



## Adding a Banner Collection

1. Open the 'Site Configuration' in the root level of the digitalbrain account.
2. Click on  New .
3. Select 'banner collection' and 

**Step 1:** What would you like to create?

**Folders**

 Tab Collection   Banner Collection

**Configuration**

 Portal Details   Logo   Banner Background

**Users**

 LookNFeel Details

cancel

next


4. Create name for 'banner collection' e.g banner collection

New >  Banner Collection

**Step 1:**

What would you like to call it?

In which folder should this be created?



cancel

done


5. The Banner Collection will now appear in you folder listings Select the folder

 Banner Collection 

6. . Select  New to create a banner collection link.

## Adding a Banner Collection


7. Name the Banner Image Link ‘ bannercollection1’, click edit.

New >  Banner Image Link

**Step 1:**


What would you like to call it?

In which folder should this be created?

8. You will see the following template

### Edit a Banner



**Banner**      the banner is shown at the top of the page

You can upload a multimedia file here.  
Supported media types include images (GIF or JPEG), flash presentations and RealAudio files.  
The object must be the following size: width any size; height any size

Copyright: Did you get this media from elsewhere on the web?  
If so, enter the URL of the original:

Link: where should this link to when clicked (if different from above)?

What alternative text describes this item?

9. Clcik on  to search for an Image. Note for a **fixed width** banner, the image must be the following size: width= 468 pixels; height=60 pixels.
10. Locate the image and click ‘open’ to insert it.
11. Clcik on save and List to return to your digitalbrain
12. Repeat process 6- 111 to add additional banner collections