

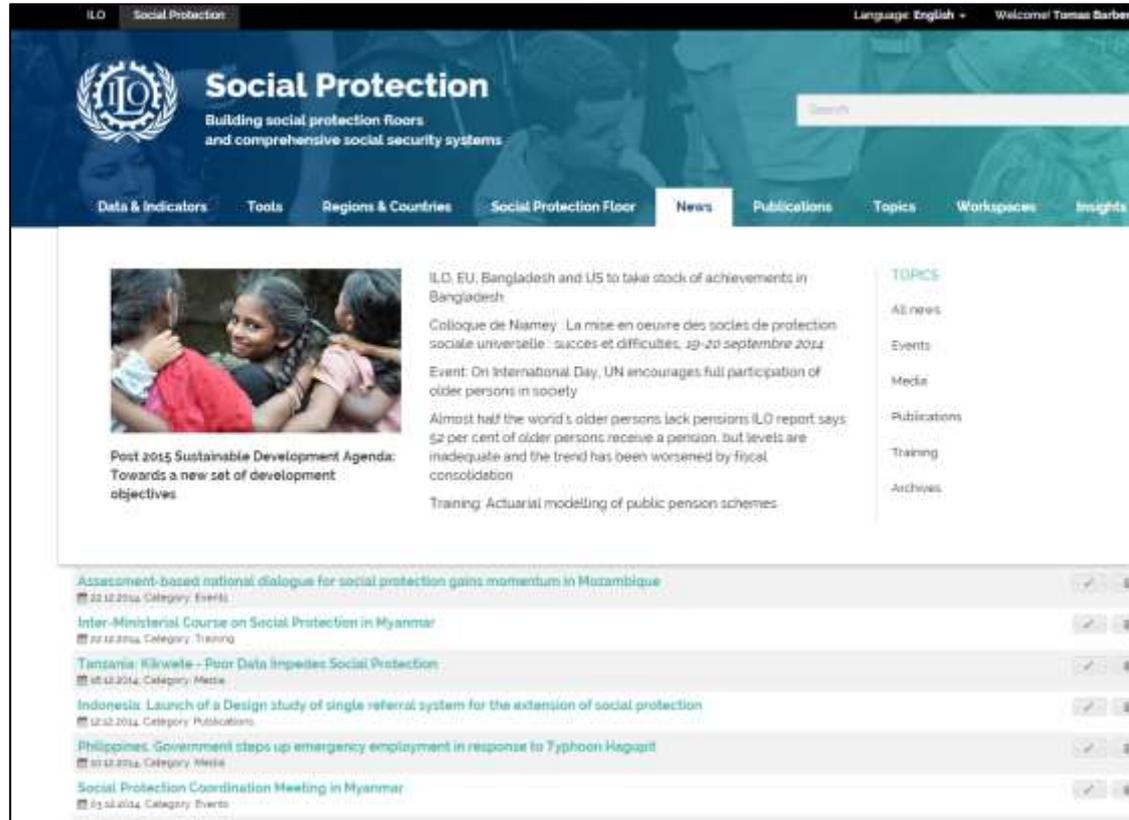
SOCIAL PROTECTION PLATFORM USER GUIDE:

How to add a piece of news in the Platform – a quick introduction

STEP 1

Click on **News** on the top of SPP homepage

(www.social-protection.org)



STEP 2

On the **News** page, click on the '+' sign on the top right corner



STEP 3

On the page **News – ADD** fill in all the fields, as specified in the blue information icons. Required fields are marked with an asterisk.

Please provide a summary of the news in the Content Editor

Ideally, the summary should be available in three languages. If this is not possible add the original language in the other language fields

Copy the URL of the news' link

For advanced use, click on **Source** and enter the HTML code directly

Please **DO NOT COPY AND PASTE FROM A WORD DOCUMENT**

First copy the text into a Notepad document or alike and then paste it into the content editor to avoid formatting changes. Basic commands for text editing are available in the editor's menu.

When you're finished, click **Add**. Your resource will be shortly validated

DID YOU KNOW?

The SPP has blue information icons to help users. Simply place your mouse over the icons for help on how to fill in or what to select in the fields.

PLEASE NOTE: you will be automatically logged off after a certain time of inactivity. To avoid losing text, write the summary in Notepad or alike before inserting it in the content editor.

NEWS FROM THE MEDIA

From news coming from the media, copy the exact title of the article in the title field. If the news concerns a particular country, add the name of the country before the heading, i.e. "Nepal: Government announces ..."
In the Contribution field add the source, the writer name (if available) and the publication date.

The following are good examples of media news:

<http://www.social-protection.org/gimi/gess/ShowNews.action?id=19969>

<http://www.social-protection.org/gimi/gess/ShowNews.action?id=19972>

<http://www.social-protection.org/gimi/gess/ShowNews.action?id=19891>