

# Updating Your School Logo

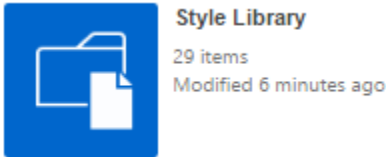
The school logo displays on the top of the entire school site collection. Scholantis normally optimizes logos for you. Should you decide you'd like to change the logo yourself, do the following.

Before you begin keep in mind the following:

- Your logo file must be a PNG file, named LogoHeader.png.
- Your logo cannot be more than 100-200 pixels high.
- There is no exact pixel width, but if the image is too wide, it could break the design of your site.

To update your school logo:

- From the school home page, click **SETTINGS** then select **Site Contents**.
- In the Site Contents, click the **Style Library**:



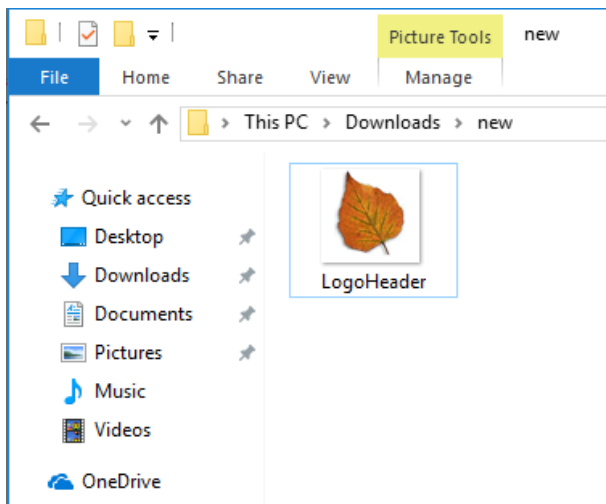
- In the Style Library, click the **Image** folder to open it.

## Style Library

All Documents ...

✓	📁	Name	Modified	Modified By	Checked Out To
	📁	en-us	... August 10, 2015	System Account	
	📁	Images	... August 10, 2015	System Account	
	📁	Media Player	... August 10, 2015	System Account	
	📁	XSL Style Sheets	... August 10, 2015	System Account	

- On your own computer, open the **folder** you have stored your new LogoHeader.png file.



- With your mouse, drag that **file** over to the **Images** folder on your site.
- A dialog box displays, letting you know that a file with that name already exists:

## A file with the same name already exists



A file named 'LogoHeader.png' already exists in this library. What would you like to do?

Replace It

Don't Upload

- Click the **Replace It** button.
- Your new LogoHeader.png file will be uploaded and published.
- Click the **Home** link to return to your home page.

It may take a few minutes for your cache to clear and the new logo to display on your site.