Adding A Hero Image:

Please Note: These instructions assume you are on the “Content” tab of your news article.

1. Under the Section labeled “Hero,” click the “Add Media to Gallery” link.
   a. This should prompt the Media Items window to appear.
2. Ensure the dropdown menu labeled “Media Type” is set to “Image.”
3. Drag and drop your desired image into the pop-up window.
   a. If done correctly, this will load a preview of the image in the box on the left side of the pop-up.
4. Enter the image information into the fields: Title (required), Caption, and Photo Credit.
5. Click the “Add” button.
   a. This should load the image into the “Available Media” section of the popup window.
6. To add the image to your Hero Section, make sure to click the “Add to Article” button for your image in the “Available Media” section.