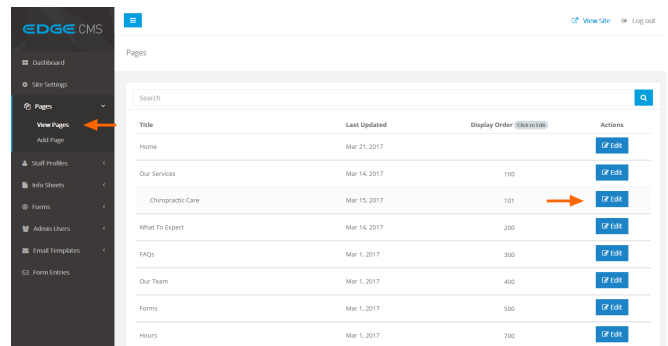


# Page Banner Image

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

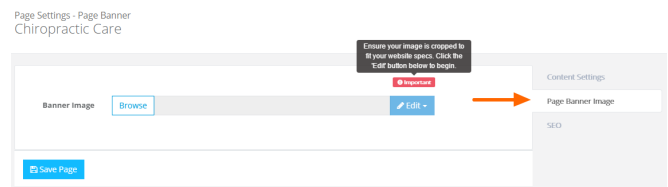
## STEP 1 - Access

Select and expand the **Pages** menu item, select the **View Pages** option and click **Edit**.



## 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**



## STEP 4 - Select or Upload Image

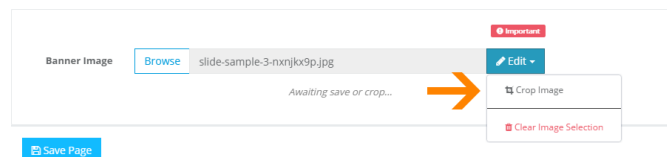
Click an image to select it or click **Add files** to upload a new image.



## 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.*



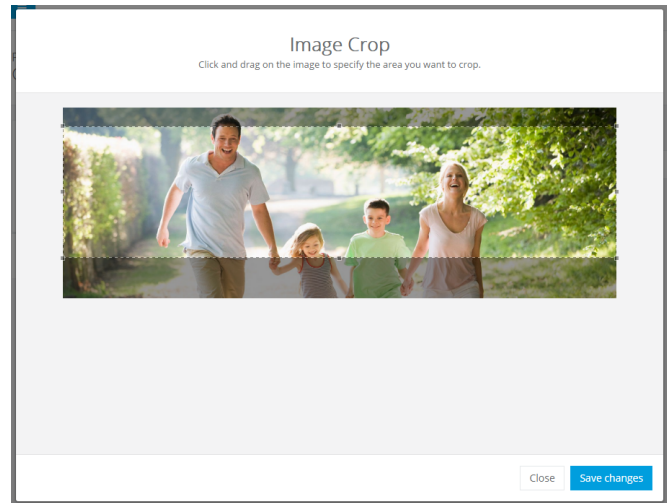
*You will see the message below when crop options are available.*

Ensure your image is cropped to fit your website specs. Click the 'Edit' button below to begin.

**Important**

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.

