

Adding a banner to a Department website

- 1) first create a banner with the following dimensions: **width=567px and height=138px**; you can also request a banner at webhelp@gettysburg.edu
- 2) if you already have the banner, select **“Content”** from the top menu directly under the logo upon logging into the CMS
- 3) a Content Search Manager will display; select that option (**“Department”**) from the **“Content Type”** dropdown list
- 4) enter the name of your department’s name into the **“Title”** field in the new form and click on **“Search”**
- 5) scroll down to the search results and click at the link for your department
- 6) this will take you to the **“Add/Edit Content”** for your department; scroll down to **“Banner Image”**
- 7) click at the small green icon under the white square and select **“Upload Image”**
- 8) a new window will open where you will be able to upload the image; don’t forget to name it in the **“Title (shown on Menu)”** field; you can also add an optional description
- 9) lastly in that window, click **“Browse for folder”** to specify where within the CMS you want to upload the image and click **“Save/Publish”**; the window will close
- 10) click at **“Save/Publish”** to add the banner to department website