# Course Marketing: Upload a banner image
How to upload a banner image for the University and/or School website

This guide is intended for staff who are responsible for managing/maintaining course marketing information for their Faculty or School.

This guide explains how to upload a banner image for the University and/or a School website. All courses are displayed on the University website, so all courses require a Standard banner image. If you are looking after an EPS course, you will also need to upload a separate EPS School banner image (even if it is the same as the Standard banner image).

Please note that you can only upload one Standard and one EPS School banner image to each degree profile. Banner images also must be in JPG/JPEG format and conform to the following specifications:

| Specifications | Standard banner image | EPS School  banner image |
| --- | --- | --- |
| Maximum file size | Up to 150KB | Up to 150KB |
| Width | 1400 pixels (exactly) | 1200 pixels (exactly) |
| Height | 450 pixels (exactly) | 250 pixels (exactly) |

Please refer to the course marketing content governance guidance approved by your Faculty Communications and Marketing Team for further information.

To upload a banner image:

1. Navigate to **Student Recruiting/Publishing Plans/Marketing Information.**

2. Search for the publishing plan you require (see Search for a publishing plan).

3. Click on the **more tabs arrow** to reveal the other tabs.  Select the **File Upload** tab.

4. Change the **Publishing Status** to *Draft* (see also Make changes to a publishing plan).

5. Click on **Save** at the bottom of the page.

6. If you are uploading a banner image for the first time (e.g. for a new course), select the type of **banner image** [i.e. *Banner Image (EPS School web)* or *Banner Image (Standard web)]* you want from the *Type of File* field and click on the **Upload File** button.  Then select the image you want to upload. An error message will appear if the image does not meet the image specifications.

7. If you are replacing an existing banner image (or uploading an additional banner image as in EPS), click on the **little plus sign** first and then follow the above instructions.

8. Enter an appropriate description of the image in the *Alt text* field. This text will appear if for some reason the image cannot be displayed for the user.

9. Click on **Save** to save all of your changes.

10. Click on the **preview icon** (the sheet of paper with a pair of glasses in front) to see a preview of the website. The preview shows you what the plan will look like on the University website, not the School website.

11. When you are happy with your amendments, change the **Publishing Status** to *Ready for Approval* and click **Save**. The changes will now need to be approved, see Approve changes to a publishing plan.

To upload another type of digital content, click on the **little plus sign** and then refer to the following how-to guides:

- Add a chart;
- Upload a contextual image;
- Upload a document;
- Upload a photo of a person.