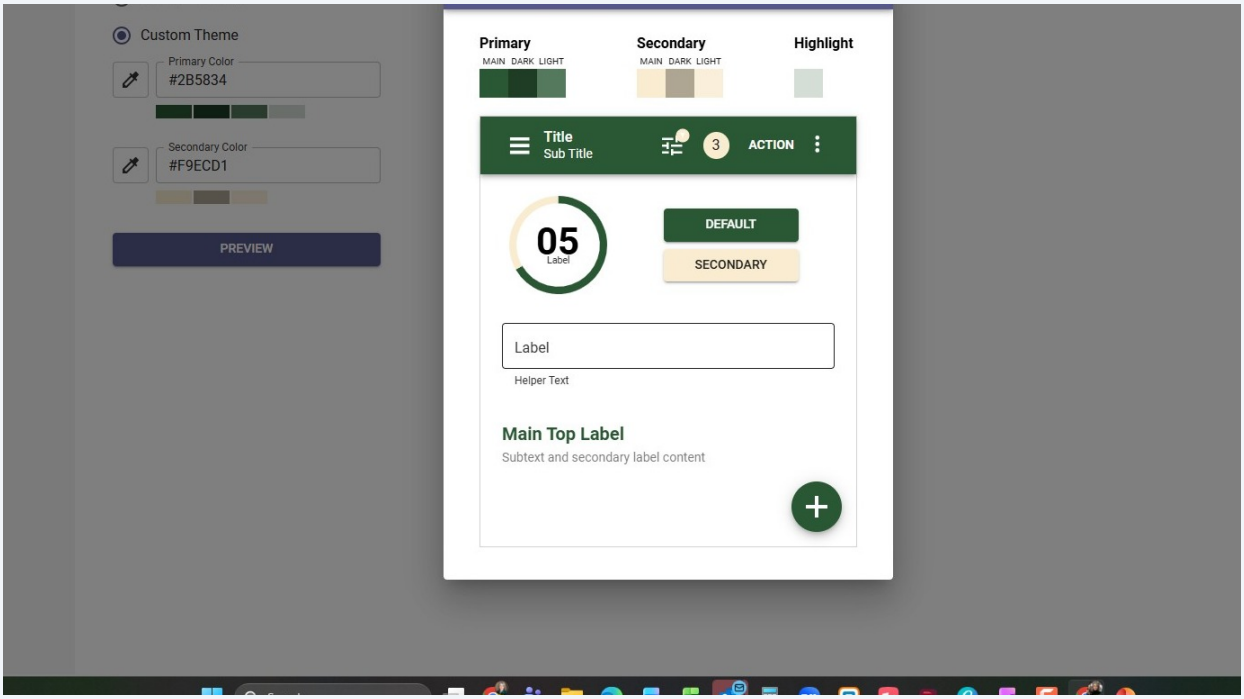
16 Click "APPLY"



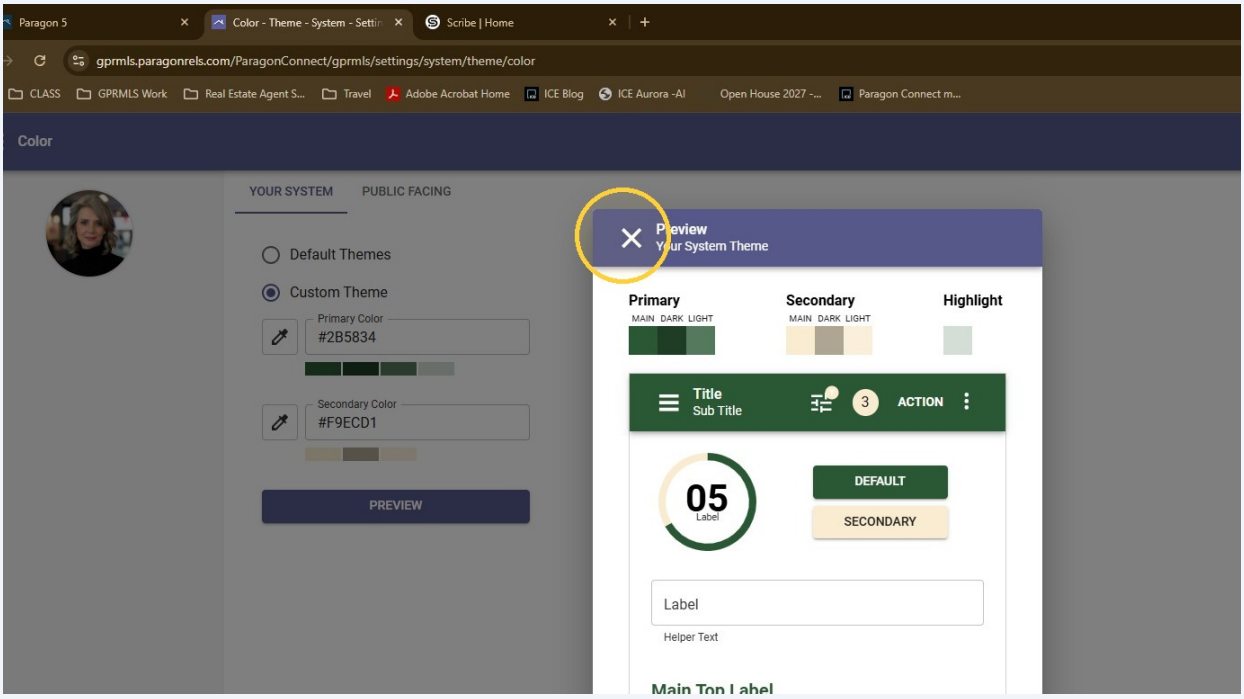
17 Click "PREVIEW" to view what your colors will look like



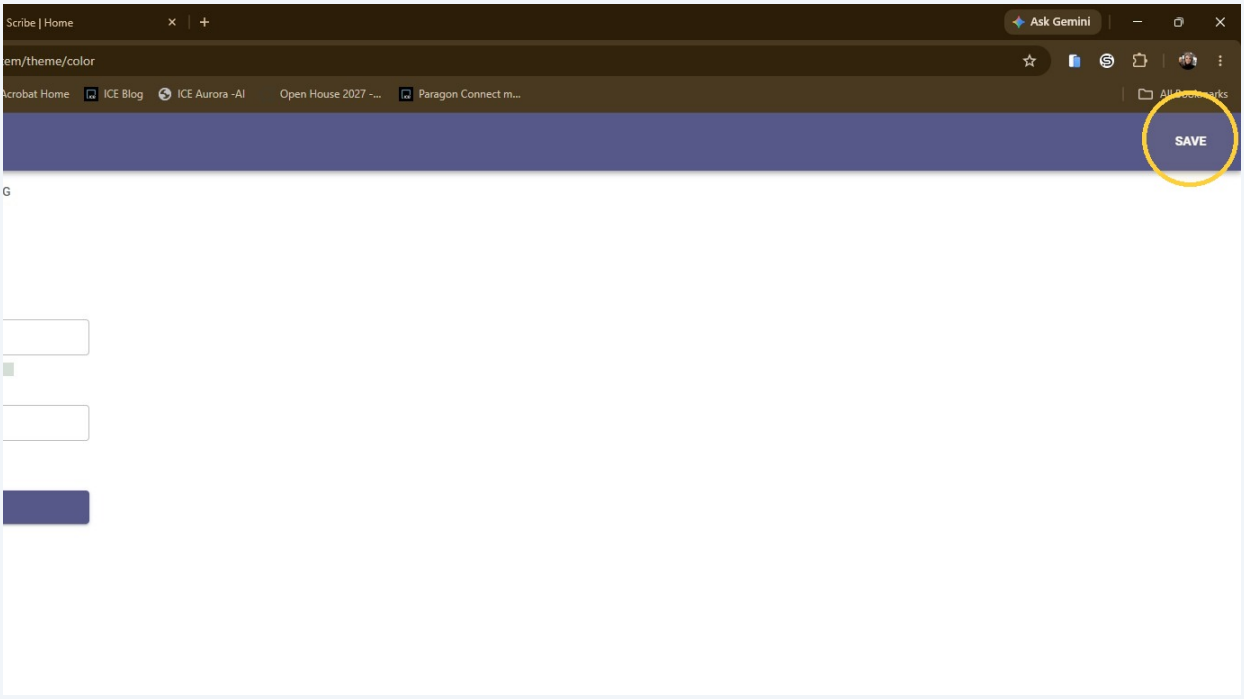
18



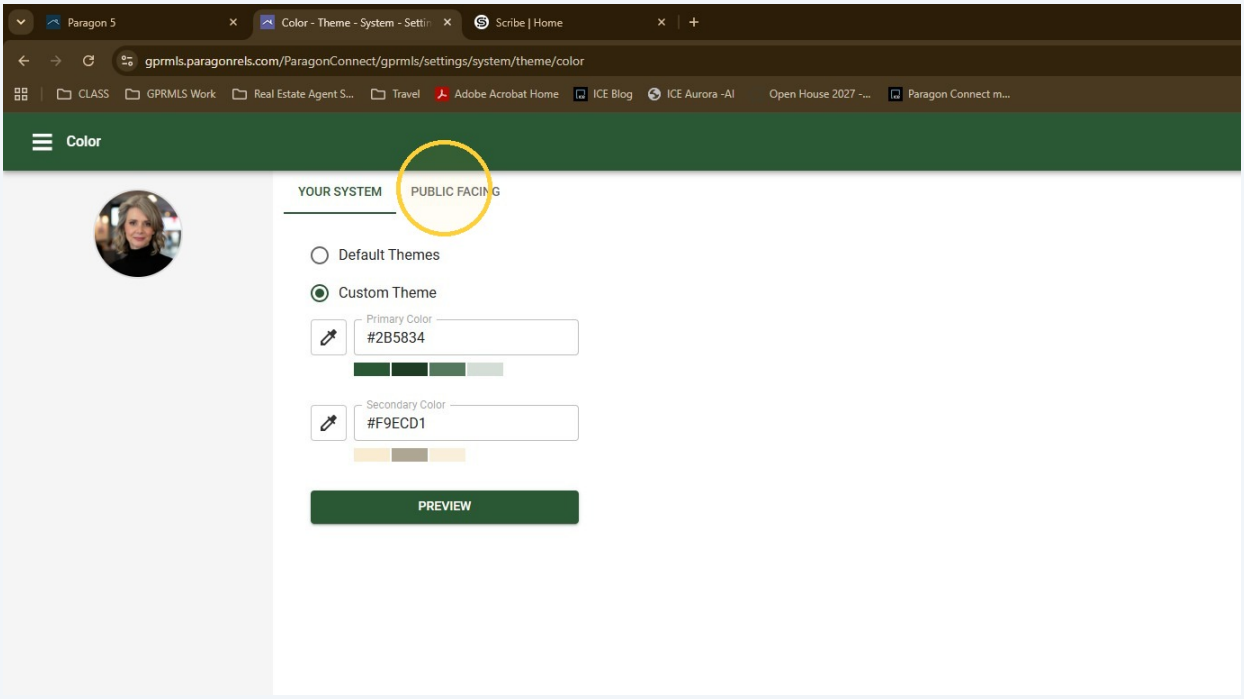
19 Click "close."



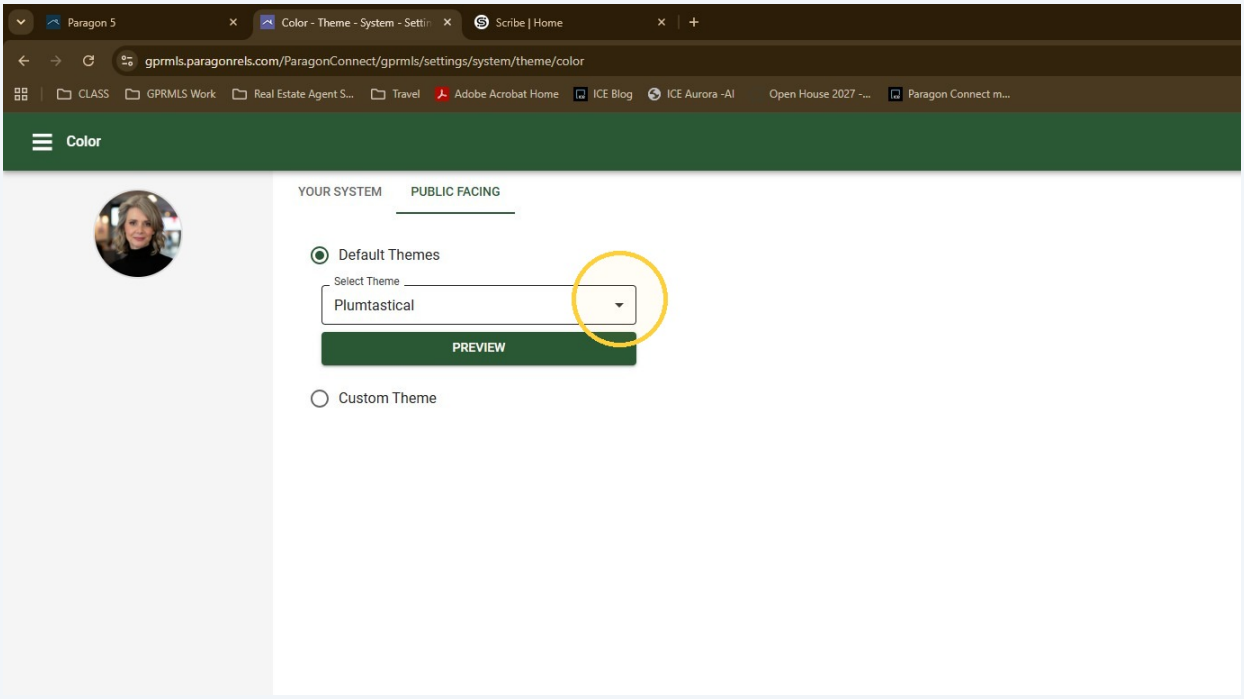
20 Click "SAVE" to save your selections



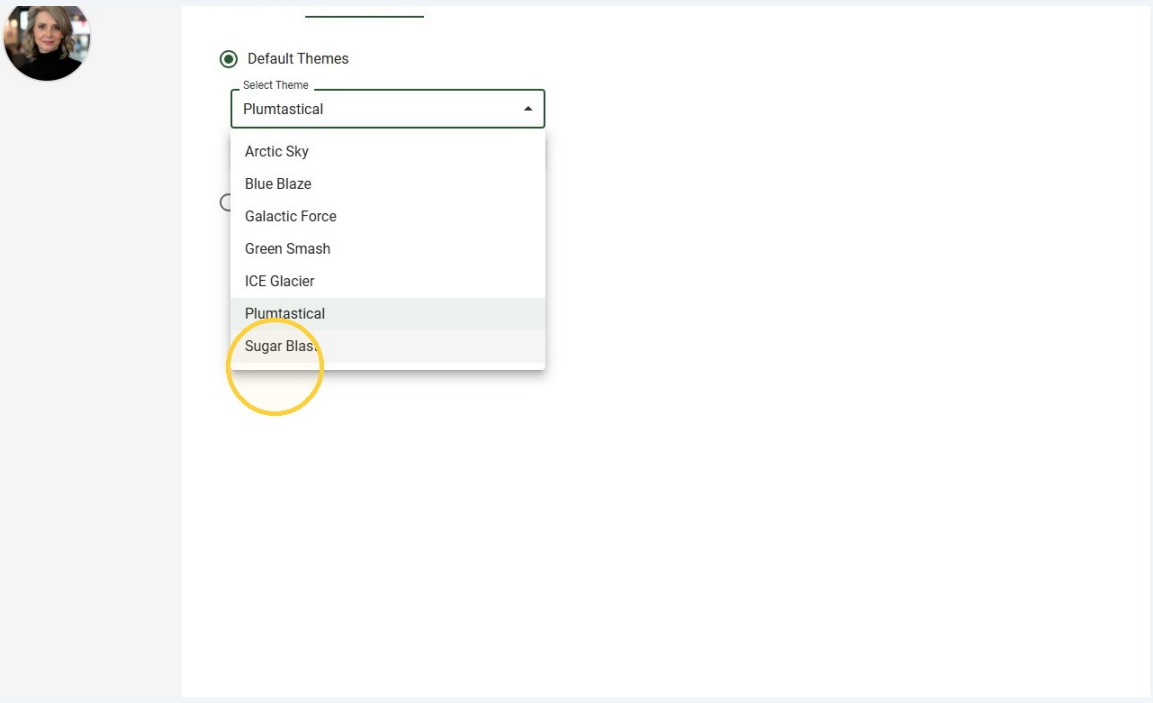
21 Click "PUBLIC FACING"



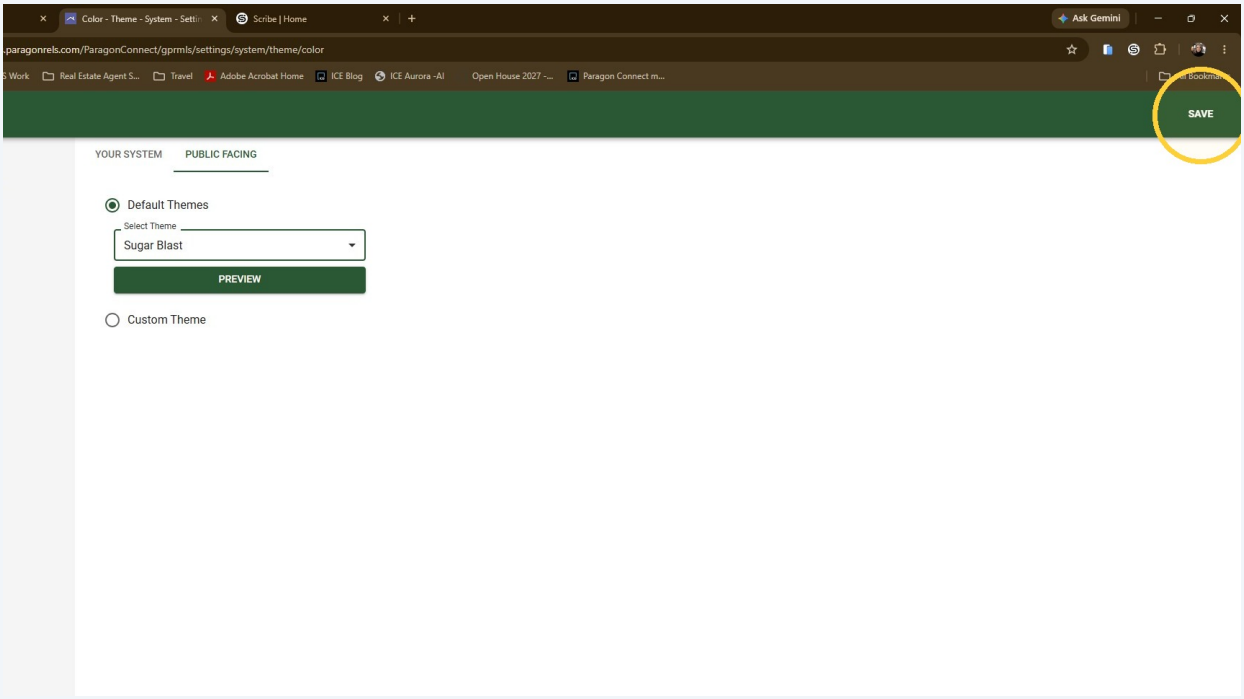
22 Click "Select Theme" to choose from Paragon's preset themes



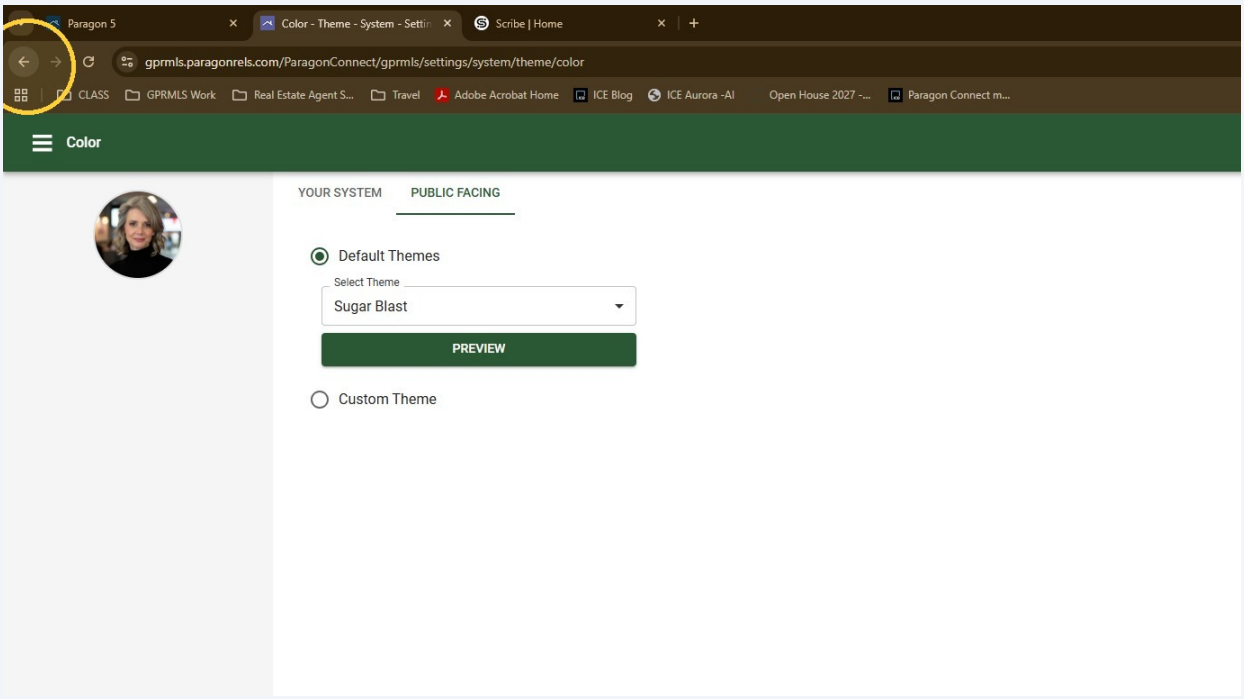
23 For this example I chose the "Sugar Blast" theme - Click "Sugar Blast"



24 Click "SAVE"

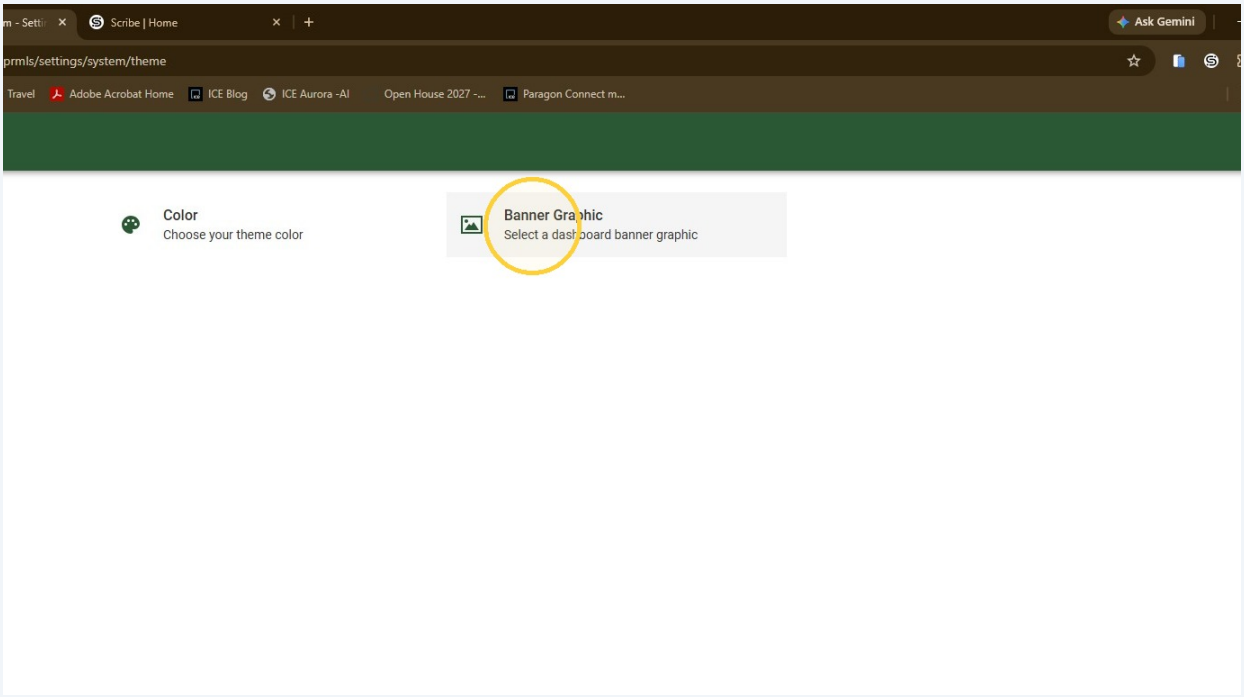


25 One you are satisfied with your selections you may click on the "Back" arrow of your browser

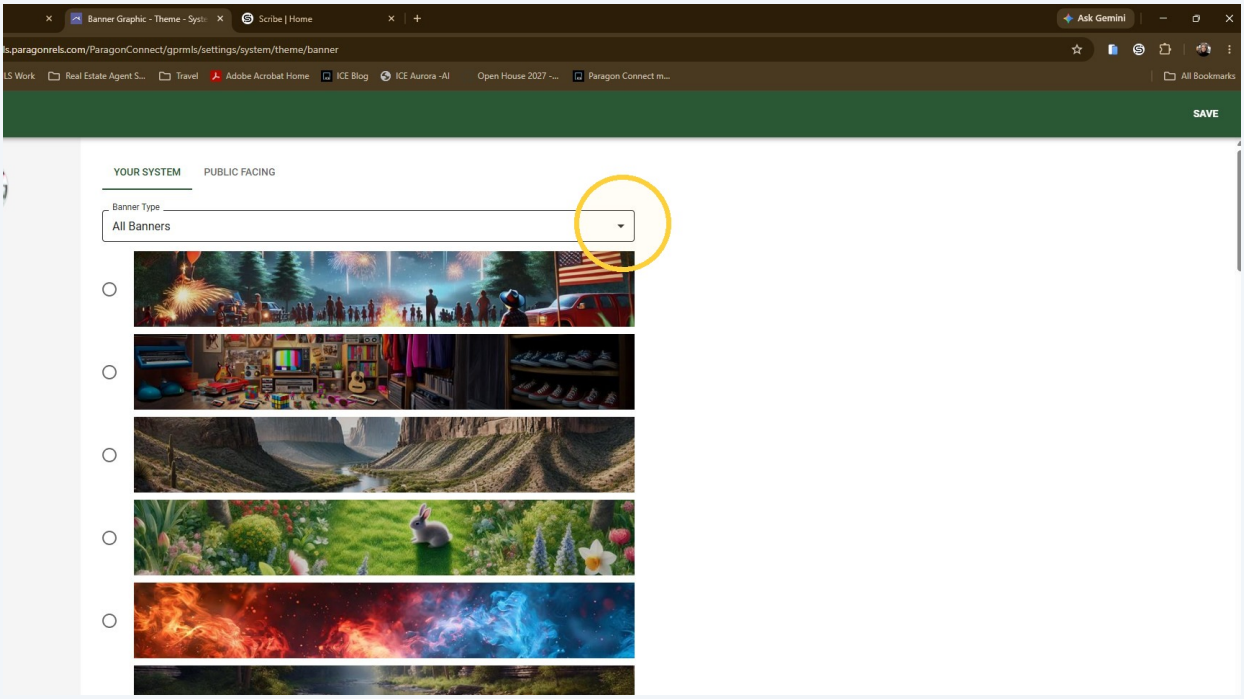


Banner Selection

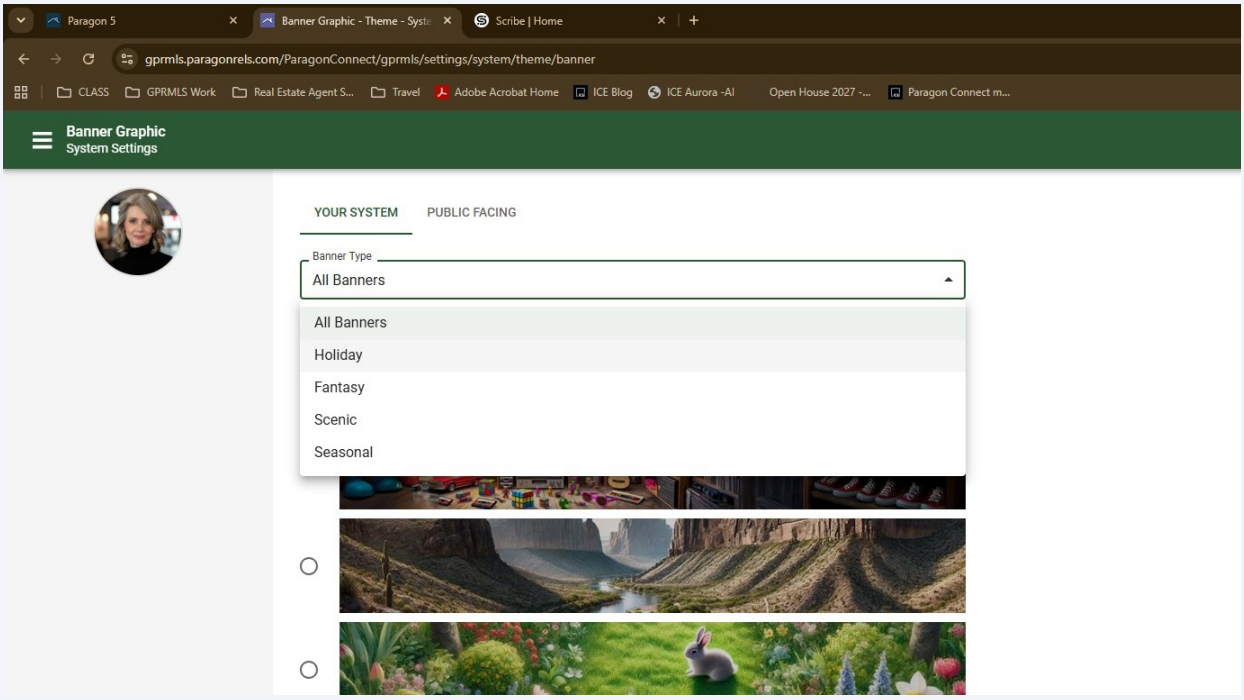
26 We will now change the Banner Options. Click "Banner Graphic Select a dashboard banner graphic"



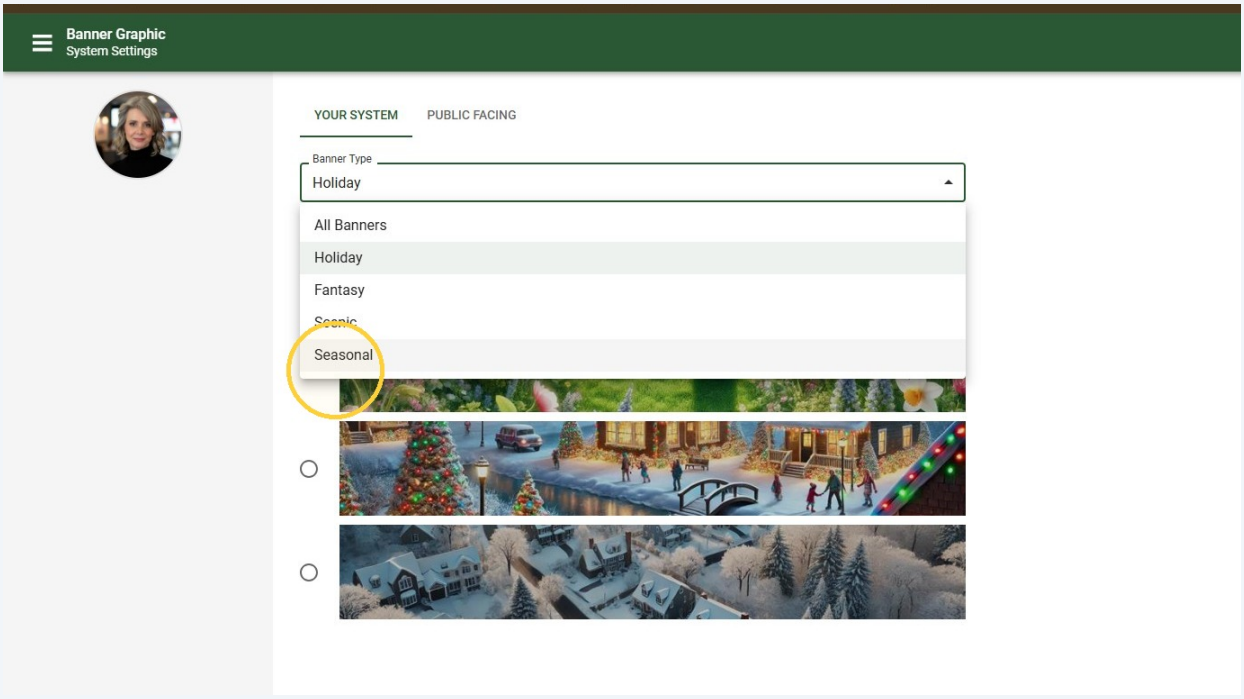
27 Click "Banner Type" to view the the banner groupings



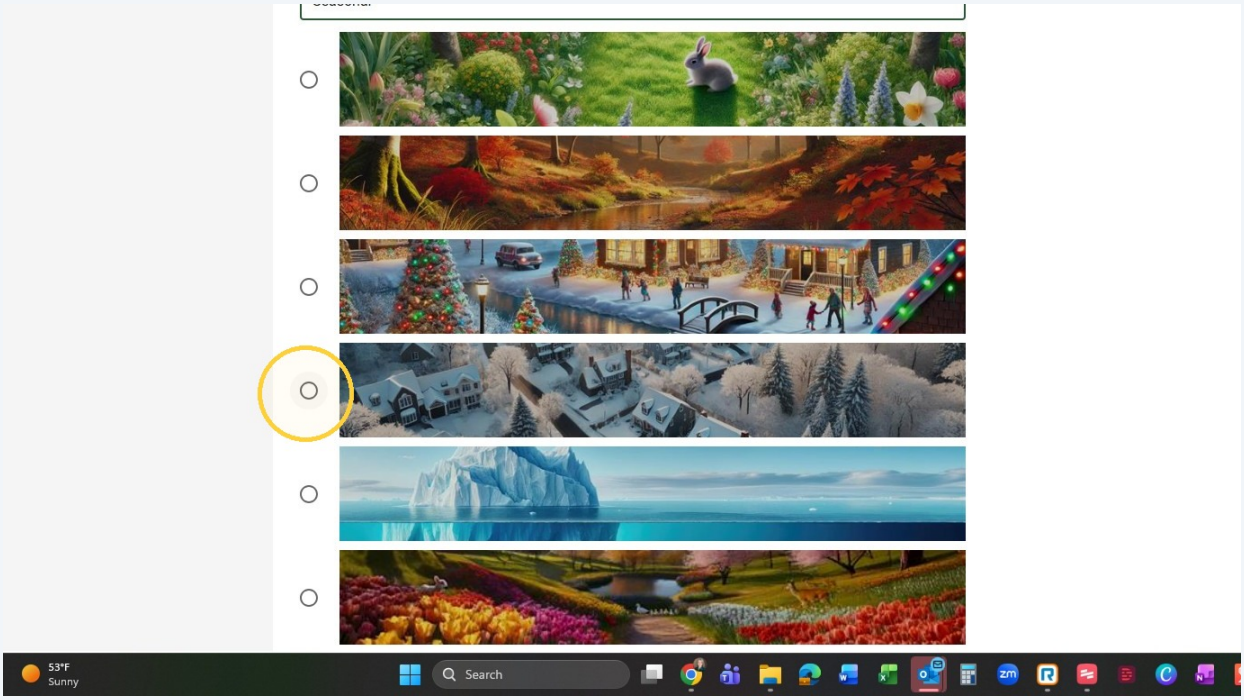
28 This will open the types of banners available.



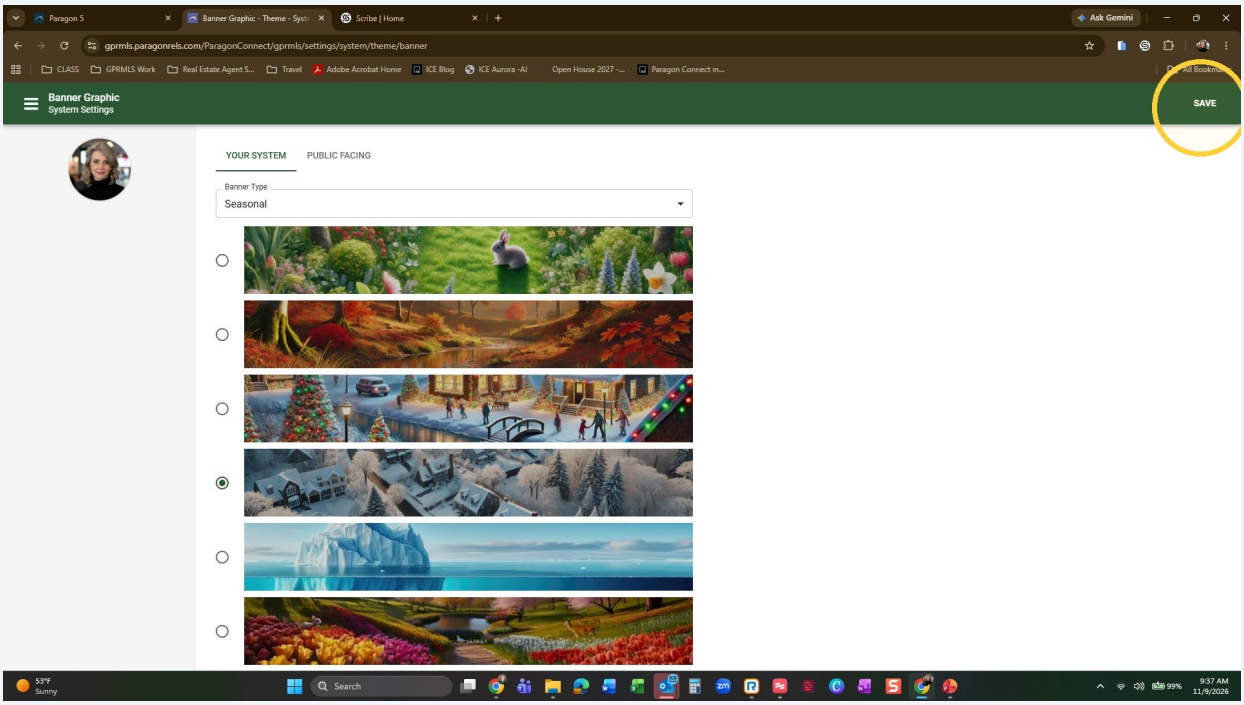
29 I chose the Seasonal type by clicking on "Seasonal"



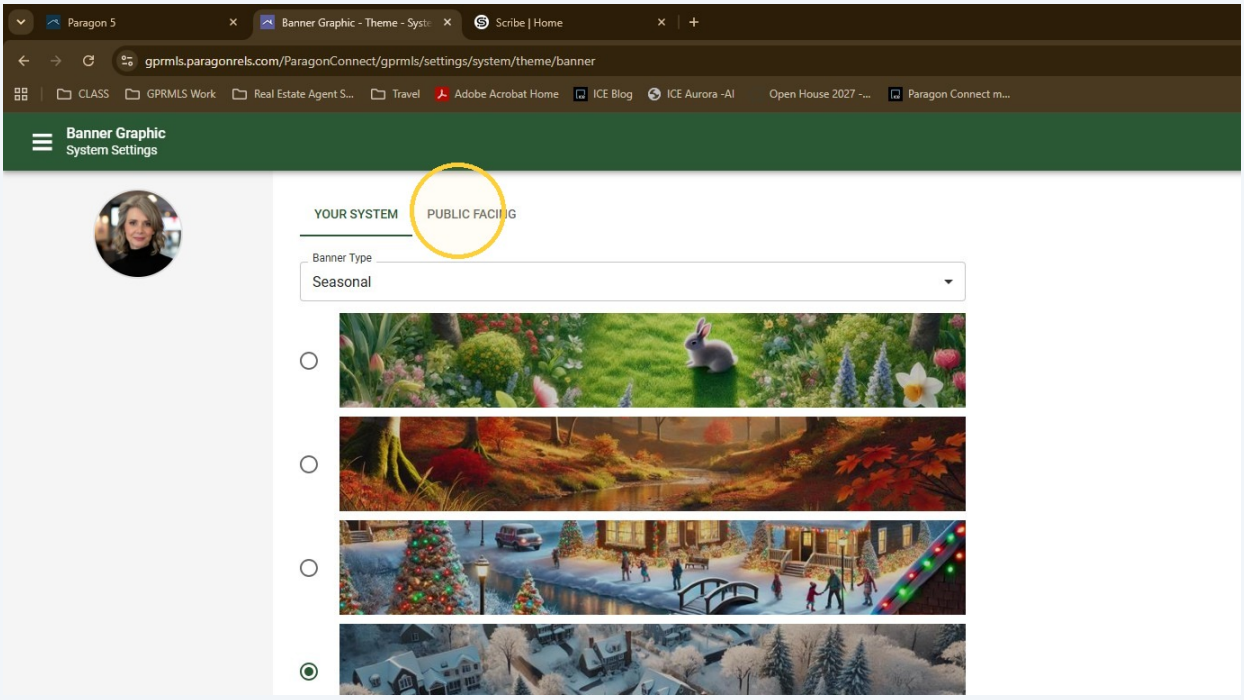
30 I then chose the snowy village banner



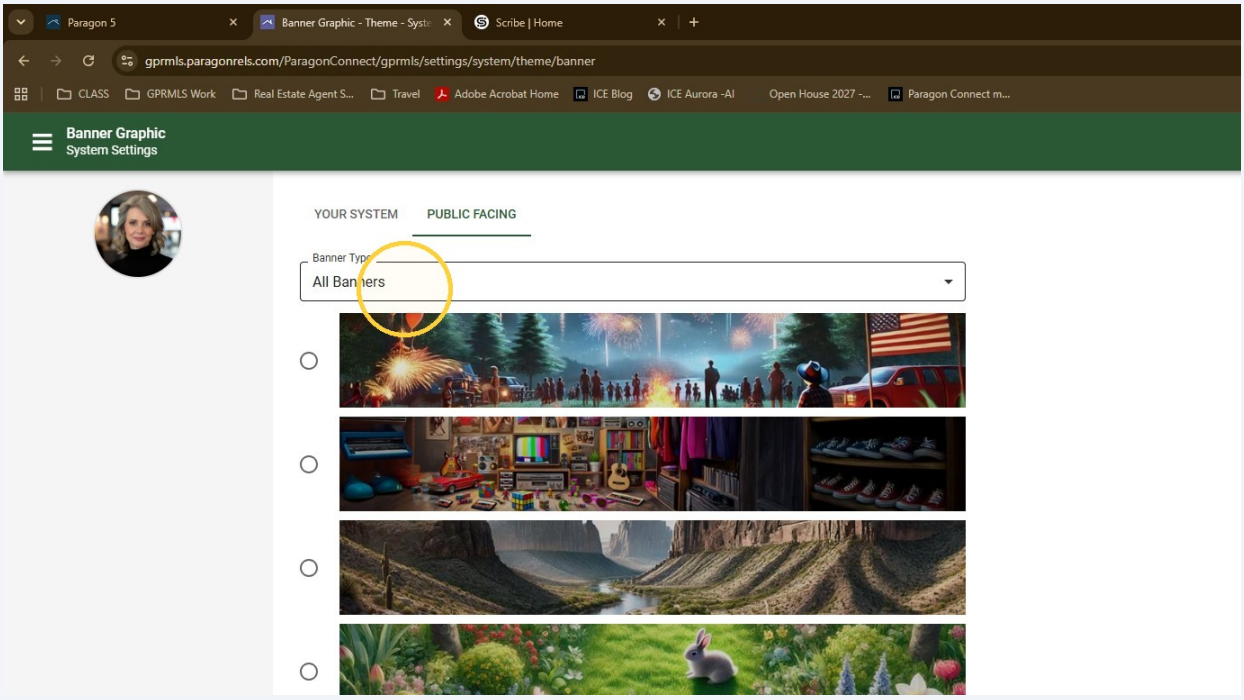
31 Click "SAVE"



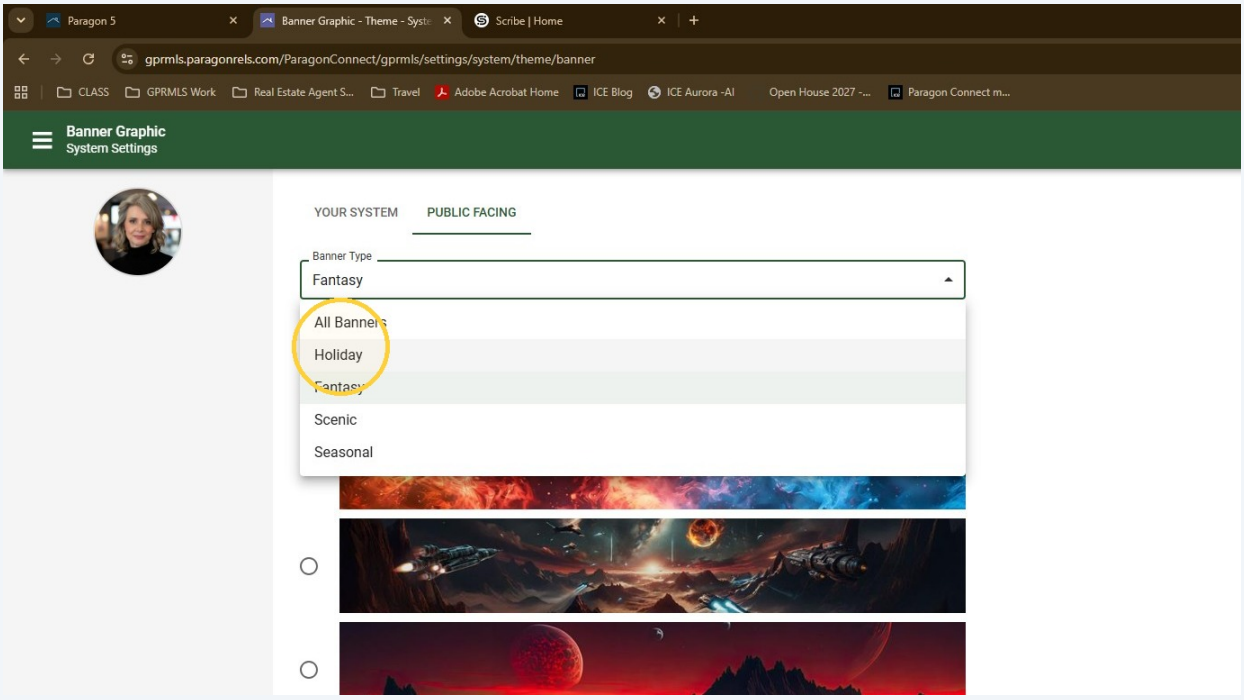
32 Click "PUBLIC FACING"



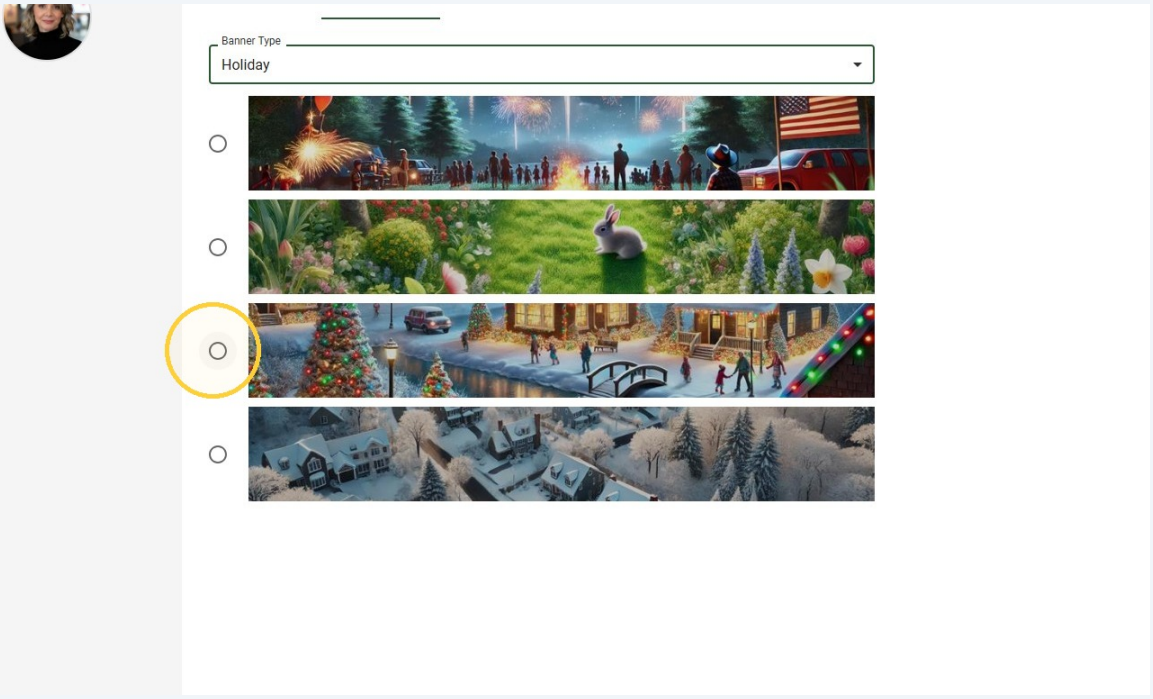
33 Your Public view and Your System view can be the same or different- it's up to you. Open the Banner Type dropdown to choose the sorted types of banners or you may scroll to see all of them



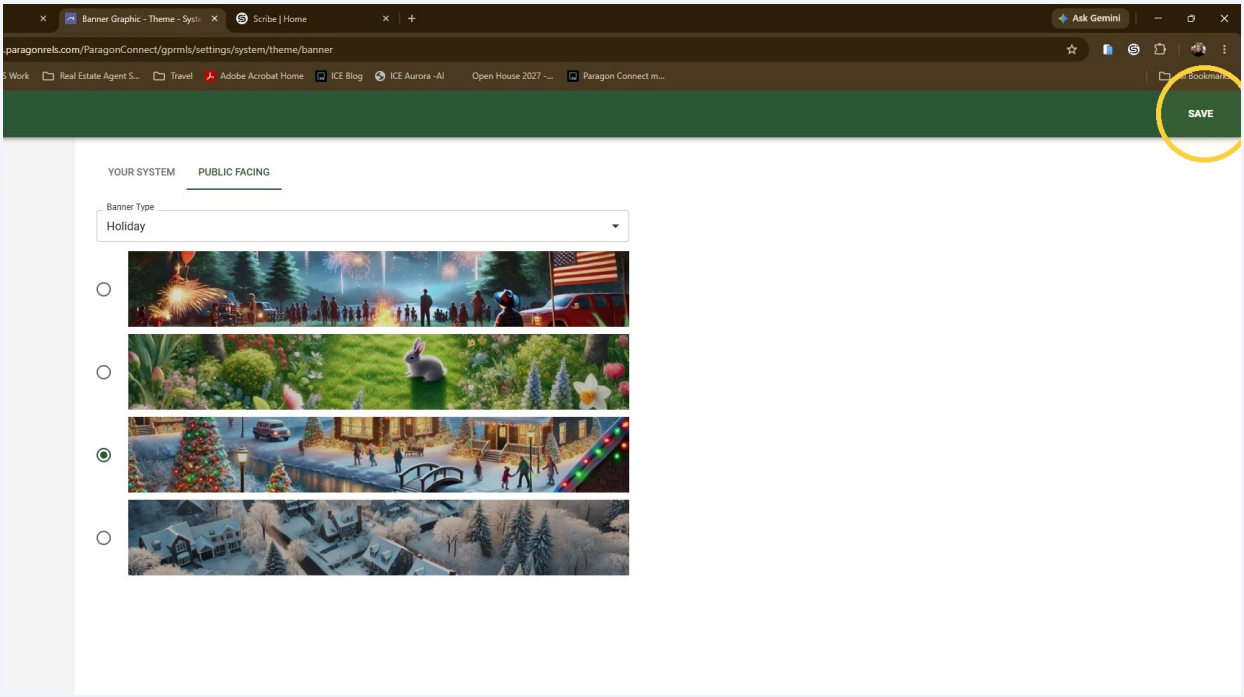
34 Click "Holiday"



35 Click your selection

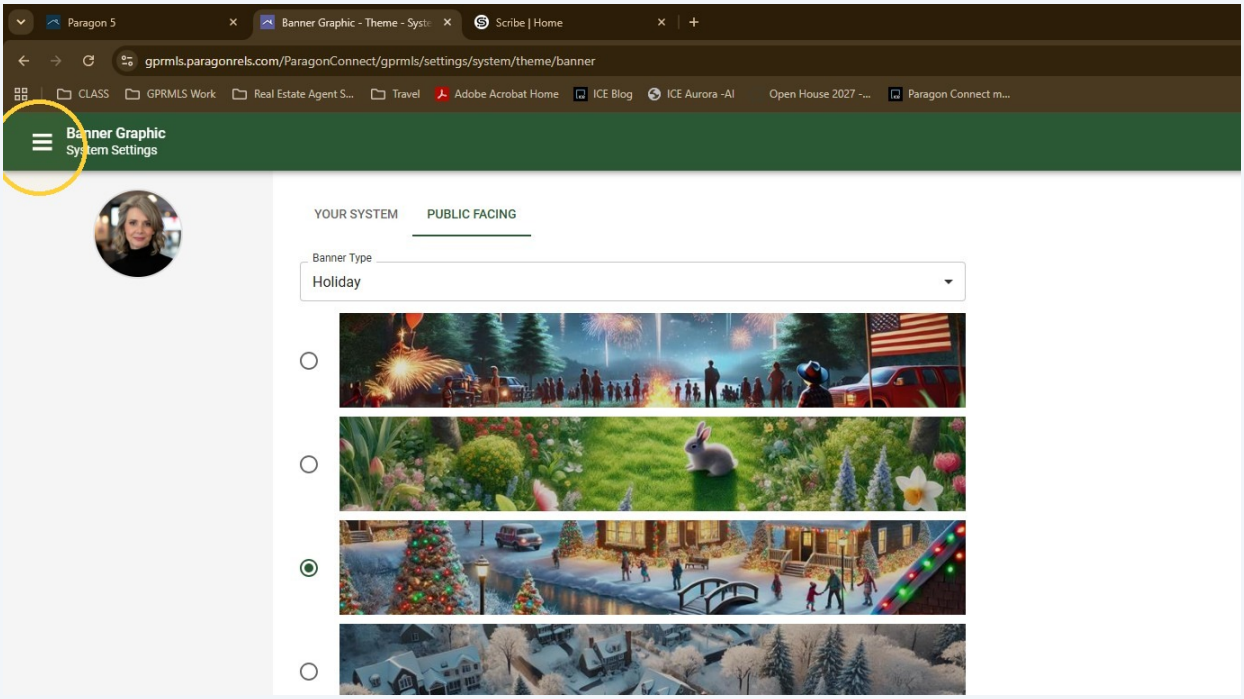


36 Click "SAVE"

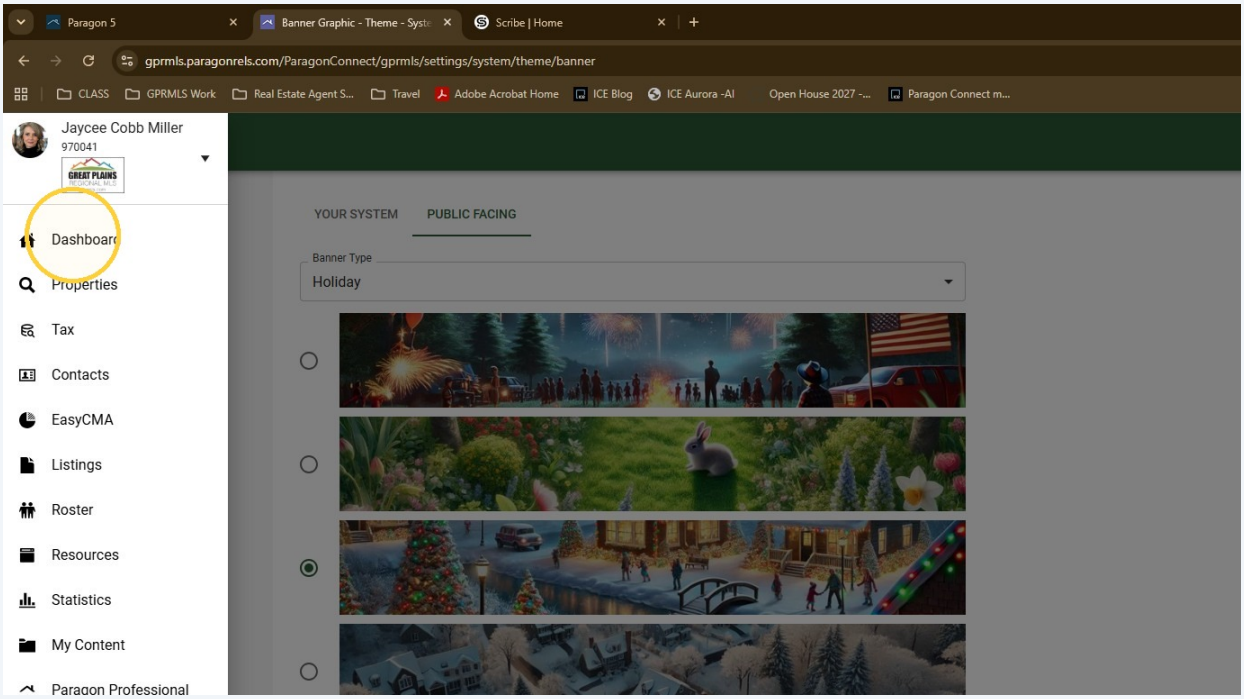


Contact Collaboration

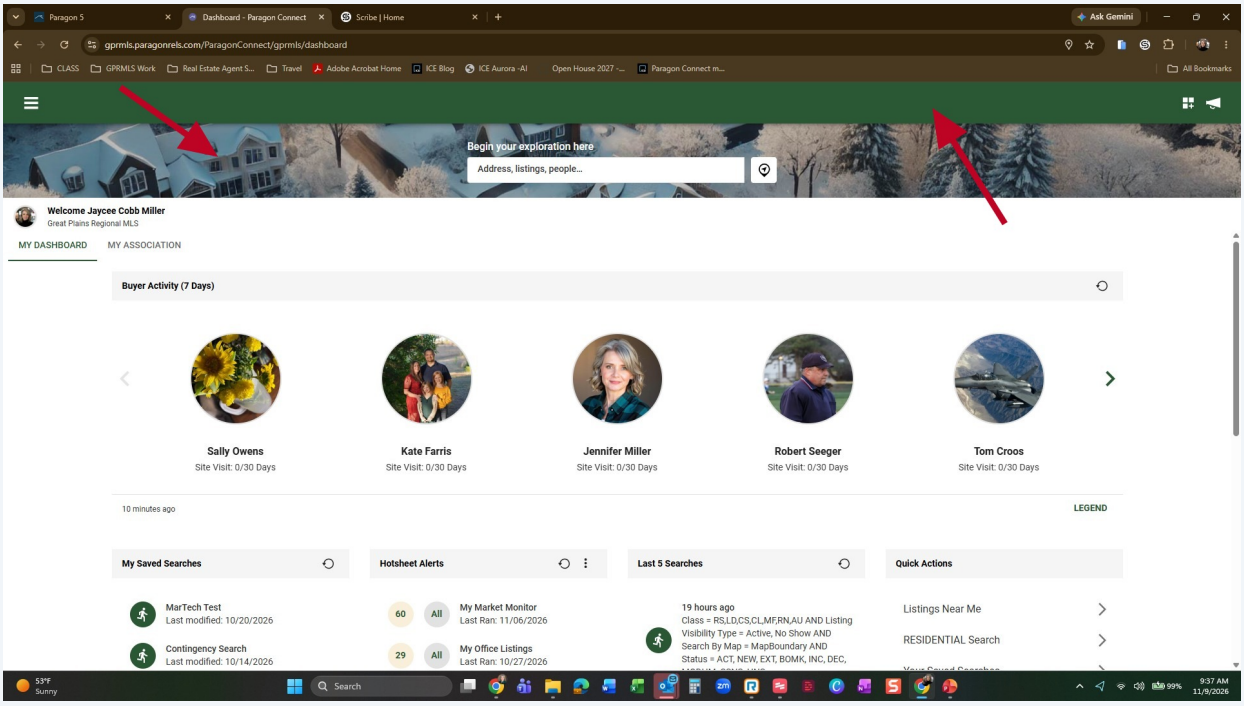
37 Click "menu."



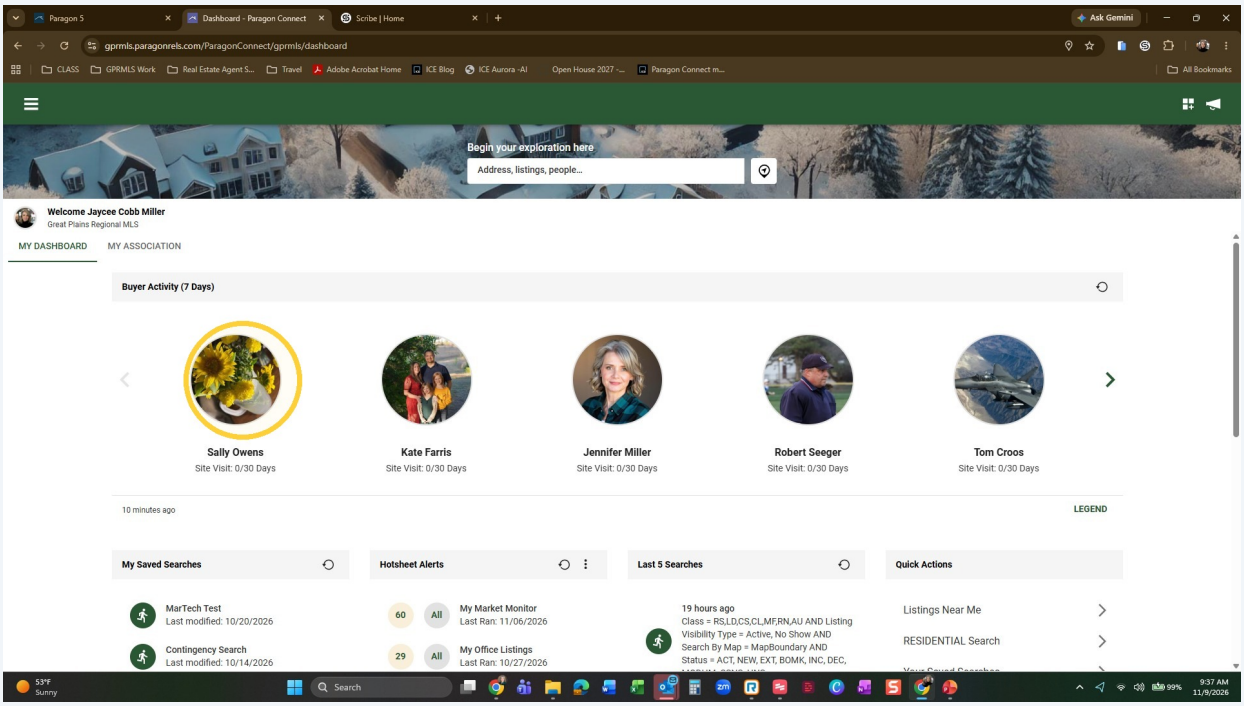
38 Click "Dashboard"



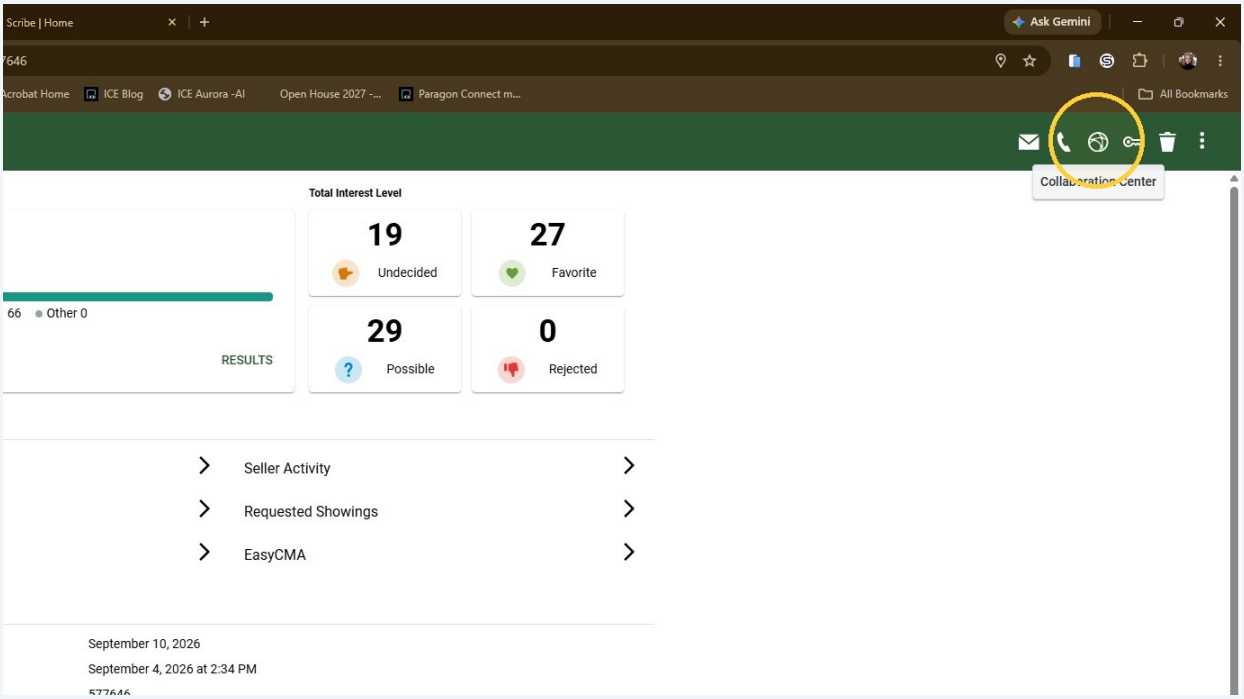
39 You will see the changed you made for your system view



40 To see the Public View, I chose one of my buyers - Open the contact profile from the first buyer activity photo



41 Click "Collaboration Center." This will show my buyer's Collab Center



42 You can see the new color and the new banner. Open the New Matches updates. You have successfully customized your Theme and Banner for your system view as well as your public view.

