



Help and How-to

Change the default images on the home page

 Hide All

You can customize your site by changing the images that appear on the home page of your site.

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Overview

When you create a site by using the default template, the home page includes two default images. A larger image appears in the body of the page, and an icon of people appears near the site title.

The first step in changing a default image is to locate the image you want to use. You can store the image you plan to use in a library on your site, such as a picture library. If you specify a relative URL, such as a folder on the Web server, you need to copy the image into each front-end Web server. You can also point to a picture on another site that your users have permission to view.

You might want to create a separate library for site images and apply more restrictive permission settings to that library. This can help prevent site users from inadvertently deleting the home page images. However, all site users must have permission to view the items in the library, or they are prompted for a user name and password when they attempt to view the home page.

To change the images, you must have design permissions for the site. The customization applies to the home page for the site and any **subsite (subsite: A complete Web site stored in a named subdirectory of the top-level Web site. Each subsite can have administration, authoring, and browsing permissions that are independent from the top-level Web site and other subsites.)** in the site collection.

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Change the larger image

Before starting this procedure, you can copy the URL of the image that you want to use for the larger image on the home page. You can store the image in a picture library on the site.


1. Locate the image you want to use.

You can add the image to a picture library if you have permissions to contribute to the library.


 Add an image to a library

1. If the library is not already open, click its name on the Quick Launch.

If the name of your library does not appear, click **View All Site Content**, and then click the name of your library.

2. Click **Upload** .
 3. Click **Browse** to find the file that you want to add, select the file, and then click **Open**.
 4. If you are uploading a revised version of an existing file, do one of the following:
 - If your library is not configured to track versions of files, you can replace the existing file with the revised file. In the **Upload Document** section, select the **Overwrite existing file** check box.
 - If your library is configured to track versions of files, you can replace the existing file with the new version as part of the document history. In the **Upload Document** section, select the **Add as a new version to existing files** check box.
 5. Click **OK**.
2. Note the location of the image, or copy its address to the Clipboard.

If you added your image to a library, you can open the image and then copy its URL from the Address bar of your Web browser by pressing CTRL+C.

3. On the home page where you want to change the images, on the **Site Actions** menu , click **Edit Page**.
4. In the **Site Image Web Part**, click **Edit**, and then click **Modify Shared Web Part**.
5. In the tool pane, in the **Image Link** box, type or paste the link to the new image.

TIP To verify that the address to the image is valid, click **Test Link**. If the link is valid, your image appears in a separate window that you can close after you verify your link.

6. In the tool pane, in the **Alternative Text** box, type a short description of the image.

The description becomes alternative text that appears when someone points to the image or views the page with a screen-reading device.

7. Click **OK**.

TIP To see your changes without closing the Web Part — for example, if you plan to make further changes to the Web Part settings — click **Apply** instead of **OK**.

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Change the icon under the site title

Before starting this procedure, you can copy the URL of the image that you want to use for the icon on the site. You can store the image in a picture library on the site. It is usually better to use a smaller image for the icon.


1. Locate the image you want to use.

You can add the image to a picture library if you have permissions to contribute to the library.

 Add an image to a library

1. If the library is not already open, click its name on the Quick Launch.

If the name of your library does not appear, click **View All Site Content**, and then click the name of your library.

2. Click **Upload** .
 3. Click **Browse** to find the file that you want to add, select the file, and then click **Open**.
 4. If you are uploading a revised version of an existing file, do one of the following:
 - If your library is not configured to track versions of files, you can replace the existing file with the revised file. In the **Upload Document** section, select the **Overwrite existing file** check box.
 - If your library is configured to track versions of files, you can replace the existing file with the new version as part of the document history. In the **Upload Document** section, select the **Add as a new version to existing files** check box.
 5. Click **OK**.
2. Note the location of the image, or copy its address to the Clipboard.

If you added your image to a library, you can open the image and then copy its URL from the Address bar of your Web browser by pressing CTRL+C.

3. On the **Site Actions** menu , click **Site Settings**.

NOTE On a site for which the **Site Actions** menu is customized, point to **Site Settings**, and then click the settings that you want to view.

4. Under **Look and Feel**, click **Title, description, and icon**.
5. In the **Logo URL and Description** section, in the **URL** box, enter the Web address or path to the image file that you want to use.
6. In the description box, enter a short description of the image.

The description becomes alternative text that appears when someone points to the image or views the page with a screen-reading device.

7. Click **OK**.

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