

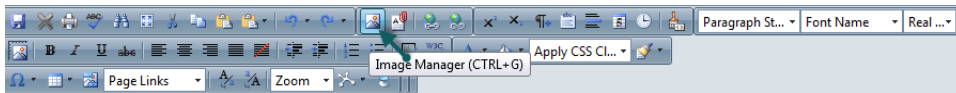
Upload images via the Content Manager - classic sites

Web Administrators will need to add new images and modify existing images for Banners, Articles, Categories and Products.

Step-by-step guide

To add a new image:

1. As Administrator, navigate to **Content Content Editor** (/zTemplateSwitch.aspx).
2. Leave the default template selected.
3. Select **Modify** or **Template Editor**.
4. A new window will open to display the Content Editor.
5. In the right hand pane of the window, a Tool Bar is visible. Select the **Image Manager**.



6. A new window will open to display the folders that contain your images (Image Manager).
7. Select the destination folder for your images.
8. Click **Upload**.
9. To select an image from a location on your network/P.C, use the **Select** option/s.
10. (Optional) If you are replacing a file, tick the '**Overwrite if file exists?**' box.
11. To upload the file to the web server, select **Upload**.
12. When finished, click **Cancel**.



If you are unsure of the file path of your image, use your web browser tools to view the 'image path'. The top level will always be images, but depending on your site there may be a subdirectory such as template images or banner images.

Related help

- [Default Product Image in a List](#)
- [Best Image Sizes for Zone](#)
- [Image Optimisation](#)
- [Disable large image optimisation](#)
- [Automatic Image Tagging for Variants](#)