Course Marketing: Upload a contextual image
How to upload a contextual image

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 contextual image. Contextual images must be in JPG/JPEG format and conform to the following specification:

Specifications	Contextual image
Maximum file size	75KB
Width	564 pixels
Height	317 pixels
Total number of images (any type) per plan	10

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

To upload a contextual 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. From the *Type of File* field, select **Contextual Image** and click on the **Upload File** button. Then select the image file you want to upload. An error message will appear if the image does not meet the image specifications.

> Note that if any digital content (i.e. banner image, chart, document, photo of a person) has already been uploaded to the plan, you will need to select the **little plus sign** first before you can add new content (i.e. contextual image).

7. To select the area on the webpage where the image will be published, click on the **magnifying glass** next to *Display Area*. The display choices match the sections/headings provided in the current web template.

8. Enter an appropriate description of the image in the *Alt text* and *File Description* fields. The text entered into the *File Description* field will display below the image.

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 web page. Currently, you will only see the Alt text and description displayed on the preview page, not the image itself. In the future, the actual image will be shown in the preview image.

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 contextual image:

12. Click on the **little plus sign** in the right-hand corner. Then follow steps 6-9 again.

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

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