

Customizing SharePoint In Minutes: Adding Logos and Images To Your SharePoint Site

For most users, customizing their SharePoint site(s) is a very important part of their implementation. While the various site templates allow for the quick and easy creation of department or functionally-specific pages and sites, they still leave the default images. In this document we will review the process for customizing the images that appear within your SharePoint site(s).

When you first open your SharePoint site or create a new site in SharePoint using the default Team Site template, your home page will include two default images. The first is the Windows SharePoint Services graphic, which appears in the body of the page, and the second is a picture of a house in a circle, which appears near the site title.

These images can easily be replaced to customize and/or brand your site. But in order to edit or replace the smaller graphic, you will need a SharePoint-compatible web editor, such as Microsoft® FrontPage

Customizing The Larger Image

Replacing the larger default image (the Windows SharePoint Services graphic) with another graphic is a fairly simple process. The first step is to import the replacement graphic into your SharePoint site.

Importing A Logo or Image Into A SharePoint Site

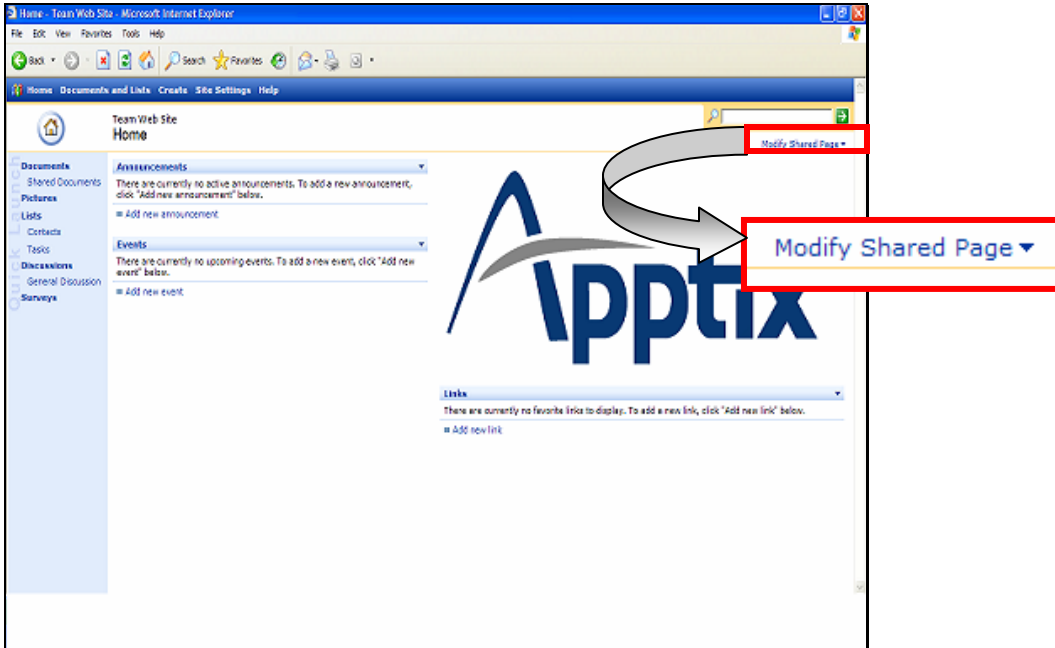
1. From the home page of your site, click **Shared Documents** (or a destination library) from the side navigation.

Note: You can add this image to any document or picture library on your site. We recommend that you create a separate image library for site graphics and modify the permissions to that library. This will prevent your site users from inadvertently deleting your site graphics. Keep in mind that this will require that all site users have permission to view the items in that library.

2. Click **Upload Document** from the menu bar for the document library. This will open the *Document Upload Screen*.
3. From this screen, click **Browse**, select the image that you want to use, then click **Open**. This will save the image to the selected library.
4. Open the selected library where you saved the image and find the image name.
5. Click on the **Image Name**. This will open the graphic, by itself, in the browser window.
6. Copy the URL for this image by selecting the URL from the Address bar of your Web browser and pressing CTRL+C.
7. Click **Save and Close**.

Displaying Your New Image in the Site Image Web Part

1. From the home page of your site, click on the **Modify Shared Page** link in the upper right hand corner of your screen.



2. Select **Modify Shared Web Parts**, then click **Site Image**. This will open the *Site Image Tool Pane*.
3. In the *Image Link* box on the right of this screen, paste the Web address of the file that you imported by pressing **CTRL+V**.
4. Click **OK**. Your image should now appear in place of the Microsoft image.

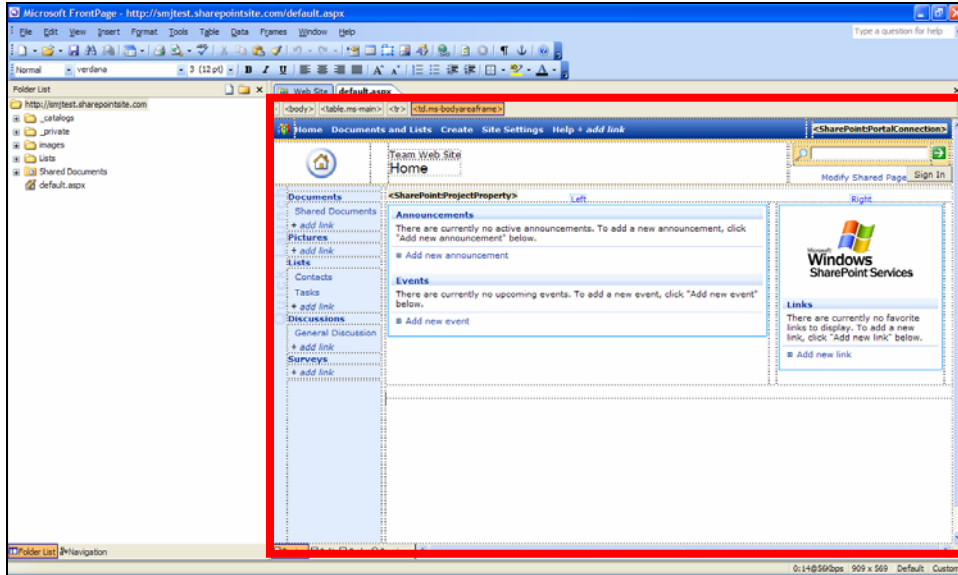
Note: If your new image does not appear, try repeating the steps in this section, but replace each space in the Web address with %20.

Customizing The Smaller Image

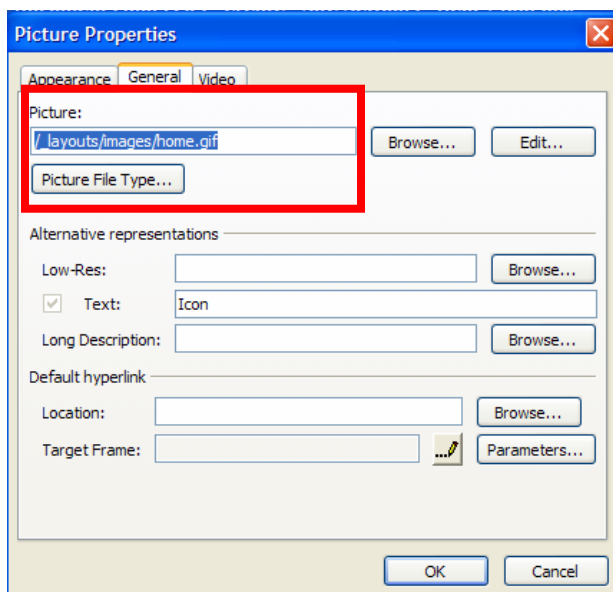
Customizing the smaller image in your SharePoint site requires using a SharePoint-compatible web editor, such as Microsoft FrontPage. The following will guide you in completing this task using FrontPage.

1. Add the image that you want to use to a document or picture library on your site as described previously in "*Import Image*." Just as you did with the larger image, make sure that all site users have permission to view items in the library where you add this image.
2. Open the selected library where you saved the image and find the image name.
3. Click on the **Image Name**. This will open the graphic, by itself, in the browser window.
4. Copy the URL for this image by selecting the URL from the Address bar of your Web browser and pressing **CTRL+C**.

5. Click **Save and Close**.
6. Open **FrontPage** and click **File**, then select **Open Site** from the top menu.
7. When the *Open Site* pop-up comes up, type the URL for your SharePoint site, then click **Open**.
8. The files for your site should then come up. Double-click on the file: *default.aspx*. This should bring up the layout for the home page of your site.

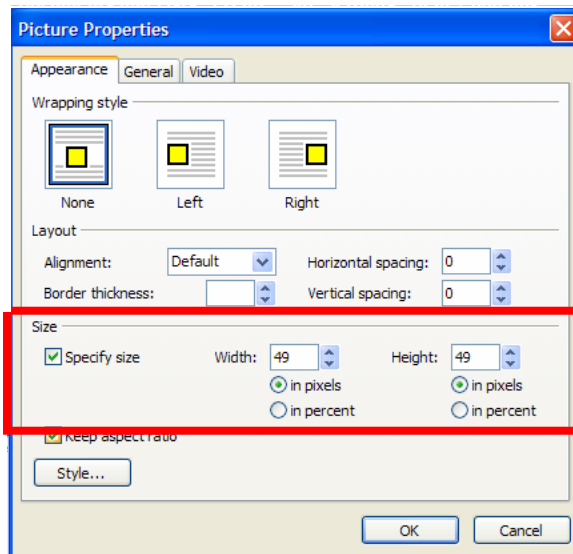


9. Right-click on the existing smaller image, then click **Picture Properties**. This will bring up the *Picture Properties* pop-up.
10. Click on the **General** tab. In the *Picture field*, paste the URL for the new image by pressing CTRL+V.



11. Click on the **Appearance tab** and do one of the following:
 - a. If you do not know the width and height of the desired graphic, clear the *Specify size* check box.
 - b. If you want to specify the width and height of the graphic, enter the dimensions in the *Width and Height* fields.

Note: Specifying a larger image than the default will also increase the size of the table cell holding the image and will change the layout of the entire page.



12. Click **OK** to save and close the Picture Properties pop-up.
13. Select File from the menu bar and click **Save**.

Note: If your SharePoint site is open, click Refresh on the browser menu. Your site should now appear with your new image in place.