

Posting Your Announcement

1. Go to drew.edu/today and click the **Schedule an Announcement** button.

For posting permissions:

Students should contact stuactiv@drew.edu.

Faculty/Staff should contact communications@drew.edu.

2. Add a **Title** for your Announcement.

3. Add an **Image** for your Announcement.

Click on the Add Featured Image button in the Featured Image section of the Announcement Screen. You can choose an image from the Drew Today media library, or upload your own. This will be the main image featured on the Drew Today email.

Post Content in Drew Today

Drew Today is our daily digest email, and it is sent to all current Drew students, faculty and staff.

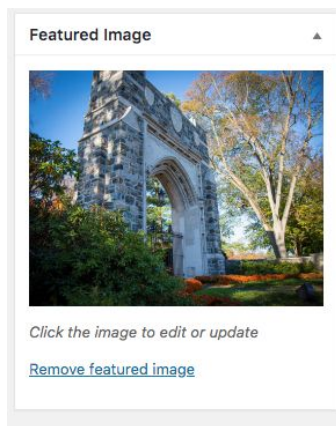
SCHEDULE AN ANNOUNCEMENT IN DREW TODAY

Note: If you are publicizing an event make sure you have also entered it on the calendar at <https://ems.drew.edu/>.

Add New Announcement

Announcement Title Goes Here

Announcements are not to be used for Fund Raising. To read more please see the [Campus Safety Notice](#). If you are publicizing an event make sure you have booked a room at [Drew House](#) and are compliant with all University regulations including ADA.

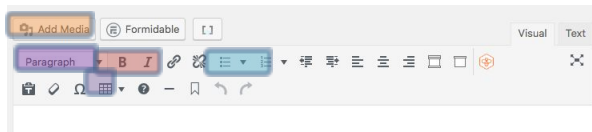


4. Add the **Details** for your Announcement.

There are two ways you add content to your announcement, the **Free Text Area**, and using **Callouts**.

FREE TEXT AREA

Enter text, organize content using **headers**, **bold** or **italicize** text, **create a table**, **bullet-points** or **numbered lists**, and insert **images** or **video**.



FREE TEXT AREA: IMAGES AND VIDEO

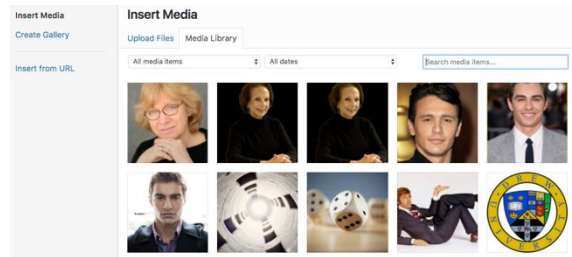
To edit a current image: click on the image to adjust alignment or click the "pencil" edit icon to adjust size.



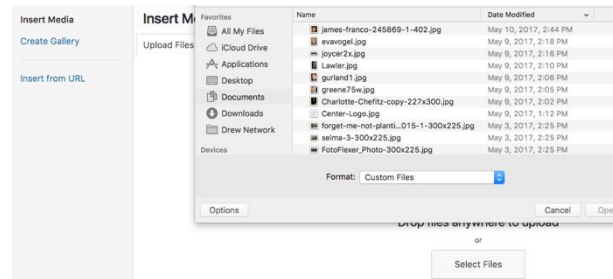
To add a new image:

Place cursor where you want your Image to appear. Click Add Media button at top left of free text menu.

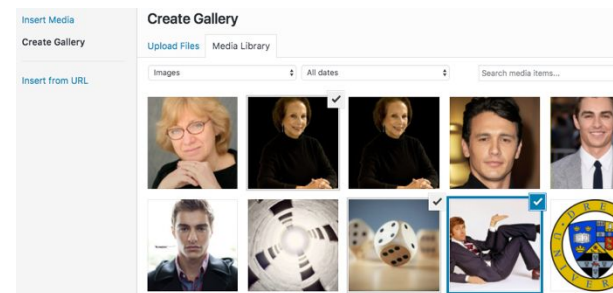
Choose an image from the Media Library.



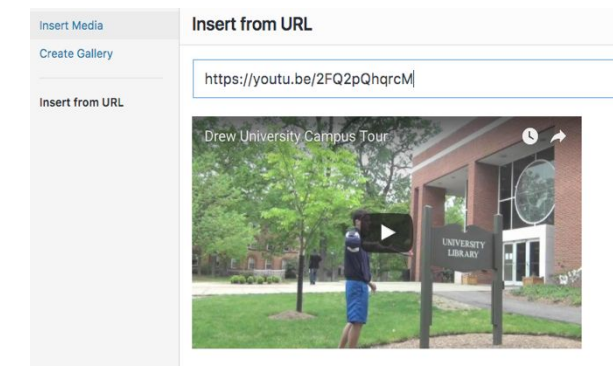
Or upload a new image from your computer.



You can also insert a gallery of multiple images.

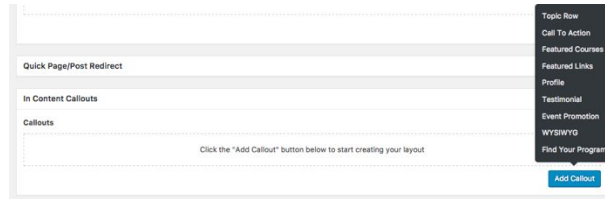


Or add a video from YouTube or Vimeo using Insert from URL.



IN-CONTENT CALLOUTS

There are 6 types of In-Content Callouts that we use (Click Add Callout to create a new Callout)



WYSIWYG CALLOUT

Free text callout, similar to Free Text Area at top of page.

WYSIWYG Callout

The "What You See Is What You Get" callout. This is completely customizable, just like the Free Text section at the top of the page. You can add links, bullets, text, images, accordions and/or forms. You can use this is you don't want to put anything in the Free Text section, and only use Callouts on your page. You can add as many of these as you wish.

"If several languages coalesce, the grammar of the resulting language is more simple and regular than that of the individual languages. The new common language will be more simple and regular than the existing European languages.

It will be as simple as Occidental; in fact, it will be Occidental. To an English person, it will seem like simplified English, as a skeptical Cambridge friend of mine told me what Occidental is. The European languages are members of the same family. Their separate existence is a"

CALL TO ACTION CALLOUT

Allows you to customize background color, add an image and a single link.

This is a Call To Action Callout With No Image

You can customize the background color, add an image and a Single Link.

"If several languages coalesce, the grammar of the resulting language is more simple and regular than that of the individual languages."

SUPERCOOK

FEATURED LINKS CALLOUT

Presents a list of links in a 2 column format.

THIS IS A FEATURED LINK CALLOUT - NO DESCRIPTION OR IMAGES, JUST (ALMOST) UNLIMITED LINKS

Streema	→	FluentU
Innovative Language	→	MIT Open Courseware

PROFILE CALLOUT

Large image, description and single link in single column format.

Profile

Color *
Brand Blue

Label *
Actor/actor name, e.g. "Faulstich"

Profile Callout

Name *
Person's name and graduation year - e.g. "John Frederickson '90". Allow verno tags.

Dwayne Johnson '95

Title *
The title or position of the person, e.g. "Theater Major". Allow verno and xsn tags.


Actor

Description *
Allow verno, xstrngs, xsn and xlnr tags.

Dwayne Douglas Johnson (born May 2, 1972), also known by his ring name The Rock, is an American actor, producer, and professional wrestler. He holds both American and Canadian citizenships.


Born in California and raised in New Zealand and the U.S. states of Hawaii and Pennsylvania, Johnson was a college football player for the University of Miami, where he won a national championship on the 1991 Miami Hurricanes football team. He later played for the Calgary Stampeders in the Canadian Football League and was cut two months into the 1995 season. This led him to become a professional wrestler like his grandfather, Peter Maivia, and his father, Rocky Johnson, from whom he also inherited his Canadian citizenship.

Image *



Link Title
Allow verno tags.

Internet Movie Database Page



PROFILE CALLOUT

Dwayne Johnson '95
Actor

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[INTERNET MOVIE DATABASE PAGE](#) →

TESTIMONIAL CALLOUT

Designed for pull-quotes.

Testimonial

Name *
Person's name and alumni year, e.g. "Katy Peterson '01". Allow verno tags.

Dwayne Johnson '95


Title *
Person's position or title, e.g. "Director of Communications, Comcast". Allow verno and xsn tags.

Testimonial Callout

Quote *
Allow xstrngs, xsnr and xlnr tags.


It's nice to be important but more important to be nice. I heard that from a friend when I was about 15, and I've never forgotten it.

Image *



“

It's nice to be important but more important to be nice. I heard that from a friend when I was about 15, and I've never forgotten it.”

 **Dwayne Johnson '95**
Testimonial Callout

EVENT PROMOTION CALLOUT

Large image box with header and description.


Event Promotion

Color *
Green

Starting Date *
Assumes a 9:00 am start unless you can be a date in a 24-hour span (e.g. "November 10, 2017") or a date span (e.g. "March 15, 1991" or "information text (e.g. "Relatives at Birth")").

Apr 4 - Jun 30

Image *



Label *
Person's name or title (e.g. "Single Production"). Allow verno tags.

Event Promotion Callout

Title *
Allow verno tags.

April Showers


Description *
Allow xsn, xstrngs, xsnr and xlnr tags.

In the United Kingdom and Ireland, an April shower is rain during the month of April. One of the major causes of the often heavy downpours is the position of the jet stream. In early spring, the jet stream starts to move northwards, allowing large depressions to bring strong winds and rain in from the Atlantic. In one day the weather can change from springtime sunshine to winter sleet and snow. The track of these depressions can often be across Ireland and Scotland bringing bands of rain followed by heavy showers (often of hail or snow) and strong blustery winds.

Beginning Date
Used only for longer messages.

April 4, 2017

Apr 4 - Jun 30



EVENT PROMOTION CALLOUT

April Showers

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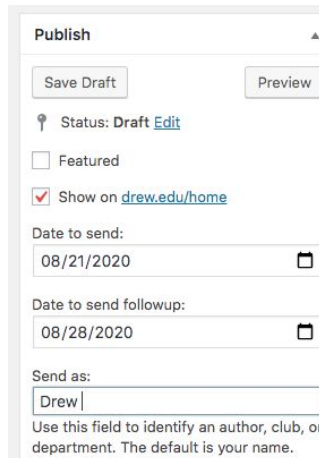
5. Create a short **Excerpt** for your Announcement.



Excerpt

Excerpt goes here. This is the text you will see on Drew Today. This is an optional summary of your Drew Today Announcement.

6. **Schedule** the Send Date and Follow-Up Date



Publish

Save Draft Preview

Status: **Draft** [Edit](#)

Featured

Show on drew.edu/home

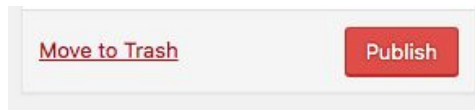
Date to send:
08/21/2020

Date to send followup:
08/28/2020

Send as:
Drew

Use this field to identify an author, club, or department. The default is your name.

7. **Publish** your Announcement



[Move to Trash](#) **Publish**