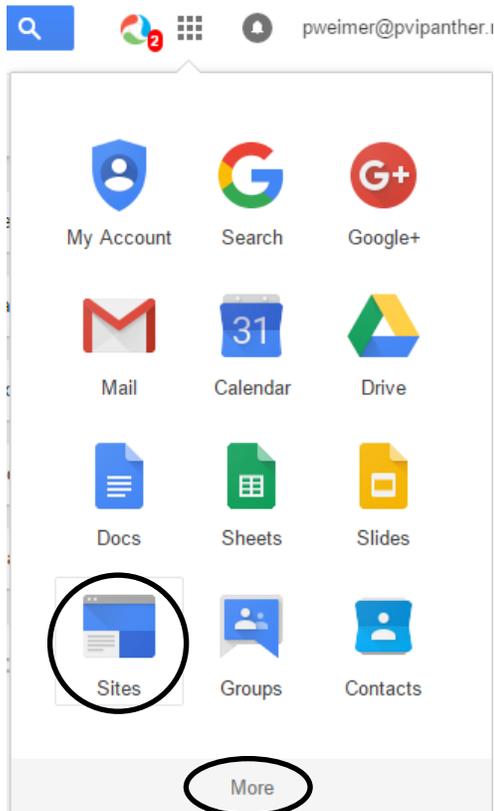
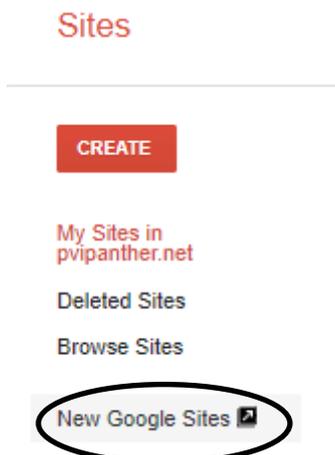


Adding a Banner to Your New Google Sites Portfolio

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.



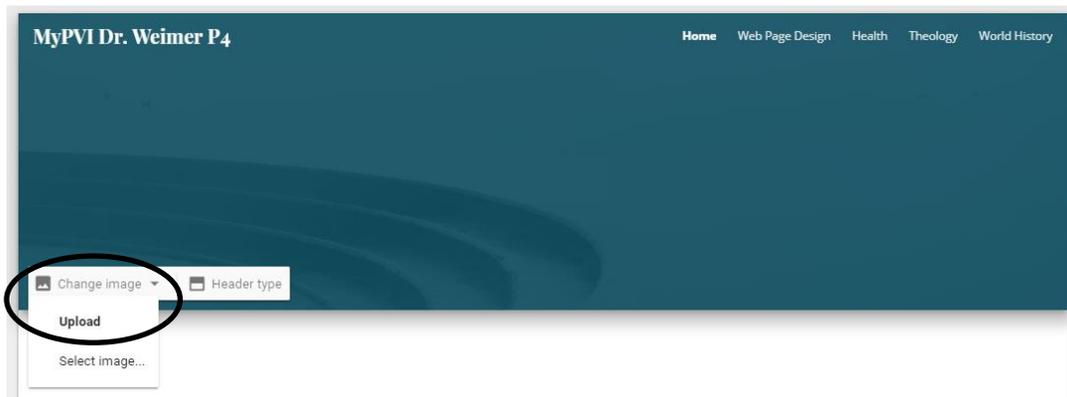
3. Select New Google Sites.



4. Select your **MyPVI** portfolio.
5. Select the Home page and delete the title “My PVI” by selecting the Trash icon.



6. Change the image of your Home page by selecting the **arrow to the right of Change Image**, then **Upload**.



7. Navigate to your SA folder and select your banner. Select **Open**. Select the Preview icon to see how your banner is displayed.

