Adding the News Thumbnail:

The News Thumbnail is the main image that will appear in newsfeeds. This image can be inserted with a simple drag and drop into the provided box.

Please note: In order to be accepted by the system, images must be 720 pixels wide by 494 pixels tall.

Once you have uploaded your thumbnail, you are given a preview of the image. If you would like to use a different image instead, click the “Replace Image” button, highlighted in green, which will open a new window in which you can drag and drop a different file.
To crop the image, you can click the “Adjust” button, highlighted in yellow (above) which will open up a screen that allows you to crop the image.

At any time you can click either the cancel or the “x” button in the corner in order to avoid cropping the image (highlighted in yellow, above).
The Media Gallery:

Clicking this link will open the Media Gallery:

The Media Galleryallows you to upload any of the content you would like to appear in the Hero section of the article. To begin, select the type of media that you would like to include:
For this example, we'll choose to upload an image.
Just like the thumbnail section, the Media Gallery allows you to drag and drop the image you would like to include in your article. Include the metadata below, including photo captions, if necessary.

Once you are satisfied with the information you have inputted, click “Add,” highlighted in red above.
The screen will change to look like the following:

Please note: the media gallery is a two-step process – the first step is to upload the content to the media gallery. The second step is to choose from that content what you would like to include. Do this by clicking the “Add to Article” Button (highlighted above in red).
You can also make some changes to the image you have added from the media gallery screen itself:

If at this stage you would like to remove the image, click the trashcan icon, highlighted in blue.

If you would like to edit the information, click the pencil icon, highlighted in yellow.
From this same screen, you can also repeat the process and add another piece of media. Don’t forget to click the “Add to Article” button for each piece of media you would like added to the article.
Once you have selected which pieces of media you would like to add, you can still edit or delete them from the main content page using the images on the right hand side.

If you would like to add more than one media item, you have the ability to rearrange the hero display by clicking the “Hamburger” icon to the left of the image, highlighted in blue below.

You can either add content by copying and pasting **plain text** to the content pane, or typing the content in directly.
Please note: all the content uploaded to the media library in the hero section of your article is also available here for use in the gallery.

The final step in the articles for the allows you to pull the media into a gallery:

To Add a gallery, click the “Add” button, after deciding on a name for your gallery (above).

Using the two items we added in the Hero section, and the “Add Media to Gallery” button, we created the gallery for our article.