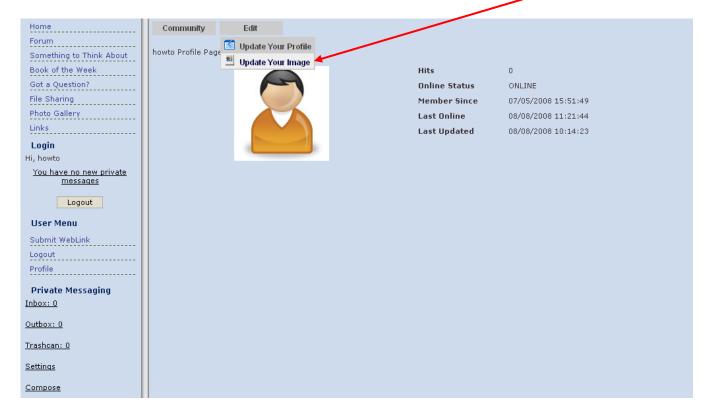# "How To" # 1 – <u>Creating your own Avatar</u>

Did you know that as a fellow villager on Christville, you can create your very own Avatar (a graphical image that will represent you on the internet)? This image will show up next to your posts on forums and will also appear on the left toolbar when logged into Christville. Just follow these simple steps below and you too will have a customized Avatar!

1. Log into Christville and click on the Profile link on the left toolbar of the homepage (directly under the **User Menu** subheading).
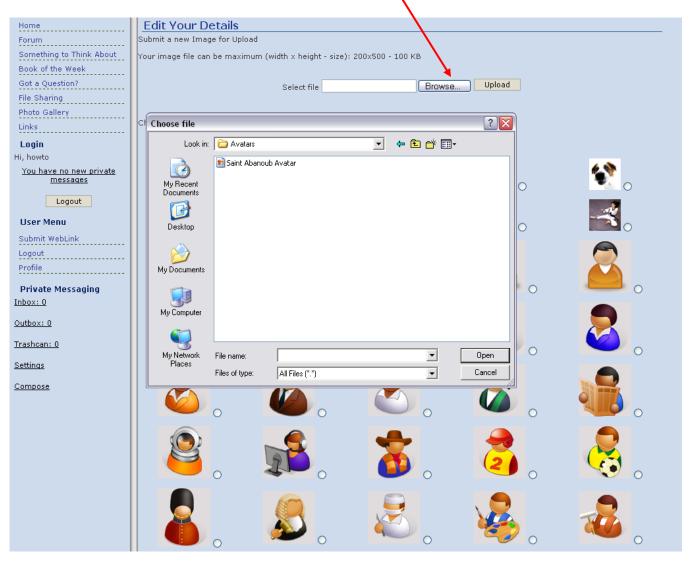
2. Scroll over to the Edit tab on the top of the screen and click on the Update Your Image link.
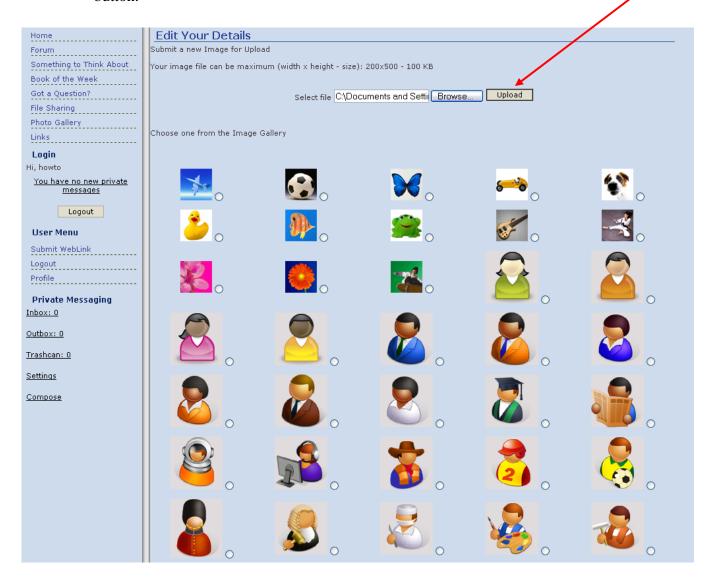
3. As you can see on the screenshot, there are several pre-loaded avatars to choose from; however, Christville also provides you with the ability to upload your own custom avatar.
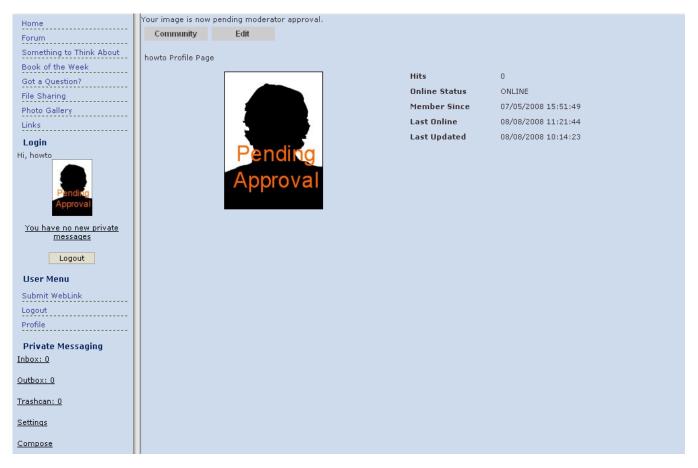
4. To upload your custom avatar, click on the Browse button under the **Edit Your Details** heading of the screen.
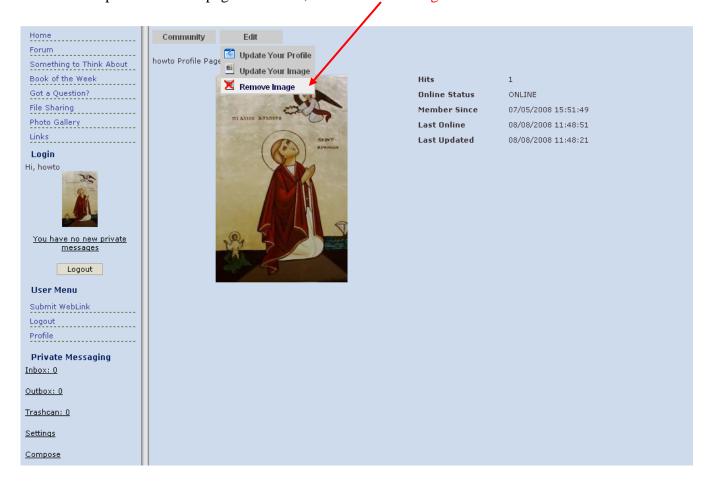
5. Find your image (please note the maximum dimensions and size) and click on the Upload button.

6. Once you have completed all these steps, you will be returned to the Profile page, and will see **Pending Approval** in place of the image. At this point, your image must be approved by one of the Christville Administrators, and then it will show up on your profile.

7. If at anytime, you want to remove your image, just simply scroll over the Edit tab on the top of the Profile page and select, Remove Your Image.

Congratulations! You've just created your own Avatar! Stay tuned for more helpful Christville "How To's." And remember, if at anytime you are confused at how to do these steps, or even if you have suggestions for future "How To's" please send an email to admin@christville.net.