

Adding Your School Mascot

1. EXIT (close) School Check IN
2. Create a jpeg file that contains your school's mascot.
3. Image size should be approx. 361 x 257 pixels
4. Rename your school mascot file to "**SchoolLogo.JPG**" (without the quotes -- name must be exactly the same).
5. Copy the file **SchoolLogo.JPG** to the School Check IN Image directory (normally found in C:\Program Files\SchoolCheckIN\images\)
6. If prompted that file exists -- do you wish to overwrite -- Click YES. (you are overwriting the sample mascot image included).
7. Start School Check IN.
8. Access the **ADMIN** section
9. Click the **Settings** button.
10. Click the **Administration** button.
11. Change from **NO** to **YES** the radio button that says "**Use School Logo on Main Menu**".
12. Click the **Refresh School Logo** button.
13. Click the blue **Main Menu** -- School Mascot should now display.

Image File Format

The mascot image file must already be in a "jpg" format. Renaming a "tiff" file or any other image file format (gif, bmp, psd, etc...) to a jpg will not work. Simply renaming a file will not change the file format. Renaming "schoolmascot.tiff" to "schoolmascot.jpg" **does not** change or alter the file format. The image file must first be **converted** to a jpg format before being renamed as SchoolLojo.jpg.

We followed the instructions and changed the file name and still cannot our school mascot to display on the Main Menu.

It's likely that you do not have the windows setting turned on to show you the file extensions on the file name. For example, if your original school mascot file name is "Mascot", then when you look at the file name, you are seeing the file name "Mascot" and are not seeing the complete name of "Mascot.jpg". The ".jpg" is the file name extension. The extension tells what type of file it is.

So when you rename your school mascot from "Mascot" to "SchoolLogo.jpg", what you actually end up with is "SchoolLogo.jpg.jpg". Without this windows setting turned on, you can't see the second ".jpg".

To change this windows setting

Open My Computer

At the top, click Tools

Select Folder Options

Select View

In the Advanced settings window, UNCHECK the box "Hide extensions for known file types".

Click the APPLY button

Click OK

Now use My Computer and locate the file again and you should be able to see the second ".jpg" and rename your file properly to SchoolLogo.jpg