

## **Instructions for Uploading a New Banner to Your Web Site**

1. Save the banner you want to upload to a location on your computer where you can find it. Banners that are 1010 x 200 pixels work best in the current site layout. The most recent IWLA banners available can found at **[www.iwla.org/banners](http://www.iwla.org/banners)**.
2. Log into your Web site.
3. Click on the “More” dropdown menu in the upper right corner of your screen and select “Manage site.”
4. Click on “Colors and Fonts” in the left-hand sidebar.
5. In the scroll box in the center of the page, scroll down to “Site header background image” under “Site header.”
6. Select “Add File” beside the “Custom” button.
7. Find the banner on your computer that you want to upload and double-click to upload it to your Web site. (You should see the banner appear in the “Preview” section of the page when it’s finished.)
8. Select the following settings below the area where you just uploaded the new banner:
  - a. Repeat: None
  - b. Horizontal Position: Center
  - c. Vertical Position: Top
9. Click the red “SAVE” button at the top of the page.
10. When the yellow box at the top appears with the “Your changes have been saved” message, click on your site name in the upper left corner to confirm that your banner has been changed.