

## Announcement Scheduling

### Introduction and House Rules

- Please mute your microphone
- Please do not use video
- Please ask questions in the chat box
- The first 20 minutes will be a presentation
- The second 20 minutes will be Q&A for content editors
- Please be respectful of others

### Resources

- Biology Information Technology: [www.biology-it.iastate.edu](http://www.biology-it.iastate.edu)
- Luggage Showcase: [http://www.biology-it.iastate.edu/luggage\\_doc/showcase](http://www.biology-it.iastate.edu/luggage_doc/showcase)
- Luggage Feature Examples: [http://www.biology-it.iastate.edu/luggage\\_doc/luggage-feature-examples](http://www.biology-it.iastate.edu/luggage_doc/luggage-feature-examples)
- Digital Access: <https://www.digitalaccess.iastate.edu/>

## Announcement Scheduling

### Create Announcement

- Content > Add Content > Announcement
- Scroll down to “Scheduling options”

### Set “Publish on” date and time

- Select the date field to get a drop down calendar
- Select the date
- Select the time field
- Add time in hours, minutes and seconds format: 11:00:00

### Set “Unpublish on” date and time

- Select the date field to get a drop down calendar
- Select the date
- Select the time field
- Add time in hours, minutes and seconds format: 11:00:00

#### Review “Alternate URL” field

- If a URL (link) is added to this field, then when one selects the banner it will direct them to the URL of this field
- If a URL (link) is not added to this field, then when one selects the banner, they will be directed to the content you place in the body field
- Body field is required, however because it is used as the teaser for a search result (the first 600 characters)

#### Review “Banner image upload” field

- Banner image should be horizontal
- Banner image should be in a web acceptable format: JPG, PNG
- Banner image should be 72 dpi
- Banner image should be at least 1180px wide by 346px tall
- Select upload
- Choose your image
- Select “Open”
- Select “Upload”
- Add “Alt Text”
- Save