Add banners and thumbnails

Last Modified on 11/19/2025 3:20 pm EST

Use the article editor to set images as article banners or thumbnails.



Additional setup required
Thumbnails and banners don't display in articles automatically. Refer to Use thumbnails and banner images for more information on setting up if and where they should display.

To add an article thumbnail or banner file:

1. Open the article for editing.
2. Below the article editor, select **Select Thumbnail** to add a thumbnail, or select **Select Banner** to add a banner. The **Add from Library** modal opens.
3. To add a banner or thumbnail that already exists in your **Files** page:
    a. Search or browse for the image.
    b. Select it.
    c. Then select **Insert File**.
4. To add a new image to use as a banner or thumbnail:
    a. Select **Upload New File**. A local file browser window opens.
    b. Navigate to where you have the image stored and select it
    c. Select **Open**.
    d. The screen returns to the **Add from Library** modal with the name of the new file displayed in the lower left.
    e. Select **Insert File**.
5. Be sure to **Save** your article once you've finished adding the images you'd like.

Copyright © 2015 – 2025 Silly Moose, LLC. All rights reserved.
Powered by KnowledgeOwl knowledge base software.