

# Announcement Builder

## User Guide

The Moore Elementary Announcement Builder is a web-based tool that helps staff create professionally formatted announcements, newsletters, and notices. Simply paste your content, apply formatting, and download a polished PDF ready to share with families.

## Quick Start

1. Open the Announcement Builder in your web browser
2. Enter your announcement title
3. Select the document type and verify the date
4. Paste or type your content in the text area
5. Add your signature name (optional)
6. Click **Download PDF** and select **Save as PDF** in the print dialog

**Tip:** The live preview on the right side of the screen shows exactly how your final PDF will look. Changes appear instantly as you type!

## Understanding the Interface

The tool is divided into two main areas: the **editing panel** on the left where you enter your information, and the **live preview** on the right that shows your formatted document.

### Form Fields

Field	Description
<b>Announcement Title</b>	The main headline that appears at the top of your document. Keep it clear and concise.
<b>Document Type</b>	Select from: School Announcement, Parent Newsletter, Event Notice, Important Update, Classroom News, PTO Communication, or PTO Announcement.
<b>Date</b>	The date shown on the document. Defaults to today but can be changed.
<b>Link Builder</b>	Add clickable hyperlinks to your content. Enter the link text and URL, then click Insert.
<b>Paste Your Content</b>	The main body of your announcement. Supports special formatting (see Formatting Guide).
<b>Signature Name</b>	Your name for the signature block. Leave blank to omit the signature.

<b>Signature Title</b>	Optional title under your name (e.g., Principal, PTO President).
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## Formatting Guide

The content area supports simple formatting syntax that transforms your plain text into professionally styled content. Here's what you can do:

What You Type	What It Does	Example
Line ending with :	Section header with gold underline	Important Details:
- at start of line	Bullet point	- Bring your lunch
1. at start of line	Numbered item with navy circle	1. First step
<b>**text**</b>	Bold text	<b>**Important**</b>
<i>*text*</i>	Italic text	<i>*Please note*</i>
! at start of line	Yellow callout box	! Remember this
`text`	Inline code/monospace	`Room 204`
Table with   separators	Formatted table	Name   Time

### Example Content

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Event Details:
- Date: Friday, May 15th
- Time: 9:00 AM - 2:00 PM
- Location: Main Field

What to Bring:
1. Sunscreen
2. Water bottle
3. Comfortable shoes

! Don't forget to return your permission slip by Wednesday!

**All students** must wear their class t-shirt.
```

## Adding Hyperlinks

To add a clickable link to your announcement:

1. Click inside the content area where you want the link to appear
2. In the **Link Builder** section, enter the text you want to display (e.g., "click here")
3. Enter the full URL (e.g., <https://forms.google.com/your-form>)
4. Click **Insert Link Into Content**

The link will appear as a special code in your content area, but will display as a clickable blue link in the preview and final PDF.

**Important:** For links to remain clickable in the final PDF, you must select **Save as PDF** (or Microsoft Print to PDF) in the print dialog—not a physical printer.

## Downloading Your PDF

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When you're satisfied with your announcement:

1. Click the **Download PDF** button
2. In the print dialog, set **Destination** to **Save as PDF**
3. Click **Save** and choose where to save your file
4. Your PDF is ready to email, print, or upload!

### Multi-Page Documents

For longer announcements that span multiple pages, the tool automatically adds a simplified header to pages 2 and beyond. This header includes just the announcement title and date on a slim navy bar, keeping subsequent pages clean while maintaining document continuity.

## Troubleshooting

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### Links aren't clickable in my PDF

Make sure you selected "Save as PDF" in the print dialog, not a physical printer.

### Formatting isn't appearing correctly

Check that you're using the exact syntax (e.g., **\*\*bold\*\*** with double asterisks, lines ending with a colon for headers).

### The preview looks different than expected

Try refreshing the page. Make sure there are no extra spaces before formatting characters.

### My numbered list shows wrong numbers

The tool uses the numbers you type. Make sure you're typing 1. 2. 3. etc. at the start of each line.

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Having issues with the tool? Contact [chughes.social@gmail.com](mailto:chughes.social@gmail.com) for support.