

# OSS Quick Guide: Making an announcement (II)

In this guide, you will learn how to publish the content and images for your announcement

The screenshot shows the Moodle announcement editor interface. The main content area contains text about a Flickr search assignment and a screenshot of a video processing workflow. On the right side, there are three panels: 'Categories', 'Tags', and 'Featured Image'. The 'Categories' panel has a red box around the 'Test Class' section with a red circle '1' pointing to the 'Announcements' checkbox. The 'Tags' panel has a red box around the 'Add' button with a red circle '2' pointing to it. The 'Featured Image' panel has a red box around the 'Set featured image' link with a red circle '3' pointing to it. The 'Publish' panel has a red box around the 'Publish' button with a red circle '4' pointing to it.

## Steps / Action Descriptions

1. Assign a **CATEGORIES** to your post for it to appear in the right section of your site.
2. Create and assign **TAGS** to your post for ease of searching and filtering.
3. Click on the **SET FEATURED IMAGE** button in the lower right-hand side of the editor and select an image.
4. Click on the **PUBLISH** button in the upper right-hand corner of the editor to publish your post.