Select the annual report image

1. When creating the parent publication select the hyperlink (blue link) for "set featured image"

2. In the media library tab, type 'annual report' in the search field
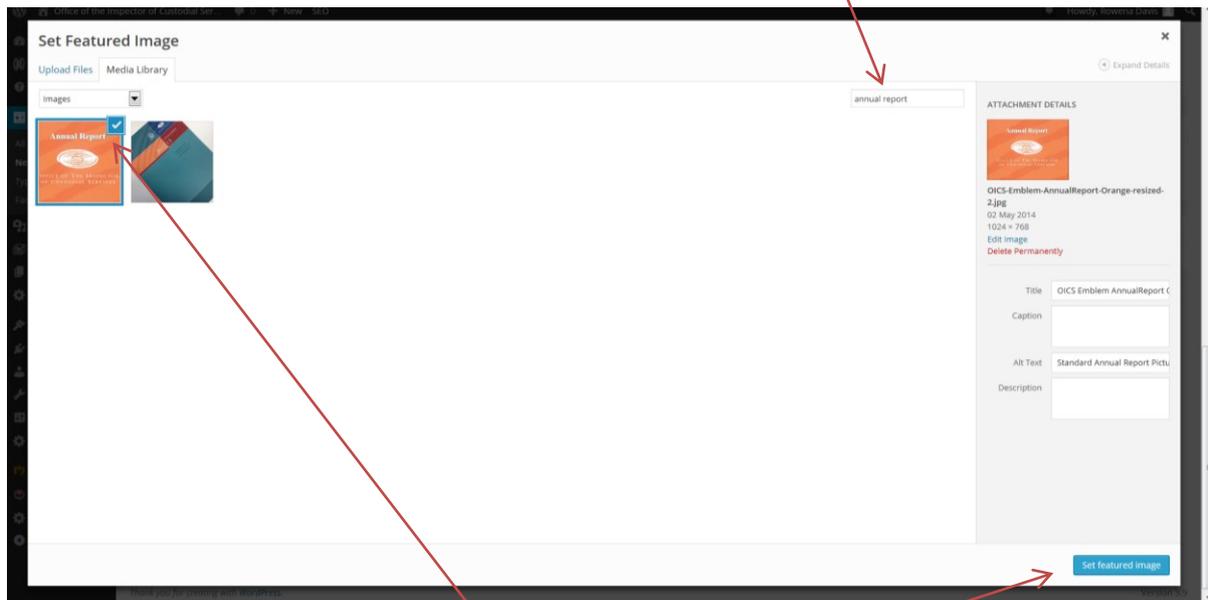
3. Click on the orange Annual report image. You will know it is selected when a blue tick appears in the top right hand corner of the image.

4. Select set featured image