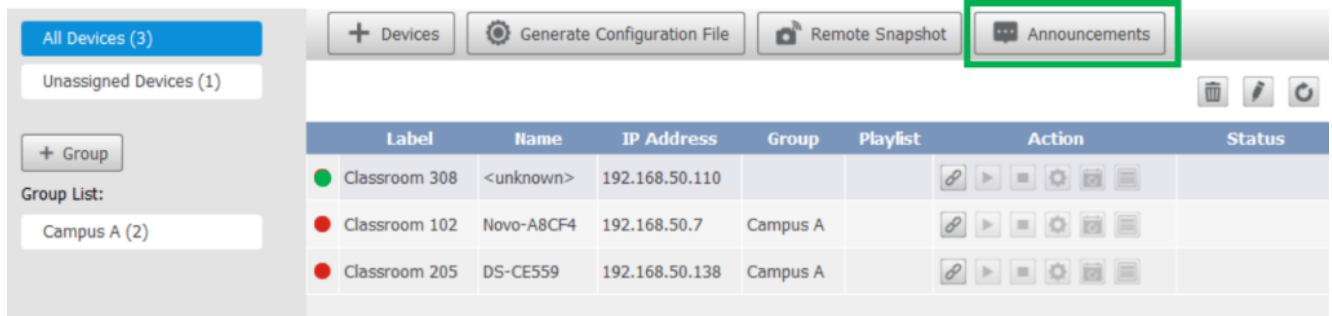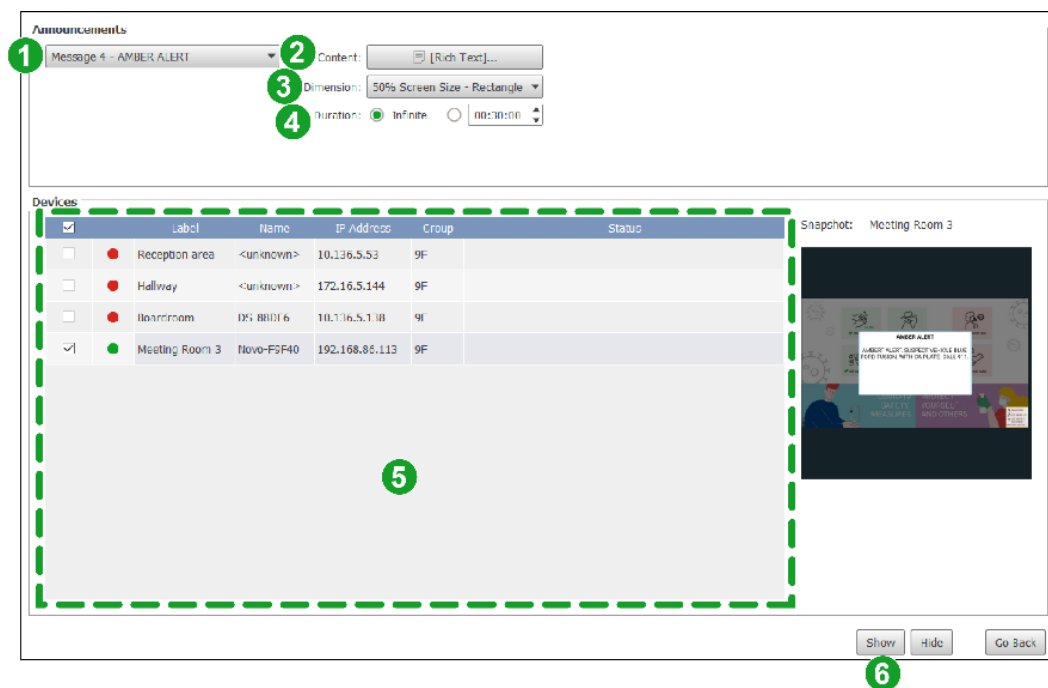# 4.6 Announcements

Announcements are messages displayed on top of the content currently being shown. To start, click the **Announcements** button.
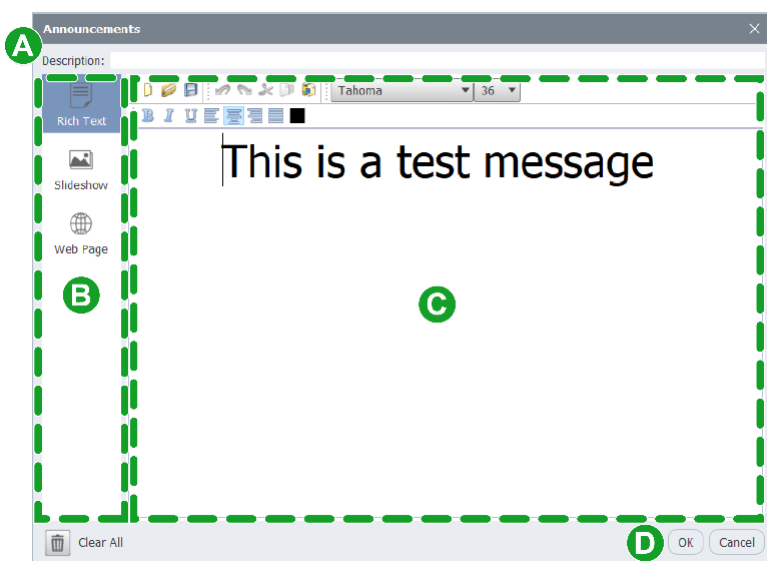

The main window will switch to the Announcements editing menu. Follow the steps below to create an announcement.

1. In the message drop-down menu, select one of the 8 preset announcements slots to create/edit a new message. *NOTE: DS Device only allows up to 8 announcements to be saved at a time. If you have already previously created 8 different announcements, you will need to replace one of the saved announcements to create the new announcement.*

2. Click the **Content** button and in the pop-up window that appears complete the following steps:

- **A.** In the **Description** field enter a name/description for the announcement that will be shown in the message drop-down menu.
- **B.** Select one of the following content types for the announcement:
  - **Rich Text** — Allows you to use stylized text for the announcement
  - **Slideshow** — Allows you to use a slideshow of image files from your local storage for the announcement.
  - **Web Page** — Allows you to use a web page for the announcement.
- **C.** Enter/Edit the actual content of the announcement in the main window.
- **D.** Click **OK** to finish creating the announcement.

3. In the **Dimension** drop-down menu, select the percentage of the screen space the announcement will cover and the shape (square or rectangle) of the frame around the announcement.

4. In the **Duration** field, select how long the announcement will last for.

5. In the **Devices** list, check the boxes next to all the devices that you want the announcement to broadcast on.

6. Click **Show** to begin broadcasting the announcement on the selected devices.

Training video

To see a visual demonstration on how this works, please take a look at the following video.