



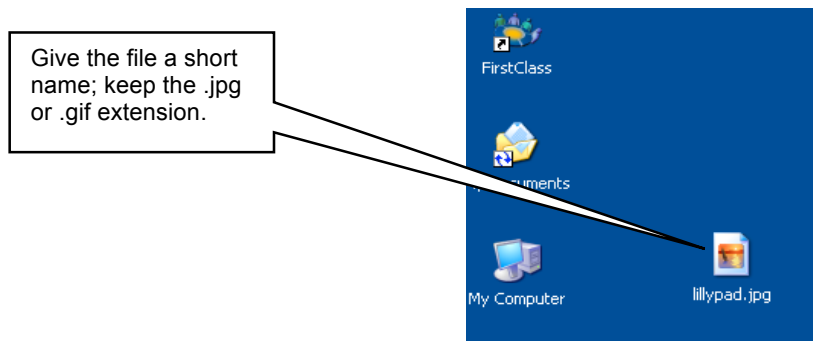
Home Page Construction Kit (HCK3): Adding a Custom Banner Picture

You can replace the template picture in the Banner section of your Home Page with a picture from the Internet or other source, or you can use a photo from your digital camera.

Try to choose a picture that is close to square in shape, like the original picture that came with your template, so that it will display correctly on your website. Be sure to use the smallest size image possible, otherwise visitors to your website will have to wait while the image loads! See your building TII specialist for more help with image size.



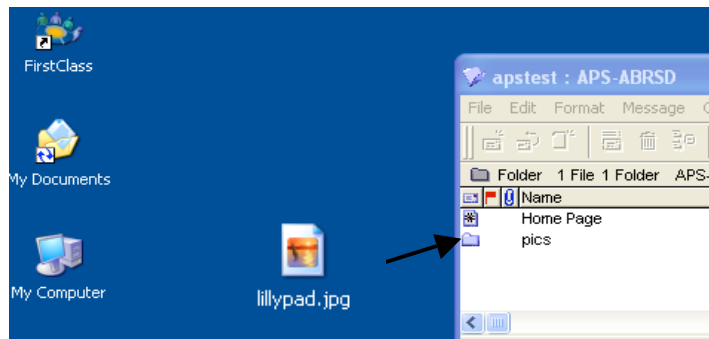
Once you have chosen a picture, save it on your desktop or in your Documents folder as a .jpg or .gif file.



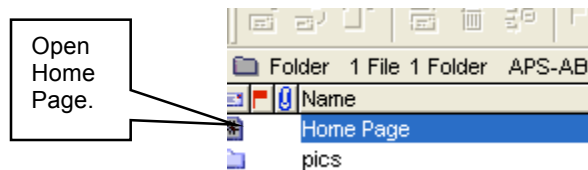
Open your Home Page/Web Publishing folder.



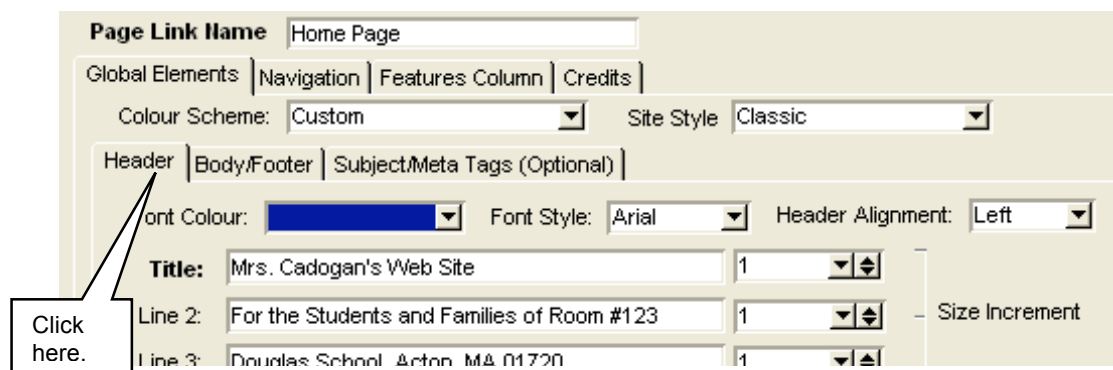
Drag the .jpg file into the **pics** folder in your Home Page folder.



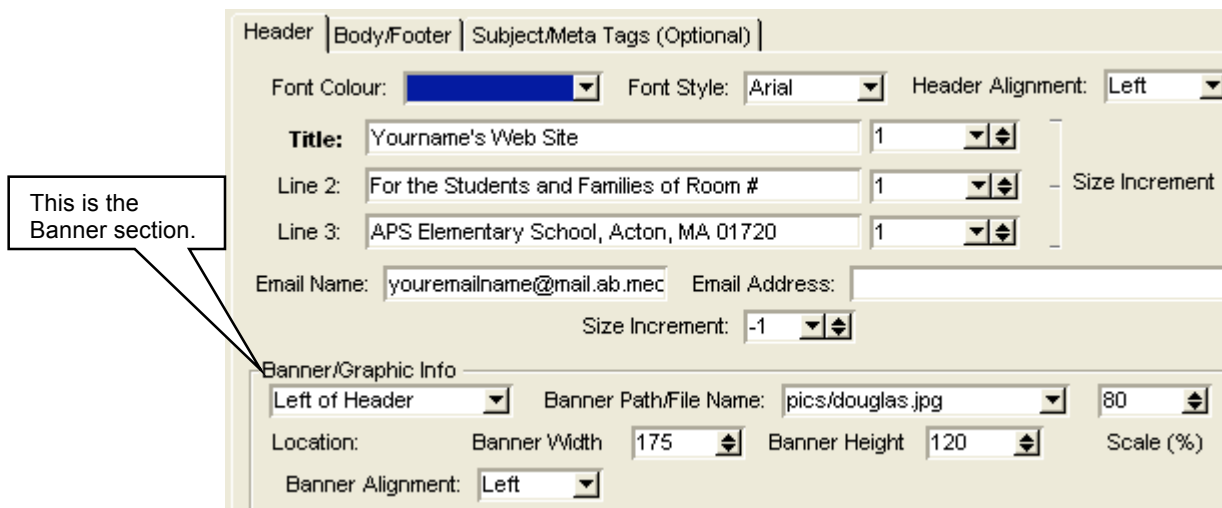
Open your Home Page document.



Go to the **Header** tab.



Go to the **Banner/Graphic Info** section at the bottom of the Header box.



Click in the **Banner Path/File Name** field.



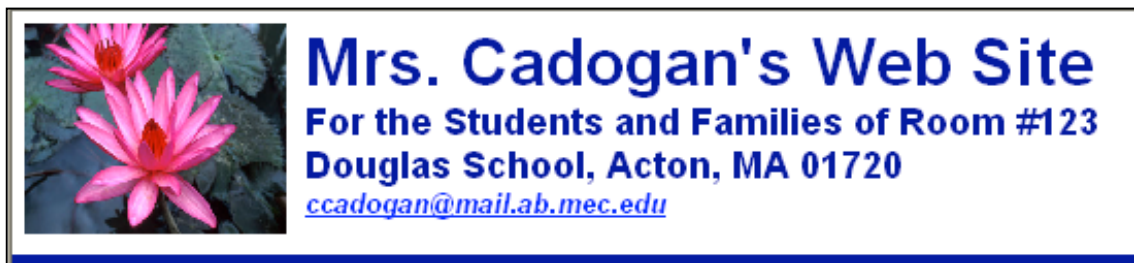
Type the path for your new picture.

Note: Because the .jpg file is stored in the pics folder, you must start the path file name with **pics/** and then the picture name.

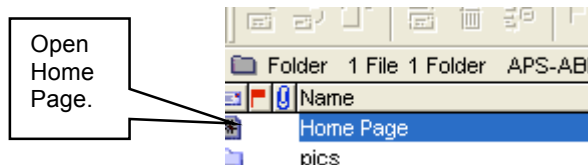
In this example the **pics/douglas.jpg** is replaced with **pics/lillypad.jpg**.



Close your HOME Page (Internet Explorer, Safari, etc.)
Be sure to include **pics/** your internet connection (Internet Explorer, Safari, etc.)
Go to your web site (<http://mail.ab.mec.edu/~userID>) to see if the picture displays properly.



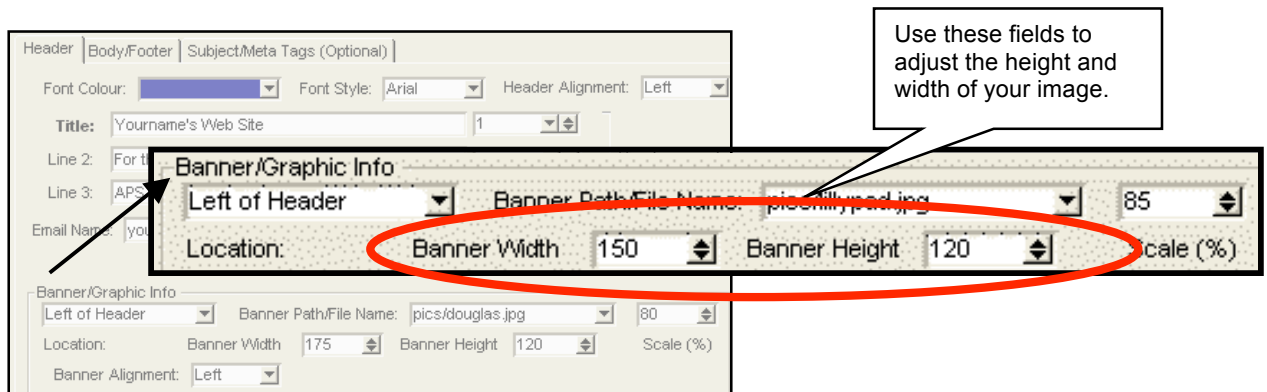
If your picture appears too large or too small, go back to your Home Page document.



Change the Scale (%) accordingly, then check the image on the internet to see if it's displaying correctly.



You may also need to adjust the Banner Width and Banner Height numbers so that the image displays correctly.



Go to your desktop and move the .jpg file into your Documents folder, or else delete the file from your desktop.

