Page Banner Image

To change a page's banner image follow the steps below.

STEP 1 - Access

Select and expand the Pages menu item, select the View Pages opti on and click Edit.

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STEP 2 - Page Banner Image Tab

Select the Page Banner Image Tab to access the image upload and crop tools.



STEP 3 - Open Media Library

Click the Browse button to open the Media Library

Banner Image

Browse

STEP 4 - Select or Upload Image

Click an image to select it or click Add files to upload a new image.



STEP 5 - Crop the Image

Cropping Images

Cropping the image to match your website specs is essential to ensure your website is always looking its best.





Click the Edit button and Crop Image from the drop down menu to open the Image Crop Tool

Hold click and drag over the image to highlight and select the section you wish to use then click **Save changes** to save the image crop changes.



STEP 6 - Save Page

Ensure you press the **Save Page** button at the bottom of the screen after any change to ensure the changes are saved to the system.

Your page banner will now appear in the **Preview** window in the CMS and in the Page Banner section on your web page.

