



Add or Edit a Logo

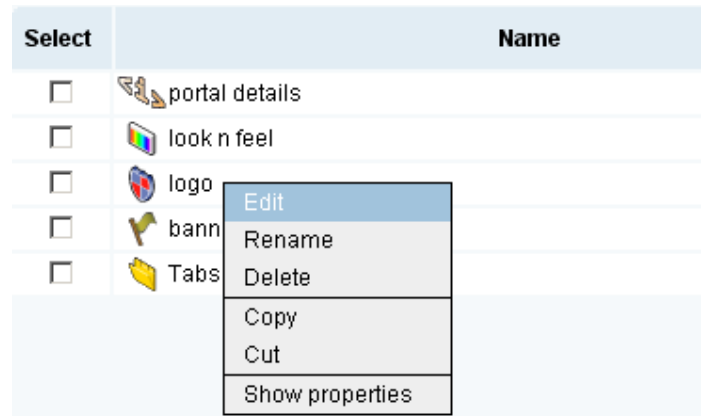
Customise the look of your school portal

Add or edit a logo

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

Before uploading a logo, please ensure that the image is saved in either JPEG or GIF format and the optimum size is 205 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 into 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).
4. Right click **Logo** and select **Edit** from the drop-down menu.



5. Select **upload a replacement**.

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 logo image on the local drive.
7. Locate the logo image on the local computer and click **Open** to insert the image name into the box (above).
8. Click **save & list** from the top of the window to return to the site configuration folder view listing.