

Editing Basic Site Information



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Goal

Change basic site information such as *Site name*, *Slogan*, *Default time zone*.

Prerequisite knowledge

[Concept: Administrative Overview](#)

Steps

Configuring the basic site information

1. In the *Manage* administrative menu, navigate to *Configuration > System > Basic site settings* (*admin/config/system/site-information*) to change the *Site name*, *Slogan*,

administrative *Email address*, or the *Default front page* path.

2. Fill in the available fields as appropriate for your site.

Field name	Explanation	Example value
Site details > Site name	Used to identify the site and displayed in browsers	Anytown Farmers Market
Site details > Slogan	How this is used depends on your site's theme. Not displayed by default when using the Olivero theme.	Farm Fresh Food
Site details > Email address	Used as <code>_From_</code> address in automated email messages (registrations, password resets, etc)	info@example.com

^ Site details

Site name*

Anytown Farmers Market

Slogan

Farm Fresh Food

How this is used depends on your site's theme.

Email address*

info@example.com

The *From* address in automated emails sent during registration and new password requests, and other notifications. (Use an address ending in your site's domain to help prevent this email being flagged as spam.)

3. After editing the fields, click *Save configuration* to see the changes applied to the site.

Configuring default Regional settings

1. In the *Manage* administrative menu, navigate to *Configuration > Regional and language > Regional settings* (*admin/config/regional/settings*).
2. Fill in the form as follows:

Field name	Explanation	Example value
Locale > Default country	The primary country for your site	United States
Locale > First day of week	The day when the week starts on calendars	Sunday

Field name	Explanation	Example value
Time zones > Default time zone	The primary time zone for your site	America > Los Angeles
Time zones > Users may set their own time zone	Whether logged-in users can choose a different time zone for display of dates and times on the site	Unchecked

^ Locale

Default country

United States



First day of week

Sunday



^ Time zones

Default time zone

Los Angeles



☐ Users may set their own time zone

☐ Remind users at login if their time zone is not set
Only applied if users may set their own time zone.

Time zone for new users

☒ Default time zone

☐ Empty time zone

☐ Users may set their own time zone at registration
Only applied if users may set their own time zone.

Save configuration

3. After editing the fields, click *Save configuration* to see the changes applied to the site.

Videos

[Editing Basic Site Information](#)

Additional resources

[Drupal.org community documentation page "Getting started with Drupal administration"](#)

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