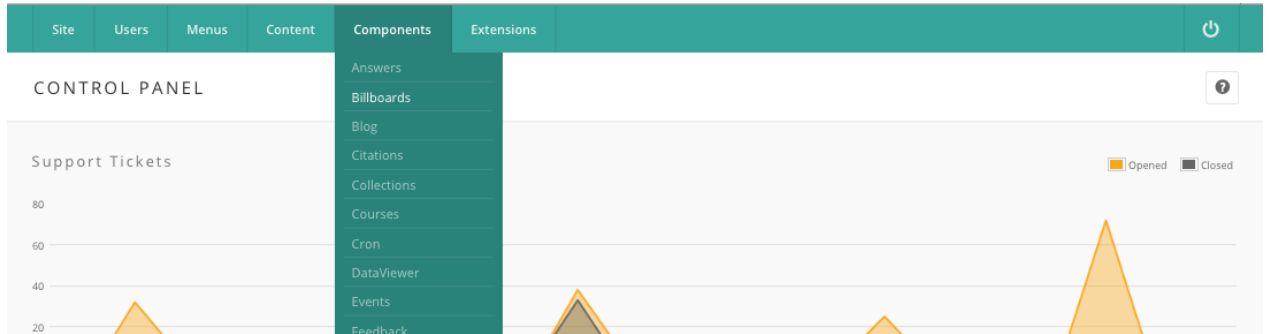


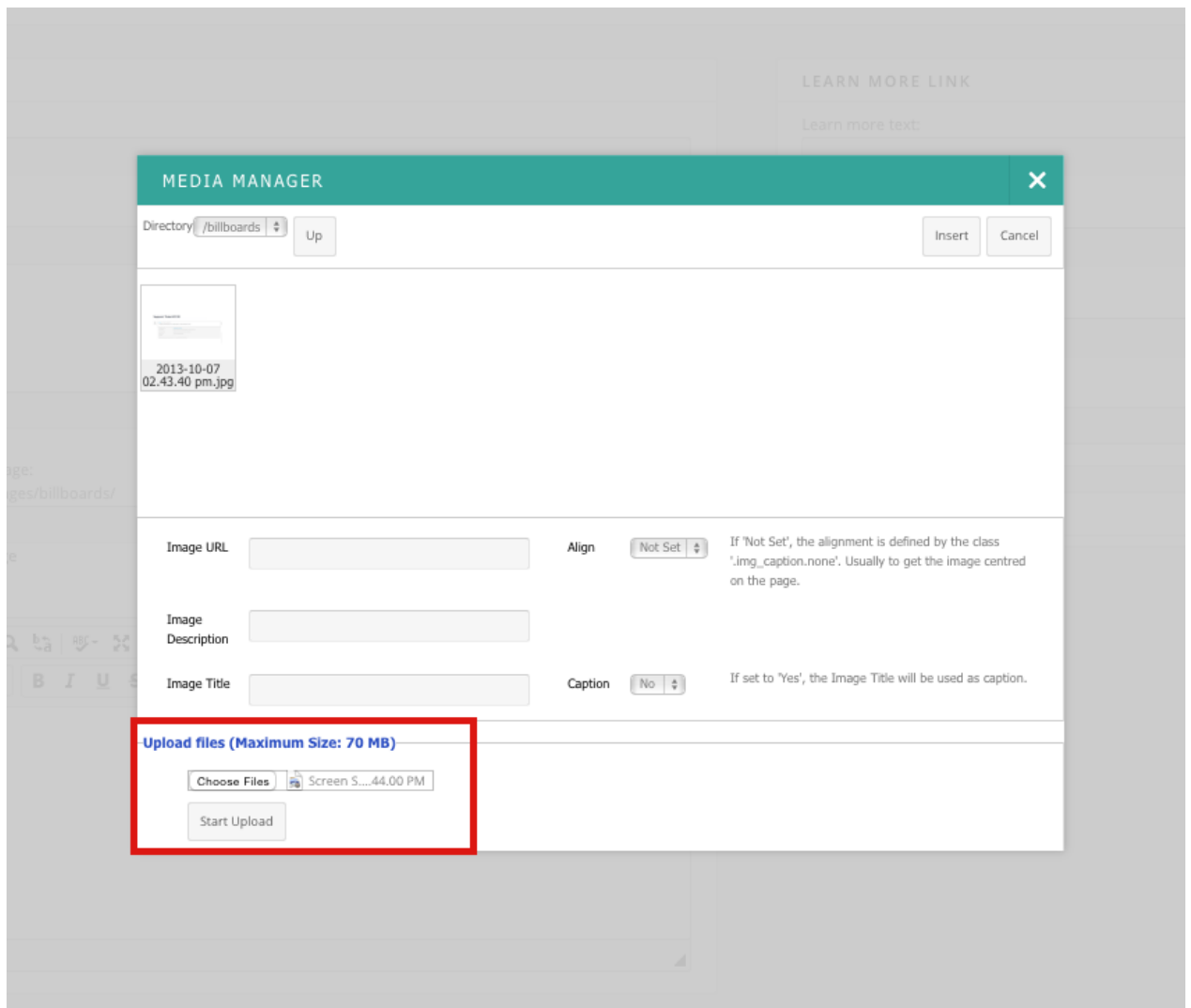
## Billboards

### 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.

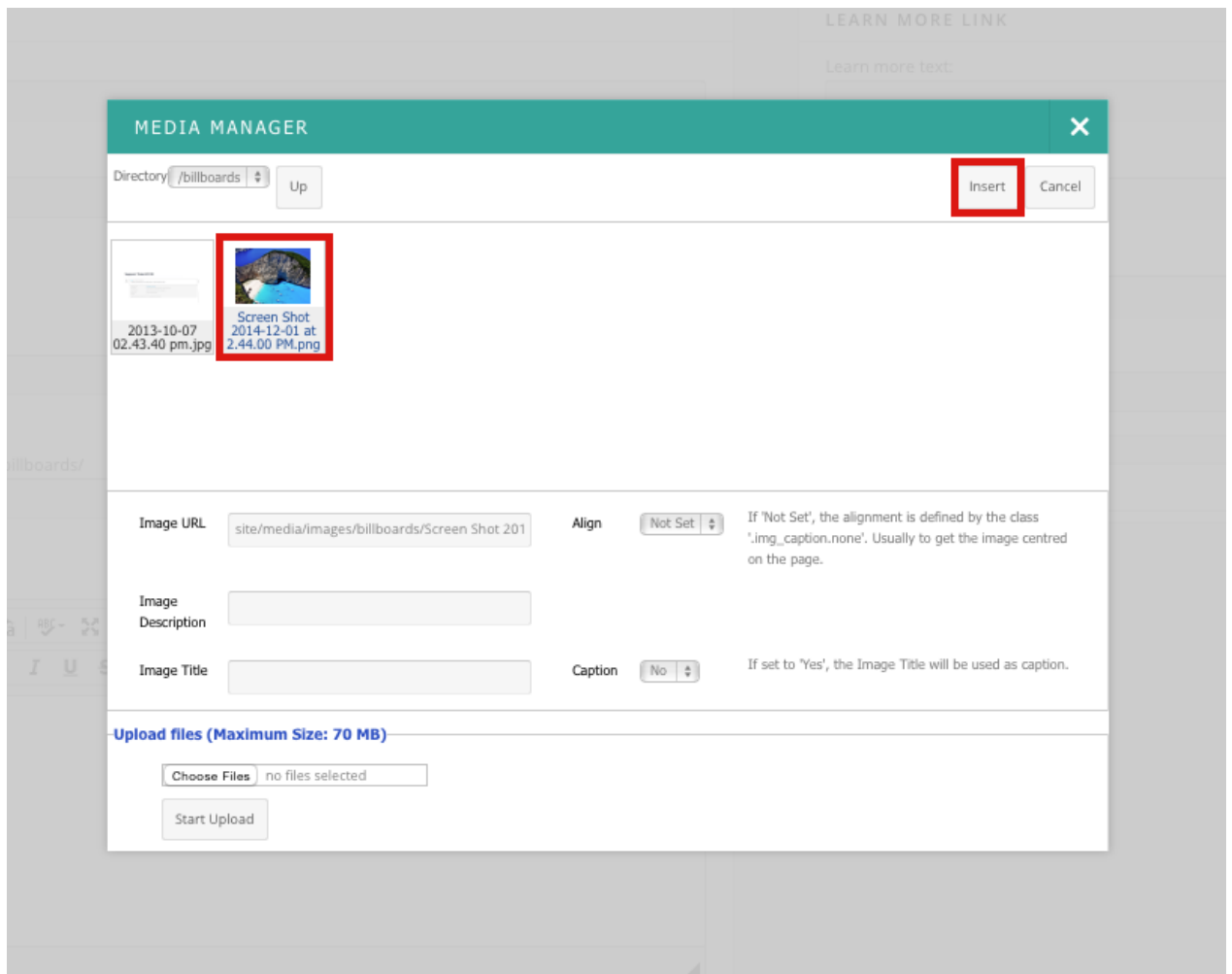


3. Click the **Browse** button located on the bottom of the **Media Manager** pop-up, and

## 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 fields for 'Image URL' (containing 'site/media/images/billboards/Screen Shot 201'), 'Image Description', and 'Image Title'. To the right of these fields are 'Align' and 'Caption' dropdown menus. The 'Align' dropdown is set to 'Not Set' and the 'Caption' dropdown is set to 'No'. Below these fields, there is a section for 'Upload files (Maximum Size: 70 MB)' with a 'Choose Files' button (showing 'no files selected') and a 'Start Upload' button.