

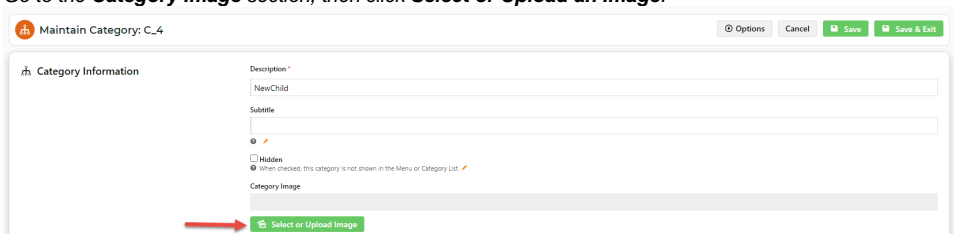
# Upload Category Images in the CMS

## Overview

You can upload a category image and assign it to a category when editing it in [Category Maintenance](#). You can also upload a category image into the CategoryImages folder using the CMS [File Manager](#) and assign it later to a category in [Category Maintenance](#). Category images should be 250 x 250 px in either .png or .jpg format.

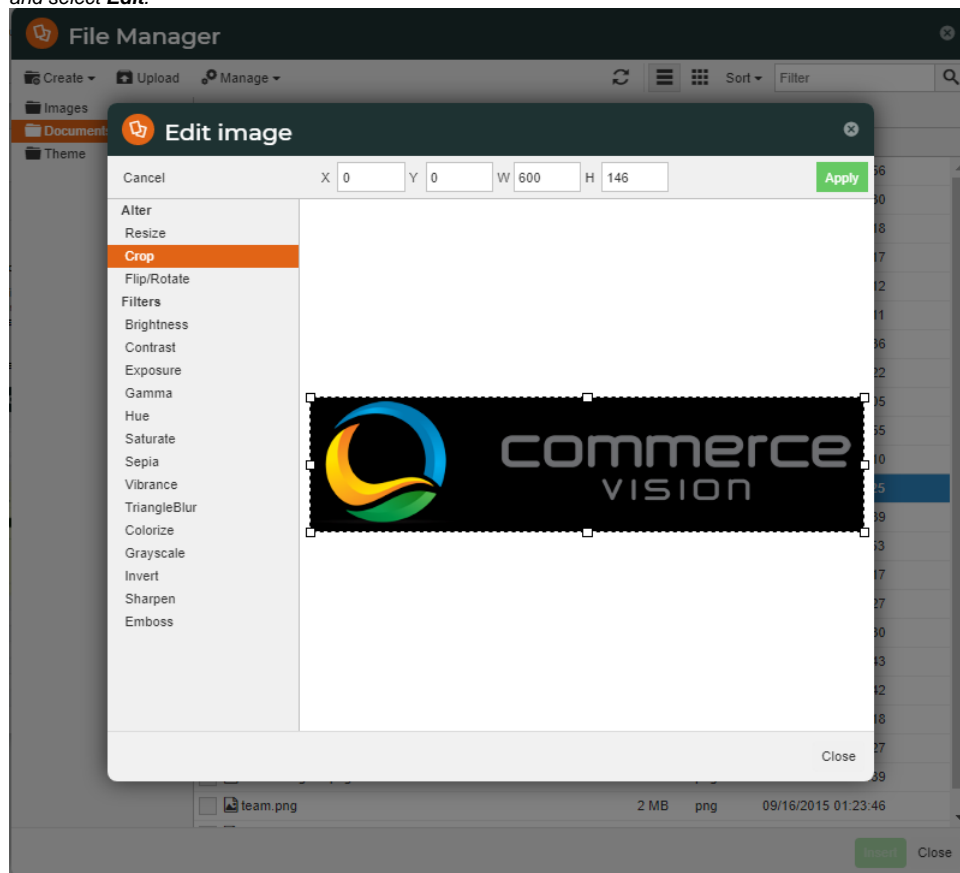
## Upload an image in Category Maintenance

1. Navigate to **Products & Categories** **Category Maintenance**.
2. Find the category you require and click **Edit**.
3. Go to the **Category Image** section, then click **Select or Upload an Image**.



The screenshot shows the 'Maintain Category: C\_4' form. The 'Category Image' section is highlighted with a red arrow pointing to the 'Select or Upload Image' button. The form includes fields for Description, Subtitle, and a Hidden checkbox.

4. You will be taken to the **CategoryImages** folder. Select or upload the required image.
- **Edit images** - You can crop, resize, flip, and enhance the image. Select the image, then right click your mouse and select **Edit**.

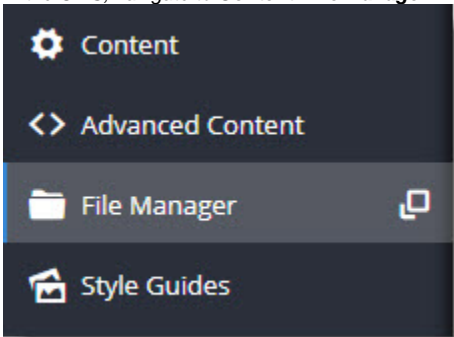


5. Click **Save** or **Save & Exit**.

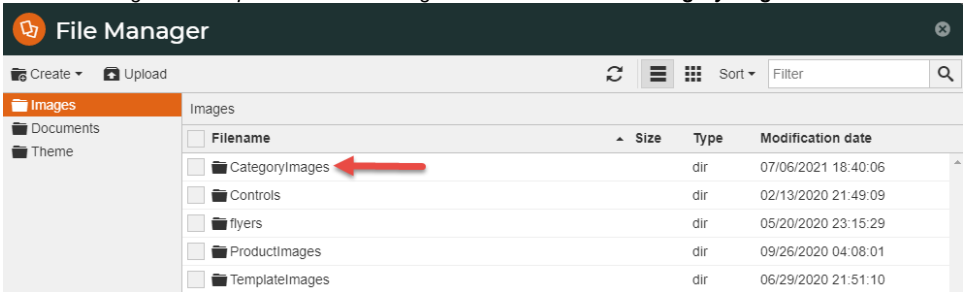
# Upload, download or edit images in CMS File Manager

To change or upload a category image in File Manager:

1. In the CMS, navigate to **Content File Manager**.



2. The File Manager window provides a list of images folders. Click on the **CategoryImages** folder.



3. You can do the following:
- Upload an image:** If this image is not yet linked to a particular category, the file can have any name. If this image is to replace one assigned to a category, ensure the file name is exactly the same.
- Edit an image:** In the folder, find the required file. To edit it in File Manager, click the checkbox for the file, then **Manage Edit**.
- Download an image:** In the folder, find the required file. Click the checkbox for the file, then **Manage Download**.

## Additional Information

Minimum Version Requirements	03.97.00
Prerequisites	--
Self Configurable	Yes
Business Function	Products & Categories
BPD Only?	Yes
B2B/B2C/Both	Both
Third Party Costs	n/a

## Related help

- [Best Image Sizes for Zone](#)

- [Default Product Image in a List](#)
- [Maintain Product Category in Category Maintenance](#)
- [Infinite / Endless Scrolling](#)
- [Image Optimisation](#)