

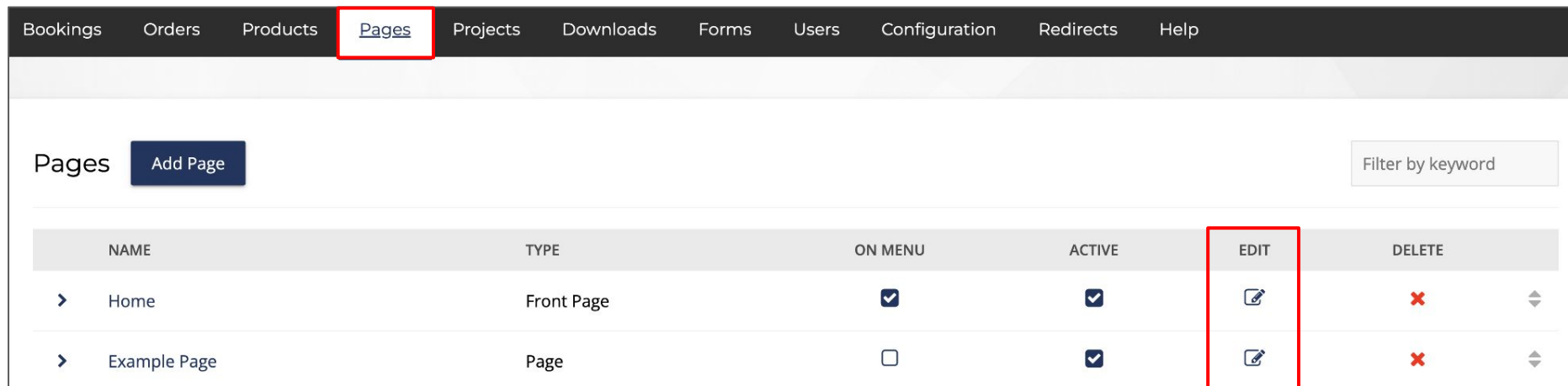
ADD A BANNER

to your website







1 Log-in to your website admin panel.

Go to the '**Pages**' tab and click the '**Edit**' icon beside the page where you want to add or edit a banner.



The screenshot shows the admin panel navigation menu with 'Pages' highlighted. Below the menu, there is a 'Pages' section with an 'Add Page' button and a search filter. A table lists the following pages:

NAME	TYPE	ON MENU	ACTIVE	EDIT	DELETE
> Home	Front Page	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
> Example Page	Page	<input type="checkbox"/>	<input checked="" type="checkbox"/>		



2 Once you're in the page editing window, click the 'Banners' tab.

Pages / Edit Example Page

Edit Example Page

CONTENT **BANNERS** METADATA / SEO SETUP

Menu text - (Required)
Example Page

URL segment - (Optional)
example-page Update URL segment from menu text

Main heading - (if different to menu text)

Content

Paragraph ↶ ↷ ✂ 📄 📄 ☰ ☰ B I x₂ x² ☰ ☰ ☰ ☰ 🔗 🌐 📄 📄 ▶ — Ω 🔍 ↔ 🔍 👁



3 To add a new banner or if there is no existing image uploaded, click on **'Add Banner'** to upload a single image for your banner.

If you'd like to add more than one image to create a slideshow, click on **'Bulk Upload'** to select multiple images to upload.

Pages / Edit Example Page

Edit Example Page

CONTENT BANNERS METADATA / SEO SETUP

No banner - (Do not display any banners including the default from Configuration)

Banners (slideshow)

Bulk Upload

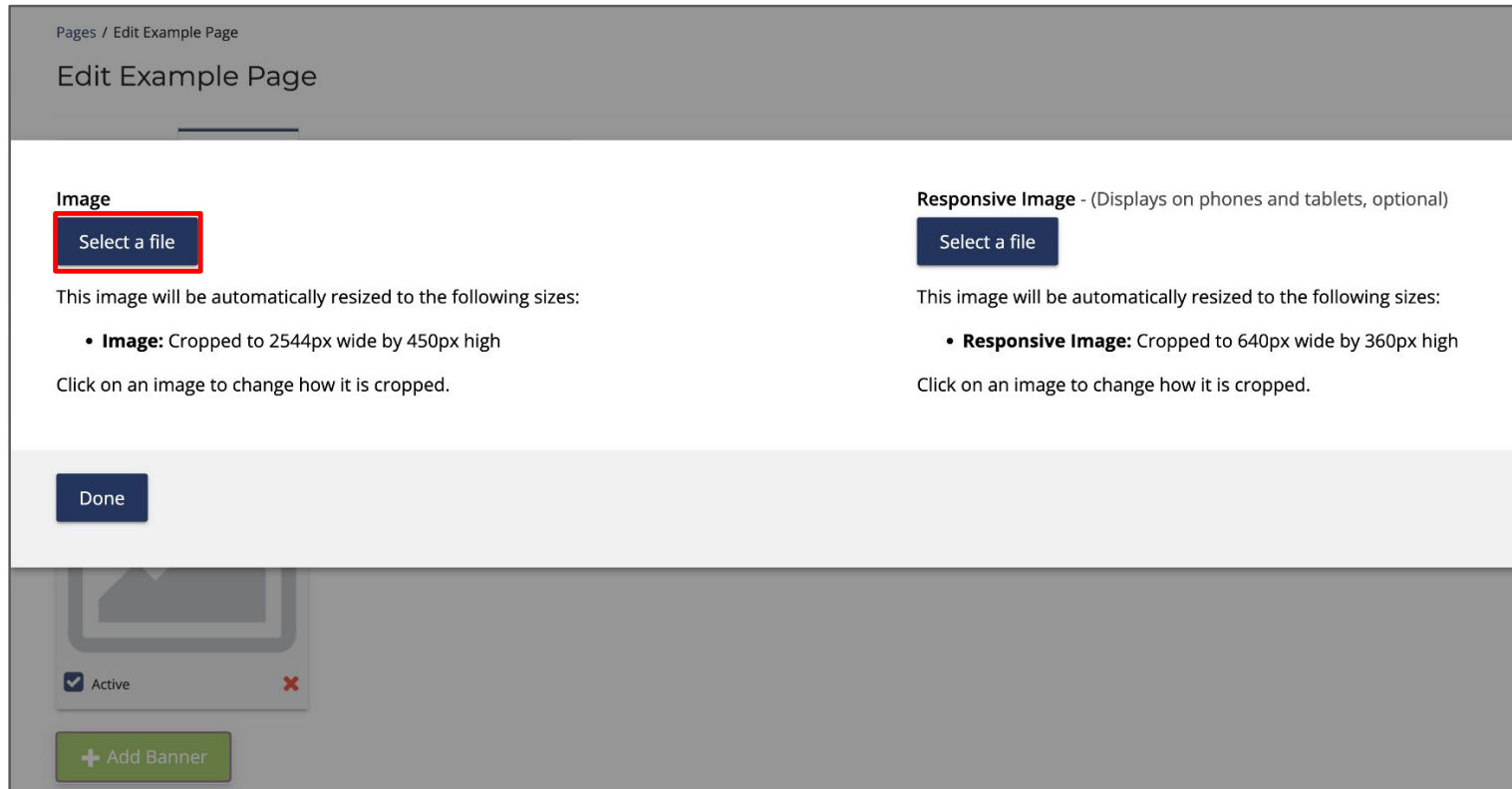
These images will be automatically resized. Click on an item to view all the generated versions of the image, and to modify how they are cropped.

+ Add Banner

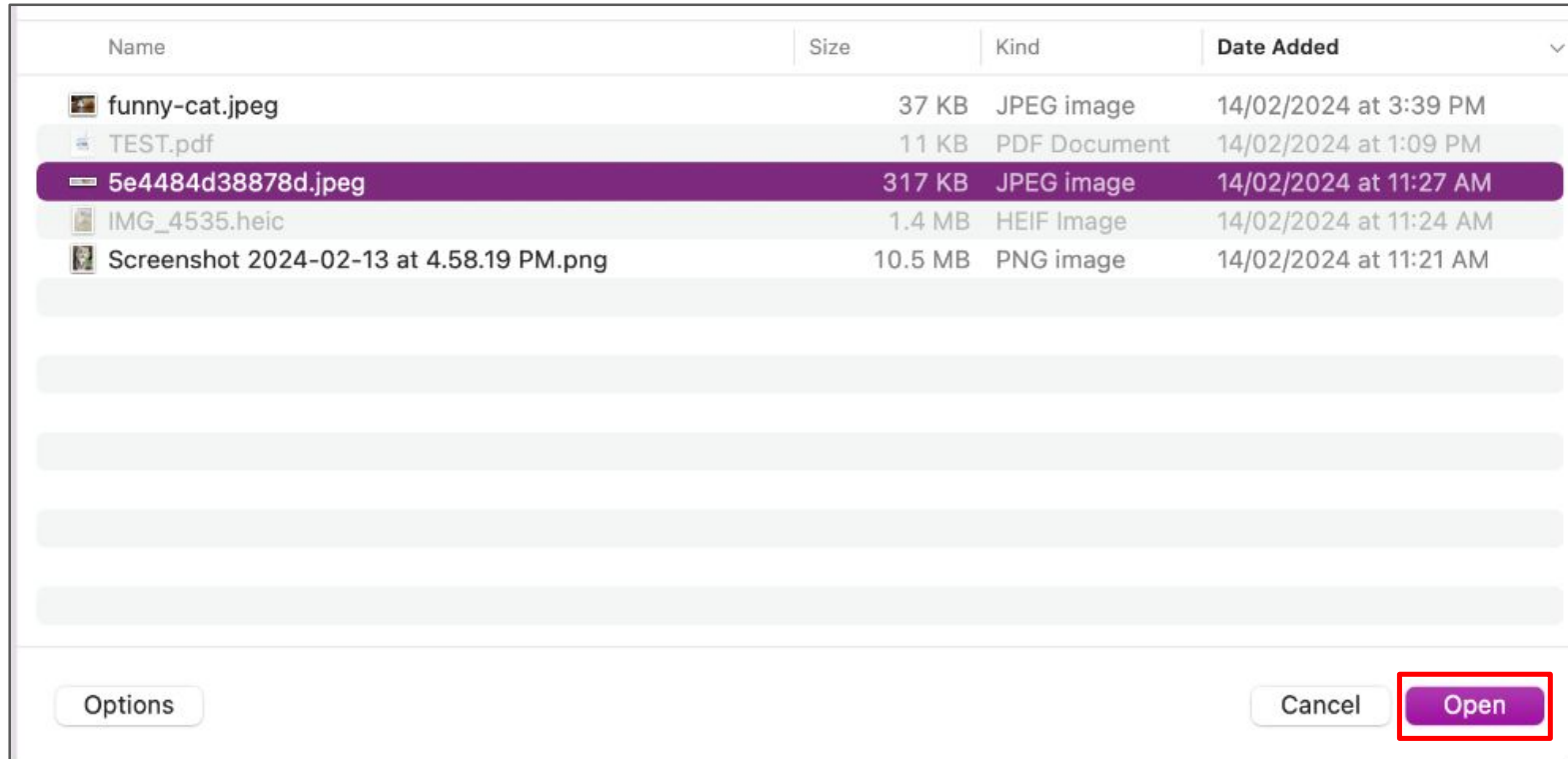
Active Save Page Save Page and create another Cancel



- 4 After you've clicked 'Add Banner', a pop-up window will appear. Click 'Select a file' to upload your image.

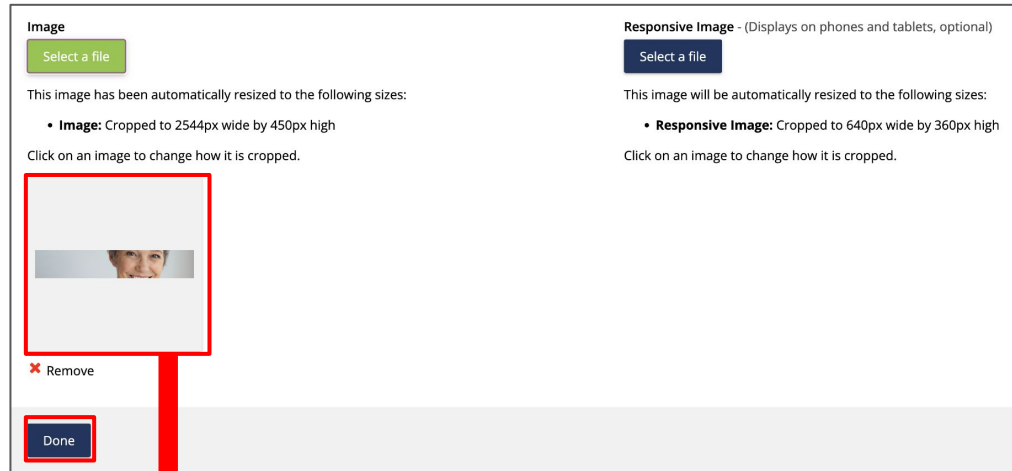


- 5 Select an image from your device or computer and click **Open**. The phrasing and terminology may vary from PC computers to Apple iMac computers; yours may say **Save** or **Upload**.

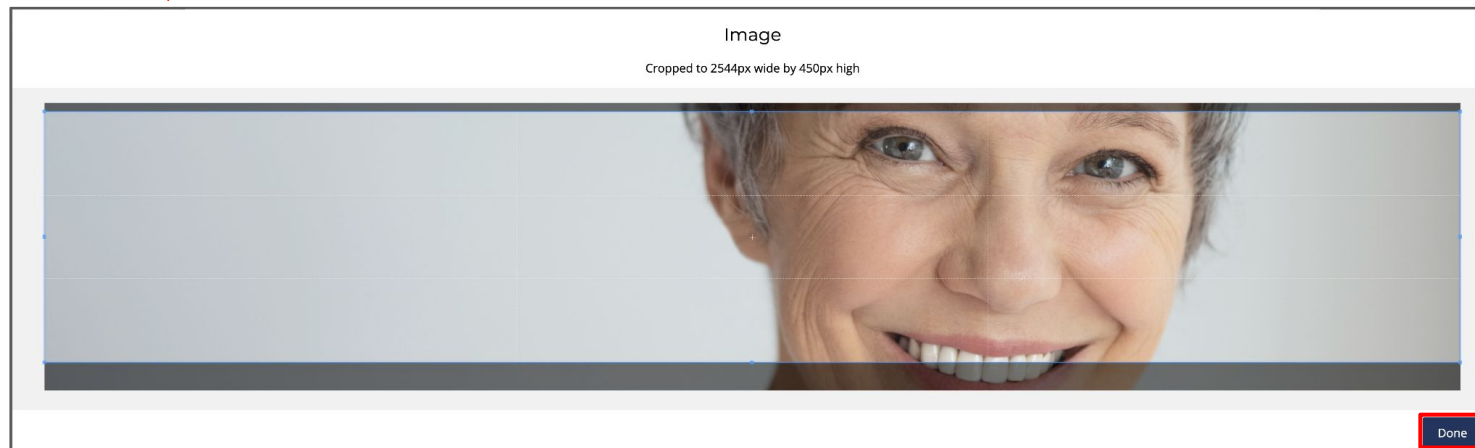


6 You'll then be taken back to the image uploading window. From here you can crop or adjust the banner image added or click **'Done.'**

To fit the banner's required size, some images may need to be cropped. To bring up the cropping option, you can click on the image just uploaded. Use the blue dots to adjust your banner image and click **'Done.'**



Click **'Done'** in the image upload window to go back to the banners tab.



7

You'll then see your image appear under the **'Banners'** tab.

To preview your new banner, ensure the page is active by clicking the active switch at the bottom of the page beside where it says **'Save Page.'**

Then click **'Save Page'** at the bottom of the page.

Pages / Edit Example Page

Edit Example Page


CONTENT **BANNERS** METADATA / SEO SETUP

No banner - (Do not display any banners including the default from Configuration)

Banners (slideshow)

Bulk Upload

These images have been automatically resized. Click on an item to view all the generated versions of the image, and to modify how they are cropped.


 Active ✕

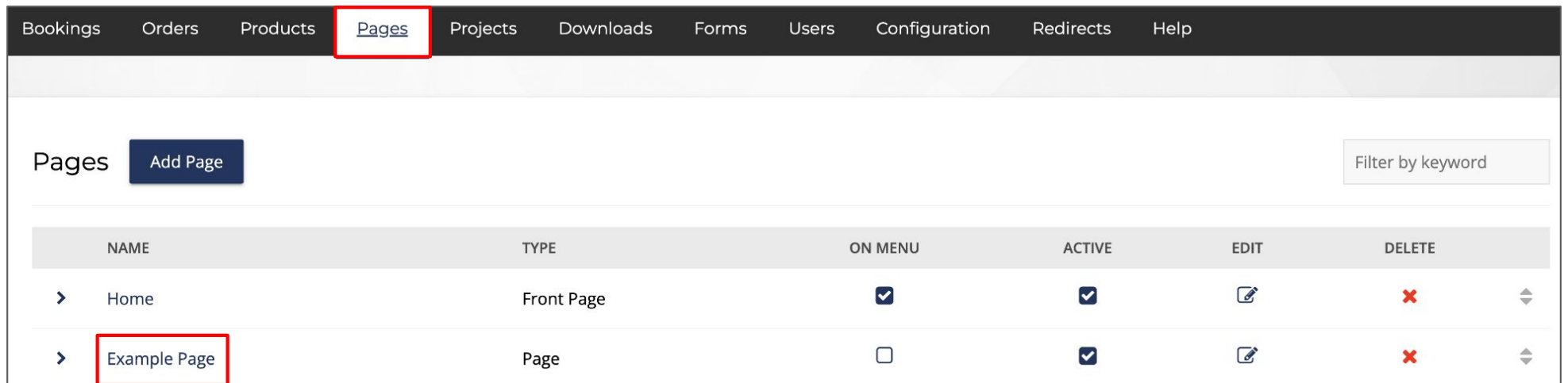
+ Add Banner

Active Save Page Save Page and create another Cancel



8 Go to the page's live preview to review your updated changes.

If your page doesn't appear on your website's menu, you can preview the page using the page's title as a link in the 'Pages' tab of your admin panel.



The screenshot shows the 'Pages' management interface in the ActiveHost admin panel. The top navigation bar includes 'Bookings', 'Orders', 'Products', 'Pages', 'Projects', 'Downloads', 'Forms', 'Users', 'Configuration', 'Redirects', and 'Help'. The 'Pages' tab is selected. Below the navigation bar, there is a 'Pages' header with an 'Add Page' button and a 'Filter by keyword' search box. A table lists the pages with columns for NAME, TYPE, ON MENU, ACTIVE, EDIT, and DELETE. The 'Example Page' is highlighted with a red box.

NAME	TYPE	ON MENU	ACTIVE	EDIT	DELETE
> Home	Front Page	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
> Example Page	Page	<input type="checkbox"/>	<input checked="" type="checkbox"/>		



ActiveHost is the dedicated website hosting subsidiary of Activate.



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