

Update a space banner

Overview

Follow these steps to replace the top banner of your space. Keep in mind that this banner is displayed in details on your space home page, then declined in the rest of your space pages with approximately the half of it height (see [Multimedia formats \(Solvay ONE\)](#) to get details about that).



Pre-requisite

Before to proceed to this, we assume that you have already created your image of the banner in Keepeek. This space banner image must fit the requirements described in [Multimedia formats \(Solvay ONE\)](#)



Advanced level

This operation need to use the "Tridion Content Manager" instead of the better known "Site Edit".

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Step-by-step guide

Step 1: Reach location

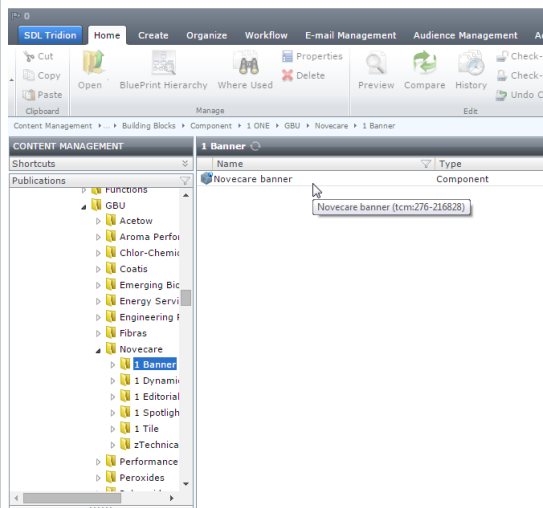
1. Reach the following Tridion Content Manager path (click the link): [\SW W1 ONE Master\Building Blocks\Component\1 ONE\](#)

Content Management > SW W1 ONE-master > Building Blocks > Component > 1 ONE

CONTENT MANAGEMENT	
Shortcuts	1 ONE
Publications	Name Type
SW S2 Design TBB	Corporate News center Folder
SW S3 Design	Employee Services Folder
SW W0 Root	Functions Folder
SW W1 Countries-master	GBU Folder
SW W1 Inter Corp-en	Info Folder
SW W1 ONE-master	SBS Folder
Building Blocks	Worldwide presence Folder
Component	zSample structure Folder
0 Common	zShared Modules Folder
1 Internet-Corporat	zzFeed Folder
1 Internet-Country	ONE issues encountered Component
1 Internet-Webfact	test-keepeek Component
1 ONE	
One Migration	
Technical	
WeLink Migration -	
WeLink Migration -	

2. According to your entity, reach your space sub-folder, then the "1 Banner".

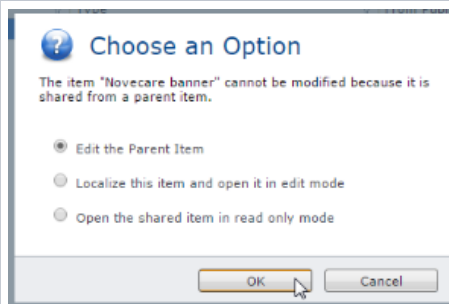
Example: \SW W1 ONE Master\Building Blocks\Component\1 ONE\Function\Communication\1 Banner



Step 2: Update the banner

1. Double click the banner component in this folder

2. Keep the default "Edit the parent item", then press "OK"



3. Update the content:

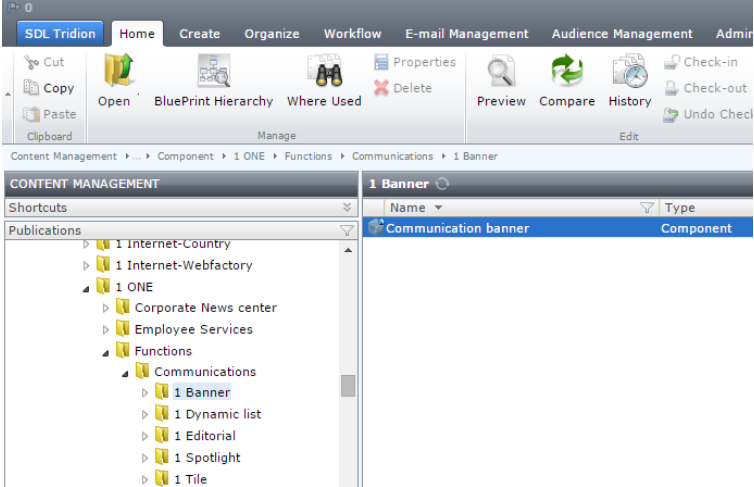
	description	used in Home	used in Content page	mandatory
Name	Tridion internal name	no	no	yes
Title	Should be your entity name	yes	yes	no
Short description	Use it to promote the identity of the space	yes	no	no
Picture	Select it from Keepeek directory. See this step by step introduction.	yes	yes (approx. half of its original height)	yes
Link	Set a link on the whole banner. It should stay the Home page main component	yes	yes	no



4. Press "Save & Close"

? Unknown Attachment

Step 3: Publish

1. Ensure the banner component is selected, then press "Publish"	 The screenshot shows the SDL Tridion user interface. The top menu bar includes 'SDL Tridion', 'Home', 'Create', 'Organize', 'Workflow', 'E-mail Management', 'Audience Management', and 'Admin'. Below the menu is a toolbar with icons for Cut, Copy, Paste, Open, BluePrint Hierarchy, Where Used, Properties, Delete, Preview, Compare, History, Check-in, Check-out, and Undo Check. The main content area is divided into two panes. The left pane, titled 'CONTENT MANAGEMENT', shows a tree view of the content structure. The right pane, titled '1 Banner', shows the details of the selected component, which is a 'Communication banner' of type 'Component'.
2. Tick "Staging", Untick "Live", then press "Publish"	
3. To publish it in Live, repeat the 1. and 2. points, but ticking "Live" instead of "Staging"  Check the result in Staging As usual, always check the result of your changes in Staging before publishing in Live	

Can't find information?

- [Web support contact](#)

Related articles

- See related [Multimedia formats \(Solvay ONE\)](#)