

How to Guide - Change Page Header on Microsoft Website

The Web site header appears at the top of each Web page on your site and serves as your introduction to your customers. It sets the tone for the rest of your Web site. Because the same header appears on every page on your site, make sure that it works well for all of the pages on your Web site and is useful to your Web site visitors.



This article discusses how to change the images, text, and layout of your Web site header.

Note : All of the changes that you make to your header are published to your Web site immediately when you save your changes.

Change your Web site header layout

Your header layout is one way of communicating who you are to your Web site visitors. Several header templates are available in Site Designer; you can select the one that is right for you.

1. On the Microsoft Office Live Small Business Home page, on the left navigation bar, click Web Site. Page Manager appears.
2. In Page Manager, on the actions bar, click Design Site, and then, in the drop-down list, click Design site. Site Designer appears.
3. In Site Designer, click Style, and then, in the drop-down list, click a header style image.

The style is automatically applied to your header.

Note : If your site uses the General theme, not all header styles are available. To see which styles are available, select General in the Theme drop-down list before you select a header style.

4. To close the drop-down list, click outside the list.

Change your Web site header text and slogan

The text that you use in your header helps inform site visitors about your business. You may want to add your company name, welcoming words, and a company slogan to your header. Remember that this text will appear on every page of your Web site.

1. On the Office Live Small Business Home page, on the left navigation bar, click Web Site. Page Manager appears.

2. In Page Manager, on the actions bar, click Design Site, and then, in the drop-down list, click Design site. Site Designer appears.
3. In Site Designer, click Header, or click in the header area.
4. To change the appearance of the header text, select a different font style and formatting.
5. Add your own site title and slogan in the applicable text boxes, and then click OK.

To change the location of your text within the header, try using a different header style.

Note : Not all fonts render the same on all Web browsers, such as Microsoft Internet Explorer and Mozilla Firefox . The fonts that are available for Office Live Small Business have been tested on a broad range of browsers to ensure that the text renders correctly, regardless of the browser that your site visitors use.

Change your Web site header image

Use your Web site header to help define or illustrate your business in the viewer's eye. You can add an industry-specific photo to your header or select a non-specific header style, depending on the theme you use. Explore the theme categories to find an image that meets your needs. If you don't want to use one of the standard theme images, you can add your own custom image to the header.

1. On the Office Live Small Business Home page, on the left navigation bar, click Web Site. Page Manager appears.
2. In Page Manager, on the actions bar, click Design Site, and then, in the drop-down list, click Design site. Site Designer appears.
3. In Site Designer, click Theme.
4. Scroll to select a category, click a category name, and then click an image on the right.

The image is automatically inserted in your header.

Add a custom image or logo to your header

You can upload your own custom images and logos to the Image Gallery, and use them in your site's header.

1. On the Office Live Small Business Home page, on the left navigation bar, click Web Site. Page Manager appears.
2. In Page Manager, on the actions bar, click Design Site, and then, in the drop-down list, click Design site. Site Designer appears.
3. In Site Designer, click Theme, click Custom Theme Image, and then click New.
4. In the Insert an image dialog box, select the image you want to use, and then click OK.

If the image you want is not in your Image Gallery, click Upload images to add your image to the dialog box.

Note : The image is resized proportionately to fit the selected style. This may result in portions of your image being hidden or cropped. Experiment with styles to find one that works best with the image.

5. Click Save to save your changes.

Add HTML to your Web site header

Because the HTML module can be used only in the content zones of the Web site, you cannot add HTML to the header. However, if you want more flexibility in customizing your Web site header, you can remove the default header and create a custom header.

Show or hide the Web search box

You can include a Windows Live Search box on your Web pages, offering visitors to your site a convenient way to search the Web. The search results open in a new browser window.

1. On the Office Live Small Business Home page, on the left navigation bar, click Web Site. Page Manager appears.
2. In Page Manager, on the actions bar, click Design Site, and then, in the drop-down list, click Design site. Site Designer appears.
3. In Site Designer, click Options.
4. In the Site options dialog box, under Display Options, select the check box next to Display Windows Live Search box to make the search box appear above your page header. Clear the check box to hide the search box on your Web pages.

Remove the header from a page

You can remove the header from individual pages by using the advanced design features. This is useful, for example, when you want to create a distinctive landing page for special offers, where a standard header may detract from the page design. The advanced design features must be activated before you can perform the following procedure. To turn on the advanced design features,

1. On the Office Live Small Business Home page, on the left navigation bar, click Web Site. Page Manager appears.
2. In Page Manager, on the actions bar, click Design Site, and then, in the drop-down list, click Design site.
3. On the Page Editor tab, click Page properties.
4. In the Choose page properties dialog box, next to Include, clear the Header check box.
5. Click Apply to save your changes and continue working in the dialog box, or click OK to save your changes and close the design tool.

Restore a header to a page

You can add the header back to individual pages by using the advanced design features. The advanced design features must be activated before you can perform the following procedure. On the Office Live Small Business Home page, on the left navigation bar, click Web Site. Page Manager appears.

1. In Page Manager, on the actions bar, click Design Site, and then, in the drop-down list, click Design site.
2. On the Page Editor tab, click Page properties.
3. In the Choose page properties dialog box, next to Include, check the Header check box.
4. Click Apply to save your changes and continue working in the dialog box, or click OK to save your changes and close the design tool.

Replace or remove a header image

You can remove a header image that you previously added to your header. You can replace the existing image with a new image, or you can remove the image so that your header does not have any pictures in it.

To replace the header image with another one, do the following:

1. On the Office Live Small Business Home page, on the left navigation bar, click Web Site. Page Manager appears.
2. In Page Manager, on the actions bar, click Design Site, and then, in the drop-down list, click Design site.
3. In Site Designer, click Theme.
4. Scroll to select a category, click a category name, and then click an image on the right. The image you select will replace the existing header image.
5. Click Save to save your changes.

To remove an image from the header, do the following:

1. On the Office Live Small Business Home page, on the left navigation bar, click Web Site. Page Manager appears.
2. In Page Manager, on the actions bar, click Design Site, and then, in the drop-down list, click Design site. Site Designer appears.
3. In Site Designer, click Theme, and then, in the drop-down list, click General (no photos).

The image is automatically removed from your header.

4. Click Save to save your changes.

That's all there is to it.

Resources at www.coolcatscomputing.com