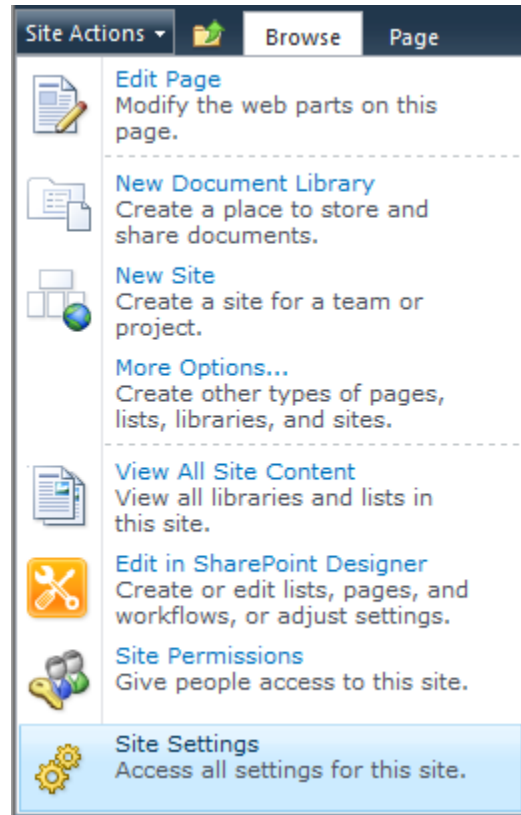


Customizing the Look and Feel of your site

1. Go to **Site Actions** and then to **Site Settings**.
2. When you get there you will see a section called **Look and Feel**. Under that section you will find different categories that allow you to customize the look and feel of your site.



Title Description and Icon

Title changes the title at the top of your screen.

I would suggest deleting anything inside of the description.

Icon allows you to change the lego people to something else. They recommend a 60 by 60 pixel logo but you can do more.

Title and Description Type a title and description for your Web site. The title is displayed on each page in the site. The description is displayed on the home page.	Title: <input type="text" value="Utilizing Sharepoint Technologies in the Class"/> Description: <input type="text"/>
Logo URL and Description Associate a logo with this site by entering the URL to an image file (recommended size: 60 x 60 pixels). Add an optional description for the image. Note: If the file location has a local relative address, for example, /_layouts/images/logo.gif, you must copy the graphics file to that location on each front-end Web server.	URL: <input type="text"/> Click here to test Enter a description (used as alternative text for the picture): <input type="text"/>
Web Site Address Users can navigate to your site by typing the Web site address (URL) into their browser. You can enter the last part of the address. You should keep it short and easy to remember. For example, http://rh047.k12.sd.us/sitename	URL name: <input type="text" value="http://rh047.k12.sd.us/ sum11"/>

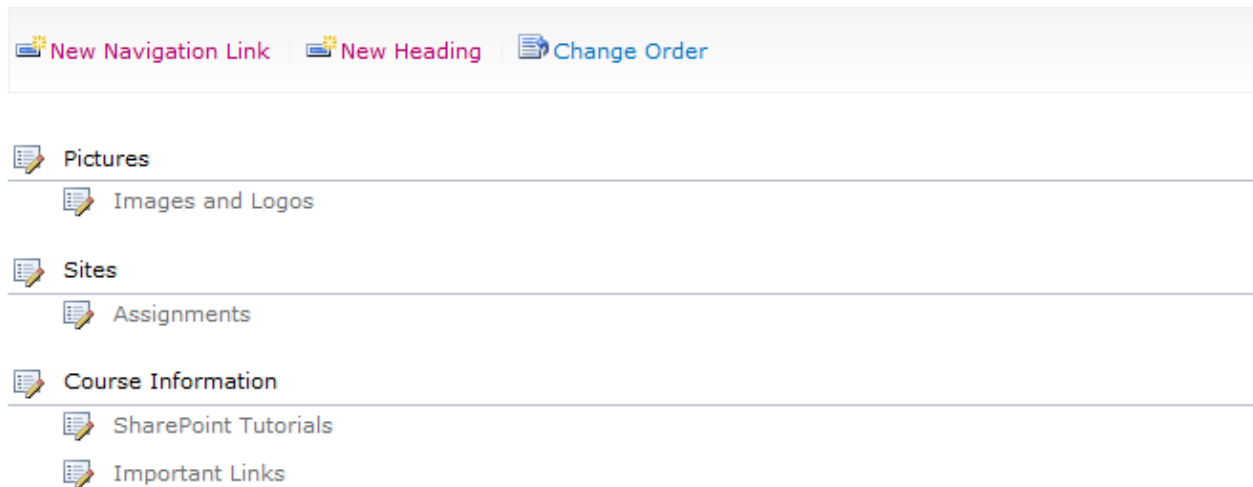
How to get an icon in your site

1. Create a Picture library.
 - a. Site Actions

- b. More Options
 - c. Picture Library
 - d. Give the library a name and click ok.
2. Upload a picture to the library.
3. Once the picture is in your library
 - a. Click on the picture to open it up
 - b. Click on the picture again to open it in a browser
 - c. Copy the url from the browser
4. Go back to Title, Description, and Icon and paste in the url in the logo url section.
5. You cannot resize once it is in there so you will have to have that done a head of time.

Quick Launch

This is the area to the right of your site. In this section you can add new links and headings. By clicking on the icon next to a heading you can change the order and the wording or delete the item from this section.




Using a new navigation link is a great way to set up links to other sites.

Top Link Bar

This is the area that goes across the top of your site. Whenever you create a new site your links will go at the top. You can also put other links at the top. A great place for a link to parent portal, your school, and your district. Depending on how your site is set up you may or may not see the use links from parent site.

 New Navigation Link |  Change Order |  Use Links from Parent

 Home

 Assignments

Site Theme

This section allows you to select a theme for each one of your sites. If you want to make a custom theme follow the instructions at

https://members.k12.sd.us/in/Support/Faqs.aspx?id=1041#SharePoint_2010