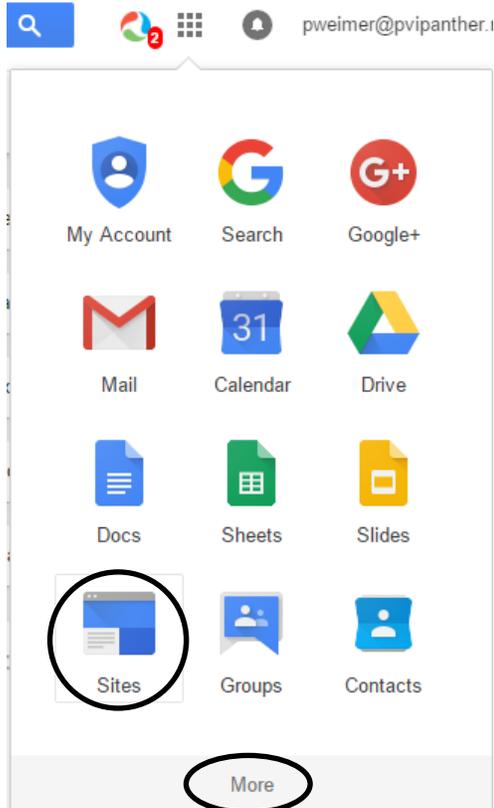


Adding a Banner to Your MY PVI Portfolio in Google Sites

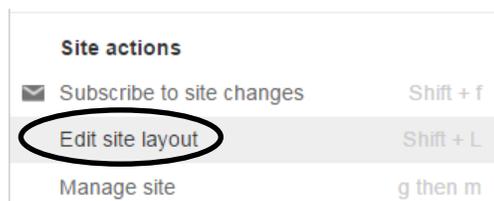
1. Open Google Drive on the Web.
2. Select the **Google Apps Launcher** in the upper right hand corner of the screen. Select **Sites**. If Sites doesn't appear in the list of choice you may have to select **More** to find Sites.



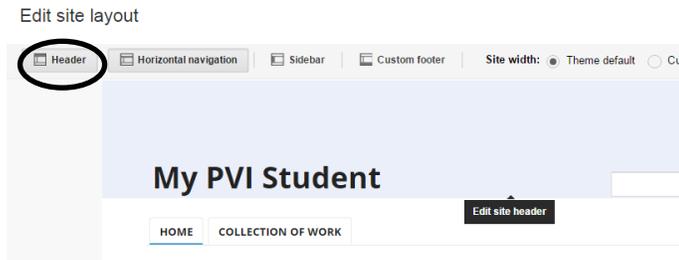
3. Select the MYPVI site.
4. Insert your My PVI Banner by selecting the **wheel**.



5. Select **Edit site layout** toward the bottom of the drop down menu.



6. Select **Header** from the menu bar to ensure it is displayed. Hover your pointer over the Header area and select the **Header** area to Configure site header.



7. Select **Custom Logo**. Select **Choose File** box and navigate to the location of your banner.

Configure site header

Height

- Use theme default value
- Use logo size
- pixels

Alignment

Vertical:

Horizontal:

Select Logo:

- No Logo
- Custom Logo
- Domain Default Logo (No logo)

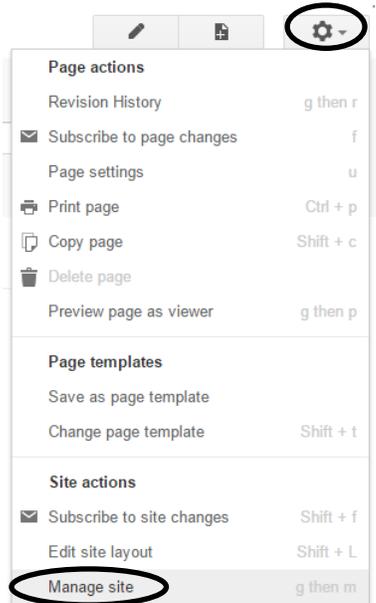
Attach a file:

No file chosen

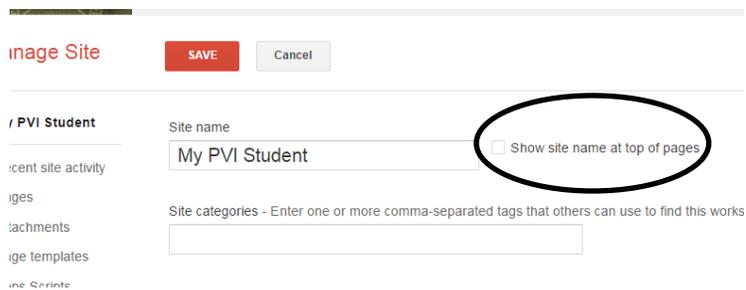
8. Select your banner. Select **Open**.
9. When your banner has finished uploading, select **OK**.
10. Select **Close** in the upper right hand corner.



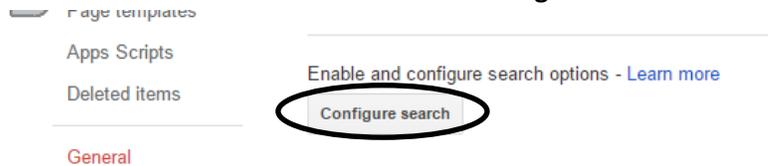
11. To remove the search box and site title so only your banner is showing, select the **wheel**. From the drop down menu select **Manage Site**.



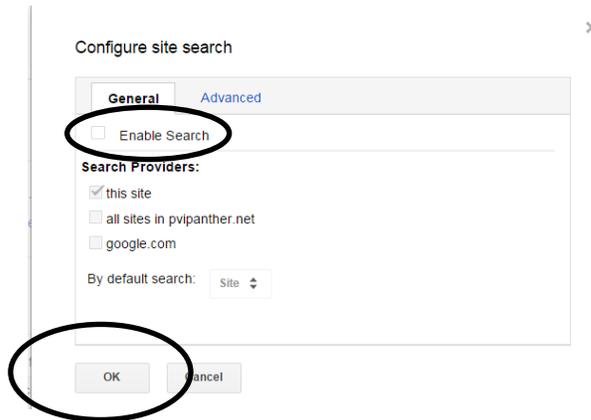
12. Uncheck the box labeled **Show site name at top of page**.



13. Scroll down and select the box labeled **Configure search**



14. Uncheck the box labeled **Enable Search**. Select **OK**.



15. Select the red **Save** button.



16. Return to your site by selecting the link to go back to your site.



17. To preview your page, select the **wheel** in the upper right hand corner below your login name. Select **Preview page as viewer**.

