

# Managing Graphics on a Convey Site

## Logo

Upload your logo and include it on your header or have it appear in other parts of your **Convey** site.



## The Header

Add a header graphic and make sure to leave about 1/4 of the right side open for a keyword search box.



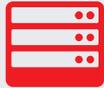
## Background

Upload an image that can stretch across the background of the site or catalog home page. Or, select from a solid color.



## Banners

Create a banner library and use banners for information, messaging or advertising. Give your banner a name, add a hyperlink, and schedule the banner to appear as one of the rotating banners on the home page.



## Video or Image

Upload a video or image to the site home page. Viewers that click on the video will have it expand while it plays and return the viewer to its original size when finished. Add a title just below the video or image.



Customize your **Convey** Site with graphics that you upload and manage. The home page, each catalog home page, and your training posts have graphics to support your branding and custom look.

<h3>Header</h3>  <p>Add a header or logo to the home page</p>	<h3>Banners</h3>  <p>Add banners or manage the banner library</p>	<h3>Background</h3>  <p>Add an image or solid color for the site background</p>	<h3>Video or Graphic</h3>  <p>Add a video or graphic and a text headline.</p>
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## Brand the Home Page

Login as a site administrator and manage every aspect of how the home page appears to the viewer. Each **Convey** site is ready to be branded with your corporate identity and messaging. **Convey** has easy to understand instructions that guide you through uploading images or videos to customize graphics on your home page. Add your logo, a header, a customized background, a banner library, and a video or image in the "manage site" section of **Convey**. Other than the site background, all customized images appear above the fold on the home page.

## Customize the Look of Catalogs

Most **Convey** sites are divided into catalogs to organize content, trainings, and events by the provider or subject areas making the site easier to navigate. Each **Convey** catalog can have its own look and feel and is customized by uploading a logo or image, adding a background image, and creating a catalog description. Select a video or image to upload as your first piece of content to add more interest to the catalog.

## Add Graphics to Individual Posts

There are a number of customizable elements that are added to an individual content, training or event post when it is created. Add a profile for the author or speaker and include their picture. Add an image to a training event post to show a location, or to create interest in the event. All training posts contain titles, descriptions, a bulleted list and other elements that make them stand out to the viewer.

## Make Dynamic Changes

Changing the graphics on a **Convey** site is easy and automated. Keep a library of banners in **Convey** and click or unclick the banners to add or remove them from the site. Change the image or video on the home page in an instant to emphasize different messages or images. Change the background by uploading a new image or selecting a different background color.

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