

SharePoint Training Manual – Banner

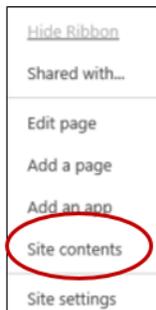
Banner

Add a Banner on a site/subsite home page.

1. Click on the Gear Button drop-down menu located at the top right-hand side of the page.

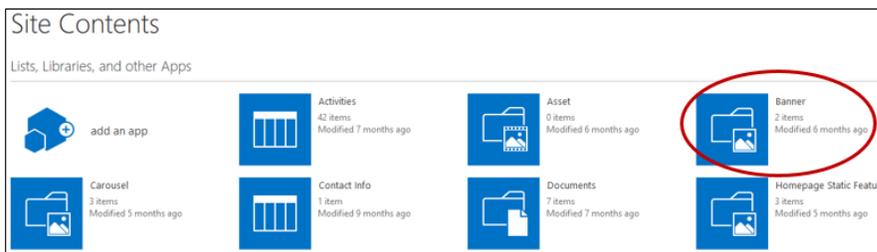


2. Select **Site Contents** from the drop-down menu.

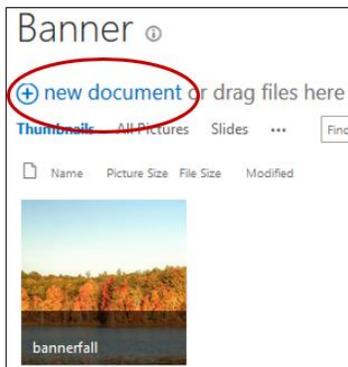


3. Select the **Banner** app.

- Note: This app is initialized when a new site/subsite is created and will appear in Site Contents. There is no need to add the app.



4. To add a new image for the banner, click on **new document**.



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5. Click **Browse** to select the location of the image to be added.
Locate the image file to be added and verify the **File name** is correct.
Click **Open and OK** to save selections made or **Cancel** to remove any selections.
6. Once the image has been selected, enter the fields in the Banner popup and click **Save** to save selections or **Cancel** to remove selections.

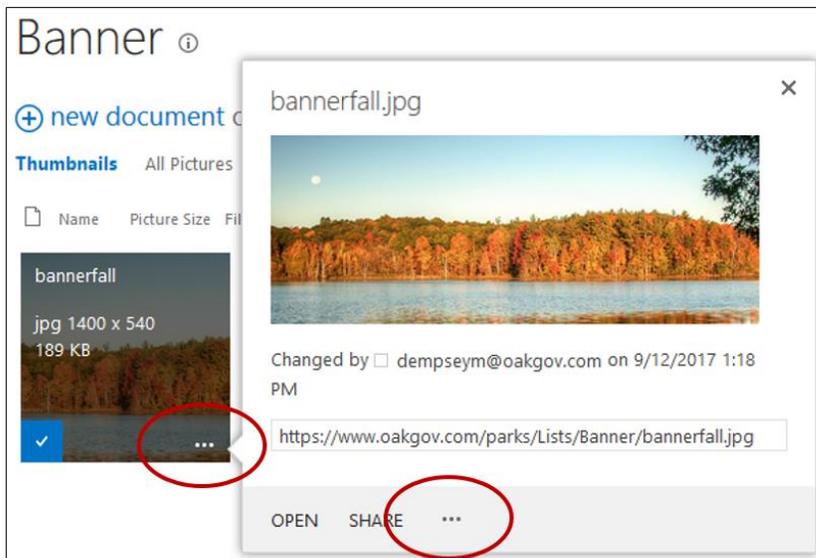
Title of Field	Description
Name*	This field is used for image name only. When uploading an image, make sure the new image has the name 'banner'. If this name is not used, the banner on the site/subsite will be gray.
Title	This field will not appear on the Banner. Enter a related Title for the image. ➤ Note: This field will be included for search criteria. It will allow the image to be found and possibly included in search results.
Date Picture Taken	This field does not apply to the Banner. Do not update.
Description	This field will not appear on the Banner. Use this field as an alternative text for the image. ➤ Note: Be sure to always add Alternative Text (alt tag) to describe an image on a website. For images in the Banner, the Description field is designated for the alternative text. This allows the image to be accessible as well as found by some search engines (e.g., Google). Screen readers are used by those who are blind or visually impaired and will read this text to describe the image.
Keywords	This field does not apply to the Banner. Do not update.
*Required field(s)	

7. Return to the site/subsite home page to see the image saved in the Banner list.

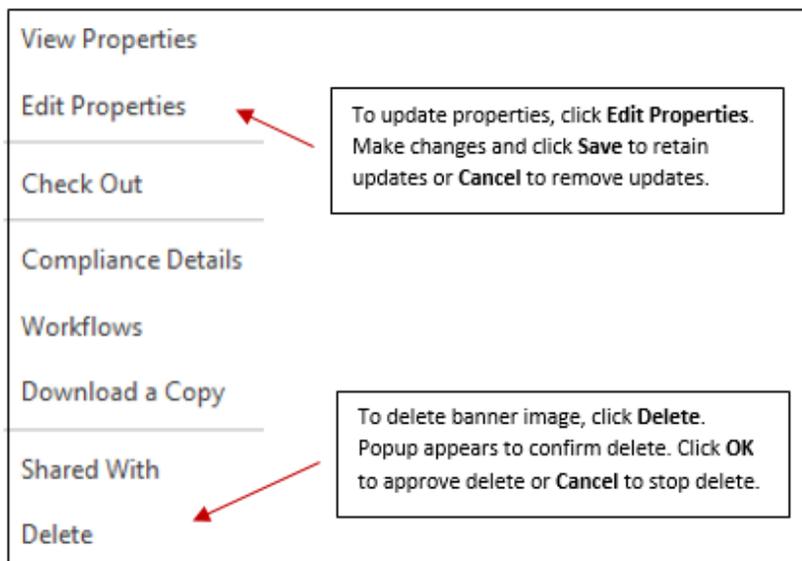
Edit Properties or Delete Existing Banner.

- Note: When changing the Banner, add the new one first (instructions above), then delete the old one (instructions below). When completed, there should only be ONE Banner in this folder.
1. In Site Contents, within the Banner list, click on the **ellipsis** of the existing Banner image. Then click the **Open Menu ellipsis** on the popup for the existing Banner.

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2. The following menu appears:



3. When a Banner image has been updated, return to the homepage of the site/subsite. Refresh the browser page to see the new image.