



Add or Edit a Banner






Customise the look of your school portal

Add or edit a banner background

The banner is located to the right of the logo along the top of the school portal.

Before uploading a banner, please ensure that the image is saved in either JPEG or GIF format and the optimum size is 535 pixels wide by 73 pixels high.

1. Go to the school homepage .
2. Go to **Folder view** by clicking the **View** drop down menu and choose **Folder listing** to display the folders within the root of the school account.
3. Click the site configuration  Site Configuration folder in the root of the school account, to display the objects below. (If you cannot see the site configuration folder then click onto the school name from the path).

Select	Name
<input type="checkbox"/>	 portal details
<input type="checkbox"/>	 look n feel
<input type="checkbox"/>	 logo
<input type="checkbox"/>	 banner
<input type="checkbox"/>	 Tabs

4. Right-click on **Banner** or **Banner Background** and select **Edit** from the drop-down menu that appears or select **Banner** or **Banner Background** and click **Edit** from the toolbar.
5. Select **Upload a replacement** (as shown below).

Would you like to . . .

. . . keep it?
 . . . delete it?
 . . . upload a replacement?
 You can upload an image (GIF or JPEG) here . . .

6. Click the **Browse...** button to search for the banner image on the local drive.
7. Once you've located the banner image on the local computer, click **Open** to insert the image name into the box above.

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8. Select the preferred alignment for the banner according to where (in the banner area) it should be situated (see below).

How do you want this banner image to behave if the portal is resized?

- Allow variable width (which will stretch or shrink the banner to the width of the portal)
- Align Left
- Align Right
- Centre
- Repeat (if the image is smaller than the space available)

9. Click **save & list** from the top of the window to return to the site configuration folder view listing.