



## Working with Banner Images

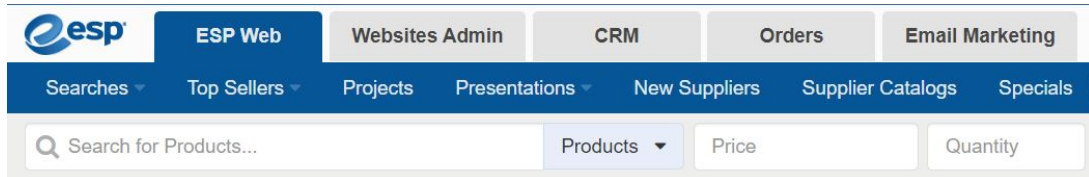
Jennifer M - 2024-02-27 - Manage Site Content

Banners are images on your site that help keep it fresh and exciting. To update a banner properly, you will need to know which template you have applied to your site to ensure that the banner size is correct before updating it.

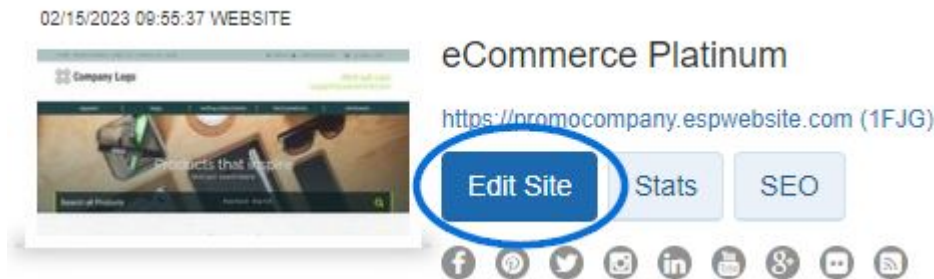
### Before Making Changes: Identify the Template and Check the Banner Size

#### Check the template name

Go to the [ESP Websites Admin](#) and click on the Websites Admin tab.



Locate the site you would like to update and click on the Edit Site button.



Click on the plus button to expand Edit Website Design menu and click on the option for Templates & Colors. The template you have selected will be marked with a large checkmark. Note the name of the template.

### Banner and Category Tile Image Sizes by Template

Please refer to the table below to locate the banner image size/location and category tile information for each template.

Template Name	Banners			Category Tile(s)		
	Images (#)	Width (pixels)	Height (pixels)	Images (#)	Width (pixels)	Height (pixels)
Blaze	3	1600	585	Not Applicable		
Branded	3	1500	725	4	500	561
Cobalt	1	1600	800	4	500	561

Community	4	1600	585	Not Applicable		
Crafted	4	1500	725	Not Applicable		
Evergreen	4	1500	725	Not Applicable		
Flying Ink	3	1600	585	Not Applicable		
Garden	<a href="#">Please contact ASI Technical Product Support</a>					
Generate	3	1500	725	2	500	561
Glory Days	3	1600	585	5	500	561
Happy Tails	3	1500	725	4	500	561
Headline	<a href="#">Please contact ASI Technical Product Support</a>					
Health & Support	5	1500	725	5	500	561
Home Base	<a href="#">Please contact ASI Technical Product Support</a>					
Identity 3.0	1	1500	489	Not Applicable		
Labeled 3.0	4	1899	640	Not Applicable		
Maple Promos	4	1600	585	1	500	561
Mellow	1	1600	774	Not Applicable		
Paper Plane 3.0	1	1900	500	Not Applicable		
Periodical	3	1600	585	Not Applicable		
Shifting Gears	3	1600	585	4	500	561
Snap 3.0	3	860	585	Not Applicable		
Splash	3	1500	725	4	500	561
Spotlight	3	1500	725	Not Applicable		
Stadium	1 (static) 3 (rotating)	1001 1500	366 725	1	500	561
Stars & Stripes	4	1600	585	1	500	561
Sublime	1	1600	585	Not Applicable		
Summit	3	1500	725	4	264	296
Tapestry	4	1600	585	Not Applicable		
Team Builders	3	1600	585	2	500	561
Thematic	<a href="#">Please contact ASI Technical Product Support</a>					
Unboxed	1	1600	800	5*	143	107
Victory	4	1500	725	4	500	561

\*Requires transparent background

## Templates for Company Stores

Template Name	Banners			Category Tile(s)		
	Images (#)	Width (pixels)	Height (pixels)	Images (#)	Width (pixels)	Height (pixels)
Education	3	1500	725	Not Applicable		
Employee Appreciation	1	1500	725	Not Applicable		

Finance	1	1500	725	Not Applicable
Fundraising Event	4	1500	725	Not Applicable
Healthcare Market	4	1500	725	Not Applicable
Real Estate	3	1500	725	Not Applicable
Social Distancing	4	1500	725	Not Applicable

## What is the difference between Banners and Category Tiles?

If you're not sure whether your site is using a banner image or category tiles, here are some key characteristics of each.

Banners:

- Larger image size
- More generic imagery or include a slogan
- Single photo that spans the width of the site

Category Tiles

- Smaller image size
- Specific to a type of product or idea
- Usually multiple images that display across the width of the site

## Ways to Update the Banner(s)

### Use an ASI Provided Banner

You are able to replace a banner image with one provided by ASI.

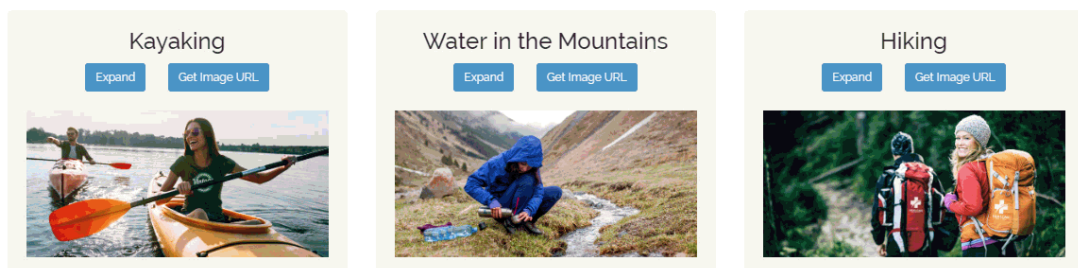
Go to the [Banner Downloads page](#). After locating the image you would like to use, click on the "Get Image URL" button and copy the link. The ASI provided banners are 1500 pixels wide by 725 pixels tall, so they will work well with most templates. If you are using Windows, you can right click and select Copy or hold the Control key and tap C on your keyboard. If you are using a Mac, use Command + C. This will save the URL to your computer's clipboard.



### CHOOSE FROM OUR EXPANSIVE SELECTION OF BANNERS BELOW

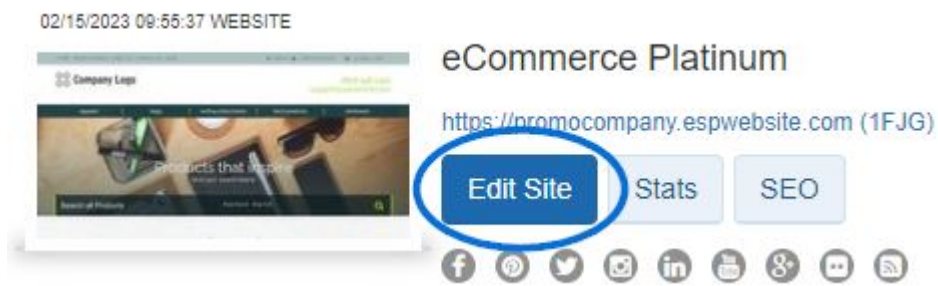
Please refer to ASI's Knowledge Base for instructions on how to add new banners to your website.

If you choose to create your own banners, please make sure they are all 1500px wide by 725px tall.

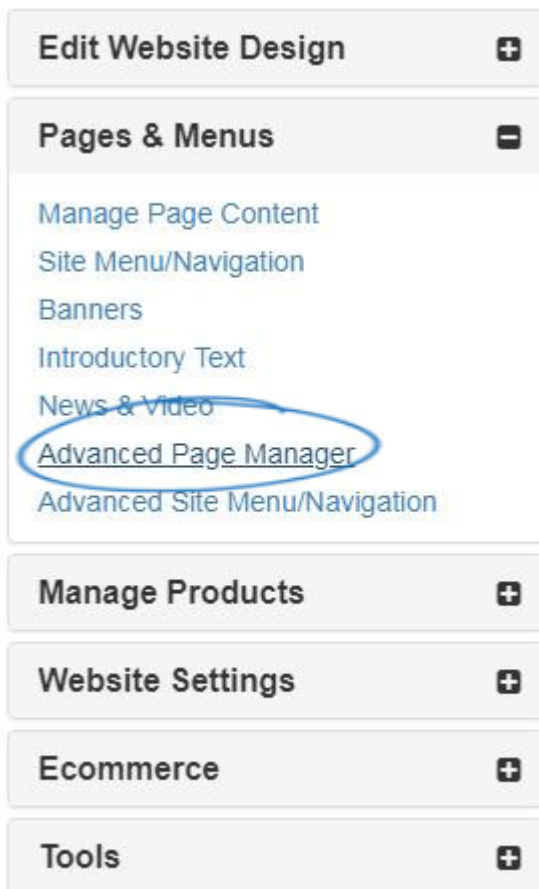


After copying the URL, go to the ESP Websites Admin and click on the Websites Admin tab.

Locate the site you would like to update and click on the Edit Site button.



From the options on the left, open the Pages & Menus section and click on the Advanced Page Manager option.



A notification will appear informing you that changes made in this section can impact the features and functionality of your site. Click on Ok. Next, in the Manage Pages section, click on the Edit Page tab.

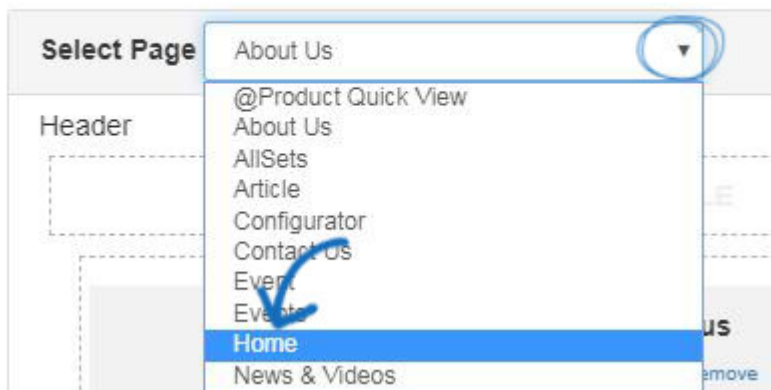
## Manage Pages ?



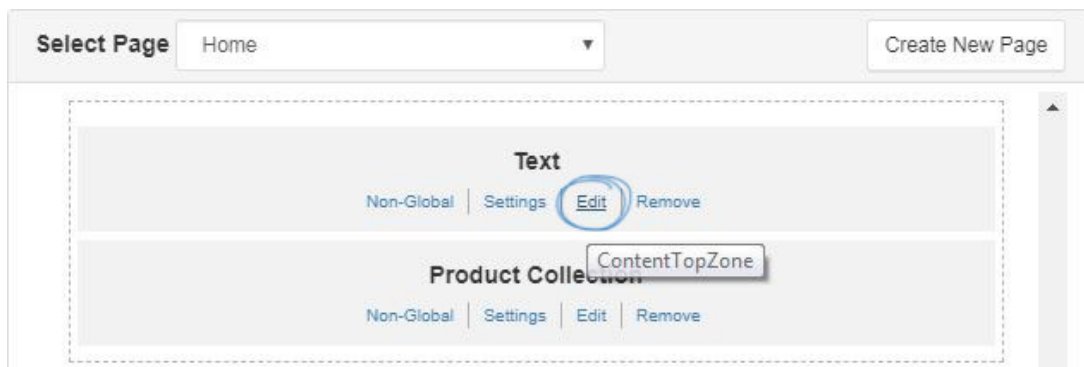
Manage Pages allows you to add, edit, your site.

Use the Select Page dropdown to choose Home.

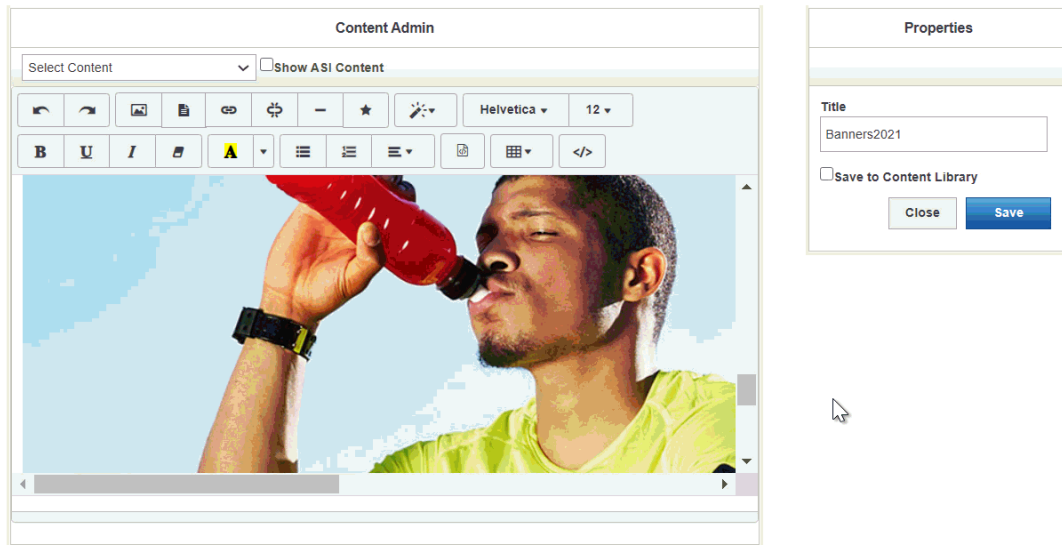
## About Us



Every feature on your ESP Website is represented as a module and where it is located on the main is determined by its zone. The banners are located within a text module in the main zone of the homepage. Depending on the template you are using, there may be multiple text modules on the homepage. To locate the one you need to update, click on Edit for each text module until you find the image you would like to update.



Make sure you are seeing the image from your site that you wish to replace. Click on it and then select Properties (pencil icon) from the toolbar. Replace the link in the Source box with the URL for the banner image you copied. The "Alt Text" box enables you to enter a basic text description of image for ADA compliance. It is optional, but recommended. Lastly, make sure to enter the dimensions for the height and width for the banner. Then, click on OK. The image will be updated. Go to the Properties box on the right and click the Save button.



The screenshot shows the 'Content Admin' interface. At the top, there is a 'Select Content' dropdown and a 'Show ASI Content' checkbox. Below this is a rich text editor toolbar with icons for undo, redo, image, link, unlink, list, star, font color, background color, bold, italic, underline, text color, bulleted list, numbered list, indent, outdent, table, and source code. The main content area displays a banner image of a man in a yellow shirt drinking from a red water bottle. To the right, the 'Properties' panel is visible, containing a 'Title' field with the text 'Banners2021', a 'Save to Content Library' checkbox, and 'Close' and 'Save' buttons.

Lastly, click on the Make Changes Live option. The updated banner should appear on the website within 10 minutes.

### Use an Image from My Computer

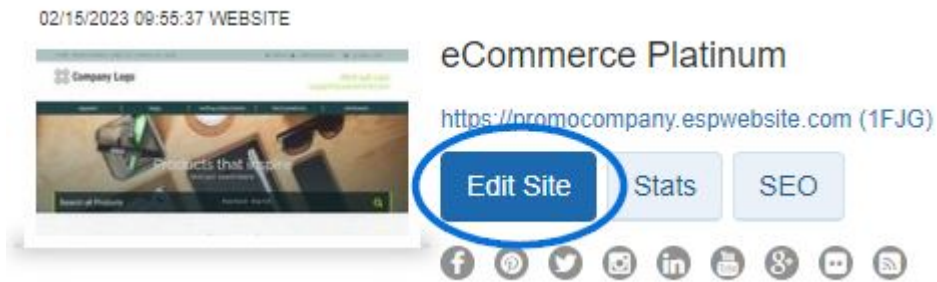
If you would like to upload your own banner image, please be sure that your image is the correct size for your selected website template to ensure the best result.

To use an image that is saved onto your computer, go to the ESP Websites Admin and then click on the Media Library option from the main toolbar.

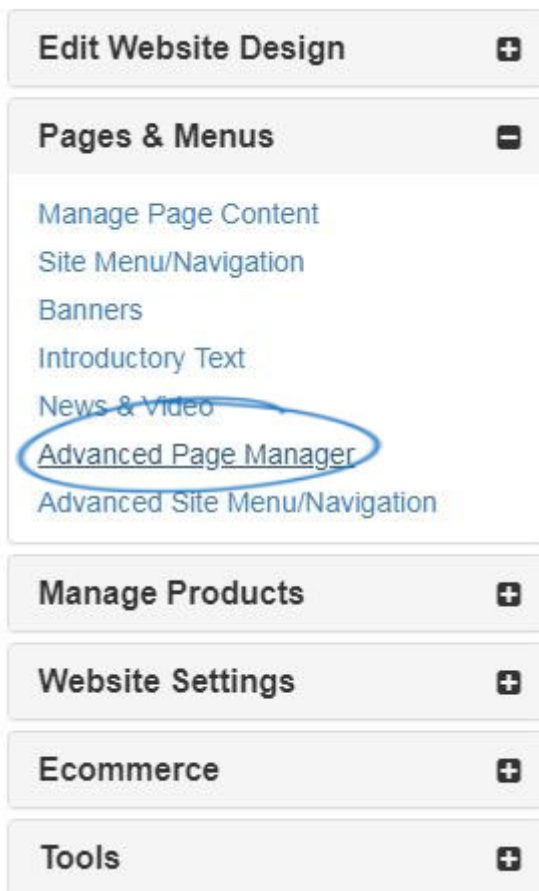


The Media Library houses all images uploaded and utilized for all aspects of the ESP Websites. In the Media Library, click on the Upload Media button. Then, browse your computer for the image you would like to use for the banner. Select the file and then click on the Open button. Configure the image properties using the options on the right and then click on the Save Properties button.

After uploading and saving the image you would like to use, click on the My Sites option from the main toolbar and locate the site you would like to update. Click on the Edit Site button.



From the options on the left, open the Pages & Menus section and click on the Advanced Page Manager option.



A notification will appear informing you that changes made in this section can impact the features and functionality of your site. Click on Ok. Next, in the Manage Pages section, click on the Edit Page tab.

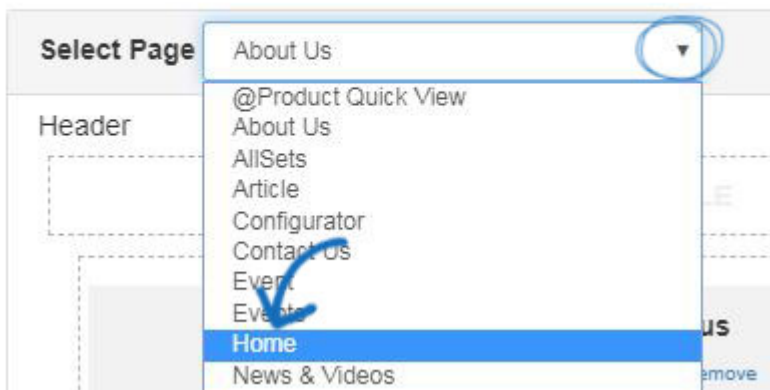
## Manage Pages



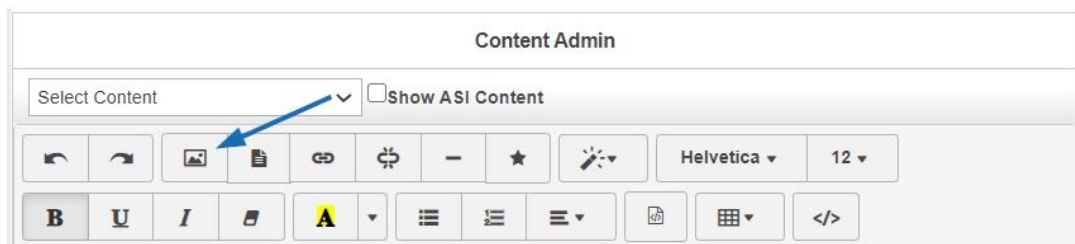
Manage Pages allows you to add, edit, your site.

Use the Select Page dropdown to choose Home.

## About Us



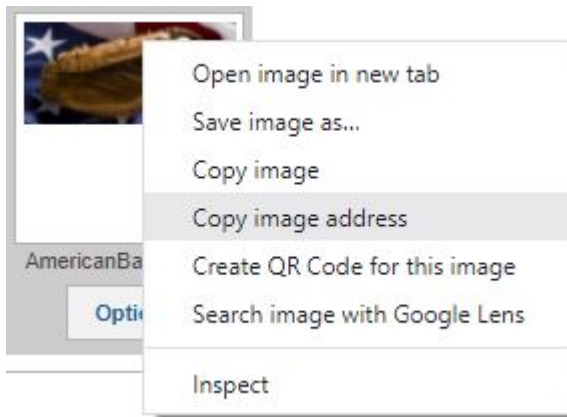
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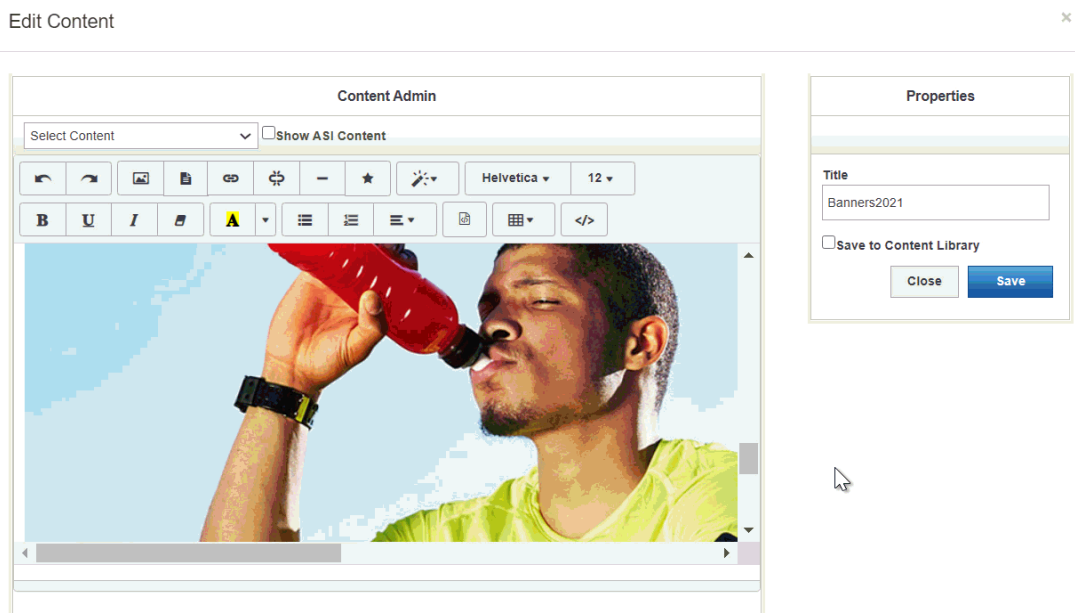
The Media Manager window will open, displaying all available images from the Media Library. Use the upload button to browse your computer and select an image. Then, click on the Upload button.

Once the image has been added to the Media Manager, right click on it and select "Copy Image Address".





After copying the image address, locate the banner you would like to replace. Click on it and then select Properties (pencil icon) from the toolbar. Replace the link in the Source box with the URL for the banner image you copied. The "Alt Text" box enables you to enter a basic text description of image for ADA compliance. It is optional, but recommended. Lastly, make sure to enter the dimensions for the height and width for the banner. Then, click on OK. The image will be updated. Go to the Properties box on the right and click the Save button.



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**ABC Promotional**  
<https://abcpromotions.espwebsite.com> (0BHM)

Preview

View Live Site

**Make Changes Live**

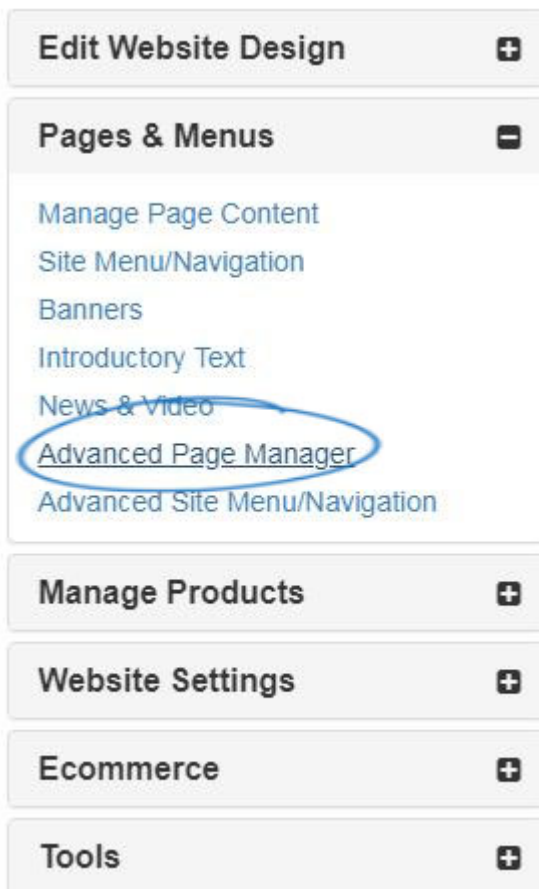
## Use a Link to an Image

If the banner image you would like to use is hosted outside of ASI but you have a link to it, you can use that URL to change the image. After copying the URL, go to the ESP Websites Admin and click on the Websites Admin tab.

Locate the site you would like to update and click on the Edit Site button.



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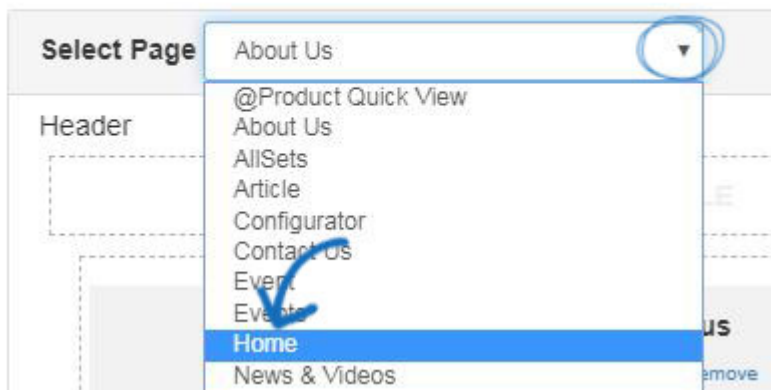
## Manage Pages ⓘ



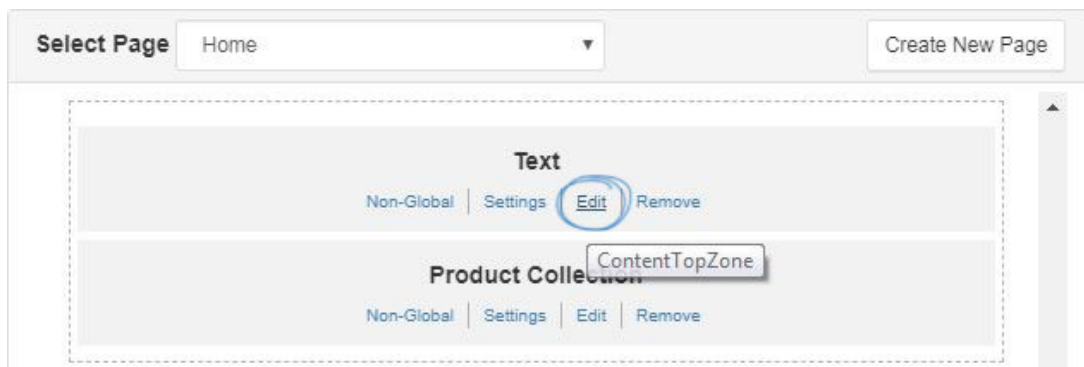
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Content Admin

Select Content  Show ASI Content

Undo Redo Image Link Unlink Bold Italic Text Color Background Color Bulleted List Numbered List Indent Outdent Table Code

Helvetica 12



Close Save

Properties

Title: Banners2021

Save to Content Library

Once you have updated the banner image, click on the Make Changes Live option. The updated banner should appear on the website within 10 minutes.

ABC Promotional

<https://abcpromotions.espwebsite.com> (OBHM)

Preview

View Live Site

**Make Changes Live**