

## Adding a Banner Image

You can add a head shot image of yourself or any clipart or graphic image or your choice. You will want to reduce the image quality to conserve file size and note the pixel dimensions. (See page 13 for directions.)

The file is uploaded directly to the Home Page folder or (Images folder inside the Home page folder) using File > Import > Import Files and Folders so that the file is located at the same level as the Home Page document. If you are going to add several files and images, you may want to create an image folder and put all images and backgrounds in it. To Create an Images Folder, *File> New> Folder*. Then right click and rename it.

*Hint: Do not name a folder and file the same name. FirstClass will be confused.*

On the "Home Page" document, in the Banner/Graphic Info section, the location, name, height, width and scale values are entered.

When viewed in the browser if it is obvious that the image is far too large you can scale the image down and change the font size increment.

Banner/Graphic Info

Location: Above Header    Banner Path/File Name: images/Linkids3.gif    Scale (%) 100

Banner Width 514    Banner Height 61

Banner Alignment: Left

Include Fly-In Text

Include today's date after header     Include Horizontal Line separator after header