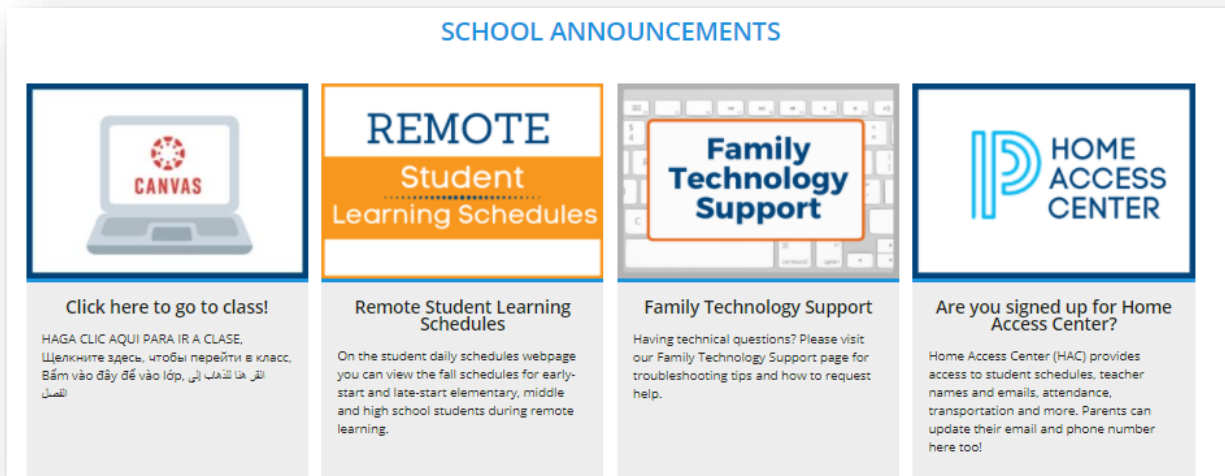
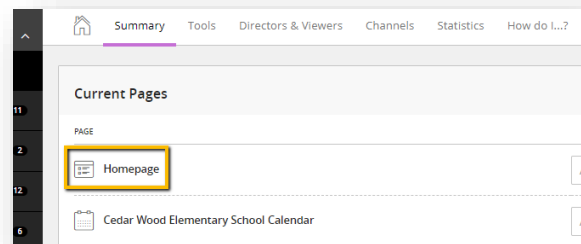


School Announcements App

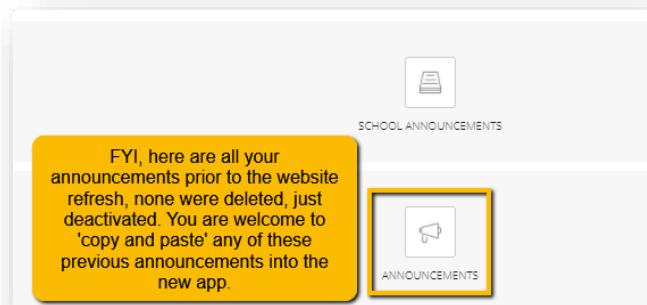
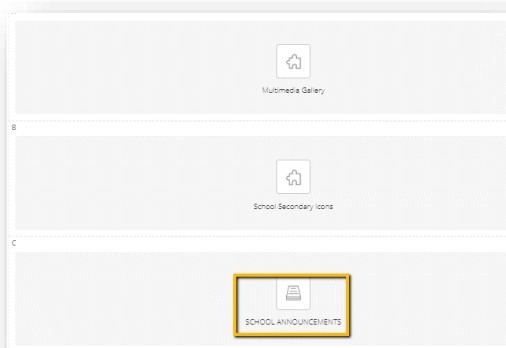
The images just below the Multimedia Gallery are school announcements.



Log in, select Site Manager, and open your Homepage.



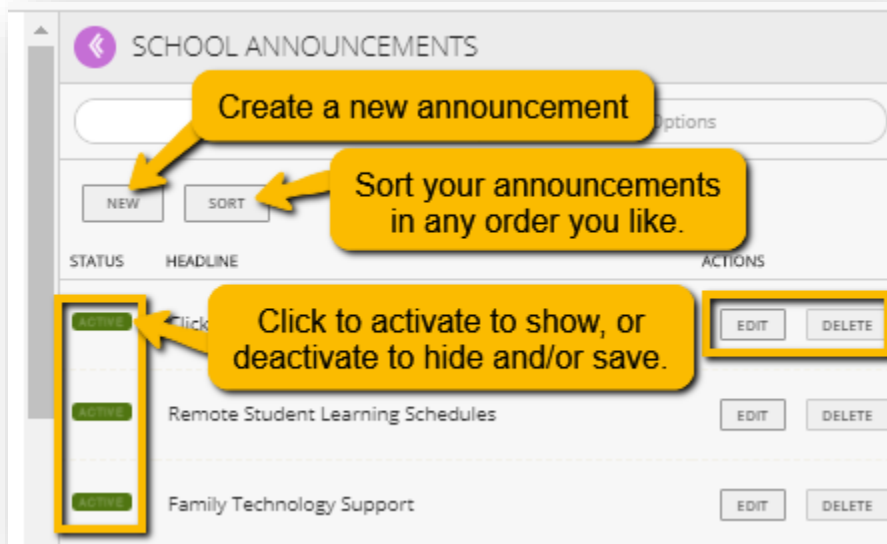
Click in the third section, **SCHOOL ANNOUNCEMENTS** click on 'gray pencil' to view current announcements and create a new announcement (the 'green +' will allow you to go directly to creating a new announcement, but we suggest using the gray pencil so you can review your current announcements and update as needed).



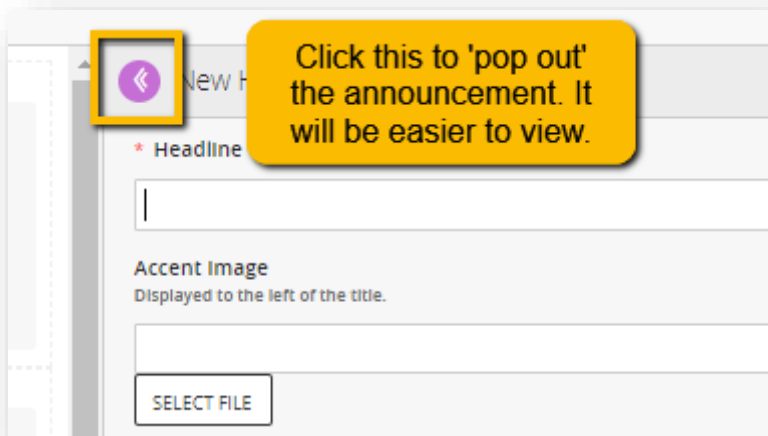
What am I seeing?

These are the announcements currently showing on the homepage. You may:

1. Create a 'new' announcement.
2. You can sort your announcements in any order you like.
3. You can click the green 'active' button to deactivate an announcement and hide or save.
4. You can edit the current announcement.
5. You can delete.



After opening the dialogue box, click on this purple button to 'pop out' the announcement for easier viewing.



Creating a new announcement – Announcement **with link to ARTICLE**

1. Select your image and crop to **198x286px (no exceptions)** and have it ready to upload.
 - a. **To crop:** Go to Image Editor and Enter the pixel dimensions and set the sizing to **198x286px**. Photoshop will crop your image to the correct size, smaller or bigger.
 - b. **NOTE:** If your announcement image has a white background, you will need to create a border to maintain consistency (e.g. these two images are the same size, but visually they do not look like it). [Borders are easy to create, in PhotoShop](#). Click crop tool, set sizing to **198x286px**, set background color to your choice and crop your image slightly larger, save to your computer. The sizing stays, but you will create a border.



Remember, entering Height and Width in the Image Upload Dialog Box does not automatically resize your image. You need to crop it to this size before you upload.

* **Headline Title:**

Let's Connect

Accent Image
Displayed to the left of the title.

/cms/lib/WA01920133/Centricity/Domain/9/Lets Connect logo Central Regi

Height: **Width:**

Image Alt Text:
Let's Connect

Display Duration

Start Date:

End Date:

Entering Height and Width here does not automatically resize your image. You need to crop it to this size before you upload.

2. In the Open Dialog Box:

- a. Enter a Title, keep it short.
- b. Upload your image (**make sure it is cropped and sized to 198x286px**).
- c. Describe the image and enter in Image Alt Text box.
- d. Schedule your announcement for duration if you choose.
- e. Enter your text into body of article. You may add images and multiple links here as well.
- f. Enter 'Teaser Text' should be like a Tweet. 280 characters or less.
- g. Click Save.

The screenshot shows a web form titled "Headline Title:" with a text input field containing "Family Technology Support". A yellow callout box points to this field with the text "Keep headline title short."

Below the title is the "ACCOMPLISH" section. It includes a file upload area with a text input field containing a file path and a "SELECT FILE" button. A yellow callout box points to this area with the text "Images MUST BE cropped to 198x286px. NO EXCEPTIONS."

Below the file upload is the "Image Alt Text:" section with a text input field containing "Family technology support with keyboard background". A yellow callout box points to this field with the text "Image Alt Text: Type a brief description of your image to help a person who cannot see well know what it is."

Below the alt text is the "Display Duration" section with "Start Date:" and "End Date:" fields, each with a date picker. A yellow callout box points to this section with the text "You may schedule the duration you announcement will be displayed."

Below the duration is the "Current Content Type:" section with a dropdown menu set to "Article". A yellow callout box points to this dropdown with the text "Choose 'Article' and enter your announcement text. You may insert images and multiple links here as well."

Below the content type is the "Article Content:" section with a rich text editor. A yellow callout box points to this section with the text "Choose 'Article' and enter your announcement text. You may insert images and multiple links here as well."

At the bottom is the "Teaser Text (optional):" section with a text input field containing "Having technical questions? Please visit our Family Technology Support page for troubleshooting tips and how to request help." A yellow callout box points to this field with the text "Teaser Text: This is similar to 'caption' and should be like a Tweet, 280 characters or less."

Creating a new announcement – Announcement **with LINK to webpage**

1. Select your image and crop to **198x286px (no exceptions)** and have it ready to upload.
 - a. **To crop:** In [Photoshop, open the desired image and click the crop tool](#) (video also shows how to create a border). Enter the pixel dimensions and set the sizing to **198x286px**. Photoshop will crop your image to the correct size. If your image looks to get cropped too small,
 - b. **NOTE:** If your announcement image has a white background, you will need to create a border to maintain consistency (e.g. these two images are the same size, but visually they do not look like it). [Borders are easy to create, in PhotoShop](#). Click crop tool, set sizing to **198x286px**, set background color to your choice and crop your image slightly larger, save to your computer. The sizing stays, but you will create a border.



Remember, entering Height and Width in the Image Upload Dialog Box does not automatically resize your image. You need to crop it to this size before you upload.

* Headline Title:
Let's Connect

Accent Image
Displayed to the left of the title.
/cms/lib/WA01920133/Centricity/Domain/9/Lets Connect logo Central Regi
SELECT FILE

Height: 198 Width: 286

Image Alt Text:
Let's Connect

Display Duration

Start Date:
10/7/2020

End Date:
10/19/2020 8 PM 00

Entering Height and Width here does not automatically resize your image. You need to crop it to this size before you upload.

2. In the Open Dialog Box:

- a. Enter a Title, keep it short.
- b. Upload your image (**make sure it is cropped and sized to 198x286px**).
- c. Describe the image and enter in Image Alt Text box.
- d. Schedule your announcement for duration if you choose.
- e. Enter your text into body of article. You may add images and multiple links here as well.
- f. Enter 'Teaser Text' should be like a Tweet. 180 characters or less.
- g. Click Save.

Edit Headline

Headline Title:
Family Technology Support

Keep headline short.

Accent Image
/cms/lib/WAD1920133/Centricity/Domain/32/Family tech support 286x198.png
SELECT FILE

Height: 198 Width: 286

Images MUST BE cropped to 198x286px. NO EXCEPTIONS.

Image Alt Text:
Family technology support with keyboard background

Image Alt Text: Type a brief description of your image to help a person who cannot see well know what it is.

Display Duration
Start Date: [] [] []
End Date: [] [] []

You may schedule the duration your announcement will be displayed.

Current Content Type:
Link

Choose 'Link' and enter the URL.

Link Content:
<https://www.everettsd.org/Page/32723>

Description (optional):
Having technical questions? Please visit our Family Technology Support page for troubleshooting tips and how to request help.

Description: This is similar to 'caption' and should be like a Tweet, 280 characters or less.

Viewers