### **1. The Banner Image**

Cascade's Content Page Template has an area that allows you to upload a banner image. The banner will be 960 x 450 pixels. This image will appear at the top of your page below the title.



### 2. Sample Files

Before you begin, you need to download the sample image for this tutorial. It can be found at <a href="https://www.cpp.edu/~it/web-development/resources/training-files/index.shtml">https://www.cpp.edu/~it/web-development/resources/training-files/index.shtml</a> In this example, we will be using the Old Stables image.

# **Training Files**

#### Photos

This page contains files that are used in our tutorials. To follow along in the tutorials please download the files below. You can download them individually using the directions below or all at once by downloading the whole zip package.

### Banner and Slideshow Images

Right click and "Save Image As" to download image to your computer.

The Old Stables The Library
The Rose Garden
Standard Content Image

#### Sample Document Files

Right click and "Save Link As" to download document to your computer.

Test PDF File (PDF) Test DOC File (DOC) Test DOCX File (DOCX) Test XLS File (XLS) Test XLSX File (XLSX)

### **3. Upload Your Image**

The first step in using a banner image is to upload the image. Make sure that you click on the img folder and then click on New -> Entity -> Horizontal Banner Image - 960x450.



### 3.1 Select Your Image File

Drag your image into the file [1] upload area or use "Choose File" to select it. [2] System Name will automatically use the name of the file. Make sure there are no spaces or capital letters. We always want to use lowercase and dashes (-) for spaces. The image System Name should also have the extension. In this example, the file name is **stable.jpg**. [3] Your image will appear in the preview area with some editing options.

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#### 3.2 Edit if Needed

You have the option for some simple editing features. If you need to crop your image or resize it, you may use these tools. It is recommended to use a program such as

Photoshop to do this ahead of time. In the example shown, the crop tool is being used. If you are using this tool, make sure you have the correct width and height of 960 x 450. You can see the size above the image [1]. To select an area of the image, click and drag over it. When it is at the correct size, you can click on the crop tool [2] to finish.



### 3.3 Send to Workflow

When you are happy with the image, click on Submit.



### 3.4 Publish to Test

For now we will Publish to Test. Click Check Content & Submit, and then Submit again on the next screen.

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### 3.5 Image is Uploaded

Your image is now in the image folder.



### 4. Adding the Banner to a Page

Select the page you would like to add the banner to and click on the Edit tab.



### 4.1 Default Content Area

In the Default Content area you will see a section to select the Horizontal Banner. Click the Choose File button.

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#### 4.2 Select the Image

In the pop-up window, browse to the img folder and select the image you would like to use for the banner [1]. You will see the image show up in the preview area [2]. Click on Choose [3].



### 4.3 Alternate Text Description

You must supply an alt text description for your banner or Cascade will not show it. This is so a screen reader can describe the image. It should be descriptive of what the image is showing. Do not use words like "picture of" or "photo of".

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### 4.4 Send to Workflow

When complete, follow the steps to send the page to a workflow.



### 4.5 You Are Done

Your banner is now part of your page.

### [Insert Page Header Text Here]



[Insert Content Header Text Here]