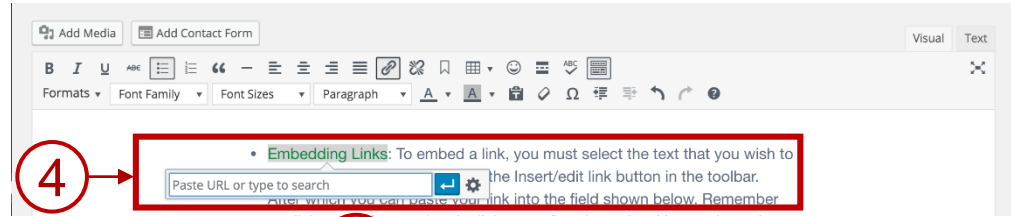
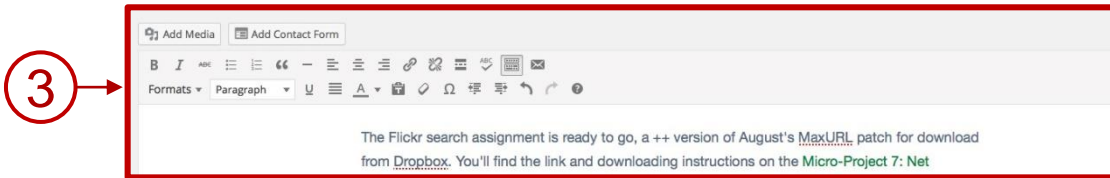
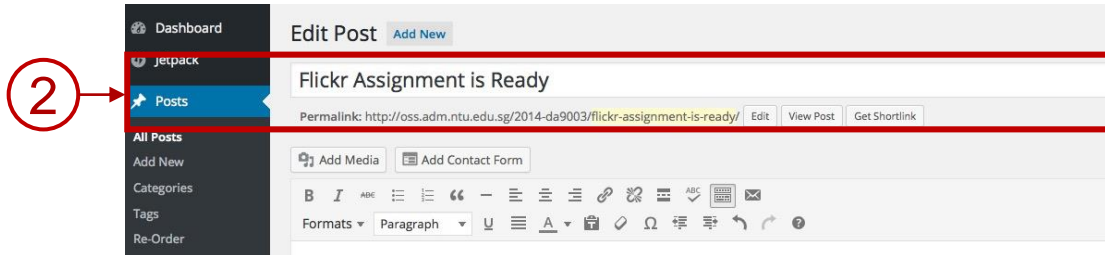
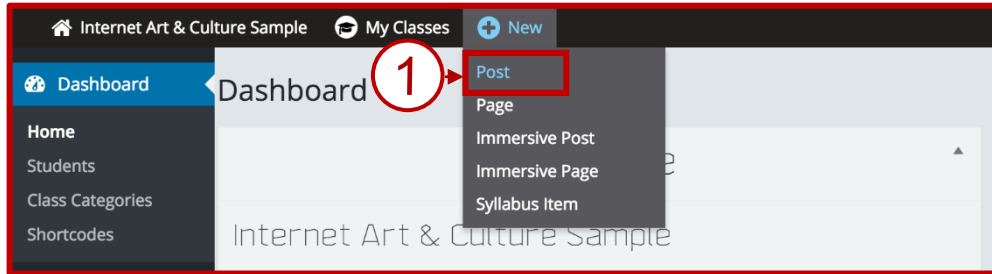


# OSS Quick Guide: Making an announcement (I)

In this guide, you will learn how to insert content and images into announcement



## Steps / Action Descriptions

1. From Dashboard, click on **NEW POST**.
2. Create a **TITLE** for the announcement to be posted.
3. Insert content using the rich text editor.
4. Highlight the text if you wish to hyperlink to another page.
5. To add image, select **INSERT MEDIA**.
6. Select **UPLOAD FILES** tab.

7. Click on **SELECT FILES** to upload the image from your local drive.
8. Review the Alignment and Size of the image

Good Practices is to set the image size to (Approx. 900px.)