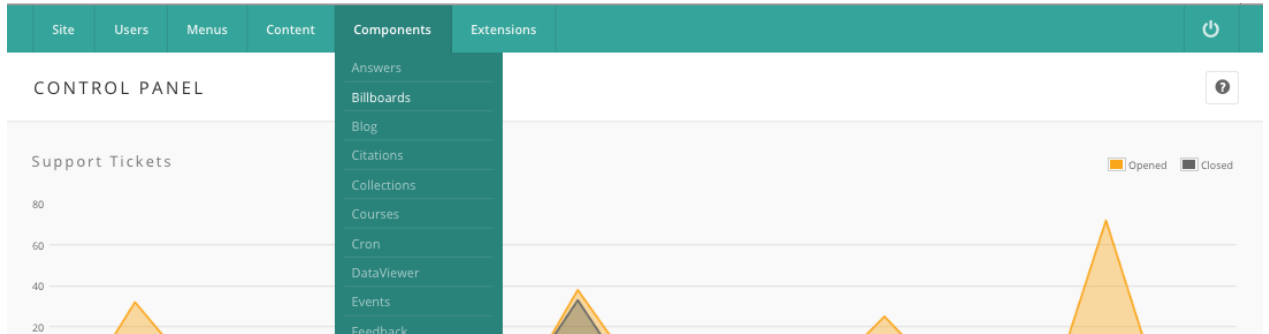


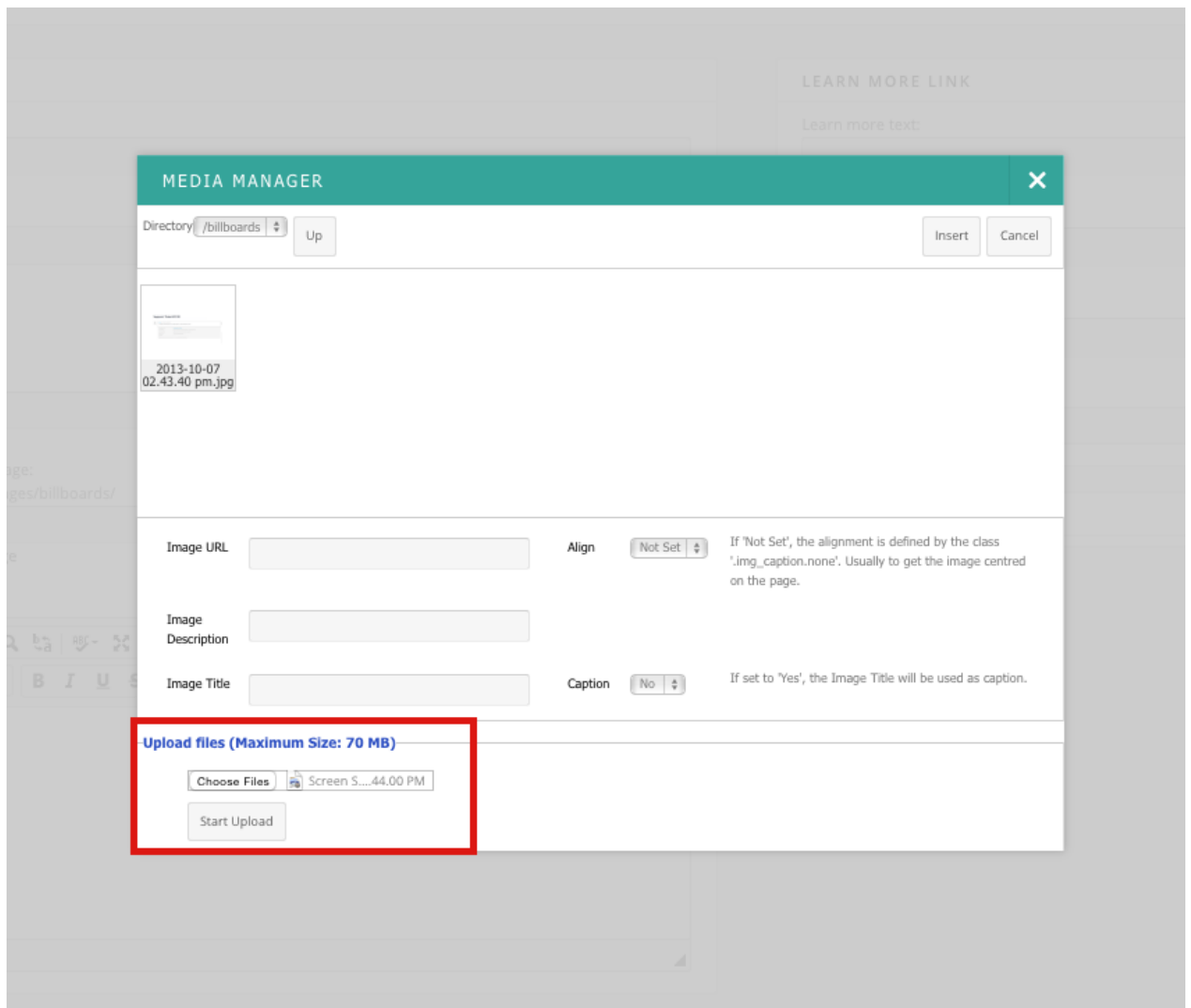
## Billboards

### Uploading an Image

1. To upload an image, open the **Billboard** you would like to edit.



2. Click **Upload Image**, located underneath the **Background Image** field.

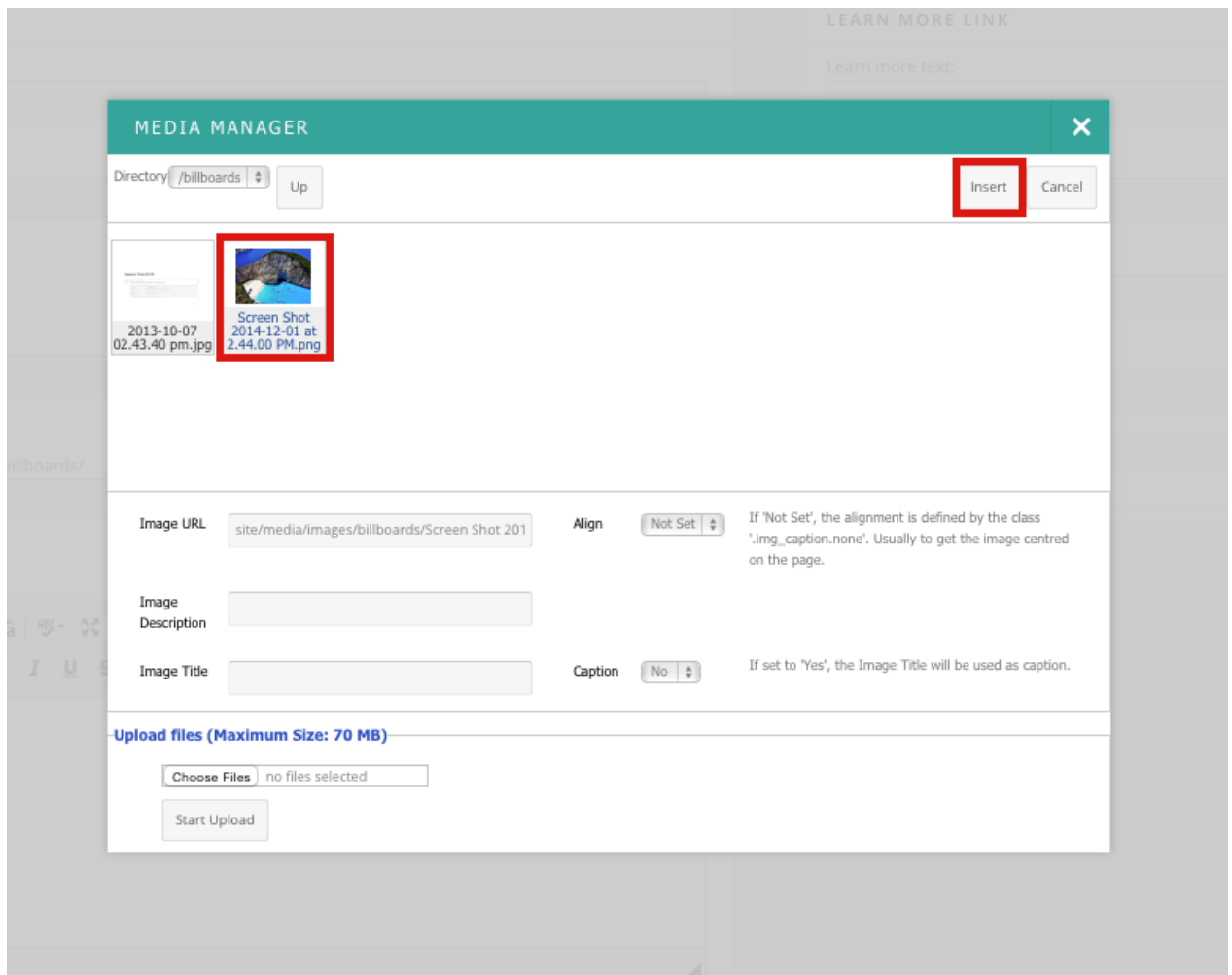


3. Click the **Browse** button located on the bottom of the **Media Manager** pop-up, and

## BILLBOARDS

locate and select the picture you would like to upload.

4. Click **Start Upload**. You should then see your picture appear as an option.
5. Copy the file name and paste it into the **Background Image** field.



The screenshot displays a 'MEDIA MANAGER' dialog box. At the top, there is a teal header with the title 'MEDIA MANAGER' and a close button (X). Below the header, the 'Directory' is set to '/billboards' with an 'Up' button. On the right side, there are 'Insert' and 'Cancel' buttons, both of which are highlighted with red boxes. The main area shows a list of files. One file, 'Screen Shot 2014-12-01 at 2.44.00 PM.png', is selected and highlighted with a red box. Below the file list, there are several configuration fields: 'Image URL' (site/media/images/billboards/Screen Shot 201), 'Align' (Not Set), 'Image Description', 'Image Title', and 'Caption' (No). Each field has a corresponding dropdown menu or input box. At the bottom, there is an 'Upload files (Maximum Size: 70 MB)' section with a 'Choose Files' button (no files selected) and a 'Start Upload' button.