

How to Personalize Your Banner

This instruction set provides a detailed list of suggested steps to customize your homepage banner. Changing the default banner is a simple and quick way user's can personalize their blog page.

Materials needed:

- Computer
- Internet access
- Adobe Photoshop
- Penn State blog account

Part One: Find a Picture

1. *Open* a web browser.
2. *Type* www.google.com in the address bar and *press enter*.
3. *Click* the **image** link in the upper left corner.
4. *Click* **advanced image search**.
5. *Select* **large** under the size drop menu.
6. *Type* the desired image search in the **Find results** box.
7. *Save* the desired picture to your personal space.

Part Two: Crop the Image

Note: There are many ways to manipulate an image. This is an example using Adobe Photoshop.

1. *Open* Adobe Photoshop in the **Start Menu**.
2. Under the **File** tab, *select* **Open**.
3. *Select* the image file in your personal space and *click* **Open**.
4. Under the **Image** tab, *select* Image Size.
5. In the Pixel Dimensions box, type 905 into width and *click* **OK**.
Note: The height adjusts automatically.
6. On the side **Toolbar**, *click* the Rectangular Marquee Tool.
7. In the **Top Toolbar**, *click* the style dropdown box.
8. *Select* **Fixed Size**.
9. In the **width** box type 905 px.
10. In the **height** box type 170 px.
11. *Click* anywhere in the picture.
12. Once the box is where you want it, *hit* **CTRL+C**.
13. Under the **File** tab, *select* **New**.
Note: Make sure the width is 905 and height is 170.
14. In the **Name** box, *type* the desired file name.
15. *Click* **OK**.

16. Hit **CNTRL+V** to paste the picture.
17. Under the **File** tab, *select* **Save As**.
18. In the **Format** pull down box, *click* **JPEG**.
19. In the **Save in** pull down box, *select* your personal space.
20. *Click* **Save**.
21. In JPEG option box, *type* 12 in the quality box.
22. *Click* **OK**.

Part Three: Upload the Image to Your Blog

1. Open your blog dashboard.
2. Under the **Create** tab, *select* **Upload File**.
3. *Click* **Browse**.
4. Under the **Look in** pull down box, *select* your personal space.
5. *Click* the image file and *click* **Open**.
6. *Click* **Upload**.
7. In the **Tags** box, *type* @banner.
8. *Unlick* **Create a new entry using this uploaded file**.
9. *Click* **Finish**.
10. *Click* the Publish Site icon.
Note: Publishing a site may take a few moments.
11. *Click* the View Site icon to assure your banner has changed.

Your blog page now has a new banner. Congratulations.