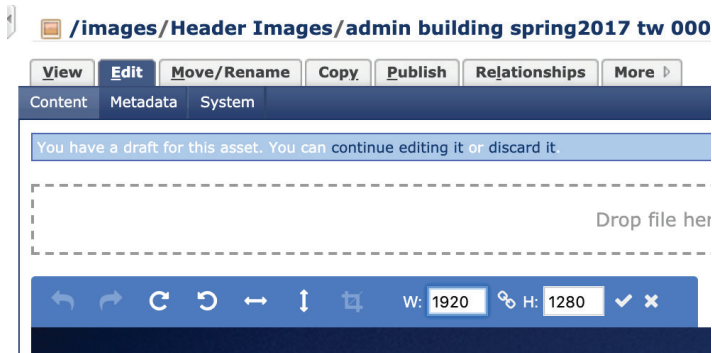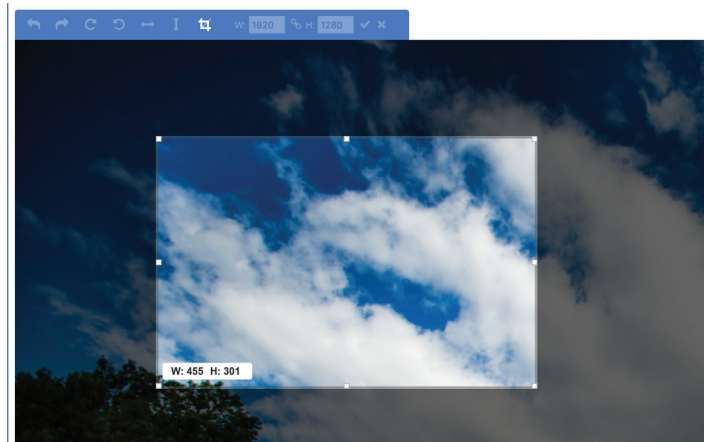# How to Properly Add and Crop Header Images in Cascade
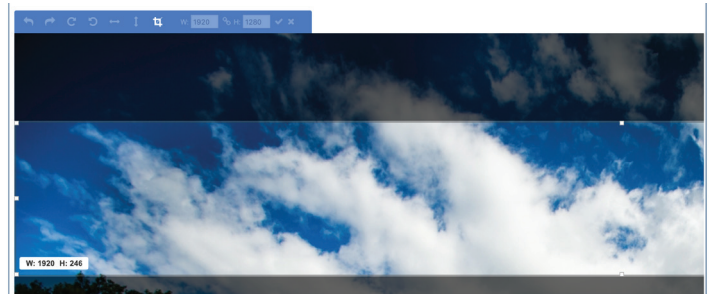
1. Navigate to the "headerimages" folder.

    This will be located in the corresponding site's images folder

2. Up in the left hand corner, click on

    "new"

    "misc. assets"

    "generic"

    "file in current folder"

3. Upload the image that you would like.

4. Once its uploaded change the width to say "1920" and hit the check mark on the right.
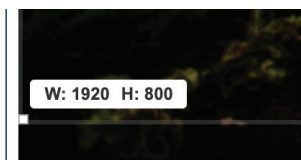

5. Once it resizes, drag on the image to make a box.

6. Pull the left and right sides of the box all the way to the edges; the entire width of the photo. (The white box should say "W: 1920")

7. Pull the top and bottom of the box until the white box says exactly 800 for the height.

8. Next position the box on the picture where you want it to go by clicking inside the box to move it. (Do not click on the darkened area)

9. Once positioned correctly, hit the crop button towards the top left of the page in the blue box.