

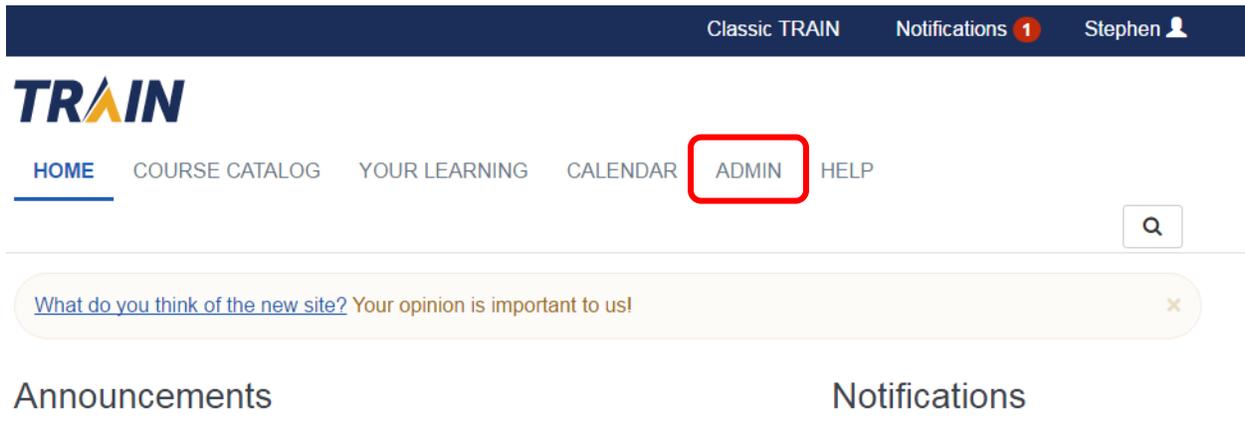
Guide to Adding and Editing Announcements

This guide will walk you through using the new “Announcements” feature within TRAIN 3.0. Announcements in TRAIN 3.0 are separate from Classic TRAIN, so any announcements you want to bring over from Classic TRAIN will need to be added to TRAIN 3.0.

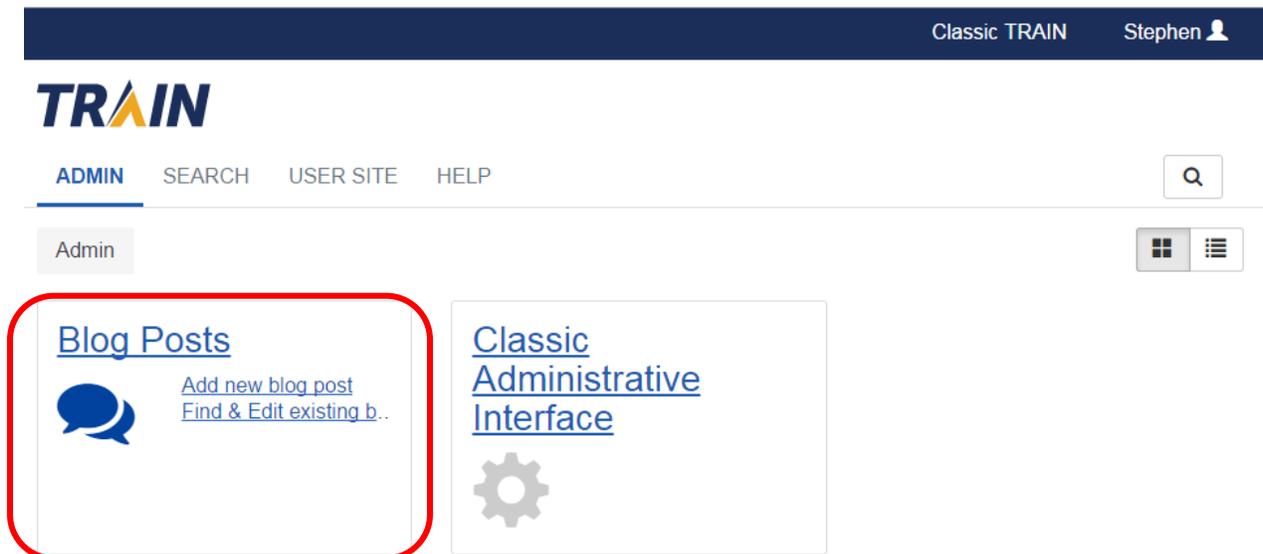
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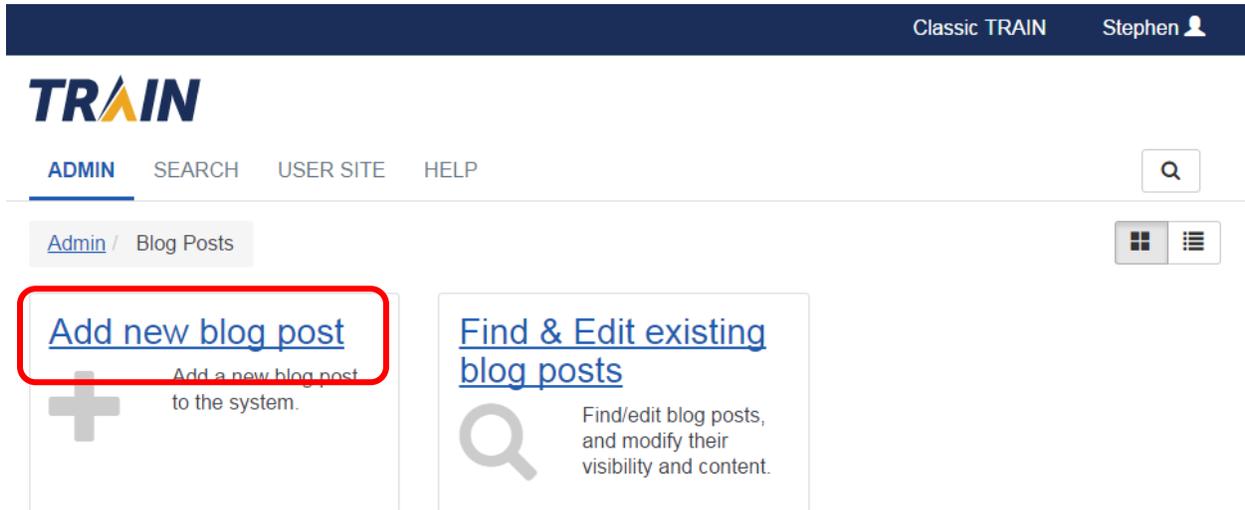
1. If you have access to add announcements in TRAIN 3.0, you will see an “Admin” tab with you login. Click on this tab to bring you to the Admin section of TRAIN 3.0.



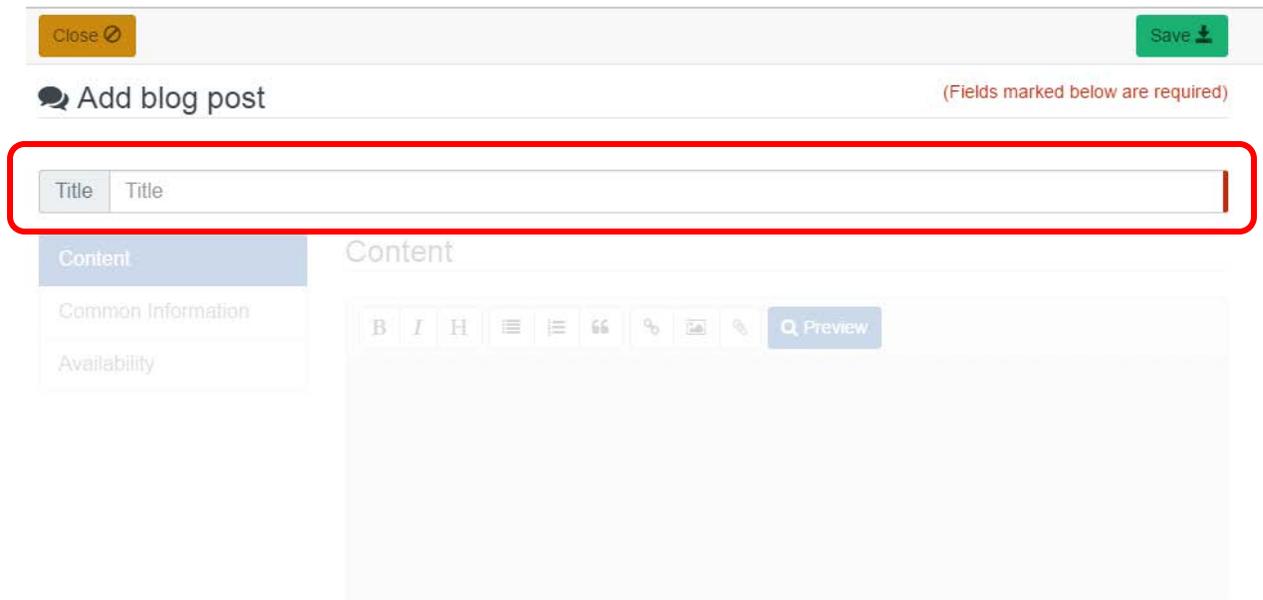
2. In the Admin section, you will see a tile labeled “Blog Posts.” This is where you can add new announcements to TRAIN 3.0. From here you can click on the “Blog Posts” title to show you options, or click directly on the “Add new blog post” or “Find & Edit existing b..” links to allow you to add a new post or find and edit existing posts respectively.



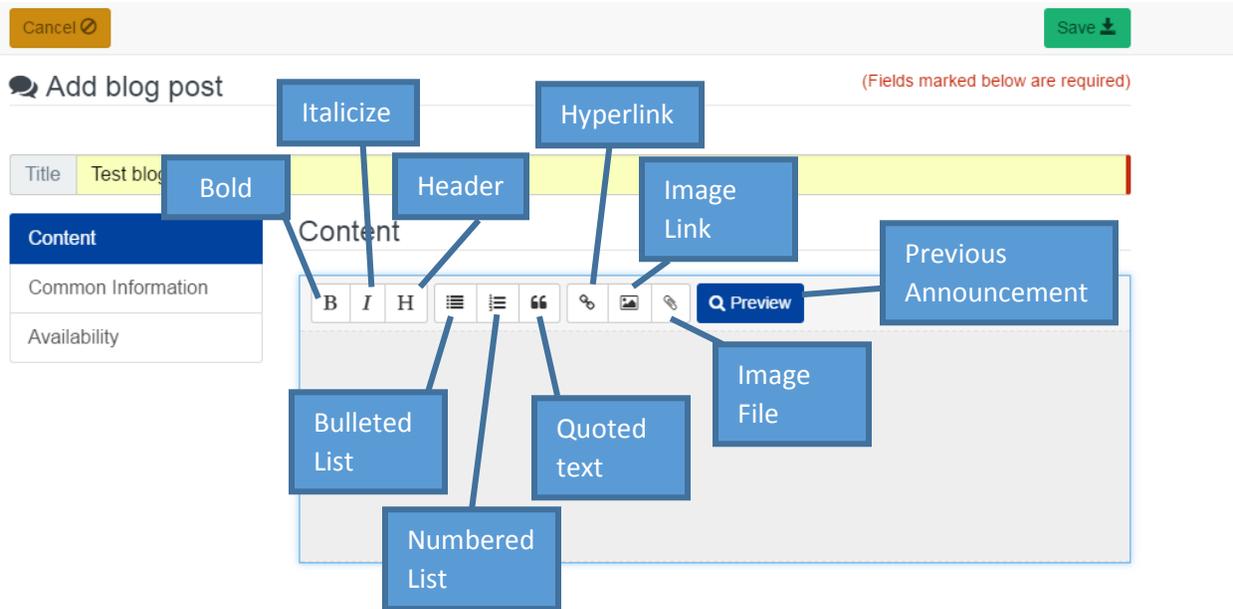
- When you click on “Blog Posts”, you are presented with the two options show below to either “Add new blog post” or “Find & Edit existing blog posts.” For the purposes of this guide, we will first go through the “Add new blog post” link.



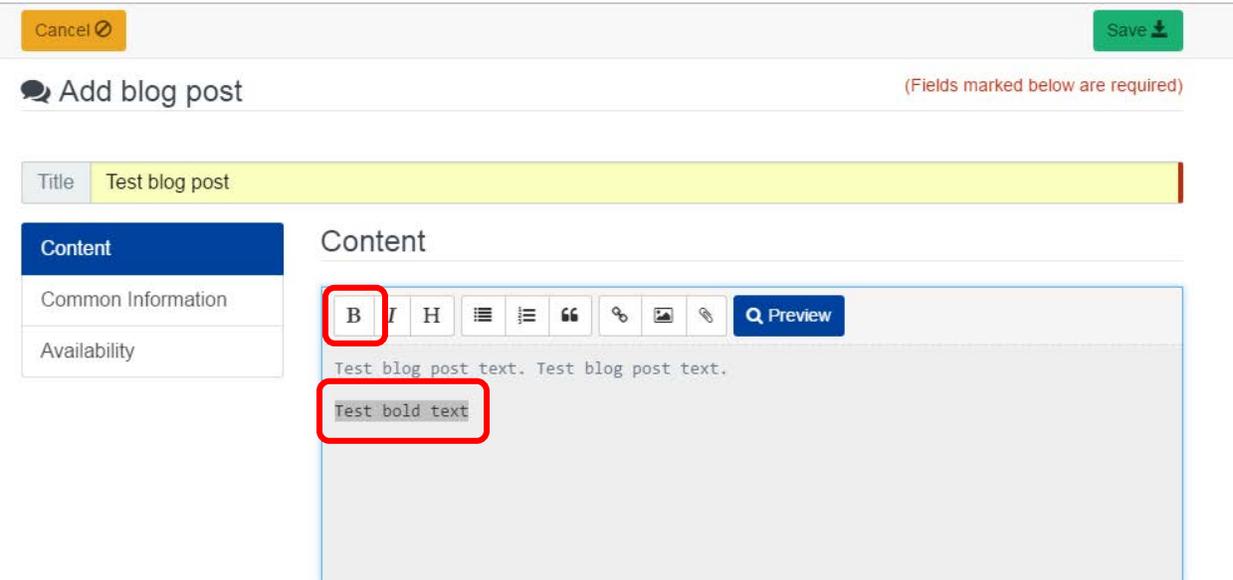
- Click the “Add new blog post” link opens up a new blog post for you to create. If you click close at any point before saving, you will close out of the new post and it will not be saved. The first thing you will need to do is enter a Title for the post in the “Title” box. This will be the title of your announcement within TRAIN 3.0



- Once you enter a title, the “Content” box will be available. This is where you enter the text of your announcement. The content box has a number of different HTML markdown functions. Each one is described below



- To use the button functionality, you can highlight the text you want to bold, italicize, or set as a header, then click the function button.



When you click the function button, it will add the correct formatting to the text as seen below.

The screenshot shows the 'Add blog post' form. At the top, there are 'Cancel' and 'Save' buttons. Below the title 'Test blog post', there is a sidebar with 'Content', 'Common Information', and 'Availability' tabs. The 'Content' tab is active, showing a rich text editor with a toolbar containing 'B', 'I', 'H', bulleted list, numbered list, quote, link, image, and unlink icons, along with a 'Preview' button. The text area contains 'Test blog post text. Test blog post text.' and '**Test bold text**'.

7. Below is an example of how to bold, italicize, set header, and make a numbered list. You can then hit the “Preview” button to see what your announcement will look like to a user.

This screenshot shows the 'Add blog post' form with more advanced formatting. The toolbar includes 'B', 'I', 'H', bulleted list, numbered list, quote, link, image, and unlink icons, plus a 'Preview' button. The text area contains 'Test blog post text. Test blog post text.', '**Test bold text**', '_Test italicized text_', '### Test header text', and a bulleted list: '- Test bullet list text', '- Test bullet list text', '- Test bullet list text'.

Here is a preview of the text entered in the previous screenshot.

Cancel  Save 

 Add blog post (Fields marked below are required)

Title Test blog post

Content
Common Information
Availability

Content

B ***I*** **H**       Preview

Test blog post text. Test blog post text.

Test bold text *Test italicized text*

Test header text

- Test bullet list text
- Test bullet list text
- Test bullet list text

8. Example of how to enter a numbered list. When previewed the list is indented slightly.

Cancel  Save 

 Add blog post (Fields marked below are required)

Title Test blog post

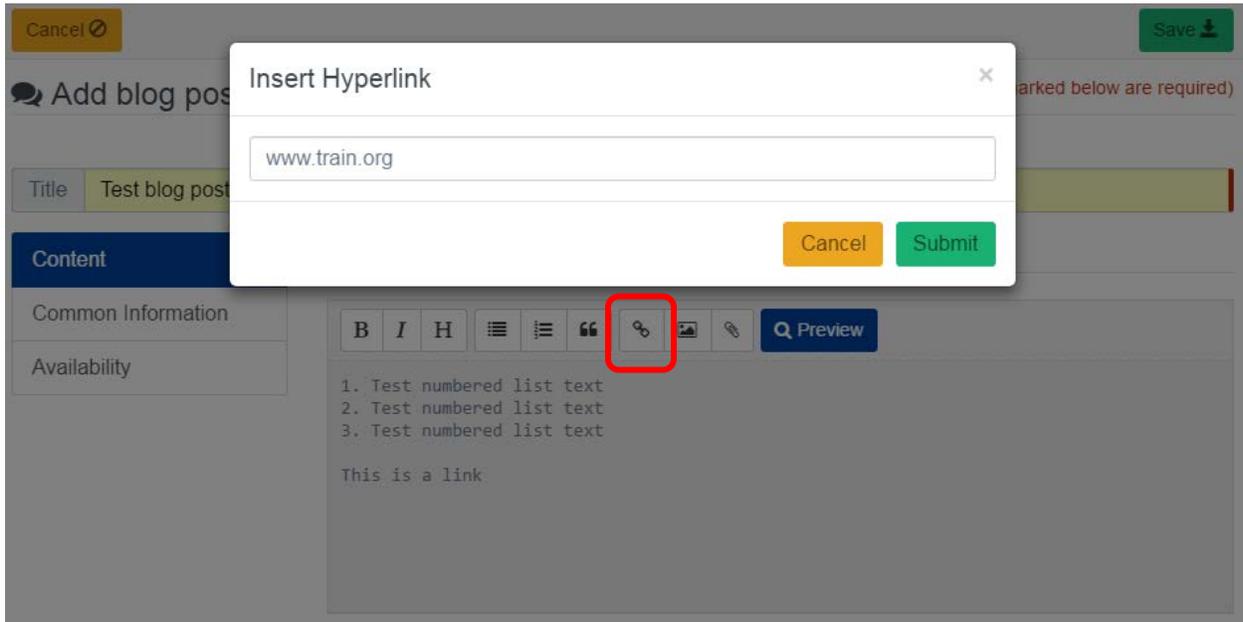
Content
Common Information
Availability

Content

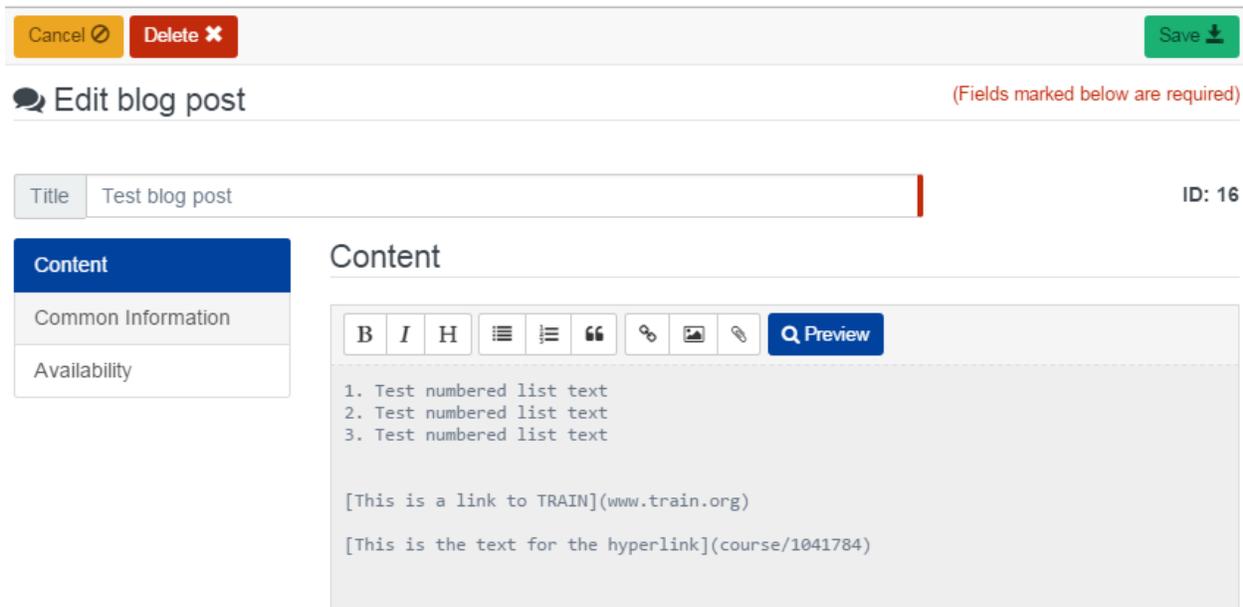
B ***I*** **H**       Preview

1. Test numbered list text
2. Test numbered list text
3. Test numbered list text

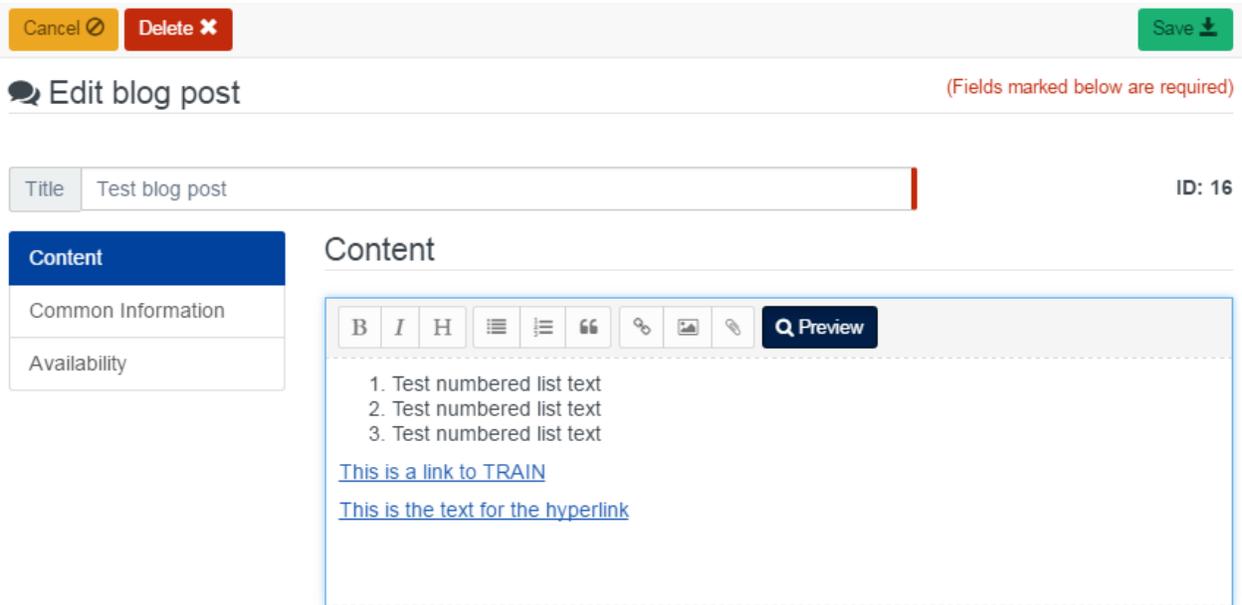
9. To enter a hyperlink, click on the “Hyperlink” function button and enter the web address then click the submit button.



10. Below is the text formatting for a link. You use brackets followed by parentheses [Text](link).
When linking to a course within TRAIN you can simply type “course/1041784.” For example [This is the text for the hyperlink](course/1041784). An example is shown below.

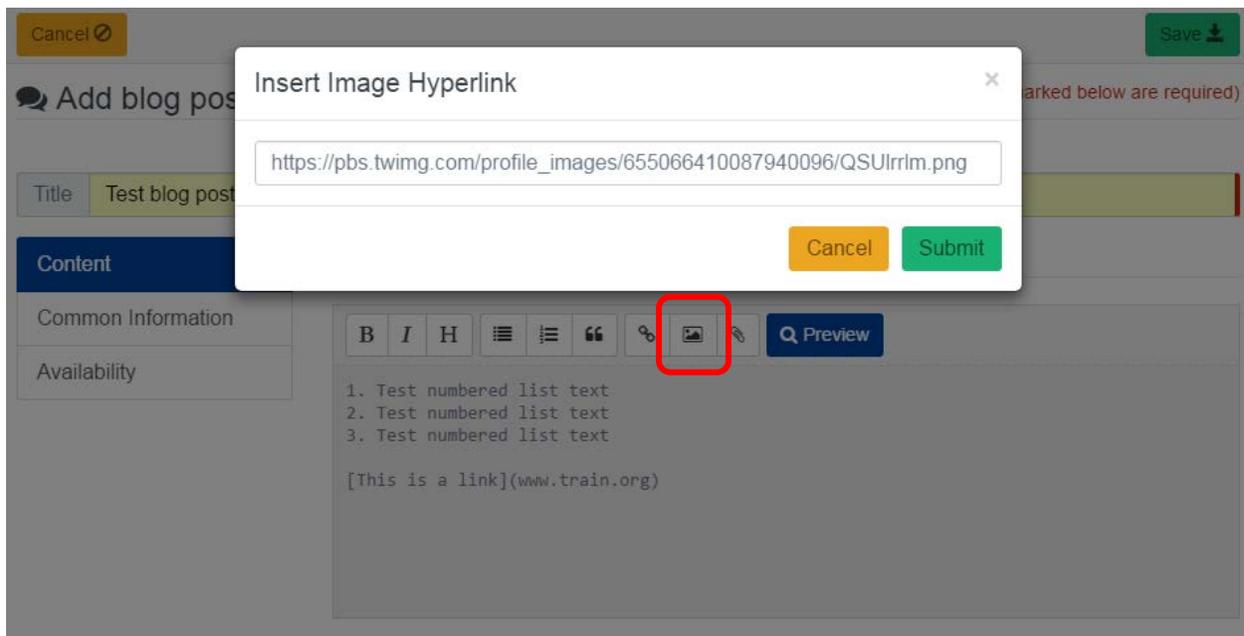


And a look at the preview:



The screenshot shows the 'Edit blog post' interface. At the top, there are buttons for 'Cancel', 'Delete', and 'Save'. Below this is the title 'Test blog post' and the ID '16'. The main content area is titled 'Content' and contains a rich text editor with a toolbar (B, I, H, bulleted list, numbered list, quote, link, image, unlink) and a 'Preview' button. The preview shows a numbered list with three items, a link to 'TRAIN', and a text-based hyperlink.

11. You can also insert an image through a link. Click the “Image” button, then copy in the image URL.



The screenshot shows the 'Insert Image Hyperlink' dialog box overlaid on the 'Edit blog post' interface. The dialog box has a title bar, a close button, and a text input field containing the URL 'https://pbs.twimg.com/profile_images/655066410087940096/QSUlrrlm.png'. There are 'Cancel' and 'Submit' buttons at the bottom of the dialog. In the background, the 'Image' button in the rich text editor toolbar is highlighted with a red square.

When you click the submit button, it will add in your hyperlink.

Cancel  Save 

 Add blog post (Fields marked below are required)

Title Test blog post

Content
Common Information
Availability

Content

B I H       **Preview**

1. Test numbered list text
2. Test numbered list text
3. Test numbered list text

[This is a link](www.train.org)

![This is the description and will not show with the image]
(https://pbs.twimg.com/profile_images/655066410087940096/QSUlrr1m.png "enter image title here")

You can then preview your image.

Cancel  Save 

 Add blog post (Fields marked below are required)

Title Test blog post

Content
Common Information
Availability

Content

B I H       **Preview**



12. Use the “Attachment” button to attach an image to your announcement.

Cancel Delete Save

Edit blog post (Fields marked below are required)

Title Test blog post ID: 16

Content

Common Information

Availability

B I H [Bulleted List] [Numbered List] [Quote] [Link] [Image] [Attachment] Preview

1. Test numbered list text
2. Test numbered list text
3. Test numbered list text

[This is a link to TRAIN](www.train.org)

[This is the text for the hyperlink](course/1041784)

You will then have to select the image to attach.

Open

Libraries > Pictures > Sample Pictures Search Sample Pictures

Organize New folder

Favorite Pictures library Sample Pictures Arrange by: Folder

Name	Date	Tags	Size	Rating
Hydrangeas	3/24/2008 4:41 PM		582 KB	☆☆☆☆☆
Chrysanthemum	3/14/2008 1:59 PM		859 KB	☆☆☆☆☆
Desert	3/14/2008 1:59 PM		827 KB	☆☆☆☆☆
Penguins	2/18/2008 5:07 AM		760 KB	☆☆☆☆☆
Lighthouse	2/11/2008 11:32 AM		549 KB	☆☆☆☆☆
Koala	2/11/2008 11:32 AM		763 KB	☆☆☆☆☆
Jellyfish	2/11/2008 11:32 AM		758 KB	☆☆☆☆☆
Tulips	2/7/2008 11:33 AM		607 KB	☆☆☆☆☆

File name: All Files Open Cancel

13. The next tab is “Common Information.” Once the post has been created it shows the “Created” and “Modified” information. It also allows you to De-Activate an announcement. This will make it no longer visible to users accessing TRAIN.

Cancel  Delete  Save 

 Edit blog post (Fields marked below are required)

Title Test blog post ID: 16

Content	Common Information	
Common Information	Created	Public Health Foundation (May 8, 2017)
Availability	Modified	Public Health Foundation (May 9, 2017)
		<input checked="" type="checkbox"/> Active

14. The last tab is “Availability.” Selections made here determine who on TRAIN can view your announcement. You can search through groups using the search box shown below.

Cancel  Save 

 Add blog post (Fields marked below are required)

Title Test blog post

Content

Common Information

Availability

Availability

Selected Groups

At least one group should be assigned.

Add More Groups

Q

	National
	National/ International
	National/ International/Afghanistan
	National/ International/Albania
	National/ International/Algeria
	National/ International/Andorra
	National/ International/Angola
	National/ International/Antigua and Barbuda
	National/ International/Argentina
	National/ International/Armenia

« < 1 2 3 4 5 6 7 8 9 10 > »

12 | Page

Once you search, it will return all groups that include your search term. Use the page list and arrows at the bottom to navigate through the list.

Cancel

Save

Add blog post

(Fields marked below are required)

Title Test blog post

- Content
- Common Information
- Availability

Availability

Selected Groups

At least one group should be assigned.

Add More Groups

Colorado



- + National/Colorado
- + National/Colorado/Course Provider
- + National/Colorado/I. Northwest Region
- + National/Colorado/I. Northwest Region/Eagle
- + National/Colorado/I. Northwest Region/Eagle/Emergency Management Agency
- + National/Colorado/I. Northwest Region/Eagle/Emergency Medical Services
- + National/Colorado/I. Northwest Region/Eagle/Fire Service
- + National/Colorado/I. Northwest Region/Eagle/Governmental Administrative
- + National/Colorado/I. Northwest Region/Eagle/Hazardous Materials Personnel
- + National/Colorado/I. Northwest Region/Eagle/Health Care

« < 1 2 3 4 5 6 7 8 9 10 > »

To refine your list further, you can copy and paste a group path, as shown below, into the search box and click enter.

Cancel  Delete  Save 

 Edit blog post

(Fields marked below are required)

Title Test blog post

ID: 16

- Content
- Common Information
- Availability**

Availability

Selected Groups

At least one group should be assigned.

Add More Groups

National/Colorado/I. Northwest Region/Eagle 

-  National/Colorado
-  National/Colorado/Course Provider
-  National/Colorado/I. Northwest Region
-  **National/Colorado/I. Northwest Region/Eagle**
-  National/Colorado/I. Northwest Region/Eagle/Emergency Management Agency
-  National/Colorado/I. Northwest Region/Eagle/Emergency Medical Services
-  National/Colorado/I. Northwest Region/Eagle/Fire Service
-  National/Colorado/I. Northwest Region/Eagle/Governmental Administrative
-  National/Colorado/I. Northwest Region/Eagle/Hazardous Materials Personnel
-  National/Colorado/I. Northwest Region/Eagle/Health Care

« < 1 2 3 4 5 6 7 8 9 10 > »

You will then only see your search group and those groups below your searched group.

Cancel

Save

Add blog post

(Fields marked below are required)

Title Test blog post

Content

Common Information

Availability

Availability

Selected Groups

At least one group should be assigned.

Add More Groups

National/Colorado/I. Northwest Region/Eagle



- + National/Colorado/I. Northwest Region/Eagle
- + National/Colorado/I. Northwest Region/Eagle/Emergency Management Agency
- + National/Colorado/I. Northwest Region/Eagle/Emergency Medical Services
- + National/Colorado/I. Northwest Region/Eagle/Fire Service
- + National/Colorado/I. Northwest Region/Eagle/Governmental Administrative
- + National/Colorado/I. Northwest Region/Eagle/Hazardous Materials Personnel
- + National/Colorado/I. Northwest Region/Eagle/Health Care
- + National/Colorado/I. Northwest Region/Eagle/Law Enforcement
- + National/Colorado/I. Northwest Region/Eagle/Other
- + National/Colorado/I. Northwest Region/Eagle/Public Health

« < 1 2 > »

15. To add a group click the “Add” or “+” button to the left of the group name. It will appear under selected groups, where you can then remove it with the “Remove” or “X” button to the left of the group name.

Cancel  Save 

 Add blog post (Fields marked below are required)

Title Test blog post

Content

Common Information

Availability

Availability

Selected Groups

	National/Colorado/I. Northwest Region/Eagle
---	---

Add More Groups



	National/Colorado/I. Northwest Region/Eagle
	National/Colorado/I. Northwest Region/Eagle/Emergency Management Agency
	National/Colorado/I. Northwest Region/Eagle/Emergency Medical Services
	National/Colorado/I. Northwest Region/Eagle/Fire Service
	National/Colorado/I. Northwest Region/Eagle/Governmental Administrative
	National/Colorado/I. Northwest Region/Eagle/Hazardous Materials Personnel
	National/Colorado/I. Northwest Region/Eagle/Health Care
	National/Colorado/I. Northwest Region/Eagle/Law Enforcement
	National/Colorado/I. Northwest Region/Eagle/Other
	National/Colorado/I. Northwest Region/Eagle/Public Health

« < 1 2 > »

16. Use the “Save” button at the top right to save your new announcement or any changes you made to your existing announcement.

Close Delete Save

Edit blog post Your changes have been saved. (Fields marked below are required)

Title Test blog post ID: 16

Content
Common Information
Availability

Availability

Selected Groups

- National/Colorado/I. Northwest Region/Eagle

Add More Groups

National/Colorado/I. Northwest Region/Eagle

- National/Colorado/I. Northwest Region/Eagle
- National/Colorado/I. Northwest Region/Eagle/Emergency Management Agency

17. To search for existing announcement, go back to the Admin section, and click on the “Blog Posts” tile. Alternatively, you can click directly on the “Find & Edit existing b...” link to go directly to the search interface.

Classic TRAIN Stephen

TRAIN

ADMIN SEARCH USER SITE HELP

Admin

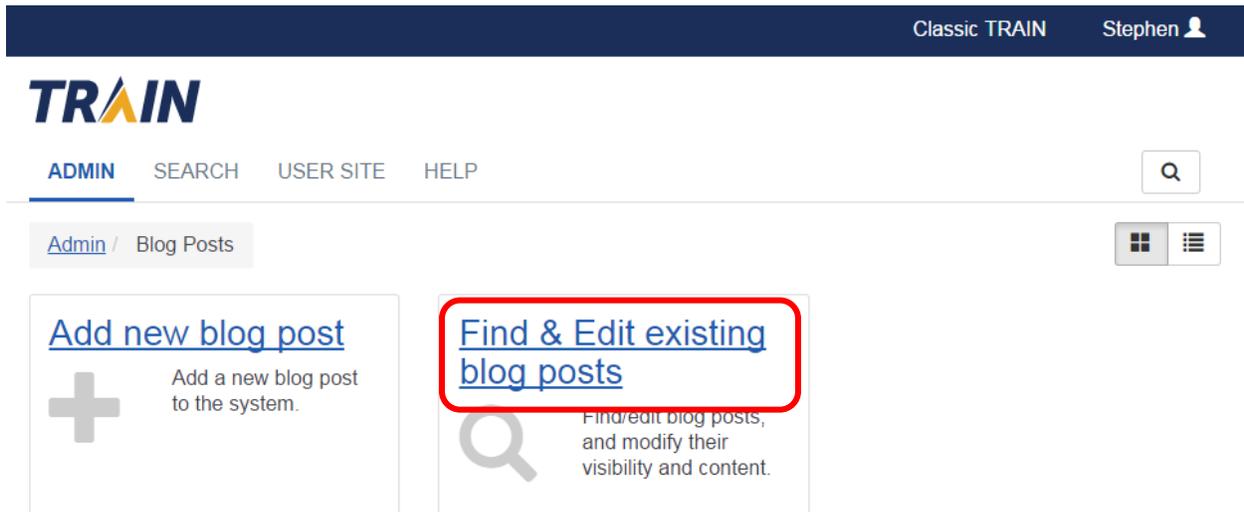
Blog Posts

Add new blog post

Find & Edit existing b...

Classic Administrative Interface

If you clicked on “Blog Posts” you will be presented with the below screen. From here, click on “Find & Edit existing blog posts”



You will now see the search interface, filtered by Blog posts. You can click the bog post name to see the details of the blog post, or click the pencil icon to the left of the blog post name to go directly into editing the blog post. You can also click the arrow to the right of the blog post to see additional information about the blog post. If you want to see any inactive blog posts, use the “Show inactive” link found under the search box.

