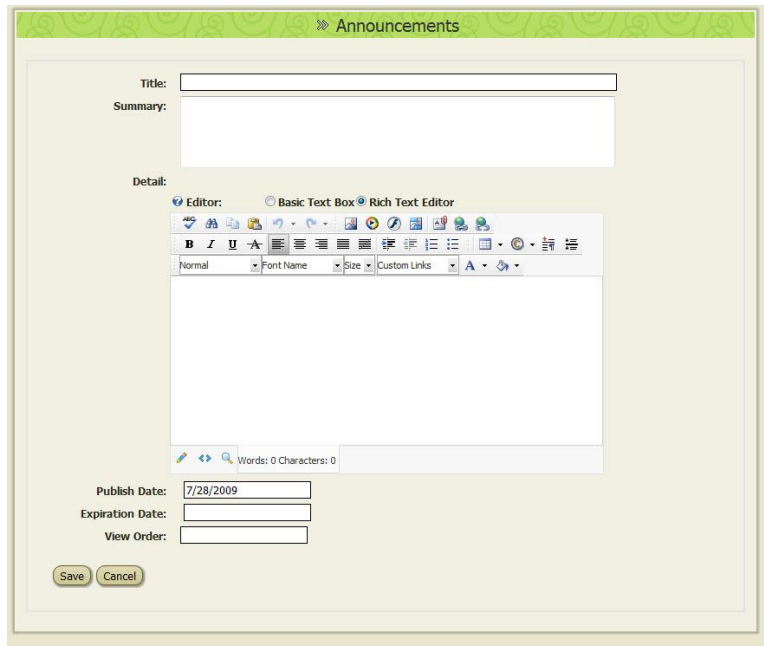


## How to add information to the Announcement Module

Click 



The screenshot shows the 'Announcements' form. It includes a 'Title' field, a 'Summary' field, and a 'Detail' field with a rich text editor. The rich text editor has a toolbar with options for Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, and Undo. Below the editor is a word and character count. At the bottom, there are fields for 'Publish Date' (set to 7/28/2009), 'Expiration Date', and 'View Order', along with 'Save' and 'Cancel' buttons.

Fill in the information


- Title:** Bold Text when viewing the announcement
- Summary:** Not a required field but can have summary or highlight details here
- Details :** Details of the event can be posted in this area, Full Text Editor available
- Publish Date:** Defaults to Current Day the announcement was created
- Expiration Date:** If left blank will never expire or you can type a date in the field.
- View Order:** Numerical Field to show order

Click 


Sample of Announcement on Web Page below



## To Edit an Announcement


Click  next to the announcement you wish to change

Make the changes in the editor.

Click  to save your Changes.

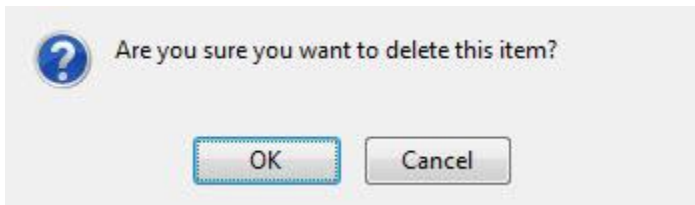


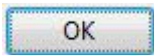
## To Delete an Announcement

Click  next to the announcement you wish to delete

Scroll down to the bottom

Click 



Click  to delete Announcement.