

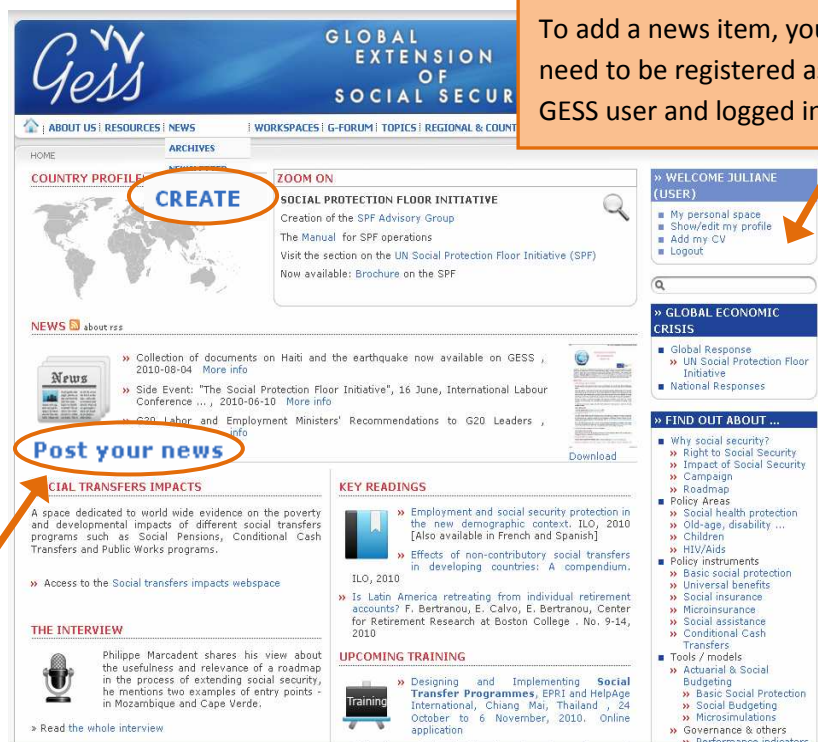
Adding a news item on GESS – A quick introduction

STEP 1

Click on **Create** in the **News** menu on the GESS homepage* or click on **Post your news**.

* www.socialsecurityextension.org

Or click on **Post your news**



STEP 2

On the **Add News** page, fill in all the fields, as specified in the blue information icons (place your mouse over the icon to see the explanation).

1. REQUIRED FIELDS: Fill in the news title in all 4 languages (French, English, Spanish, and Portuguese). If you do not have a translation, fill in all fields in the same language.

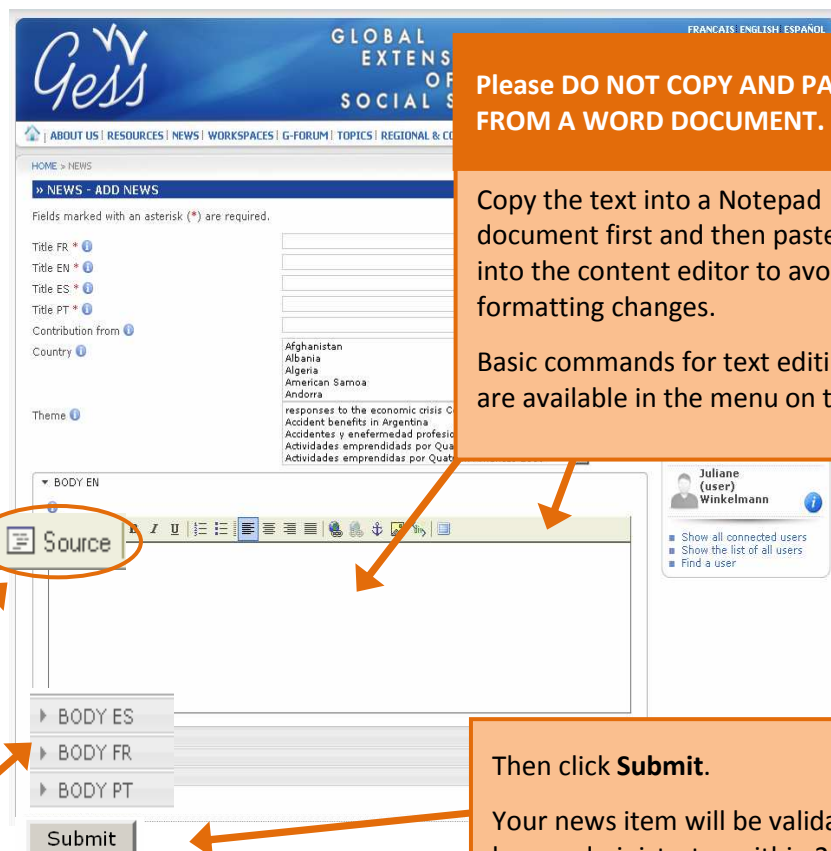
2. In the Contribution from field, enter your name or the institution's name (optional).

The screenshot shows the 'Add News' page. The 'Title' field is circled in orange, and the 'Contribution from' field is also circled in orange. The 'Title' field has four sub-fields for French (FR), English (EN), Spanish (ES), and Portuguese (PT), each with a blue information icon. The 'Contribution from' field has a blue information icon. The page also shows a list of countries and a text area for the news body. The right sidebar shows the user's profile and a list of connected users.

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STEP 3

On the **Body** section, enter the text of your news in the content editor/HTML editor.



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

Copy the text into a Notepad document first and then paste into the content editor to avoid formatting changes.

Basic commands for text editing are available in the menu on top.

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

If possible, please add **Spanish** and /or **French translations** by clicking on **Body ES** and **Body FR** (optional).

Then click **Submit**.

Your news item will be validated by an administrator within 2-3 days and will then appear in the **News** section of GESS.

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

DID YOU KNOW?



GESS has blue information icons to help users with sections like the Add News page. Simply place your mouse over the icons for help on how to fill in or what to select in the fields.

More questions? Email us at gess@ilo.org