

# Side Banners: How do I add an image as a side banner to one of my web pages?

1. From your Web Builder Dashboard, select Manage Side Banners from the Website Content section. You can also reach this area from Edit Website mode via the Side Banner Library link on the Main Menu bar
2. Select Image Banner from the list of banners to create
3. Browse for the photo on your computer harddrive OR choose from your File Library
4. Upload your image

Screenshot of the 'Manage Side Banners' interface in Web Builder Dashboard.

Header: DASHBOARD, EDIT WEBSITE, NEWSLETTER, MY ACCOUNT. Sub-header: Logged in as c

Section: Manage Banners > Edit Side Banner

Step 1: Choose a Photo

Image preview: A collage of business-related words like MARKETING, PLANNING, ANALYSIS, BUSINESS, and SUCCESS.

Upload options: Choose a file to upload (File:  Browse) or Choose From Library.

Step 3: Add sorting and visibility preferences.

Banner Display Order:  \* Order on page, top to bottom, ie: 10, 20, 30, 40

Show On... ALL PAGES Clear All

Visibility checkboxes (dashed lines):

<input type="checkbox"/> Home	<input type="checkbox"/> About	<input type="checkbox"/> Services	<input type="checkbox"/> Testimonials
		<input type="checkbox"/> Do-It-Yourself	
		<input type="checkbox"/> Ecommerce	

5. Give your image a sort order in which it will appear on the website. The higher the sort number will make it appear on the top of the side banner area
6. Select the pages that your image will appear on by selecting the check boxes or choose Show On All Pages
7. Submit to save your side banner, then publish your pages

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Author: Homespun Support  
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