

Bulletin Boards

Library announcements, book clubs, weekly trivia — do it all through Bulletin Boards.

Creating Bulletins

From Tools, (or from the Show menu in version 6), open Bulletins.

Here, you can create any number of “boards”, to which you can pin (figuratively speaking) any number of bulletins.

Note that you can't currently (*as of 6.22.6 & 7.14.1) move a bulletin, so be sure you are creating it on the correct board.

To create a new board, click on the Actions menu at the top and Add Bulletin Board. Give it a unique name (like Book Clubs), and if it is time specific (for example, if you'd like to use this board for all your summer announcements) you can choose a date range for the board. No dates means it will show all the time.

You can enter notes for yourself, these will not show on the board. Save.

Let's add some bulletins to this lonely board. It will add one automatically, otherwise click on the plus icon at the bottom left. Name your bulletin (Here Be Dragons), and if it is time-limited choose a date range.

You can enter a Bulletin URL, which shows up as a More link at the bottom of the bulletin.

Images make things more exciting, so let's drop one here, then we need some text.

When you are finished, click on Save.

Let's create one more (*Book Club Rules; image*), with no date range, and show this one at the top of the board.

For fun, let's change the Bulletin Color to red.

Viewing Boards

Patrons can get to Bulletins through the Researcher pane, or if you bookmark the Bulletin location directly. They will first see the different Boards, after they click on one they can use the **back arrow** on the page to return to the list of Boards.

Let's see how the Book Clubs board turned out. It looks nice! Beautiful! But guess what? It's not quite finished.

Customize With HTML

One last thing. Let's go back to the bulletin. You can use some simple HTML to add links and change the text color. Copy the text from the show notes, and paste it in your Bulletin.

Let's add a link to the reading list that has been saved in the Researcher.

```
<a href='place_link_here' target='_blank'>link_name_here</a>
```

Replace the text inside the quotes with the link, and enter the link name.

The 'blank' means it's going to open in a new window.

I'll save this and look at the other bulletin, where I want to change some of the text color to black.

I'll past the starting code here, and close it out here. Be sure you've included all the brackets.

```
<span style="color:black;"> </span>
```

Let's view Bulletins again to see what this looks like, and check that our link works. Perfect!

For more on using HTML with Bulletins, see our wiki page and the other links in the show notes.

Enjoy!

What do you use Bulletin Boards for? Share on AlexNet, or tell us about it at ideas@companioncorp.com.

Show Notes:

Alexandria Wiki: http://www.companioncorp.com/mediawiki/index.php/Bulletin_Board_Management#Customizing_Bulletins_With_Basic_HTML5

Links:

empty link:

```
<a href='place_link_here'>link_name_here</a>
```

empty link opening in a new window :

```
<a href='place_link_here'target='_blank'>link_name_here</a>
```

Examples:

Here is the link for `Wikipedia `.

Here is the link for `Researcher `.

Text colors:

```
<span style="color:darkred;"> text_here </span>
```

```
<span style="color:#000473;"> text_here </span>
```

HTML Color Chart: <http://html-color-codes.info>