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What is a banner?

In Digication, a banner is an image that is shown across the top of each page of your e-Portfolio. When you create a new e-Portfolio, a default banner is already in place. By creating a customized banner, you are showing your audience a visual representation of who you are across all of the pages of your e-Portfolio.

What is an icon?

An icon image is attached to your e-Portfolio in the directory. When someone is searching through the DePaul directory to find your e-Portfolio, your icon image appears next to the title of your e-Portfolio.

What information is included in this guide?

- How do I create a banner and icon in Flickr?
- How do I download an image from Flickr to my computer?
- How do I upload my banner and icon to my e-Portfolio?

What do I need to know before I create my banner and icon?

Take some time to think about your banner before you begin to build it. What type of image would represent you?

If you want to search for images, use Creative Commons to find images you can use without violating copyright.

http://creativecommons.org/

Important: If you use images of students, make sure you have obtained consent forms.

What tools can I use to create a banner and icon?

There are several free tools available that you can use to create banners for your e-Portfolio. We recommend using Flickr and Picnik. Flickr is a free, online photo storage application, Picnik is a photo-editing program that provides more options for altering photos. These options make it easy to create a banner using Flickr/Picnik.

Where do I find an image for my banner and icon?

If you do need to locate an image, Creative Commons is an excellent Internet resource for images created by others that you can use legally in your portfolio. You can often use images under a Creative Commons license as long as the original source of the image is given attribution. For example, if you use an image from Creative Commons for your banner, you can create a "Contact and Credits" section in your e-Portfolio to cite the Creative Commons image. Think of representing your "brand" through your banner – what should this visual element tell your audience about you?

What specifications does my banner need to meet?

Save your banner as a JPG. Your banner will be a high-quality image, but it will still load quickly in your audience's web browser.

Format your banner to be 780 pixels wide. At this width, your banner will be evenly distributed at the top of your e-Portfolio.

Choose a height for your banner up to 200 pixels. At 200 pixels, e-Portfolio will crop the bottom of your banner, so design the elements you'd like to include with this limitation in mind.
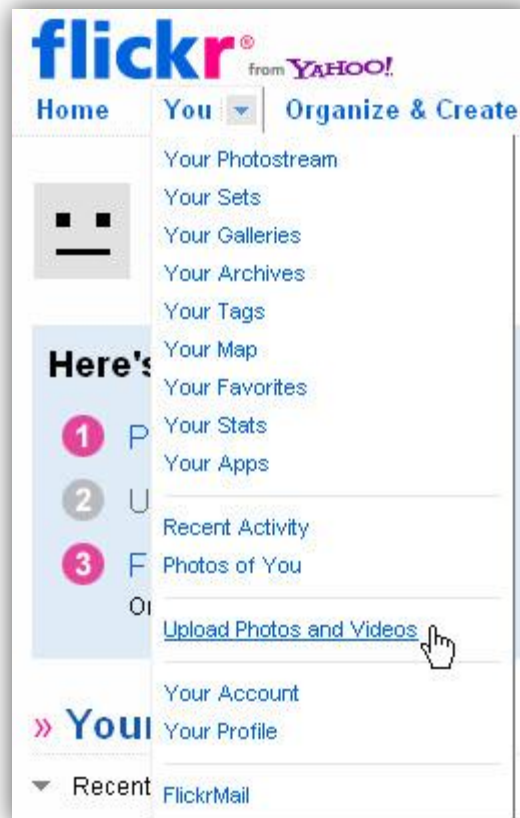
What specifications does my icon image need to meet?

Save your icon as a JPG. Your icon will be a high-quality image, but it will still load quickly in your audience's web browser.
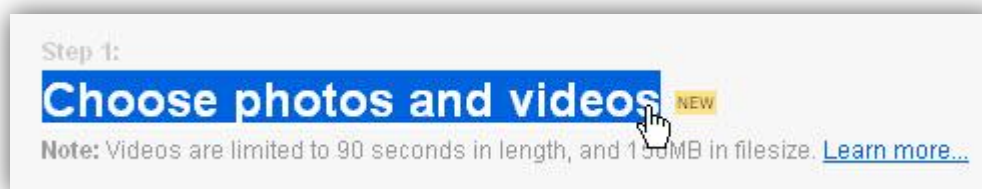
Format your banner to be 100 x 100 pixels. This is the specified size for the icon image in Digication. If you don't resize your icon image, Digication will reformat the size.

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How do I create a banner and icon in Flickr?

1. Go to http://www.flickr.com.
2. Log in to Flickr.
   - If you haven't yet created an account, click **Create Your Account**. If you have a Yahoo! account, you can use that account information to sign in. Otherwise, click **Sign Up**.
   - If you have already created an account, click Sign In.
3. On your Flickr home page, click **You.**
4. Select **Upload Photos and Videos**.

5. Click **Choose photos and videos**.

Note: Since you likely won't be sharing this particular image with anyone else, it's best to select the Private option to ensure that only you will see this image.

6. Browse your computer to locate your image and click **Open**.
7. The "Upload to Flickr" page will appear. Select whether you want your image to be public or private and click **Upload Photos and Videos**.
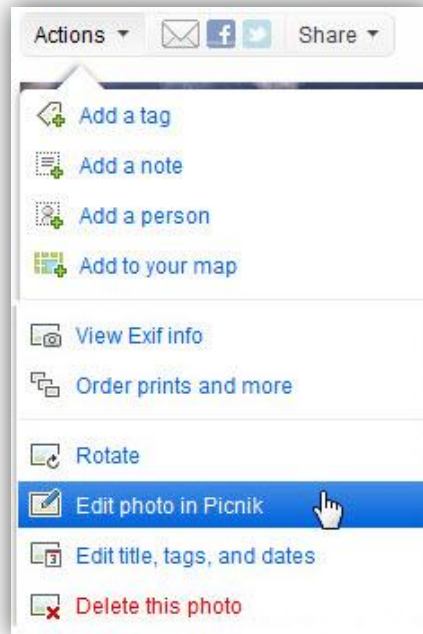

8. If you would like to add more information to your image, click **add a description**. Otherwise, click **Home** in the upper-left corner.
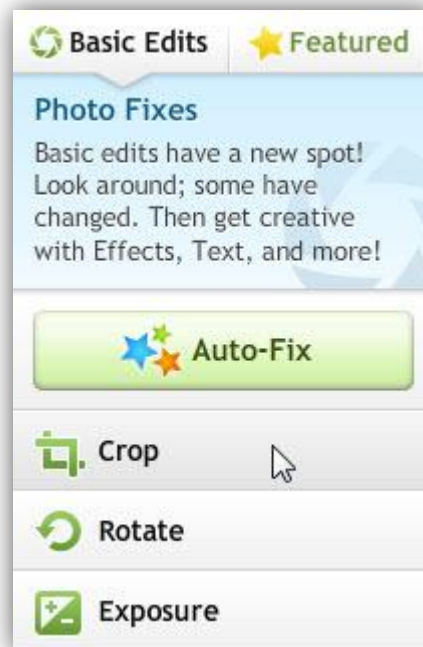9. Under "Your Photostream," click the image you just uploaded.

10. Click **Actions** and select **Edit photo in Picnik**.

> **Note:** The first time you go to Picnik, you will be asked to agree to Picnik's terms of use.

11. Under the "**Basic Edits**" tab, click **Crop**.

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12. Select **Scale Photo.**

> Note: Your banner image should be 780x200. Your icon image should be 100x100.

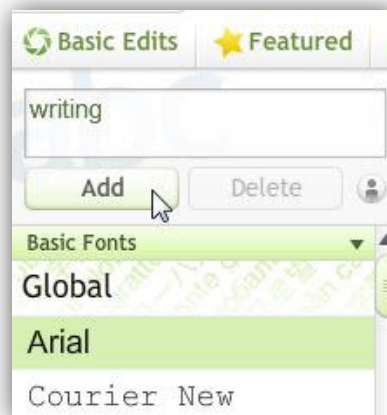13. Enter the dimensions for your image.

14. Once you have the dimensions set on your image, you can move the highlighted box around to choose the area of your photo that you'd like to use in your banner or icon. Once you have made your selection, click **Apply.**
15. You will now see the portion of the image that you selected. To add text to your image, click **Text.**

16. Enter the text in the box at the top of the left-hand column. Choose a font and click **Add.** You will now be able to move your text around on your image.

17. To add a border to your image, click **Frames**.

> Note: There are other options for editing your image, such as adding Effects, and you can click those options to see what changes they allow you to make to your image. Some tools are part of the Picnik Premium services, and you have to pay a fee to use those options.

18. Select a frame from the left-hand column. Click **Apply** to add it to your image.

> Note: Some frames, will add to the size of your photo. If you want these frames, you will have to resize your photo before adding them.

19. When you have made the changes you want to make, click **SAVE**.
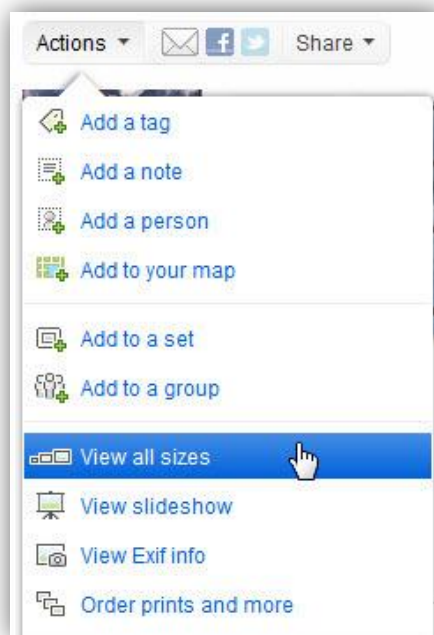

> Note: Make sure you give your image a title that you will be able to locate later. Next, you will download this image to your computer, so naming it clearly will help you locate it later.

20. Enter a title for your banner or icon and click **Save**.
21. You will be taken back to Flickr, and your new banner or icon will now be saved in Flickr.

How do I download an image from Flickr to my computer?

1. Go to your Flickr homepage and click the image that you'd like to download.
2. Click **Actions** and select **View all sizes**.

3. By default, you will see the "large" size of your banner, which should be 780x200. Click **Download the Large size of this photo**.
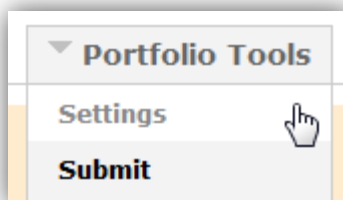

Note: Once you download your image to your computer, it will still be saved in Flickr. You can always return to Flickr to download the image again or to edit the image.

4. The download dialog box for your browser will appear. Save your banner to your computer. You will now be able to upload this image file to Digication.

How do I upload my banner and icon to my e-Portfolio?

1. Make sure you have your banner and/or icon image saved on your computer.
2. Select the e-Portfolio where you'd like to add the banner.
3. Click the **Portfolio Tools dropdown menu** in the upper-right corner.
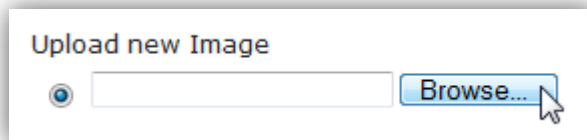4. Select **Settings**.

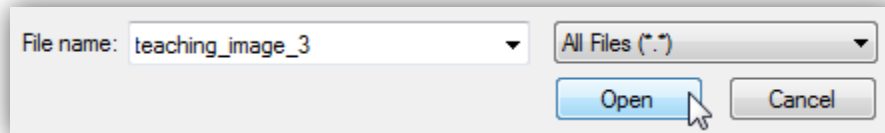5. Under "Choose a Theme," click **Customize**.

6. Under "Directory Icon," click **Browse**.
7. Locate your icon image and click **Open**.

8. Under "Header Image," select **Upload New Image**.
9. Click **Browse**.

10. Locate your banner JPG file and click **Open**.

11. Click **Save**.

12. Your new icon and banner will now appear in your e-Portfolio.