**NOTE: Make sure you are logged in before beginning! You will need access to your home folder.**

**Creating Your User Avatar**

**(also known as a comment avatar)**

Your **user avatar** is also known as your comment avatar. It appears with every comment you leave on other people’s blogs.

Choose a user avatar that represents you or your interests from one of the websites below, both of which offer photos that are free for people to use without attribution or permission (more on that in next week’s lesson).

PIxabay Photos (CC0 license) <https://pixabay.com/>  
Pics4Learning <http://www.pics4learning.com/>

Use the Snipping Tool to capture the avatar you want and save it to your home folder.

Uploading your user/comment avatar:

1. Resize your image to **200 pixels wide by 200 pixels high** (recommended, but not always necessary).

2. Go to **Users > Your Avatar** (**or Profile > Your Avatar**)

3. Click on **Browse** and locate the avatar you have saved.

4. Click on **Upload**. **IF YOUR IMAGE WILL NOT UPLOAD, CLICK ON THE “ALTERNATIVE UPLOAD” BUTTON (it’s right next to the blue UPLOAD button).**

5. Expand the crop area to include your full image and click **Crop image**.

6. Now when you view a post where you’ve left a comment you will see your new comment avatar.

Note for the future:

\*\*\*SOMETIMES WHEN YOU CHANGE YOUR AVATAR, THE OLD AVATAR WILL CONTINUE TO SHOW UP\*\*\* To clear your browser cache of the old image, **hold the Ctrl key and press F5** to clear the browser cache or right mouse click and click Refresh (Reload).