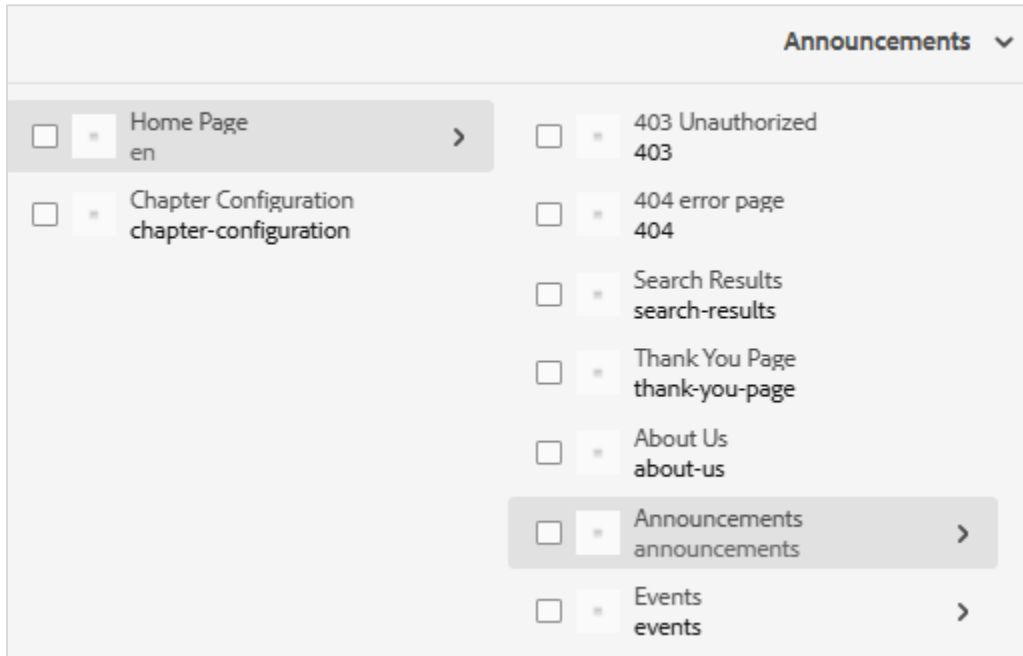


## Announcement Creation

This document provides **step-by-step instructions** for creating announcements.

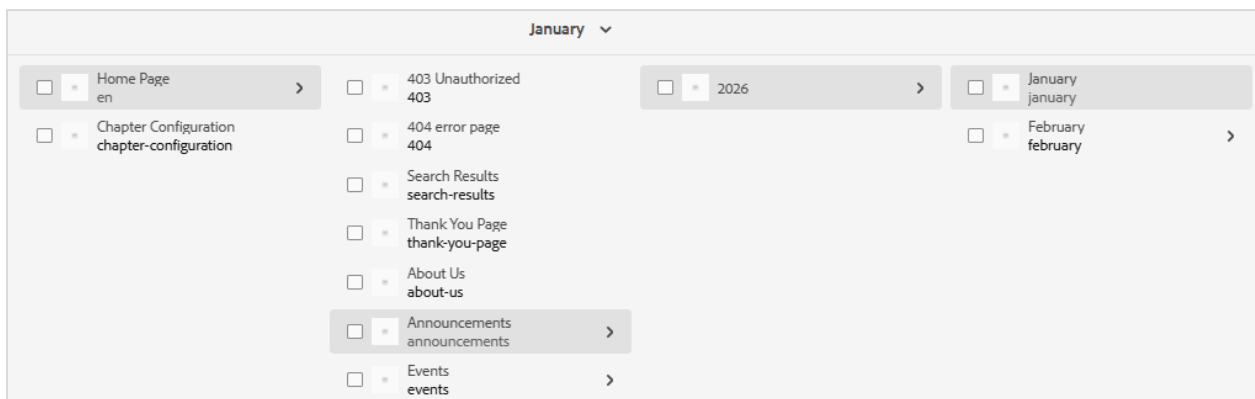
### Step 1: Navigate to the Announcements Section

Browse to your **AEM Console** and click **Announcements** to select the location. You will see Announcements highlighted in gray:



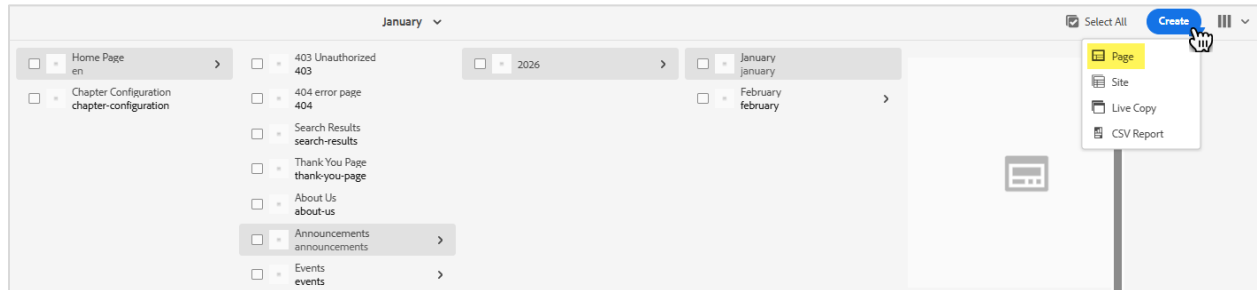
### Step 2: Select the Appropriate Year and Month Folder

In the Announcements section, navigate to the correct year and month folder where you want to create the announcement.



### Step 3: Create an Announcement Page

1. In the upper right corner, click the **blue Create button**.
2. From the drop-down, select **Page**.



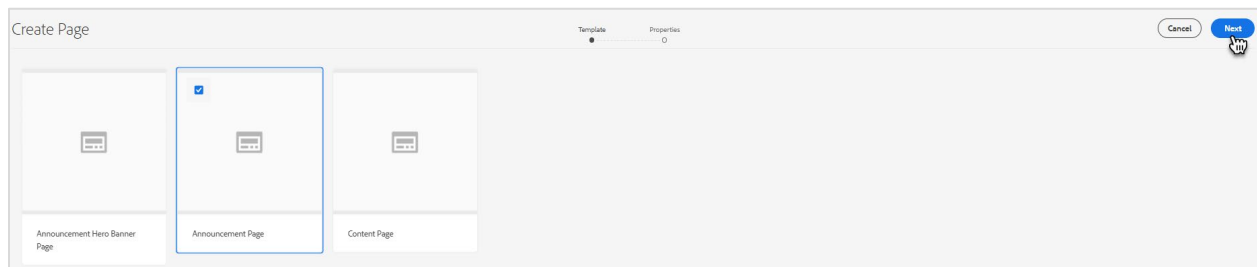
#### Step 4: Select Content Page Template

You will be directed to the **Create Page** screen, where you can choose the appropriate template for your announcement.

- Announcement Page: Standard announcement layout.
- Announcement Hero Banner Page: Includes an image in the header for enhanced visual impact.

#### To Proceed:

1. Select the desired template based on your announcement needs.
  - For most announcements, choose **Announcement Page**.
  - If you want to feature an image prominently, select **Announcement Hero Banner Page**.
2. Click the blue Next button in the upper right corner to continue.



#### Step 5: Enter Announcement Details

You will now see the **Page Properties** for your new page.

#### 3. Title:

- Enter the **Title** of your Announcement.
- The title will:
  - **Appear at the top of your page** as the main heading.

- **Show up in search engine results** (like Google) and in your browser tab, helping people find your announcement online.
  - **Best Practice:** Keep your title concise, ideally **60 characters or less** to ensure optimal display and search engine performance.
- 4. Announcement On Time:**
- Set the **On Time** to specify when the announcement will begin to display on the site.
- 5. Announcement Off Time:**
- Set the **Off Time** to determine when the announcement will stop displaying.
- 6. Create:**
- Once all required fields are completed, click the **Create** button in the upper right corner to finalize the announcement properties setup.

The screenshot shows a 'Create Page' form with the following sections:

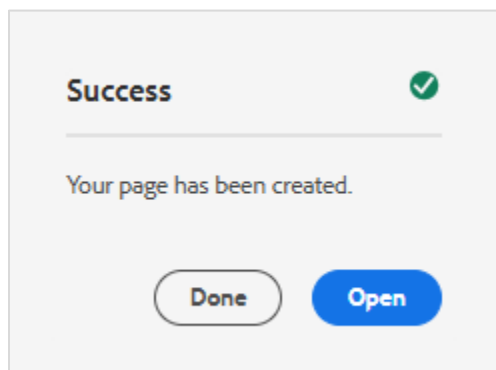
- Title and Tags:** Includes a 'Title' field with the text 'February 2026 Social Location Change', a 'Name' field, and a 'Tags' field.
- Hide in Navigation:** A checkbox that is currently unchecked.
- Announcement start/end date and time(On/Off Time):** Includes 'On Time' and 'Off Time' fields, both set to 'January 20, 2026 01:19 pm'. Below each field is a note: 'Your timezone (UTC-05:00) will be used instead of the server setting (UTC+0000)'.

Navigation tabs at the top include 'Basic', 'Advanced', 'Images', 'Preview', and 'User Access Control'. A 'Back' button and a blue 'Create' button are in the top right corner.

### Step 6: Confirm Creation

You will receive a **Success** confirmation that your page has been created. You will have the options of **Done** and **Open**.

- **Done:** Returns you to the folder view.
- **Open:** Opens the newly created announcement page to add the announcement message.



## Step 6: Add Announcement Message

### 1. Select Components:

- Click the **Drag Components here** bar to choose components you want to add to the page.
- Common components include **Text and Images**.

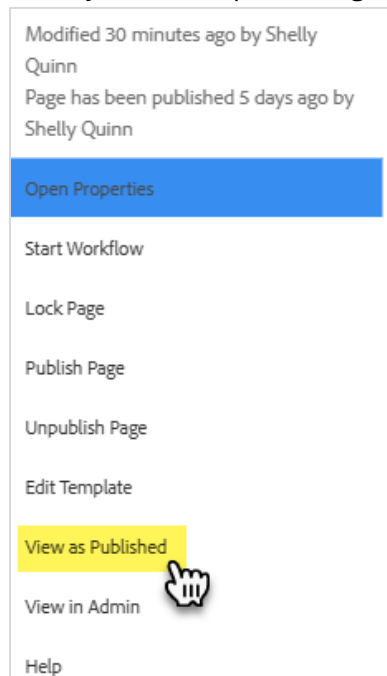
### 2. Add Content:

- Click the **plus sign (+)** to **Insert New Component**.
- Select the desired component from the **pop-up list**.
- Enter your **announcement text** and add any supporting **images or files** by adding additional components.
- Use the **editor toolbar** to format your content for **readability** and **visual impact** (e.g., headings, bullet points, links).

## Step 7: Preview and Publish Announcement

### 1. Preview the Announcement:

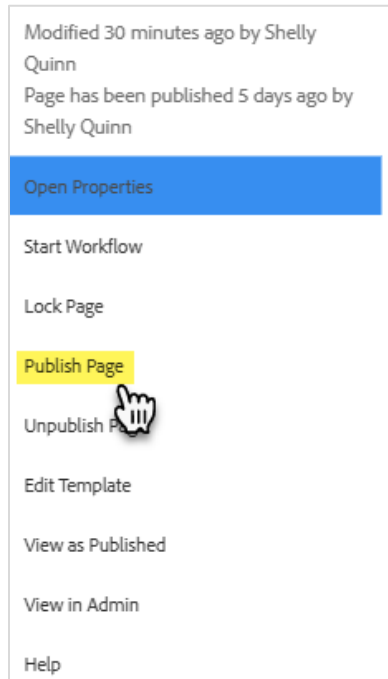
- Click the **Page Information** tool at the top of the page to open the drop-down menu.
- Select **View as Published** to preview how your announcement will appear to users.
- The preview will **open in a new browser window**, allowing you to review the content and layout before publishing.



### 2. Edit or Publish

- Review your announcement for **accuracy, formatting, and completeness**.
- If edits are needed, return to the editor and make necessary changes.

- When ready, click the **Page Information** tool again and select **Publish Page**.



### 3. Confirmation and Publishing

- After selecting **Publish Page**, a **blue pop-up** will appear at the bottom of your screen indicating the page has been submitted for publishing.
- Your announcement will be **live on the site within an hour**.

